



# Parents' Handbook 2017/18



This Handbook is designed to bring together the vital administrative information which in our experience parents have most needed to know. It should be seen as a supplement to the standard Terms and Conditions, which parents signed when they accepted a place for their sons in the School.

If at any time, however, there is anything you do not understand, or anything you are worried about, please do not hesitate to contact us (01235 521563).

A copy of this Handbook can be found on the School's Website ([www.abingdon.org.uk](http://www.abingdon.org.uk)).



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**No man understands a deep book until he has seen and lived at least part of its contents.**

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**Communication - the human connection - is the key to success.**



# COMMUNICATION

## Philosophy

The School is keen to have a close relationship with its parents to ensure that there is clear communication about all areas of school life. We welcome parents contacting the School and will do all we can to assist you with your questions and enquiries.

## Sources of Information

Up-to-date information about School events and activities is provided in:

The **school website** ([www.abingdon.org.uk](http://www.abingdon.org.uk)) is updated daily and is the principal source of news and information about the School. School mailings are archived in the 'News' section of the website.

**Weekly mailings** from the Second Master are sent by email to parents and nominated guardians. These are an important source of information, containing letters to specific year groups and details of forthcoming events. They should be consulted carefully.

The online **school calendar** is available from the School website (<http://calendar.abingdon.org.uk>).

The school **Other Half Activities booklet** contains information about both compulsory and voluntary sports, school societies and service activities.

**School Policies**, which are available on the school website under the 'Administration' menu. These policies also contain general information for parents, which we are required to provide. Information about staff, including temporary staff, and qualifications, is available from the School website, under Contact > Teaching Staff ([www.abingdon.org.uk/staff\\_list](http://www.abingdon.org.uk/staff_list)).

## Parents contacting staff:

Parents of boys at the School are encouraged to contact members of staff by e-mail wherever possible. (Details at [www.abingdon.org.uk/staff\\_list](http://www.abingdon.org.uk/staff_list)). If the appropriate e-mail address is not evident, please use the Common Room e-mail address, indicating who the message is for. General telephone enquiries from parents should be directed in the first instance to the Common Room Secretary ([common.room@abingdon.org.uk](mailto:common.room@abingdon.org.uk); 01235 521563). Direct telephone line information for some members of staff is available on the website under the Contact tab. The principal school number 01235 521563 will be answered by a receptionist between 08:00 and 17:30 Monday to Friday during term-time and between 09.00 and 16.00 on week-days during the school holidays. On Saturdays contact should be made with the Sports Centre receptionist: 01235 849062 for matters relating to sport. Outside office hours, messages can be left on the answer machine. The porters' mobile, for out of hours emergencies only, is 0333 0062963.

## Staff contacting parents:

We keep contact information for the purpose of sending reports, fee invoices and so forth and also we rely upon the same information in the case of emergencies. We therefore ask parents and guardians to keep us up-to-date as and when necessary with any changes of address, email and phone numbers for each contact. This can be done by sending an email to [database@abingdon.org.uk](mailto:database@abingdon.org.uk). The information supplied is subject to the terms of the Data Protection Act of 1998.



# COMMUNICATION

**Communication - the human connection - is the key to success.**

## **Visiting School**

During a normal working day all visitors, including parents, should report to the School Reception, situated in Park Lodge at the entrance to the School, where visitors will be requested to sign in upon arrival, and sign out when leaving. Visitors must wear a visitors' badge. Visitors will be directed to the appropriate offices, or asked to wait in the reception area until the member of staff has been notified of the visitor's arrival. Visitors wishing to meet individual members of staff are requested to make appointments beforehand.

## **Parents contacting boys/Boys contacting parents/Use of Mobile Phones**

It is not possible for us to bring individual boys to speak to their parents on the telephone. Boys in the Lower School are not allowed to use mobile telephones during school hours. Boys in the Middle and Upper Schools may use mobile telephones at break, during the lunch hour and after school, but not between lessons, during lessons, during supervised activity or private study, or at any formal school occasion. They must not be used to send offensive messages nor to access inappropriate websites. The unsolicited taking of photographs or videos, by such equipment, is strictly prohibited. Otherwise they must not be used in a way that inconveniences others. The school telephone number must not be used as a means of sending messages to boys, except in cases of emergency.

## **Boys contacting staff:**

Boys wishing to contact members of staff will usually find it easiest to do so by email or enquiring for them at the Common Room or calling at their individual offices. Boys who wish to see a senior member of staff will usually find it most convenient to ask their Tutor or Housemaster to make an appointment for them. They may however, if they wish, ask the Common Room Secretary for an urgent appointment - and the Headmaster may always be approached directly by any boy who needs to speak to him.



# THE SCHOOL DAY

If you don't think every day is a good day, just try missing one.

## Timings

Below is an outline of a typical day at Abingdon. Timings do vary across year groups and from day to day - more specific templates for each year group are downloadable from the school website

[www.abingdon.org.uk/the\\_abingdon\\_school\\_day](http://www.abingdon.org.uk/the_abingdon_school_day)

8.35	Boys meet with their tutors
8.45	Assembly or Chapel
9.00 - 9.50	Period 1: Lessons for all
9.55 - 10.45	Period 2: Lessons for all
10.45-11.05	Break
11.10-12.05	Period 3: Lessons for all
12.10-13.05	Period 4: Lunch/activities/tutorial/assembly for some, lessons for others
13.10-13.55	Period 5: Lunch/activities/tutorial/assembly depending on year group
14.00-14.55	Period 6: Lunch/activities/assembly for some, lessons for others
15.00-15.55	Period 7: Lessons for all (except Wednesdays when after school activities take place for all)
16.00-17.15	Period 8: After school activities

After school activities are normally over by 17.15, except sometimes in the Lent and Summer Terms. Dayboys should normally leave school premises by 17.20, unless specially required to stay behind or arrangements for this have been made.

## Attendance

Dayboys should normally arrive between 8.15 and 8.35 each morning. Considerable importance is attached to punctuality and registration is an integral part of school administration as well as a legal requirement; the School's registration procedures are inspected regularly. We ask for parents' co-operation, therefore, in ensuring that their sons arrive on time.

Late arrivals are required to report in person to the Attendance Office in Room 10, by the Chapel, to register there.

## Absence

If parents know their son is going to be absent they must let the School know by telephoning the **Attendance Secretary** on **01235 849031**, or by emailing: [attendance@abingdon.org.uk](mailto:attendance@abingdon.org.uk) (and copy the email to their son's tutor), by 9.30 each morning. Parents should give their son's name and tutor group.

If a boy fails to register, the School is obliged to ring the parents to ascertain the whereabouts of their son.

On Saturdays if an unplanned absence arises for a sporting fixture or another activity (such as a rehearsal) contact must be made with the teacher in charge of the team or activity either by email or phone call. The Sports Centre reception is on 01235 849062. The school main number 01235 521563 will be manned for Open Days and similar events.

If you don't think every day is a good day, just try missing one.



## THE SCHOOL DAY

### Leave out of school

Requests involving the absence of any boy for more than a day of school time should be made in writing to the Headmaster. His Housemaster may deal with requests involving absence of a day or less.

*Parents are strongly requested not to take their sons out of school for any but the most pressing reasons. It must be said that we object strongly to applications for leave that have the effect of extending the already generous school holidays.*

### Absence from Sports Fixtures

Boys are expected to be available for matches against other schools unless specific permission has been sought from and granted by the Headmaster. Any request should be made well in advance, **at least one week** before the fixture and copied to the Director of Sport and PE.

### Saturdays

On Saturdays large numbers of boys will be required to play school games as well as being involved in other school activities, such as Open Days. (Please see above for expectations about boys' attendance on Saturdays.) This year's Open Day will take place on **Saturday 30 September 2017** and all boys, except those in the first year who are only required if involved in a specific activity e.g. orchestra, are expected to attend. School buses will run on the Open Day.

### Lunch

All boys (dayboys and boarders) are required to have lunch, which is provided in the Dining Hall. A choice from a variety of hot, cold and vegetarian dishes is available, with

filled baguettes as a regular option. Sample menus are shown on the school website. There is no additional charge for this meal, and no refund can be made if meals are not taken. Special dietary requirements (for medical or religious reasons) can usually be accommodated. We attach considerable importance to the social aspect of lunch. *School lunch is therefore compulsory and we ask parents to support this stance.*

### Detentions

Detention is a penalty imposed by the School in cases of misbehaviour or if the School considers that a pupil's academic progress has been below standard and that the pupil would benefit from a period of quiet, supervised study. It is for one or two hours after school on Fridays. Prep detention, when a boy has failed to complete a piece of work to a satisfactory standard, is after lessons on Monday, Tuesday, Thursday and Friday from 16:00 until 16:45. Head's Detentions, for more serious offences, are held on Saturdays from 09:00 to 11:00.

Boys may appeal against detention, using the procedures set out in their prep diaries in the School Rules and Regulations, but parents are requested to support the School in imposing the detention.

# + ACADEMIC

If you love  
learning,  
you will be  
learned

## Curriculum

Details of each stage of the curriculum are given to parents as their sons progress up the School. Booklets describing the curriculum at each level of the School may be accessed from the school website and are also available on request from the Curriculum Director. Choices of subjects have to be made from time to time in a boy's school career, and at these points the parents can exert a major influence; however, we are obliged to make it clear that the composition of a boy's timetable, and the arrangements made for teaching him (e.g. by setting) must ultimately be at the School's discretion.

Curriculum arrangements are made by the **Curriculum Director** to whom enquiries about the curriculum and subject choices should be addressed. The School is always willing to consider special timetabling or curricular arrangements for individual pupils.

## Books and Materials

Textbooks and stationery are at present issued, generally speaking, without any separate charge. Books remain the property of the School and a charge is made for any lost, damaged, or defaced. A small number of necessary items (a dictionary, mathematical instruments, etc.) are normally bought by boys. We recommend Heinemann's School Dictionary or the Pocket Oxford Dictionary. A small charge is made for materials used in Art and Design and Technology GCSE and A level course work. There are also charges made to boys in the Fifth Year who choose to take advantage of the careers profiling and interviews that are run through Cambridge Occupational Analysts.

## Homework

Homework properly done is the corner-stone of most

subjects. As a rough guide, boys in the first two years should do about one hour each evening (Mon to Fri), rising to two hours each evening by the fifth year (also Mon to Fri). Homework time-tables are published for years 1 to 5, and parents of dayboys are asked to ensure that their sons comply with these programmes, and that they carry out the assignments recorded in their prep diaries. Parents may raise questions about their son's prep at any time, with his Tutor or with the subject teacher concerned.

## Reports, Assessments and Academic Monitoring

A boy's progress is monitored, and reports are made to parents, by a variety of means both formal and informal. Subject teachers and tutors consult regularly, and tutors are primarily responsible for bringing to the attention of parents any special problems that may arise during the course of a term.

### *Reports and Parents' Evenings:*

The pattern of these reports varies by year group but in essence there will be two "full" reports of a more detailed nature during the year with shorter reports or just grade sheets in the other three reporting sessions. All reports have comments from Tutor and Housemaster and for two sessions (Summer Term in 5th and U6th years) reports comprise just Tutor and Housemaster comments. Most reports carry grades for Effort and Achievement over the relevant period of reporting. The grading system is explained on each report and Effort and Achievement grades are converted into two overall percentages that can be monitored from report to report. As a rough rule of thumb, percentages of around 65% indicate that all is mostly well, in the region of 80% and above that things are going very well indeed and in the region of 50% and below that there may be some causes for concern.





## ACADEMIC

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Every boy's parents will be invited once in the course of a year to meet the boy's teachers. These "parents' evenings" are organised on a year group basis, and interviews are arranged by appointment. Senior staff address parents on these occasions, on matters relevant to the year group.

### *Assessment – internal examinations:*

Alongside the on-going monitoring and assessment that naturally takes place during lessons as well as in the report sessions outlined above, all pupils have one formal internal examinations session during the year quite apart from any public examinations for which they may be entered. For the fifth year, this takes place at the beginning of the Lent Term (their 'mock' GCSE exams), for the fourth year in the first half of the Summer term and for years 1-3, just after the Summer half term. The L6th have a set of 'tests' in November and in June and the U6th have a similar set of 'mocks' that take place after the Lent half term. On each examination occasion the results are analysed and reported home (often via the next reporting session) and if performance in the exams raises a concern then contact will usually be made aside from the normal report, for example via a letter from the Academic Deputy Head.

### *Monitoring – the Lists system:*

For boys in the 3rd year and above whose academic progress causes concern during the year, Abingdon has a 'Lists' system to look more closely at them for a period of time to help them to put things right. The first level (the Tutor's List) highlights a boy to his Tutor and his teachers, who will keep a closer eye on him and encourage him to address the specific issues that

have arisen. Tutors will usually contact parents via email or a telephone call to let them know this is happening. More serious cases are elevated to the Housemaster's (years 3-5) or Upper Master's (Sixth Form) List, which involves a more formal reporting back from teachers to the Tutor on a regular basis and a letter home. The most serious level of monitoring is the Deputy Head Academic's List, which will usually involve a letter home and a regular meeting between the pupil and the Deputy Head to encourage specific improvement in agreed areas. In Lower School, a modified version of the above system is operated, with just two levels of monitoring.

At each stage of this process a pupil's background and specific needs are considered alongside the potential involvement of the Learning Support department. Often boys will appear on the Tutor's List only for a brief period before putting right whatever has led to the concern. It should be emphasised that the system is designed primarily to be supportive, to give boys the chance to recognise, articulate and address their problems.

### **Extra Tuition**

Extra tuition is normally necessary only in special cases (e.g. where a boy starts a subject late). N.B. arrangements for extra tuition require written permission from the Headmaster. Special arrangements apply if a boy needs help with English as a second language, payment for which is made separately.



## PASTORAL

People have different emotional levels. Especially when they're young.

### **Houses and Tutor Groups**

**Lower School:** Dayboys entering the Lower School (first and second years) are allocated to a tutor group, looked after by a Tutor who is responsible for their general well-being, and who deals in the first instance with problems connected with work, attendance or discipline. The Lower School comes under the general supervision of the Lower School Housemaster.

**Middle School:** On entering the Middle School (third, fourth and fifth years), whether as a new boy or from the Lower School, each boy is allotted to a House; allocations to the nine Houses are made by the Middle Master, Lower School Housemaster and Director of Admissions & Marketing. Brothers usually join the same House. Academic scholars are integrated into the House system, although subject also to some special arrangements. Boys transferring to another House, for example in order to board will, in normal circumstances, transfer to the new House tutor group.

**Upper School:** New boys entering the Upper School will be allotted to a House; the Director of Admissions & Marketing in consultation with the Upper Master, boarding Housemasters and other staff concerned makes allocations to the Houses, taking account of preferences expressed by parents and boys.

**Allocations:** Allocations to Houses must be at the School's discretion. It may be necessary from time to time to rearrange House allocations in the interests of administrative convenience or for social reasons.

### **The House**

A boy usually remains a member of his House throughout his time in the Middle and Upper School, and during that period the Housemaster exercises a general responsibility for his well-being and development. In particular, the Housemaster and Tutor will want to get to know the parents of the boys in his House, and to ensure that there is a harmonious relationship between them and the School. The Tutor is in a position to deal with the majority of parental enquiries and worries, at least in the first instance, and it is hoped that parents will quickly come to regard their son's Tutor as someone with whom they have a close and confidential relationship. Housemasters and Tutors comment on boys' reports during the term, write general reports from time to time, and write references for boys leaving at the end of their GCSE year.

### **Pastoral Co-ordination**

Pastoral co-ordination across House lines is provided by the Middle Master for the Middle School, and the Upper Master for the Upper School. Personal and social education is co-ordinated by a number of staff with departmental responsibility for this area; a team of careers teachers provides careers guidance; university applications are the particular responsibility of an individual member of staff.

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+

## PASTORAL

### Housemasters and Tutors

The Housemaster stands “in loco parentis” to the boys in his House, while they are on school premises – and he will try to help them outside the School as well, with the co-operation of parents. Housemasters play a major part in the disciplinary structure of the School, and may be expected to deal directly with parents in matters concerning their son’s good behaviour and appearance.

The Housemasters are assisted by teams of tutors, who look after tutor groups within the houses. Your son will have a Tutor for the duration of his Third Year. This group will include all Third Years in his house. When moving into the Fourth and Fifth Year each house group will be split in two, and these new tutor groups will stay together until the Sixth Form. Sixth Form tutor groups are also based around the house, but are vertical, so that there are both Upper Sixth and Lower Sixth students in every group. The tutor is primarily responsible for getting to know your son as a personality and looking after his academic development. At the beginning of the year, the tutor will check that timetables are in order, and, where necessary, will advise on courses and options. The tutor will monitor your son’s academic progress, and will write a general academic summary when school reports are issued.

All tutors see their tutees for a brief period every day. Tutor time for each boy amounts to at least one hour a week, in which tutor groups discuss topics such as choices, progress and current affairs. We regard this time as a crucial part of a boy’s educational experience at the School.

### Other Pastoral Support

Boys may make arrangements to see either the School Chaplain, the Senior Nurse or School Counsellors if they

wish. Contact details are on the website and posted around school.

### Personal, Social and Health Education

The School recognises that education in the fullest sense means that it has a responsibility to convey information and provoke discussion on important ethical issues and matters of personal morality and public duty. All through school, boys are made aware, in both a structured and an incidental way, of these and related matters through the contributions of tutors and Housemasters. The PSHE Coordinator and team of specialist teachers have developed a full programme of education details of which are available to you if you write to the Head requesting them.

However, the School does not, and cannot, pretend to offer to boys all the good advice and information that they require. The efforts of parents are at least as important as those of teachers in this field, and the School wishes to see its function as that of supporting the parental lead in fostering sound values and behaviour, rather than the other way round.

### Chapel

Each year group attends one service a week. Details of chapel services for boarders are published in the calendar. Parents of boarders are warmly encouraged to join their sons at chapel services when they come to visit them. Boys may be prepared at school for confirmation.

If parents have conscientious objections, they may obtain leave of absence from chapel or religious studies lessons for their sons by informing the Headmaster in writing before their boys join the School. Such leave will not be granted during a boy’s membership of the School.



## THE OTHER HALF

### **Approach**

The Other Half Activities booklet describes the philosophy which animates our approach to the boys' activities. We expect them to take the fullest possible part in all out-of-school activities. Of course we are happy that a boy should continue to help others by membership of local groups, but the boy who confines his attendance to taught periods is missing many of the best things this School can offer. We refer to non-timetabled activities as the 'Other Half' of the curriculum, and urge parents to give their utmost support to this part of their son's education. Dayboys are welcome to take their evening meals in the School providing this is arranged in advance through their tutor. A small charge will be made.

### **Sport**

The School policy on boys' sporting commitments is set out in the Homework Diary and on the Firefly, the school's virtual learning environment. All boys who are medically fit are expected to play school sport at least twice a week, in proper kit, as a normal part of their education. Requests for leave 'off games' on any occasion will only be granted if supported by a note from parents, brought beforehand. We assume, in the absence of written instructions to the contrary, that every boy has parental permission to use the swimming pool, under proper supervision.

Abingdon has a strong tradition of participating in interschool fixtures and we have a comprehensive fixture list for all the major school sports across all age ranges.

For matters relating to absence from fixtures please refer to that section of the Handbook.

Responsibility for the purchase of sports kit and equipment (such as tennis racquets or golf clubs) is the responsibility

**Variety's the very  
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it all its flavour.**

of the individual, and all items must be clearly marked with the owner's name.

Sport is provided as part of our service to our pupils. In certain sports, for example rowing, specialist equipment and/or coaching results in small additional charges.

Sports offered include rugby, hockey, rowing, cricket, tennis, cross-country running, fencing, athletics, basketball, squash, swimming, karate, soccer, sailing, badminton, golf and shooting. It should be noted that it is, in general, against School policy that a boy should concentrate on any particular sport, to the exclusion of others, during all three terms of the year.

### **Service Activities**

It is considered important that every boy should undertake a period of service-type activity during his time at Abingdon School, and it is therefore a requirement that all boys should at some stage pass through one of the following units or organisations: the CCF, an accredited First Aid course, the Voluntary Service Unit, the Duke of Edinburgh Scheme, the Amey Theatre technical crews, the library team, the Abingdonian editorial team, or an agreed equivalent organisation. There is a compulsory service activity for Third Year boys on Tuesdays from 4.00 pm until 5.00 pm.

### **Societies**

All boys are encouraged to join one or more of the officially sponsored societies of the School. Certain societies may be given permission to levy personal subscriptions.



## THE OTHER HALF

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### Music

We encourage all new boys to consider learning a musical instrument or taking singing lessons at School. Normal arrangements provide for 11 half-hour individual lessons each term, taken once a week; in long terms, extra lessons may be available. Details of charges are available from the **Director of Music**.

All charges connected with music tuition are made in advance by the teacher concerned. A full term's notice is required for lessons to be terminated; such notice must be given in writing to the Director of Music and a term's fees may be charged in lieu.

### CCF

The Combined Cadet Force currently operates both Army and RAF sections and offers a full range of activities. It makes a valuable contribution to a boy's education, and parents should consider their sons joining in the third year. The annual camps for RAF and Army Sections are held close to the beginning of the summer holiday. The main camp for the year is in the first week of the Easter holidays so this should be kept clear by all members of the Contingent. There is an initial charge to cover boots and tee shirts, and thereafter a termly subscription. The cost of camps is heavily subsidized. Details of charges are available from the Contingent Commander.

Boys wishing to join the CCF are given a detailed set of joining instructions and a DVD that lay out exact costs and describe life in the CCF. A copy of these instructions is available from the **Contingent Commander**.

### Duke of Edinburgh's Award Scheme

A group of boys work towards bronze, silver or gold medals in the Duke of Edinburgh's Award Scheme, which is designed to develop self-reliance, dedication in acquiring skills, a sense of social and community spirit, a taste for adventure and physical fitness. Small charges are made for enrolment and expeditions are charged in addition to this.

### Voluntary Service

The School has a contingent of volunteers, who give service in the local community to elderly people and in local schools. Boys may join the Voluntary Service Unit at the end of the third year or at any later stage.

### Expeditions

The School organises a wide variety of expeditions, to places within the British Isles and abroad, with a view to supplementing the teaching activity, and broadening a boy's experience. When attendance on such an expedition is compulsory, charges will be made on the school bill, or by special arrangement with the parents concerned. Your son should consult you before putting his name down for any voluntary expedition. In cases of financial hardship, where a boy might be prevented from going on an expedition that could be educationally of great importance to him, certain discretionary grants for aid may be available on direct application made by parents to the Headmaster.



## TRANSPORT

**Cycling is a joy and faster than many other modes of transport.**

### **Dayboy Coaches**

It is parents' responsibility to arrange transport for their sons to and from school. However, the School arranges private coach services from a number of locations. The cost (billed each term in advance) is shared between the pupils using these services. The routes taken are kept continually under review to enable as great a number of parents as possible to take advantage of the scheme. Lists of current pick-up points and times are available from the school website together with an online form for requesting places. All questions regarding spaces should be referred to the **Joint School Bus co-ordinator** please email [admin@jointbus.co.uk](mailto:admin@jointbus.co.uk). The School cannot guarantee that there will be a place on the route requested. A term's notice is required of a decision to withdraw a pupil from a coach service, otherwise the School reserves the right to charge fees in lieu. The wearing of seat belts by boys using the school coaches is *compulsory*. Parents should be aware that a boy who repeatedly fails to wear his seat belt may well jeopardise his seat on a school bus. We really do require parental support in emphasizing to the boys the importance of safety on the coaches.

### **Parents' Cars**

If you are bringing your son to school by car, please drop him outside the school grounds, in order to minimise congestion on the drives and reduce the risk of accident. Boys should be dropped in Park Crescent where traffic circulation can be free flowing **and not in** the cul-de-sac of Park Road by the school gates. If the Christ's Hospital gate across Park Road is closed, please do not enter the school grounds at all unless it is absolutely essential to do so. You

should note that Christ's Hospital does not allow cars to be parked in Park Road or Park Crescent (unless you are collecting your son and remain in the vehicle). Clampers operate in Park Road and Park Crescent throughout the day and night. *Christ's Hospital strictly forbids the parking of cars on the grass verges*. Cars may not enter the coach park at any time between 8am – 9am and 4pm – 5.30pm.

### **Bicycles**

Open sheds are provided for dayboys coming to school by bicycle. For security reasons, bicycles should not be left at school over half-term or during holidays. Dayboys are recommended not to leave their bicycles at school overnight. Parents are asked to make sure that their sons are aware that, for the benefit of pedestrians, cycling is not allowed on the site and that the use of safety helmets is compulsory when riding to and from school.

### **Sixth Formers' Cars and Motorcycles**

*The School strongly discourages boys from using their own cars or motorcycles for travelling to school*. Limited parking in the Lower Field Car Park is available to Prefects at the discretion of the Upper Master. School grounds are available only for members of staff and visitors.



## FINANCE

### **Fees**

The School charges tuition fees and other costs in relation to the educational provision to its pupils. The contract between parents and fee-payers is governed by the School's Terms & Conditions. In this section we provide you with some brief information about payment methods and payment timings and advise you who to contact should you require further information.

### ***Notification of Charges***

Tuition fees and sundry charges are usually raised through a termly fee bill which is sent to parents and fee-payers shortly after the end of each term. Fee bills are emailed to your nominated email address. Other charges may be raised on an ad-hoc basis. If you have questions about the amount being charged you should contact the Bursary.

### ***Charges***

The School charges parents and fee-payers such amounts as are reasonably incurred in the provision of an Abingdon School education.

These include:

- Registration Fee to confirm a parent or fee-payer's interest in a pupil being assessed for admission to the School.
- Acceptance deposit being an amount to confirm the parents &/or fee-payer's have accepted the offer of a place for a pupil to Abingdon School and have entered into a contract for the education of that pupil at Abingdon School based on the Terms & Conditions. The deposit is refunded on

**I finally know what distinguishes man from other beasts: financial worries.**

the pupil's final termly bill, issued at the end of the pupil's final term.

- Tuition fees are set annually by the Governors of Abingdon School and usually notified to parents by the end of the Lent term in the academic year preceding.
- The provision of school lunches for day pupils and of school breakfast, lunch and supper for boarders is included within the Tuition Fee.
- Examination fees for public examinations are a chargeable extra.

A list detailing the most common extras is included with the termly bill. Where possible these are notified to parents in advance.

### ***Methods of Payment***

The standard method of payment is by direct debit. A form can be obtained from the Bursary. For overseas parents only payments may also be made by electronic transfer. In exceptional circumstances after discussion with the Bursary parents and fee-payers may write a cheque in favour of Abingdon School. Payments by cash, or by debit or credit card are not accepted.



## FINANCE

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### ***Timing of Payments***

The School fee bill including the next term's tuition fees and other charges either arising in the previous term or expected to arise in the following term must be paid and cleared in the School's bank account on or before the first day of the term.

Parent and fee-payers may also wish to set-up a monthly payment plan. There is a nominal charge of £35 per pupil/per term to pay your account by this method.

The School also offers the facility to pay fees in advance. Fees may be paid in advance for a period of one year. Further information can be obtained from the Bursary.

### ***Penalties for Late Payment***

Any School fee bills or other requests for payment that are not paid by the due date will suffer a £35 late payment fee on the first day of delay and thereafter, will be subject to a late payment monthly charge on a compound basis of 1.5%. Parents will be charged with the cost levied by Banks if the direct debit mandate fails to be executed and for charges incurred should a cheque payment be returned. Parent's who repeatedly fail to honour monthly direct debit payments will have the facility to pay fees by this method removed. All penalties for late payment are automatically added to the school bill.

### ***Reductions in Tuition Fees***

The School makes generous provision for bursaries which are means-tested reductions in the termly fee. To explore whether you may be eligible for a bursary, please consider the information contained on our website or contact the Bursary on 01235 849028 or by email. Bursaries cannot be retrospective and so we urge parents or fee-payers who

may be eligible for support to contact the School as soon as possible and, at any time during the year. Bursaries are reviewed regularly and at least yearly through a formal assessment process.

### ***Awards and Prizes***

The School offers a wide range of awards and prizes. Please see the website for details.

### ***Insurance***

a) The School cannot accept liability for loss or damage to a boy's personal property.

b) Boys occasionally travel in a school mini-bus. These vehicles are insured, maintained and driven by qualified drivers. Unless you have written to the Head to say that you do not wish your son to travel in these vehicles, we assume that you have no objection to his doing so.

c) *Personal Accident Insurance*: Parents are charged a premium for personal accident insurance which appears as a charge on the school accounts, but they may opt out from this arrangement if they wish.

d) *School Fees Protection Scheme*: This scheme covers the refund of fees in circumstances where a boy is ill. Parents are strongly recommended to take out this form of insurance. As with Personal Accident Insurance, parents may opt out of this arrangement if they wish.





## MISCELLANEOUS

Miscellaneous is  
always the last  
category.

### **The Abingdon School Parents' Association (ASPA) and other Parent Groups**

All parents are automatically members of ASPA, the principal parent group in the School. The main focus of ASPA's activity is to provide networking and social opportunities for parents.

There are also a number of special interest parent support groups, principally the Abingdon School Music Society, the Friends of Abingdon School Boat Club (FASBC) and the Friends of Abingdon School Rugby Club (Touchliners) and the Hockey Griffins.

### **Health Centre**

The Health Centre is manned by a Senior Nurse and a team of Health Care Assistants. They can be telephoned on 01235 849059 during the school day. Dayboys who are taken ill during school hours rest in the Health Centre until they can be collected.

### **Lost Property**

Property found around the School **campus** is returned by the cleaners to Lost Property in Boarders' Hall. From there the housekeeping staff transfer named items to the appropriate boys' hoserooms. Unnamed items are, eventually, given to SUS for sale.

Items found in the Sports Centre are taken to the front desk where the Sports Centre staff keep it. Items can be collected whenever the desk is manned.

### **Learning Support**

It is the parents' responsibility to inform the School if their son has had an Educational Psychologist's report or has a special requirement of any description. A copy of the specialist assessment should be forwarded at the time of Registration for entry to the School or in the case of later reports as soon as received. Failure to provide such information may make it more difficult for us to meet your son's needs, be they learning difficulties and/ or disabilities. The Learning Support department consists of a Learning Support Coordinator and other specialist teachers. Specialist teaching, for which a charge will be made, may be provided where necessary.

### **Medical Requirements**

The parents of each pupil entering the School are asked to complete a form detailing their son's medical history. Please bring any special requirements to the attention of the School Nurse before your son joins the School.

### **Second-hand Uniform Scheme (SUS)**

The Second-hand Uniform Scheme is run by members of ASPA, and is used by some parents. A list of dates is available from the website [www.abingdon.org.uk/sus/](http://www.abingdon.org.uk/sus/)

### **Tuck Shop and Café**

The Tuck Shop is open during morning break. The servery is open in the Dining Hall at morning break and the café is open throughout the day during term-time selling a range of hot snacks, homemade cakes, soft drinks and fruit.



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