



Windlesham House School Parent Handbook

Year 5 and 6
2021 - 2022



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Welcome to Years 5 and 6 at Windlesham House

This Parents' Handbook aims to explain what happens in Year 5 and Year 6. It includes an introduction to the staff, what happens in the school day, how we communicate with you and you with us, what your children will be learning and how we will keep you informed of your child's progress. It also covers the things that your child will need such as stationery and uniform.

Contact Details

Victoria Mason (Phase Leader years 5 and 6)
Andy Nuttall (Deputy Head)
Pippa Sutcliffe (Assistant Head Academic)
Jon Farrer (Assistant Head Pastoral)
School office

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anuttall@windlesham.com
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WHSoffice@windlesham.com

Main school number: 01903 874700

Form Teachers

Your child will have a form teacher who they will see for registration and form period each morning, and who will also teach PSHE. The pupils will be taught by subject specialists for all of their other lessons. The teaching team for the Senior School can be found on the [Parent Portal](#).

Your child's form teacher is your first point of contact for any questions you have about daily routines and if you have any information that you need to share with the school that day, for example, if your child is particularly tired that day, or worried about something or if they have lost their school shoes. It is also important for them, along with the House Parents, to know about more significant issues, for example changes in their daily routines or family circumstances.

House Parents

Every pupil is allocated to one of our six houses. The house system provides an additional sense of community spirit as well as another level of pastoral care for pupils.

House Parents will have the overview of your child's progress and overall well being

throughout their time at Windlesham. Your child will meet their House Parent weekly but will also see them around the school at break times, during Prep and at meals. The House Parents will liaise closely with your child's form teacher but we recommend that you also keep in touch with them about how your child is getting on and any important information that you would like to share with the school.

Form Teachers

Year 5

Fiona Jenkins

fjenkins@windlesham.com

Becky Marchant

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Year 6

Emily Clark

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House Parents

Bader

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Mel Clark

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Scott

Becky Marchant

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Jack Scullion

jscullion@windlesham.com

Pastoral Care

Windlesham prides itself on its strong sense of community as well as its levels of pastoral care. Everything we do is with the children's best interests in mind and our aim is to ensure they are happy - if they are happy, they will make progress.

Your child's form teacher will also act as their pastoral tutor and is the first port of call for any questions you have about daily routines. The main benefit of this system is that the form teacher sees their form daily and is well positioned to communicate with you and your child's House Parents as necessary. Your child will also join one of six houses: Bader, Drake, Grenfell, Hunt, Raleigh and Scott. Each house is managed by a pair of House Parents who will support your child's wellbeing and pastoral care throughout their time at Windlesham.

The week is structured around a pastoral theme e.g resilience, anti-bullying and self-esteem, and your child will be given opportunities to explore this theme in form time and in a weekly chapel service. Additionally, the children will spend one morning of the week debating a current affairs topic through an initiative called Votes for Schools. This encourages them to look beyond the confines of Windlesham and discuss themes that are making the news.

Should you have any specific questions regarding the pastoral care at Windlesham please feel free to contact Jon Farrer, Assistant Head (Pastoral) jfarrer@windlesham.com.



Home School Communication

How we communicate with you and you with us is one of the most critical aspects of ensuring a good home-school relationship. We have several means of communication: the weekly information letter, the weekly newsletter, email, telephone, school website, social media and WhatsApp.

Information Letter

Each Friday parents are sent an information letter providing details relating to items in the calendar up to two weeks in advance. This is to give parents the opportunity to plan for different events as well as to stay informed as to their children's involvement and requirements.

This letter also contains key up to date information relating to day to day life at Windlesham to ensure that parents remain fully informed. Information is grouped according to year group and phase to allow parents to locate the most relevant details pertaining to their child or children.

Newsletter

On Fridays parents are also sent the Newsletter which highlights the varied academic and non-academic activities which the pupils have been engaged in throughout the week. This is an opportunity for parents to get a greater insight into day to day life at the school and the varied opportunities the pupils have enjoyed.

Parents' WhatsApp

The Parents' WhatsApp group is managed by Alex Evans and is organised by year group to provide parents an opportunity to ask questions as they arise. Reminders are also sent via this group for specific calendar items to assist parents. Enrollment in the WhatsApp group is entirely voluntary. Please email aevans@windlesham.com with your name, your child's name and form and your phone number if you would like to be added to the group. Please note that this group is not for general communication or socialising but there is usually an informal group set up by the parents for this.

Parent Portal

The Parent Portal is an area of the School's website which hosts a wide range of information relating to your child's life at school. It is here that parents can access details relating to their child's timetables, activities, and sports. There are also many other categories of information and this should be the parents first port of call.

Verbal communication

At Windlesham we operate an open door policy and welcome verbal communication between staff and parents and encourage both to meet face to face where possible to develop collaborative relationships. Staff welcome brief discussions with parents, and are happy to arrange mutually convenient meeting times should a longer conversation be required.



Routines and Timings

07:30 - 08:00	Wrap around care and breakfast (by arrangement for day pupils)
08:00 - 08:10	Pupils arrive at school and go to their form room
08:10 - 08:15	Registration
08:15 - 09:00	Assembly / Chapel / Form Period / Housemeetings / PSHE
09:00 - 09:50	Lesson 1
09:50 - 10:40	Lesson 2
10:40 - 11:05	Break
11:10 - 12:00	Lesson 3
12:00 - 12:30	Lesson 4a
12:30 - 13:30	Lunch and break
13:30 - 14:00	Lesson 4b
14:00 - 14:50	Lesson 5
14:50 - 15:40	Lesson 6
15:40 - 16:30	Lesson 7
16:30 - 16:45	Break
16:45 - 18:05 / 18:10	Prep / Activities
18:05 / 18:15	Collection (for day pupils and flexi boarders)
18:05 / 18:15	Boarder's supper
18:30	Junior boarder's evening activities
19:30	Junior boarders to dorms

Drop off and parking

Day pupils in Years 5 and 6 should be dropped off and collected from the Pre-prep Car Park.

Break time

Junior school pupils play on the adventure playground, the astro, the front lawn and in the woods at break time. They are always supervised by teaching staff. In winter they will need to bring in wellies as it can get muddy and will also require the school coat and waterproof trousers, so that they can play outside as much as possible. In Summer and Autumn we request that they bring in outdoor trainers.

Pupils are given a snack and drink at break.

Lunch

Pupils eat a hot lunch in the main school dining room each day. Members of the School staff join them and we endeavour to make the experience sociable and relaxed while ensuring that every child eats a healthy balanced meal. There is a choice of meat and vegetarian options. Menus are available online for parents to download each week.

Please note, due to the severity of some children's allergies, we are a 'nut-free' school. Please ensure that we are fully aware of foods to avoid and the necessary medical precautions. Parents are asked to complete a medical allergen and intolerance form which are part of the admissions pack, otherwise these can be sought from the medical centre: medi@windlesham.com

If your child is going on a trip they will be provided with a packed lunch by the school. Please do not send in supplementary food.

Snacks and water

These are provided at morning break and at 4:30pm for children attending activities. Morning snack is usually savoury and the afternoon snack is usually sweet.

Children are asked to bring in a named drinking water bottle. We also have a number of water fountains around the school. No single use bottles please.

Collection

Pupils will be signed out by a member of staff from the Pre-Prep Car Park. Normal pick up is at 18:05 (Year 5) or 18:15 (Year 6) however it is also possible to collect at 4:30pm before activities and prep or 5:15pm before prep. If a child does not attend prep they should take their prep and complete it at home.

If you are regularly collecting your child at 4:30pm or 5:15pm you will be able to sign up for this option when booking activities. You will receive further information about this when you receive the activities options and booking process details.

If you need to collect your child at any time other than these collection times please do so from the front office by prior arrangement through absence@windlesham.com. If possible please provide at least 24 hours notice or call 01903 874700. Pupils should sign out with the office staff or on the sign out sheet.

Wraparound Care

Parents of day pupils are able to make use of the extended wrap around care from 07:30. Pupils should be dropped off at the front of school and make their way to the dining room where they will be signed in and supervised until registration. Pupils can be provided with breakfast. This early morning provision is by prior arrangement. Please email whsoffice@windlesham.com or your child's form teacher to discuss this.

Notification of absence

If a day pupil is unwell and unable to attend school, please email absence@windlesham.com by 08:10 and the relevant members of staff will be informed.

If your child has an appointment or other reason for absence, please email absence@windlesham.com at least 7 days before. The office will communicate with your child's House Parents and form teacher, as well as the Headmaster where relevant, to approve the absence.

Teaching and Learning

The curriculum for Year 5 and 6 continues to build on the strong foundations that have been developed in the previous year groups. We have high expectations of the children in all areas of their school life, both academically and pastorally.

Our aim is to continue to nurture independent children who are developing their responsibility for themselves, their learning and their belongings whilst fostering a love of learning, awe, wonder and a deep interest in the world around them. We will create an environment of challenge and support for each individual in our classes. The children will continue to develop at different rates and we will ensure that your children understand their next steps for learning, are challenged to achieve their individual targets and are ready for the next stage in their Windlesham career as they progress through the Prep school.

Learning habits will underpin our teaching and learning from September. They will link directly to our reward system and reporting. They are organised in 3 areas: critical thinkers, active learners and explorers. Each of these areas aim to develop the skills required to become an effective and productive learner not just at Windlesham or at Senior Schools but throughout life.

Year 5 and 6

Pupils in Years 5 and 6 are taught in forms for the following subjects: geography, history, RS, music, PE, PSHE, ICT, art/design and drama. All pupils begin learning Latin in Year 5. They are set for English, maths and languages, in both years and additionally for science in Year 6.

Reading time is scheduled every day, and is supported by our Accelerated Reading (AR) Programme.

Senior School pre-test preparation begins in Year 5 and continues into Year 6. This is supported by both study skills lessons and the online learning platform Atom learning

Creative Curriculum Subjects

Music

In Year 5 and 6, the children have 1 classroom based music lesson per week, and in this we cover a huge range of topics, from learning the notes of the treble clef through to Reggae music. We have a very well equipped classroom with a Samba kit, Djembe drums and lots of other percussion instruments as well as South African Marimbas and an array of glockenspiels! Music technology also plays a large part in our lessons using Garageband and other apps.



As well as congregational singing in Chapel, pupils in Years 5 and 6 have the opportunity to sing in the middle choir who enjoy a mixed repertoire ranging from classical music to contemporary chart music and west end classics.

Across the school, around 75% of the pupils learn a musical instrument, and these are delivered by our team of 16 visiting music teachers. Pupils are encouraged to join an ensemble or group suitable to their ability. There are many performance opportunities throughout the year, from small informal break-time concerts through to the large, whole school events such as Windlesham Rocks and Windlesham's Got Talent.

Drama

Pupils attend a 50 minute Drama lesson in Harrow Studio each week in Year 5 and 6. They follow a variety of text and non-text work including Victorian melodrama, Commedia Dell'Arte, devising, duologues and physical theatre. All children have the opportunity to perform in one major production each year. There are other performance opportunities throughout the year as individuals, in small groups and in class performances, such as public speaking, poetry performances and devised work during activity time. For pupils who have a particular interest or aptitude for Drama there are additional activities they are able to opt into as well as the ever popular LAMDA tuition.

Art

Pupils in years 5 and 6 are taught a variety of art techniques within their curriculum. Pupils develop their creativity, dexterity, fine motor skills, confidence and independence with each project. They are taught by specialist staff in our well equipped and spacious art and pottery rooms.

Pupils are taught how to use a range of materials creatively to design and make art and pottery using drawing, painting and clay to develop and share their ideas, experiences and imagination. They are shown how to develop a wide range of art and design techniques using colour, pattern, texture, line, shape, form and space. Pupils are shown the work of a range of artists, craft makers and designers, describing the differences and similarities between different practices and disciplines, and making links to their own work.

Pupils are taught how to develop their techniques, including their control and their use of materials, with creativity, experimentation and an increasing awareness of different kinds of art, craft and design. Pupils are shown how to create sketchbooks to record their observations and use them to review and revisit ideas to improve their mastery of art and design techniques, including

drawing, painting and pottery with a range of materials [for example, pencil, charcoal, paint, collage, clay, mosaic etc]. Pupils are also taught about great artists and designers in history that link to the art projects each term.

Those with a particular interest or aptitude in art are encouraged to attend the art activities to develop their interests and abilities further. Pupils have access to our specialist art and pottery rooms where they are supervised by subject specialists.



Prep

Pupils in Year 5 receive 35 minutes of prep each evening comprising 20 minutes of work set and 15 minutes reading time.

Pupils in Year 6 receive 45 minutes prep each evening comprising 25 minutes of work set and 20 minutes reading time.

Pupil Planners

Each pupil is provided with a pupil planner. Within this book is a copy of their personal timetable and pages to record their activities and clubs. Each day the pupils write in their prep and reading record and this is signed by the prep supervisor, or, if the pupil brings their prep home, by their parents. Each week the tutor will review the use of the pupil's pupil planner and countersign it, rewarding the child with stars if it is well completed. The pupil planner also contains useful information such as the code of conduct, rewards structure and school values.

Stationery list

Pupils can purchase stationery from the school shop which is run from the library and accessible to the pupils at break time. At the beginning of term we ask that all pupils have a named pencil case containing named equipment. A full stationery list can be found here: [Stationery List](#).

Assessment and reporting structure

We assess the pupils on an ongoing basis within each subject and feedback to pupils as frequently as possible to involve them in reflecting on their learning and helping each individual recognise their next steps for continued progress. Alongside this formative assessment we also assess our pupils using a variety of tests as outlined below.

Standardised Assessments

Year Group	Assessment	Month
Standardised Assessments		
Years 3-8	GL CAT4	September
Years 3-8	GL Progress Test in English, Maths & Science	September & May
Year 3 - Year 8	Accelerated Reader	September & May
Other Assessments		
Year 3 - 8	Writing (English)	Termly
Year 5 - 8	Biannually PIMS (Mathematics)	December, March
Year 3 - 8	Science	End of each topic
Year 5 - 8	End of Year Exams (All Academic Subjects)	June
Year 8	Common Entrance in all subjects	June
Year 6 & 7	Pre-tests	October to March
Year 6, 7 & Year 8	External Senior School Entrance Exams	Autumn, Spring or Summer Term, depending on School.

Timetable of assessment and explanation of grades

Further details are communicated at the beginning of the term curriculum information evening and reports are emailed to parents.

Autumn term

- 1/2 Term Progress reports
- 2/2 End of term reports

Spring term

- 1/2 Term Progress reports
- 2/2 End of term Progress reports

Summer term

- 1/2 Term Progress reports
- 2/2 End of term reports

Effort grades

- 5 Outstanding effort in all respects
- 4 Excellent effort in all respects
- 3 Good levels of effort
- 2 Some aspects of approach need improvement
- 1 Cause for concern

Attainment grades (Academic subjects only)

- A Excellent understanding of recent topics
- B Confident understanding of recent topics
- C Satisfactory understanding of recent topics
- D Struggled with recent topics
- E Finding recent topics very difficult

Co-Curricular opportunities

Sports

Pupils in Years 5 and 6 benefit from a range of sporting activities and opportunities. Within the PE lessons the pupils swim once per week throughout the year. They also participate in a range of sports including Gymnastics, Dance, Fitness, Athletics, Pop Lacrosse and Tennis. Pupils have two games afternoons, on a Monday and Thursday when they are coached in team sports. Matches are played on a Wednesday afternoon as well as a Saturday afternoon and, whilst the most able pupils may have a greater frequency of matches it is the schools policy that all pupils experience at least one competitive fixture each term and with multiple teams in each year group most pupils have numerous opportunities.

For further information about fixtures parents should access the Sports Area of the [Misocs app](#).

Competitive Sport Calendar

	Boys	Girls	Both
Autumn	Football Rugby	Netball Hockey	Cross Country / Swimming / Golf
Spring	Rugby Hockey	Netball Hockey	Cross Country / Swimming / Golf
Summer	Cricket	Cricket	Athletics / Swimming / Tennis / Golf

Activities

Pupils in Years 5 and 6 benefit from being able to select from a wide range of co-curricular activities, many of which are free of charge. These take place from 16:45 - 18:00 each day although some of the 'paid' activities take place at other times so the pupils benefit from the 1:1 or small group provision of a specialist tutor or coach. A full list of activities can be found on the Parent Portal. Unpaid activities are offered by our own staff and complement our curriculum areas of sport, music, art and DT, as well as further enrichment opportunities. These activities change termly to reflect the seasons and focuses for that term. Parents are encouraged to sign their children up for activities prior to the start of term and

this is managed through the activities app 'Misocs' a link to which can be found in the Activities Area of the [Misocs app](#).

Information relating to the range and timing of activities available for each year group can be found on the app and any additional enquiries should be directed to the Head of Co-Curricular: Stuart Edwards. sedwards@windlesham.com A child's form tutor oversees each child's balance of activities and ensures that pupils are suitably engaged across the week.

Windlesham Diploma

The Windlesham Diploma is a series of enrichment activities which take place on a Saturday morning. Whilst these are optional and not part of the formal academic curriculum, they provide the pupils with opportunities to develop their wider skills within the school context. The activities are grouped into four foci; Outdoor Education, Community Responsibility, Personal Development and Life Skills, and Leadership and Team Spirit. Through these activities the pupils develop their awareness of self, their ability to collaborate as a team, as well as leadership, communication and problem solving skills.



Future Schools

Year 5

Narrow down your choices

For most people, now is the time to start looking at some of the schools you have been hearing about: send off for prospectuses, look at websites and attend open days. It will be towards the end of Year 5 that you should be thinking about registering your child for senior schools.

At this stage we would advise that this is something you do on your own; perhaps involving your child in discussions once you have narrowed down your choices.

Keeping Windlesham informed

Our Assistant Head (Academic) is here to guide you through the senior school process and offer you guidance. With responsibility for the exit process, they will hold information on many schools.

It is also the responsibility of the Assistant Head (Academic) to ensure your child is ready and well prepared for their assessments and liaise with their potential future schools so it is critical that you keep us informed of your choices so that we can support you in the best way possible.

Being informed is also critical as this allows us to verify whether the correct pupils have been registered for the common pre-tests.

Entry processes and examinations

Each school will have their own entry process which is likely to include a combination of assessment, interview and references.

Increasingly, schools are asking for 11+ pre-tests (for 13+ places) and these start in October of Year 6 with possible further assessment of pupils through Common Entrance (CE) in June of Year 8, although this is becoming less common. Therefore, pupils need to be registered at their chosen schools in advance by parents to be involved in this process. If you have any questions or concerns about the registration process, please contact Assistant Head (Academic).

What are Common pre-tests?

The Common Pre-Tests are age-standardised tests used to assess pupils' attainment and potential. Tests are usually taken online, administered here at Windlesham by our Assistant Head (Academic), and consist of multiple choice tests in maths, English, verbal and non-verbal reasoning as well as a group, or more likely, an individual interview.

If a child is required to sit the common pre-tests, the senior school will complete this process. As a parent, you will not be required to do anything other than to ensure your child is registered at your chosen school(s).

If a child is applying to multiple schools, they will only take the pre-test once. The set of results obtained will be shared with all schools registering your child. It is important that you inform prospective senior schools if your child has already taken the Common Pre-Tests. In the very unlikely event of a candidate taking the tests more than once within a single academic year, the school(s) will be informed and the first set of results will stand.

How will Windlesham prepare your child?

Our Maths and English syllabuses do cover all the areas of the common pre-tests, but to familiarise pupils with the format, Windlesham has subscribed to ATOM Learning and your child will be able to practise using this program until they take their test in Year 6 or Year 7.

ATOM Learning enables pupils to practise all of the four areas of the pre-tests. The tests are adaptive, so they focus on the areas the pupil needs to work on. There are short tests of 10 minutes and then longer ones which are the same length as the actual tests.

Practising for these tests will take place in English and Maths lessons and the Year 5s will have one prep each week to practise for the verbal and non-verbal reasoning.

Your child will be provided with their own username and password which can be used on any computer or iPad at home or in school.

Further information can be found by looking at the Independent Schools Examinations Board (ISEB) website: Common Pre-Tests.

Verbal Reasoning (VR) and Non-Verbal Reasoning (NVR) Testing

At Windlesham, we have dedicated time set aside to practise these skills with your child.

Verbal reasoning (VR) is, by definition, 'understanding and reasoning using concepts framed in words – it aims at evaluating the ability to think constructively rather than just recognise vocabulary'.

Verbal reasoning is a test of a skill rather than a test of learned knowledge. The subject is used to determine a child's critical thinking skills, as well as their ability to use their own knowledge to solve a problem.

Non-verbal reasoning (NVR) tests are designed to assess how well a child can analyse visual information and solve problems by using visual logic. The questions involve code and shape sequences, where children will be asked to deduce how they relate to each other.

School References

Once you have registered your child at your chosen school(s), they will begin the process of contacting Windlesham for a reference.

A standard reference will require information about your child's attitudes to learning, their personal attributes, talents and interests, how they contribute to school life (participation in clubs, concerts etc) and whether or not there are any particular support requirements that may be pertinent to the application.

Within school, our staff always strive to know your children well, from their academic performance and potential, their skills, strengths and interests as well as their talents and achievements.

What we may not know as well, is what they get up to outside of school. And this is where we need your help. Remember that schools will be very interested in your child's extra-curricular activities: clubs they are involved in, competitions they have won, choirs they sing with, the possibilities are endless. What is important here is that you may know something that could really make your child stand alongside their academic achievements.

Within school, we start building your child's reference as soon as we can, noting achievements, moments that matter, success stories and anecdotes.

To help us complete the picture we ask you to begin completing, together with your child, their Personal Achievement Record. We know that some children may not always be forthcoming with their achievements. We need you to help them to shine. This will be a live document that can continue to be added to.

Your child will be invited to join a google classroom dedicated to their Personal Achievement Record. If you have not received an invite, please email either the Headmaster's PA or the Assistant Head (Academic) who will gladly ensure this is set up.

Year 6

Final School Choices

Now is the time that you should be narrowing down your choices of senior school. Talk to us about your plans and register your child if you have not already done so.

Increasingly, schools are asking for 11+ pre-tests (for 13+ places) and these start in October of Year 6, so pupils need to be registered by parents to be involved in this.

Year 7 is the main age of entry to grammar or state sector schools and competition at some schools can be high. If your son or daughter will attend a state sector school, you will need to contact your Local Authority during the start of the Autumn term of Year 6.

School References

Ensure your child's Personal Achievement Record is updated regularly from this point on so that Windlesham can be kept in touch with progress and updates.

Common Pre-Tests - A reminder

If your child is required to sit the common pre-tests, the senior school will complete this process. As a parent, you will not be required to do anything.

If your child is applying to multiple schools, they will only take the pre-tests once. The set of results obtained will be shared with all schools registering your child. It is important that you inform prospective senior schools if your child has already taken the Common Pre-Tests. In the very unlikely event of a candidate taking the tests more than once within a single academic year, the school(s) will be informed and the first set of results will stand.

Preparing your child for interview

As part of the application process, many schools will want to interview your child.

Here at Windlesham, we work hard to prepare all children for their interviews. For many, this will be the first time that they have been in such a situation and as a result, may feel nervous.

It is a standard process that your child will have interview preparation with at least one member of our Senior Leadership Team as well as the Headmaster. The number of sessions that your child receives will very much depend on their individual needs.

These interviews will be organised internally via Form Teachers and Houseparents.

You can continue to support your child at home by practising typical questions that might come up (a help sheet can be found at the bottom of this document). Look at the school's website together and discuss what the school offers so your child can talk confidently about why they want to attend their chosen school.

Offers of places

In general, many senior schools will confirm whether or not your child has an offer of a place at their school between January and March of Year 6. There will, of course, be exceptions to this rule. It is likely that your child will receive one of the below responses

Unconditional Offer	Your child's place is secure, regardless of any exam results.
Conditional Offer	Your child's place will be conditional on a particular requirement which will be stated by the senior school. This may be to receive a satisfactory reference in Year 8, or the achievement of a certain grade in their final exams
Wait List	Some schools will hold a waiting list. This means that they are keen for your child to attend their school, but their present circumstances mean that they do not have any additional places
Rejection	Your child has not been offered a place

What do I do if my child has not got a place at their chosen school?

In the first instance, please do not panic. The best course of action would be to book an appointment with the Headmaster and Assistant Head (Academic) to discuss your options. Please contact the Headmaster's PA to make an appointment.

Will I receive feedback if my child is not accepted to a school?

It is unlikely that you will receive any in-depth feedback. If you have concerns, please do come and speak to us so that we can help in any way that we can.



Medical Centre

The Medical Centre is staffed by highly qualified pediatric nurses who are on hand to administer medication as well as first aid to all pupils within the school community. Pupils are expected to attend the medical centre outside lesson times, except in an emergency.

The medical centre is open from 06:30 - 21:30 Monday to Friday,
06:30 - 14:30 on a Saturday
08:30 - 10:30 and 17:30 - 19:30 on Sunday

Outside these times qualified First Aiders from amongst the staff are available and on duty.

Medication

All personal medication is kept in the medical centre and administered by the nurses or boarding staff at weekends. Nurses are available to administer over the counter medications when required.

For boarding pupils a GP from Steyning Health Centre attends a clinic at the school on a Monday and Thursday morning, outside of these hours borders can be taken to SteyningHealth Centre.

Medical Conditions (including allergies and dietary requirements)

Parents must inform the medical centre of any underlying health conditions via the admissions paperwork, or contact the medical centre directly.

All full boarding pupils who are registered with Steyning Health Centre have a medical with the school nurse.

For further information on the medical centre [click here](#) or contact the medical centre medicent@windlesham.com.

Dress Code

While we do not have a uniform at Windlesham we do ask that children adhere to the school [Dress Code](#).

Further Information

We hope that this guide has provided some useful information. There are further details available in the '[Policies](#)' section of the website. If you have any other questions about Year 5 and 6 at Windlesham House School, please do not hesitate to contact the school office via whsoffice@windlesham.com or by phone 01903 874700 or speak to your child's form tutor. We will be very happy to help in any way that we can and would far rather you asked a question than were worried about something.





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