



ST. EDWARD'S
OXFORD

PARENTS' HANDBOOK



Welcome to Teddies!

We have put together this Handbook for St Edward's (or Teddies as we are affectionately known) to help those new to the School with basic information about how things work. We have 13 boarding houses, around 20 academic departments and a host of choices in sport and co-curricular activities, so it is by no means comprehensive but will, we hope, be a useful starting point before your children can tell you how everything works.

Useful links



Please see the **Parent page** on our website for handy links to uniform lists, the school calendar, term dates and other School information. The password for the page is **Teddies1863**. Look out for this logo throughout the Handbook for links to information on the Parent page.

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Our Values

St Edward's was founded on Christian principles, which continue to provide the foundation for our values and which, through Chapel, remain central to the life of the School.

Integrity: the value of honesty to ourselves and to each other

- we seek to earn and to deserve the trust of others, by acting rightly and justly;
- we take responsibility for our words and actions; we acknowledge our mistakes and we learn from them;

Kindness: the value of love

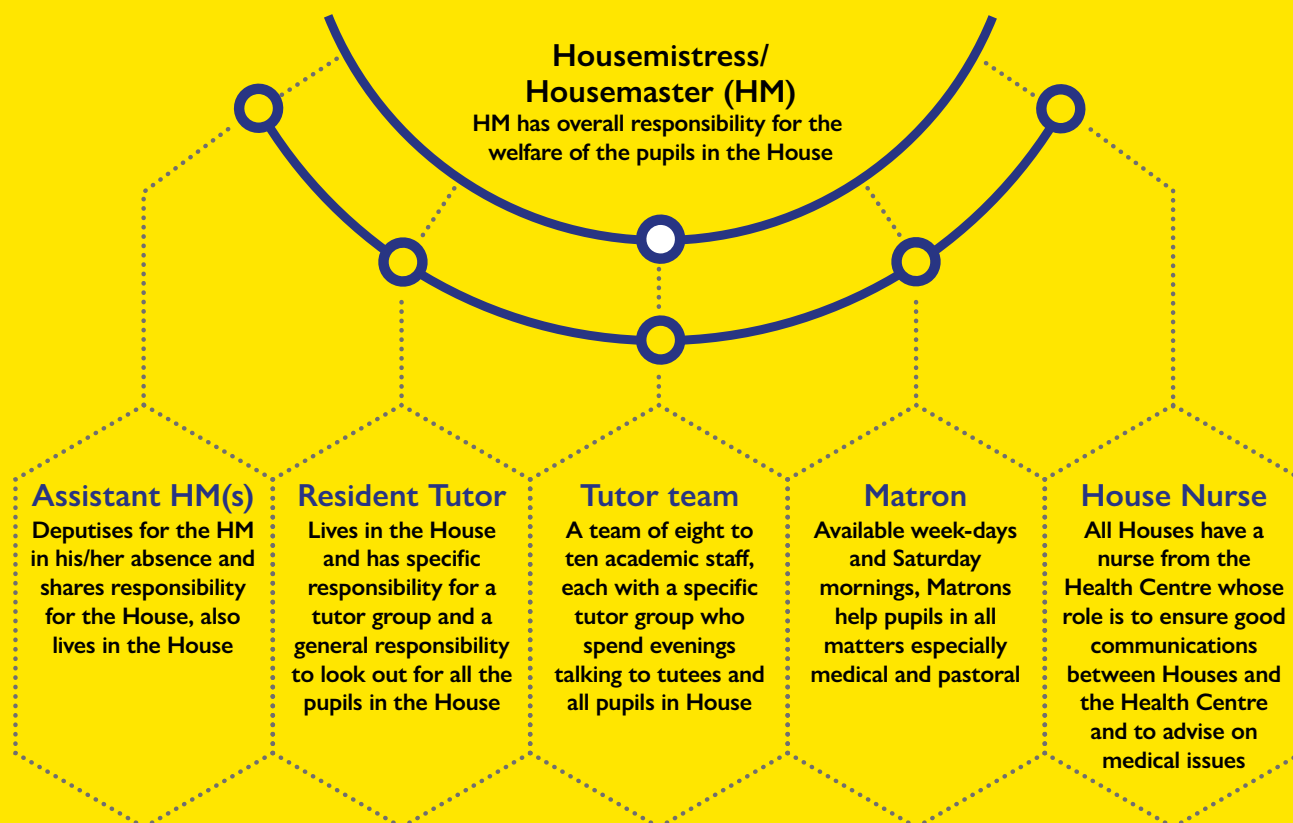
- we feel and show compassion for others, always listening and seeking always to understand;
- we value, respect and include others without regard for differences;
- we treat others as we would have them treat us;

Courage: truthfulness to our values at the testing point

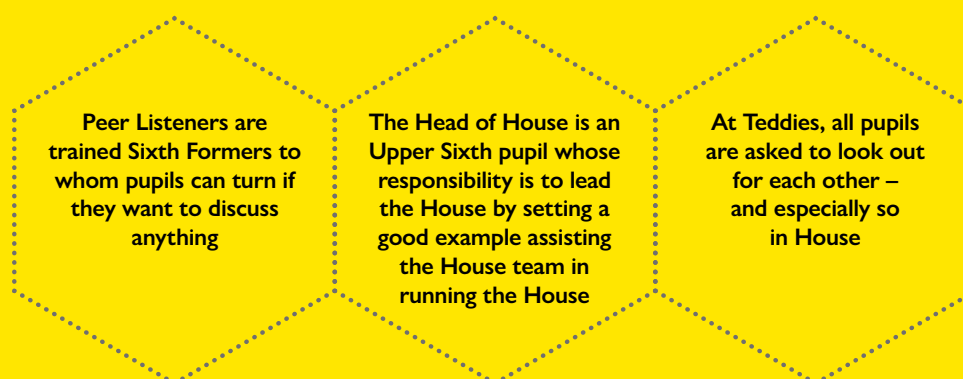
- we stand up for what we believe to be right, speaking up for ourselves and for others;
- we seek to bring out the best in others;
- we persevere with resilience, with forgiveness and with patience.

House Life

The Team



Pupils

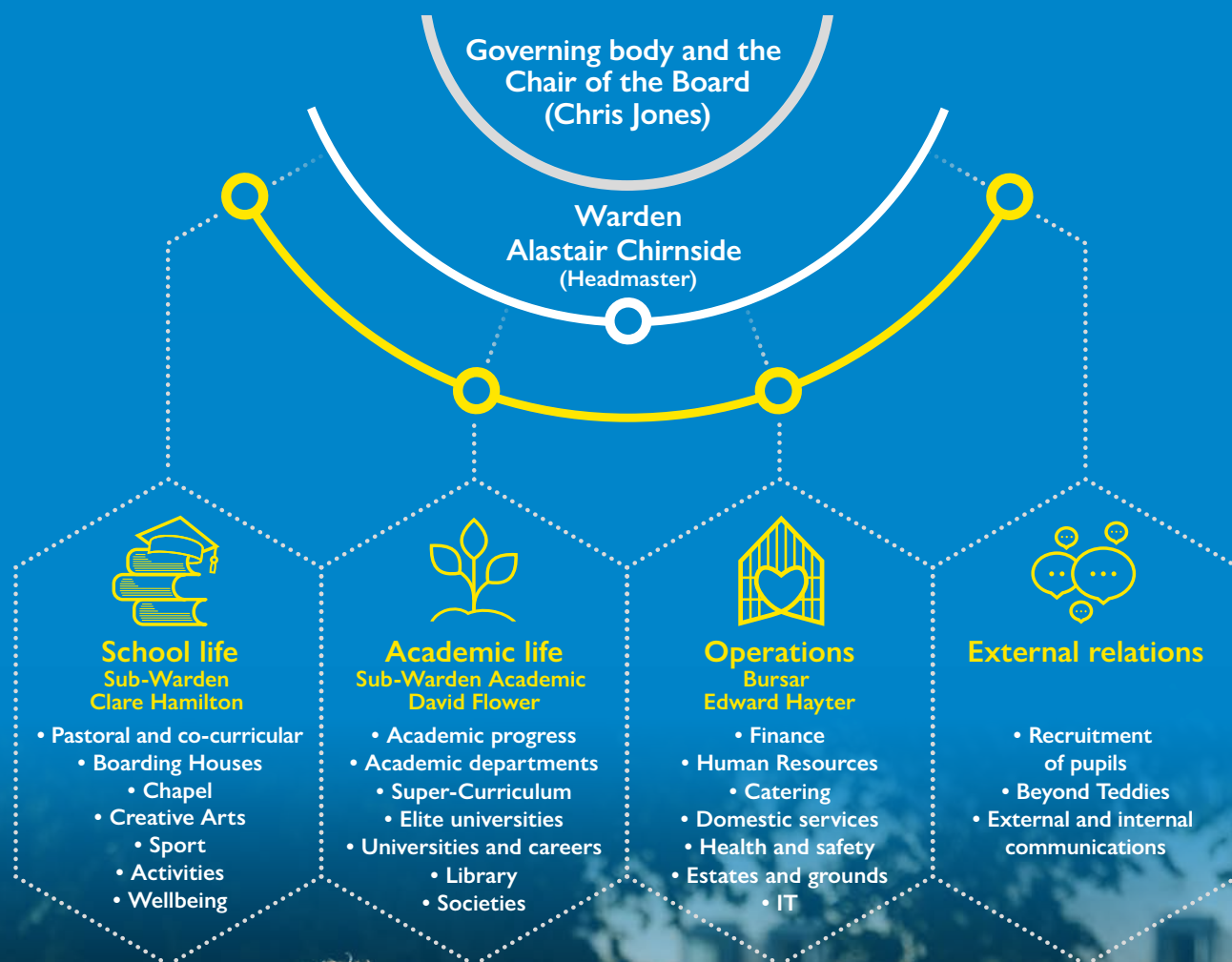


Rooms and room changes

When pupils first arrive they are allocated a room to share with one to four other pupils. Houses vary but most change the room sharing arrangements each term, so that the pupils can build strong friendships across their year group. As pupils progress through the school, they will share with fewer pupils until the Upper Sixth where boarders all have a single study bedroom.

Please remember not to bring nuts into School!

Whole school overview



Steeplechase 2022, the whole school cross-country run

Dates for your diary



There are many events in the school year to which parents are warmly invited. The online school calendar (which is updated regularly) lists the events; details and booking information are sent in our weekly eNews bulletin. The events on this page are some of the major ones and worth pencilling into your diary!

Sporting fixtures

Saturdays throughout the year

Parents are warmly welcomed to watch sporting fixtures (usually on Saturdays, but also sometimes during the week and enjoy match teas with other parents). Details of the fixtures are in the SOCS calendar (see page 7).

Steeplechase

First Leave Weekend of the Autumn Term

Many parents come to cheer on the runners of the whole-school cross-country charity run. Tea is provided for this popular and fun event which marks the start of the Leave Weekend.

Gaudy

Final week of the Summer Term

Gaudy Week includes art exhibitions, drama, music and dance shows and more. Details of the events and booking information are sent out in the early weeks of the Summer Term.

Academic briefings

Autumn Term

The Sub-Warden Academic holds briefings for each year group covering the key academic reporting points in the year and the support offered to pupils and parents.

Dinners at the Warden's House

Throughout the year

Over the year, all parents and guardians are invited to the Warden's House to enjoy sociable evenings with the Warden and other parents and guardians. The dates are in the school calendar and RSVP invitations are sent directly from the Warden in advance.

Dance, Drama and Music Spectaculars

Throughout the year

With several major performances in Dance, Drama and Music there are lots of events to look out for. These are highly social events with refreshments available and a wonderful opportunity to support pupils in the creative arts.

Other events for parents

Throughout the year

Look out for invitations by email, in eNews and the calendar to come to celebrate your children in performances or to enjoy social events for Houses or the entire School.

Staying in touch and where to find information

Key contacts

Housemistresses/Housemasters (HMs) are parents' key point for communication with Teddies. HMs provide parents with contact details for the House and House Team, including for the Matron, Tutor and House Nurse.

While HMs have overall responsibility to help pupils in the House thrive at School in academic work, in co-curricular activities and socially, the Tutor, Matron or House Nurse may be the right people to contact in the first instance.

As a guide, in general, please direct:

- **Pastoral issues** (wellbeing, issues at home etc) to HM (copied to Tutor and Matron, if you feel it is appropriate)
- **Academic and co-curricular issues** to Tutors, copied to HM
- **Health related issues** and appointments to Matron, copied to HM and House Nurse
- **Administrative issues** (e.g. Saturday night leaves) to HM
- **Extraordinary leave requests** to the Sub Warden and copied to HM – although these should be kept to an absolute minimum

A list of other school contacts, including Heads of Academic Departments, and the offices of the Sub-Wardens and Warden, is available on our website [here](#).



Parent Portal

Once your child has joined the School, you will receive an invitation to create an account on the iSAMS Parent Portal (a data management system used by the school).

You will be able to access the following information on it:

- Your child's timetable, teaching set and teachers
- Your contact information (you can submit changes via the portal)
- School reports and grade cards (which can be printed out) and merits awarded
- Links to school publications

Contacting pupils

We recently reviewed our mobile phone policy with the aim of ensuring that our pupils make the most of the opportunities here at St Edward's, as well as learning to use digital media and devices in a responsible way. Our policy limits pupils' access to their mobile phones in order to promote face-to-face friendships and to improve sleep, concentration and focus on studies. Access increases as the children progress through the school.

Instead of using mobile phones, pupils can use email, Teams, Zoom, WeChat and other communication Apps to contact friends and parents outside lessons, prep and co-curricular activities, in their free time.

A good time to contact your daughter or son is after prep (9.00pm) in their Houses. Special arrangements are in place for overseas pupils where there are significant time differences; please discuss contacting your son/daughter with the HM if this applies to you.

If you need to contact your child urgently and cannot reach them, please contact the HM and/or Matron.

Visiting pupils in Boarding Houses

Parents are always very welcome at Teddies! Please arrange to see your child in his or her free time and contact the HM or Matron in advance. In order to respect pupils' privacy, parents should enter reception rooms in boarding Houses by appointment only. Parents should always see a member of staff on entering a boarding house.

Normally, pupils' lives are very full in term time but parents, guardians and friends may wish to take pupils out of the School on special occasions after the end of lessons and any co-curricular commitments. This may be possible provided it is not during protected prep and permission from the HM should be sought in advance.

Chapel

Pupils attend Chapel once a week with other pupils from their House, and enjoy a longer service for greater contemplation every third week. In addition, Compline services are held every Sunday evening during term time. Attendance is compulsory for pupils on a rotating basis every 13 weeks with the rest of the House - the school calendar shows which Houses must attend. Parents are also very welcome at these services, as are pupils from other Houses. The Warden hosts pre-Compline drinks for parents at his house from 8.30pm before every service.

Letters and deliveries

Letters and deliveries should be addressed as follows (the House name is very important for prompt delivery) and it is worth letting the Matron know if you are sending large or important items:



Contacting you

Please ensure contact details for parents, guardians (overseas pupils only) and emergency contacts (email addresses, phone numbers and physical addresses) are up to date. You can check your contact details and submit any changes on the iSAMS Parent Portal (see page 6).

If any important contact details change, please submit changes as soon as possible and let HMs know of any temporary changes.

Keeping in touch with news from Teddies

There are several ways for parents to stay in touch with what is going on at Teddies. All important and essential information about any aspect of your son's or daughter's education will come via email from HMs, Tutors, the Warden or other staff as appropriate. Tutors may also telephone parents from time to time to provide updates.

For more general news, the Warden writes a letter to all parents with information about school life at the start of each holiday.

A lively commentary on all aspects of school life is available in our weekly news email - eNews, and via our social media channels:



Instagram



LinkedIn



Vimeo

Please note that in order for us to send you eNews each week, you must give permission in the forms section for us to share your data with the online platform on which it is published.

Sporting fixtures and SOCS

SOCS is an online calendar used for sporting fixtures. You will be able to access times, dates, maps and match reports [here](#). Although SOCS is not an App as such, on most phones you can save it to your home screen.



Parents are warmly encouraged to come and support home and away fixtures!



School Attendance

Arriving at Teddies

There are special arrangements to welcome you to Teddies for the first time and these will be sent out by the Registrar.

After that, normally, boarders need to arrive between 6pm and 9pm the evening preceding the first day of lessons. Overseas pupils may book our early arrivals provision on the day of return (see the Overseas section for details).

Day pupils should be in House by 8.00am on the first day of lessons.

The School Day

Morning registration is at 8.05am and all pupils need to be in House beforehand and usually by 8.00am. HMs should be informed if day pupils are going to be absent by 8.00am. If a day pupil is absent from registration and also marked absent for Period 1, the School will contact parents to confirm the reason for absence.

Day pupils may leave School at 6.30pm or 9.00pm, depending on their preference and their activities outside the classroom. Evenings at St Edward's offer an outstanding range of opportunities, such as talks by visiting speakers, supervised prep, a wide range of clubs and societies, drama and music rehearsals, sports practice – and the chance to have supper and enjoy leisure time with their friends.

Parents can access their child's full timetable on the iSAMS Parent Portal.



Weekends

With 85% of our pupils boarding, a significant proportion of the community is in School at weekends. There is so much to enjoy that it is not surprising that many of our pupils choose to stay to enjoy the varied weekend programme, which features everything from headline comedy acts, tribute bands and inflatables to informal BBQs, cinema trips and House dinners. Every Saturday night we open Cooper's Café for the Lower Sixth, where our senior pupils can relax with their friends. Lower School pupils have the option to go to Willows for a relaxed social evening with other pupils staying in School. Pupils are asked to sign up for any additional activities before the weekend starts. At the start of each term, you will be emailed the **weekend programme**.



For the large numbers of pupils involved in our music concerts, drama productions and dance shows, weekends are the perfect time to rehearse or to practise. Boarders and day pupils are expected to be in School for these rehearsals, all of which are listed in advance in our Calendar.

However, if boarders have no school commitments, they may choose to go home on Saturday afternoon after sport or, if they stay for the Saturday evening activities, they may also go home, or out with their parents, on Sunday.

Please ensure HMs receive notification of Saturday night leaves by lunchtime on Thursdays.

All boarders must be back in School by 9.00pm on Sunday.

Big Teddies Weekend

The School runs a “big weekend” for the Shell, Fourth Form and Lower Sixth to help the pupils settle into Teddies on the first weekend of the Autumn Term. For this weekend, boarding pupils stay at School on Saturday night and day pupils come in on Sunday.

Exceptional boarding for day pupils

Occasionally, staying at School overnight makes sense for day pupils – for example on a closed weekend or when pupils are involved in late rehearsals. Pupils need to seek permission from HMs and parents if they wish to stay overnight.



The Teddies Coach

Teddies runs two coach services to arrive back before 9pm on Sunday evenings. The first from South Kensington, via Shepherd's Bush, Hanger Lane and Beaconsfield Services and the second from Dulwich, via Battersea, Putney, East Sheen, Kew and Maidenhead. The services also run to London for Leave Weekends and Exeats (Half Terms).

For further information about the coach service and how to book, see [here](#).



Sundays

Pupils who remain in School on Sunday enjoy a relaxed brunch in the morning. Pupils may take advantage of the attractions in Summertown, on our doorstep, or after 1pm enjoy the city of Oxford with friends, a short bus ride or pleasant walk away. Shells are not initially allowed into Oxford and may go only after they have been there on organised trips with members of staff.

Pupils must gain permission from HMs to go to Oxford or Summertown and come to call-overs during the day. Pupils returning on Sundays must go straight to their boarding House and sign in with the HM.

The Sub-Warden's Detention

Please note that the Sub-Warden's Saturday night detention takes precedence over leave arrangements and runs from 7.00pm-9.00pm. You will be notified by the Thursday evening in the event of your child being in detention that week.

Holidays



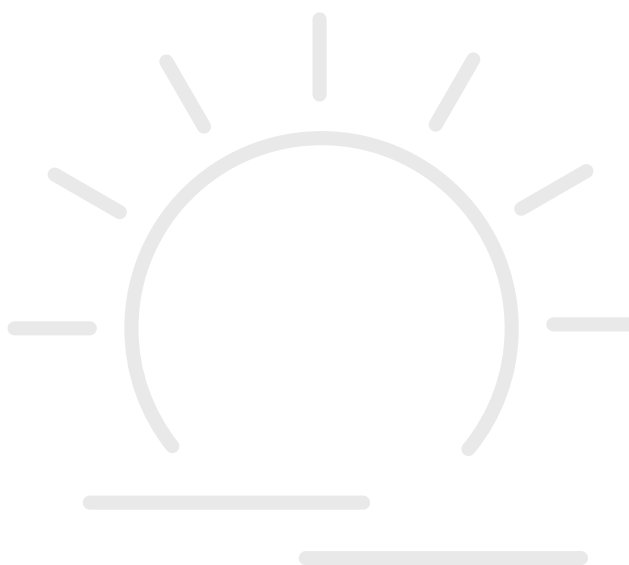
All holiday and term dates and times are available on our website [here](#). Leave Weekends and Exeats (Half Terms) normally start at 1.05pm (except the Steeplechase Leave Weekend, see below).

Leave Weekends

A formal Leave Weekend occurs in each half term. It usually runs from lunchtime on Friday and boarders should return between 6.00pm and 9.00pm on the Sunday evening.

The September Leave Weekend begins on Thursday at about 4.00pm after the School Steeplechase.

Where Bank Holidays fall in term time the School is open and pupils are expected at school as usual.



Extra activities in the holidays

Some activities for CCF, Life Skills and DofE and pre-season training take place outside term time. Please look out for these dates in emails and in the school calendar.

Collecting pupils

For all holidays and Leave Weekends, parents are asked in advance to collect pupils at certain times, to ease traffic in our neighbourhood. Please adhere to the timings which will be sent out in Sub-Warden's notices.



Arrangements for Overseas Pupils

School is closed to all pupils during Leave Weekends. For many overseas pupils, Leave Weekends provide an excellent opportunity to spend time with friends or family or their guardians. We recommend planning Leave Weekends early - so pupils can look forward to the break. The School is required to ask parents of overseas pupils to inform the School of pupils' whereabouts for holidays and Leave weekends. A reminder to complete an "i-gtm form" (our software provider) will be sent in advance.

Academic Life

Through our varied and exciting curriculum and extensive super-curricular programme, at Teddies we aim to foster a love of learning to last a lifetime.

Shell Curriculum

The aim of the Shell Curriculum is to maintain as much breadth as possible, while building the values and cognitive skills that will allow pupils to flourish in the upper years and beyond. Pupils join us from many different schools and in the course of the year we aim to instil a shared sense of academic purpose and ambition.

Unusually for Year 9 pupils, at St Edward's we offer choice in which subjects pupils wish to study beyond a core set. A full guide to the Shell Curriculum is [here](#).

In summary, all Shells study Maths, English, Biology, Chemistry and Physics, TPE (Theology, Philosophy and Ethics), Music, Classics (Latin and Classical Civilisation), History and Geography along with PE and Wellbeing.

In addition, they choose five more subjects from this list:

- French
- Spanish
- German
- Ancient Greek
- Art and Ceramics
- Computer Science
- Drama
- Design

Shells choose at least one of French, Spanish or German and may choose up to two more modern foreign languages.

Middle School Curriculum

In the Middle School Programme (Fourth and Fifth Form), pupils take up to eleven GCSEs including the core subjects of Maths, English Language, World Literature, the sciences and a modern foreign language. A wide range of combinations of other subjects is available as GCSEs or our Pathways and Perspectives courses. Introduced in 2020, the Pathways and Perspectives courses were designed by St Edward's in conjunction with leading educationalists and are accredited by the University of Buckingham. They are designed to be academically stretching and to equip pupils with the skills they need for study at Sixth Form and beyond, with a stronger focus on developing self-management, communication and developing ideas.

For more information about the Middle School Curriculum please visit [here](#).

In March of the Shell year, pupils make their subject choices following consultation with parents, Tutors and Teachers. For those joining the School in the Fourth Form, pupils meet teachers and Tutors at St Edward's before making subject choices with their parents.

Super-Curriculum

Beyond the classroom, we develop pupils' passions for their subjects and learning through clubs and societies, lectures and days spent in Oxford. For our current programme of events, available to pupils throughout the school, see [here](#).

Qualifications at St Edward’s

	KEY QUALIFICATIONS TAKEN	
Shell (Year 9)	Progress is assessed internally at St Edward’s, with no national academic qualifications taken in Year 9	Internal assessments in November and June are designed to help pupils and teachers track academic progress and assist in subject choices for the next two years. Grade cards, reports and parents’ meetings enable parents to track their child’s progress.
Fourth and Fifth Form (Years 10 and 11)	General Certificate of School Education (GCSE) in up to 11 subjects Pathways and Perspectives in up to two subjects	GCSEs are UK national qualifications, usually taken as two-year courses in specific subjects. Examinations are taken in May and June of the Fifth Form. Pathways and Perspectives are qualifications designed and delivered by St Edward’s School and moderated by the University of Buckingham. Pupils normally take up to two courses in place of two GCSEs.
Sixth Form (Years 12 and 13)	Advanced Level of Qualifications (A Levels) International Baccalaureate Diploma (IB)	A Levels are national qualifications taken over two years. Pupils normally take 3 or 4 subjects, although pupils may exceptionally take up to 5. The IB is an internationally recognised programme which offers pupils a range of subjects to study, 3 at the higher level and 3 at the standard level, alongside the compulsory Core.



Sixth Form Curriculum

Sixth Form pupils at St Edward's choose between taking A Levels and the International Baccalaureate Diploma (IB), allowing them to work to their strengths: either taking a deep dive into three or four A Levels or pursuing a wider perspective through the IB syllabus. Our pupils tend to be split evenly between the courses, meaning that we can offer a full range of subjects for both. Whichever route they choose, these courses take pupils on a stimulating journey from GCSE standard to the beginnings of degree-level work. Lessons and prep work are designed to enable pupils to explore their subjects in a critical manner whilst refining their skills for examination papers. Sixth Form pupils are guided in how best to consolidate this learning during their private study and prep time. Sixth Formers can take up the opportunity to study in the Roe Reading room, which is open to them exclusively between 7pm and 9pm every weekday evening for focused study.

One of the joys of Sixth Form academic life is the opportunity to be immersed in a dynamic, scholarly and creative community. All Sixth Form pupils are encouraged to participate in the extensive range of societies and events which aim to broaden their understanding of their subjects and the world they are entering as adults. The lively programme of the Super-Curriculum is open

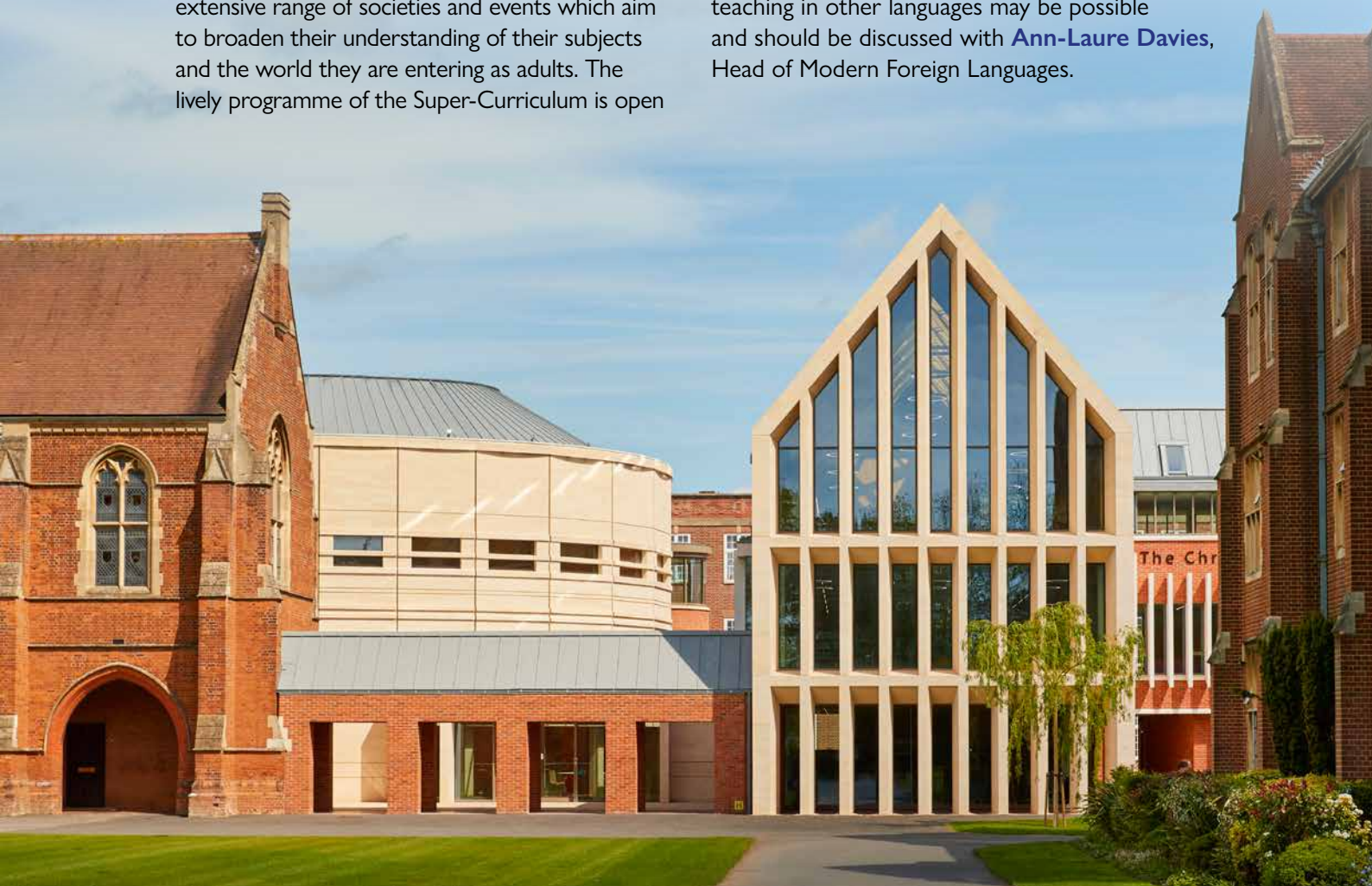
to all pupils and is a must for those with ambitions for Oxbridge and similarly competitive universities. Additionally, all subjects offer super-curricular societies, and these meet roughly once a fortnight. The Head of Super-Curriculum publishes details of these at the start of each term. Our programmes for each term are available [here](#).

Academic progress is monitored and reviewed by Tutors with pupils weekly and with parents at regular parents' meetings. These reviews are informed by regular grade cards (available on iSAMS) as well as November tests, mid-course and mock exams. Predicted grades for university applications are published in reports at the end of the Lower Sixth year.

Sixth Formers are leading members of the school community and their engagement with all aspects of academic life is highly valued.

Languages at Teddies

The main languages taught are French, German and Spanish (throughout the school). However, teaching in other languages may be possible and should be discussed with [Ann-Laure Davies](#), Head of Modern Foreign Languages.



Tutors

All pupils have a Tutor who is part of the House team and arranges weekly meetings with pupils from all the year groups. Tutors support pupils in the organisation of their studies and other school commitments and support their personal development.

Pupils are part of a tutor group where weekly meetings give pupils the opportunity to review the week together, in a relaxed atmosphere. Individually, Tutors discuss with pupils their grade cards and reports, which are available to parents via the iSAMS Parent Portal.

The tutorial framework has been developed with a view to encouraging our pupils to take a greater share of responsibility for their own learning and to make the most of their time with us. We invite parents to join us in that aim and we welcome their involvement in the process.

St Edward's Award

We have recently introduced the St Edward's Award. The Award is a means of encouraging pupils to make the most of their time at Teddies and the exceptionally wide range of opportunities available. Pupils work towards achieving the Gold or Blue Award by participating in activities across the curriculum in six areas of development – cultural, physical, academic, communication, service to others, and leadership and responsibility. So, as well as reflecting with pupils on academic, co-curricular and personal development, Tutors also discuss progress towards the St Edward's Award.



Learning Support and Special Educational Needs/Disabilities (SEND)

The Learning Support department is responsible for leading on, and ensuring the provision of, support for pupils with SEND, both through direct support of pupils and their parents and indirectly through our teaching staff. We encourage all pupils to become more aware and mindful learners. Our aspiration is for pupils to recognise their role in the learning process and develop their own styles of thinking, learning and growth. Our practice works towards building resilience in the face of challenges and pleasure in overcoming them.

Louise Barr, the Head of Learning Support, is the SEND Coordinator for the School and oversees access arrangements for public examinations as well as a screening programme for all pupils on entry to the School.

All St Edward's teachers are trained to look out for signs that pupils might have additional learning needs and will refer any pupils if significant concerns arise. Similarly, if parents are concerned about their child's learning needs, Tutors will be happy to discuss the process for assessment and additional support.

We ask parents to provide all relevant information in advance of pupils starting at Teddies, through our joining forms, so that we can help pupils as much as possible from the start.

Wellbeing curriculum

As part of the curriculum, all pupils have wellbeing lessons, appropriate to their age, covering important areas of personal development such as mental and physical health, relationships, digital and media literacy, risk-taking and personal safety.

Studying and working after Teddies

HMs work with Tutors to assess the progress of all Sixth Form pupils. In planning for life after School, Sixth Formers have access to a wide network of support, including a Head of Higher Education and a Head of Careers and Employability, who provides one-to-one advice to pupils throughout their time in the Sixth Form. There are specific programmes for pupils applying to elite universities in the USA, such as Harvard and the Ivy League, and for candidates for the best universities in the UK, such as Oxford, Cambridge and Imperial College London. In addition, the teaching departments provide tailored tuition for pupils applying for highly competitive courses such as Medicine, Veterinary Science and Engineering. Advice is also available to former pupils during their gap year, if they take one, and throughout their time at university.

Academic reports

Our approach at Teddies is that with parents' support, through encouragement and active interest, we help your child to achieve his or her academic ambitions and to rise to meet academic challenges. To this end, you will receive regular updates about your son's or daughter's academic progress. The timings for reports, meetings and exams vary by year. Please see this link for the reporting cycle, which is published yearly:

Parents' Meetings, Reports and Exams - St Edward's School (stedwardsoxford.org)



We strongly recommend that you set aside time to discuss these reports and any future academic choices with your child.



What to bring to school: school uniform, equipment etc

P Uniform and home clothes

Pupils in the Shell, Fourth Form and Fifth Form (Years 9-11) wear St Edward's school uniform and sports kit during lessons and to games (see our full [uniform lists](#)).

In the Sixth Form, pupils wear smart suits and St Edward's sports kit (see our [uniform list](#) for details).

St Edward's uniform must be purchased from Perry (we have recently changed supplier and Stevenson's no longer stock our uniform).

Our sports kit must be purchased from Serious Stuff. Items can be ordered via the St Edward's on-line shop using this [link](#) by using the password *teddies*.

After lessons and games, pupils can wear their home clothes. We suggest that pupils bring only a few home outfits to School.

Absolutely all clothes need to be labelled to ensure items are returned from the laundry to the correct owners.

Uniform Exchange

We are growing a second hand supply of the new uniform and sports kit. Look out for sales events and further information in e-News.

There is very limited storage in most boarding Houses, so please don't bring too much and everything must be taken home in the long holidays (there is some storage for overseas pupils, see page 26).

Additional items

All pupils will also need to bring some further items, for example pupils shower and change after games and so need toiletries and towels. Day pupils have some storage in their rooms, so can keep some items at school – they can often decorate their areas with posters and personal items.

Boarders will additionally need some items such as duvets, duvet covers, an alarm clock and teddies if desired!

For a full list of additional items needed please see the uniform lists [here](#).

Equipment

All pupils in Shell, Fourth Form and Fifth Form should have the following items:

- **School bag** (this is provided by the School)
- **Pens, pencils, geometrical instruments** (ruler, compass, protractor and eraser) and pencil case
- **Casio calculator.** We can supply this and will add the cost to the first School bill, but you may want to buy one in advance. Shells, Fourth and Fifth Form must have the Casio fx-991CW Classwiz (the cost is around £26)

Sixth Form pupils should bring their own stationery. All pupils taking Maths (IB or A Level) will need a Casio FX-CG50 graphical calculator. We can supply this and add the cost to the first School bill, but you may want to buy one in advance (the cost is around £100).



Laptops and Digital Devices

Shell and Fourth Form

On joining the School, Shell and Fourth Form pupils are issued with:

- A Microsoft Surface Pro 9
- A detachable keyboard
- A smart stylus
- A protective cover

The cost is included in the first invoice. For those in receipt of a bursary, fee assistance may be available (see page 29). If your child already owns a Surface Pro 9, it may be possible to configure it for use at St Edward's, please contact **Lawrence Tao** for further information.

As pupils own these devices, they are fully responsible for looking after them. Parents are advised to insure the laptops or opt in to the insurance offered for pupils' personal effects in the joining forms.

The Surface Pro tablets are configured and operated by the School to ensure that pupils can gain all the benefits of technology in the classroom without the risk of distraction and misinformation. Spare devices, styluses and chargers are available so that pupils' learning is uninterrupted in the event of loss or malfunction. The managed software will be removed before pupils leave the School so that they can take the device away and onto further study should they so wish.

In order to ensure pupils' online safety and limit the scope for distraction, no additional devices are allowed at school other than mobile phones.

Loss and Damage arrangements

Devices that are accidentally broken or damaged are repaired or replaced once, free of charge, as long as the device was in its case when damaged and the damage was not caused through negligence (such as leaving the laptop in the rain or on the floor). After that the full cost of repair or replacement is charged on the school bill. Lost or stolen devices, or those damaged by negligence, are also replaced but the replacement is charged for on the school bill. Where a charge is due to be made, parents will be provided with details at the time of the incident to enable them to make an insurance claim. The stylus (cost £100) is replaced free of charge on the first occasion of loss or damage. After that, replacements are charged for on the next School bill.

Sixth Form

Sixth Formers should bring their own laptop and we recommend a Surface Pro 9. Laptops should have a minimum specification of:

- Intel Core i5 processor
- 8GB RAM
- 256GB SSD storage

Pupils will need the full functionality of the Office 365 Apps. We recommend a laptop running Microsoft Windows. A Chromebook or iPad are not suitable.

We also recommend buying a stylus.

Parents are advised to insure their daughter's or son's laptop or opt in to the insurance offered for pupils' personal effects in the joining forms.

Health and Wellbeing

At St Edward's, the health and wellbeing of all pupils is paramount.

Wellbeing and the pastoral team

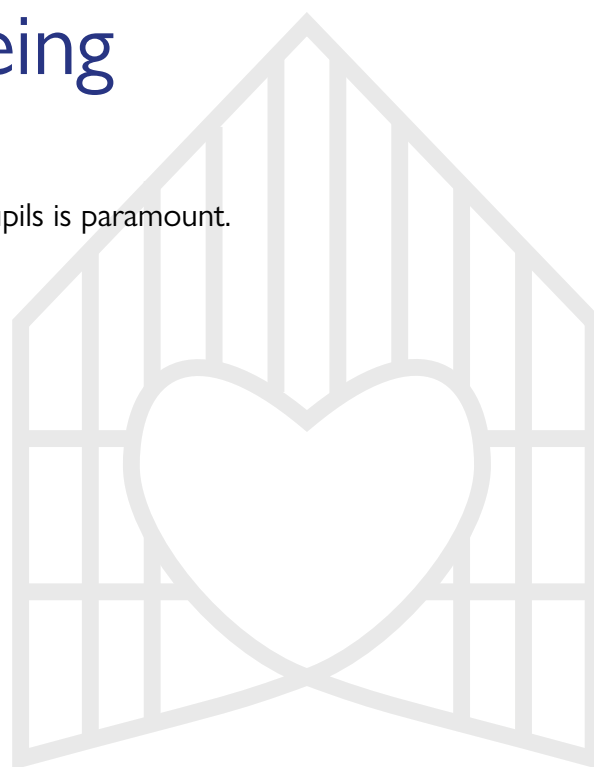
HMs and Matrons are supported in their care for the health and wellbeing of our pupils by our Pastoral Team, led by the Deputy Head Pastoral. We have a Pastoral Steering Group which meets twice weekly to discuss pupil wellbeing. Our full-time child and adolescent clinical psychologist, Dr Emma Speed-Andrews, oversees mental health provision for all pupils, working closely with the Health Centre, Deputy Head Pastoral, School Counsellor, House teams and parents to support pupils in our care.

Our pastoral approach ensures that pupils are able to speak to a wide range of people about any concerns they have and from the moment they join the School, pupils will be made aware of the network of support available to them.

Naturally, pupils often turn to each other in the first instance and we encourage our pupils to look out for each other – whether informally as friends, or in a more structured way as one of our trained Sixth Form Peer Listeners, School and House Prefects and mentors. We also have an International Society as we acknowledge the particular needs of pupils who join us from abroad, especially in the early stages of their time in our community.

All teachers are available for pupils to talk to and are trained to look out for the wellbeing of pupils. As well as the HM and Matron, the Assistant HM and Resident Tutor are specifically responsible for the pupils they look after.

More broadly, the School has a Deputy Head Pastoral and a Deputy Head Welfare to whom pupils can turn if they have any concerns. In addition to the Health Centre team, with nurses onsite 24 hours a day, we have a School Psychologist and School Counsellor for when pupils need further professional care.



Pupils may make appointments on their own initiative to see the School Psychologist or Counsellor; or requests may be made as a result of discussions with their parents, HM or other adults.

Our Chaplaincy team also plays an important role in pastoral care provision – offering guidance and care to pupils of all faiths and no faith.

We have recently created a Director of Wellbeing role to ensure that pupils learn how to manage their own wellbeing – how to recognise their individual needs and pressure points and how to improve their happiness and lower their stress levels. A new curriculum, delivered by Tutors and teachers, provides tools and a structure for learning good habits.

Above all else, safeguarding pupils is the most important thing we do. We emphasise that all adults and pupils are responsible for safeguarding and have a firmly embedded 'Speak Up' culture for ensuring that concerns are raised, and no concern is considered too small. We also encourage parents to contact us if they have any pastoral concerns and/or feedback to help us.

The Health Centre

The Health Centre is a warm and welcoming place, where we seek to provide excellent health and wellbeing care for our pupils. Our qualified nursing team is experienced in dealing with a wide range of medical issues. From sports injuries and minor ailments to chronic diseases and mental health needs, the team aims to offer a kind, caring and efficient service.

Parents are asked to inform the School of any health issues relating to pupils both before coming to St Edward's and if there are any important updates about which the School should be aware.

The Health Centre team assists pupils to manage long-standing medical issues such as diabetes, epilepsy, cardiac anomalies and asthma. For long-term and more complex health issues, we encourage parents and guardians to come and see us to discuss any needs in person.

During term time, 24-hour nursing care is provided in the Health Centre. After a Leave Weekend or Half Term, a Nurse is on duty in the Health Centre from 7pm.

The Health Centre is closed during Leave Weekends and Exeats.

The Health Centre can be contacted on 01865 319244 or by email at seshealthcentre@stedwardsoxford.org.

School Doctor

A school doctor is available to see pupils during the week in the Health Centre.

All boarders at St Edward's must register with the school doctor before arriving at the School (a link for registration will be sent out shortly before the pupil's starting date, this is so that pupils remain registered with and can see their family doctors until they start at Teddies). If boarders are unwell during the school holidays, visits to the home doctor, or any other doctor, should be made as a Temporary Patient.

Day pupils should continue to be registered with their home practice. They can be seen initially by nursing staff at the Health Centre for emergencies or minor ailments while they are in School.

House Matrons and House Nurses

House Matrons are normally responsible in the first instance for pupils' health and general welfare and all have current First Aid Certificates. Pupils usually report to the Matron if they feel unwell and can then be referred to the Health Centre as required.

A Nurse from the Health Centre is allocated to each House and serves as the link nurse between the Health Centre, the boarding House and the parents/guardians.

Over-the-counter medicines held in House

The House team can provide over-the-counter medicines to pupils, such as paracetamol and antihistamines, for the short-term management of minor, self-limiting conditions e.g. headache, cold symptoms and occasional pain.

If parents wish their child to receive specific over-the-counter medication this is assessed on an individual basis with the school Doctor and the Health Centre team and should be discussed with the Matron in the first instance. Pupils must give over-the-counter medicines to their Matrons to keep while at School.

Prescription medication

In general, prescription medicines are held by the House Matron along with medication details, the original packaging must be supplied with the medication. Day pupils will normally keep any prescription medication at home unless it is required for the day ahead. Any such medication must be held by the Health Centre or House Matron while the pupil is at School.

Parents need to complete a Parent Authorisation Form for all medication supplied from home and all prescription medication must be correctly labelled. Parent Authorisation Forms are available from Matrons and the Health Centre on request.

Pupils in the Sixth Form who have been assessed as competent by their House Matron in consultation with parents, may be able to keep and self-administer long-term medication.

Medication supplied from abroad

Medications prescribed from abroad must be licensed in the UK if treatment is required at School. Instructions for administration must be provided in English as must a copy of the prescription and all communication from the prescribing practitioner.

Vaccinations

As a part of the joining process for your child, we will require you to supply a copy of your child's immunisation record. You can either send in a copy from their childhood vaccine record book or request a printout from your GP. All Shell pupils will be offered the booster Diphtheria and Tetanus vaccine as well as the Men ACWY in the Shell year. This is carried out by the Oxfordshire NHS school health nurse team. Consent forms will be sent to parents in advance.

Travel vaccinations

We work with local service providers to arrange travel vaccinations for pupils travelling abroad during school vacations either on organised school trips or privately. Please give a minimum of six weeks' notice for foreign travel requiring immunisations. These vaccinations cannot be accessed through the local NHS GP service provider and thus will incur a private fee payable to the service provider.

Dental treatment

Parents are requested to arrange for courses of dental treatment to take place during the holidays. In term time, private emergency treatment can be organised by House Matrons at a dentist/orthodontist in Oxford. Unless the emergency is such that delay would place your child's health at risk, the House Matron will attempt to contact parents in advance of making any private appointments.

School Physiotherapist

The school physiotherapist is available to see pupils on two afternoons per week (Tuesday and Thursday). Pupils see the physiotherapist following a referral from by a school Nurse or the GP. If longer-term physiotherapy is required, the Health Centre can arrange for private care with the consent of parents.

Absence through sickness or injury

If your son or daughter is away for nine consecutive school days parents are required, by law, to provide the School with a medical certificate.

In the event of a child contracting an infectious illness (e.g. chickenpox, scabies, diarrhoea or vomiting of a bacterial or viral nature), parents/guardians will be expected to arrange for their unwell child to be taken out of School. This is to reduce the risk of spreading any illness across the School. After a bout of diarrhoea/vomiting, pupils will need to remain at home or isolated in the Health Centre for 48 hours from the last episode of D&V before being allowed to return to School.

Music, Dance and Speech and Drama options

Music, Dance and Drama are hugely popular at Teddies and pupils have the chance to experience all of these within the timetable (Music and Drama throughout the school and Dance at IB in the Sixth Form). In addition, Teddies offers pupils the opportunity to have individual or small group lessons in Music, Dance and Speech and Drama as co-curricular pursuits. These lessons are a great way to have fun taking part in the creative and artistic side of the school.

Lessons are given weekly, with around 30 lessons timetabled during the academic year. There are additional costs for these lessons (see [here](#) for fee information).

Pupils usually sign up for lessons before joining Teddies so that the lessons can fit into the timetable and pupils' schedules. However, pupils can also request to have additional lessons once they have started at School, with their parents' permission.

Music Lessons

Early in their first week at Teddies, the Director of Music meets all new pupils to talk about music at St Edward's. Roughly 60% of the School is involved in some kind of music, and the opportunity to learn an instrument (or to sing) is easily taken up, at whatever level.

Lessons are available in Flute, Oboe, Clarinet, Saxophone, Bassoon, Trumpet, French Horn, Trombone, Lower brass including euphonium and tuba; Violin, Viola, Cello, Double Bass, Classical Guitar, Electric Guitar, Acoustic Guitar, Bass Guitar, Drums, Percussion, Music Tech/Studio Techniques, Piano, Jazz Piano and Composition, Harp, Singing, Theatre Singing, Organ and Bagpipes. Instrumental

lessons are fixed within study periods for the Sixth Form and scheduled within the timetable on rotation around the timetable for other years. If pupils want to gain qualifications, we offer exams with ABRSM, Trinity London, Rockschoo and LAMDA for musical theatre singers. Music theory, to support examinations, is taught in small tuition groups (without charge) and pupils can sign up for classes for grade 3, 5, or 6+.

There is plenty of scope for playing in ensembles, once a reasonable standard has been reached. The flagship ensembles - Chapel Choir, Orchestra and Concert Band - involve as many members of the School as we can fit in. But there are many other groups: from Brass or Big Bands, to Music Tech drop-in and rock/pop sessions; from string quartets to close harmony vocal groups – and pupils often set up their own bands.

The Music School, which is open from 7am to 9pm every day for individual practice, provides professional sound quality facilities to the dynamic and highly productive Music Department. With its 20 practice rooms, seven ensemble rooms, the impressive Weston Recital Room, a rock room, the Fenton Recording Studio and the Ferguson Music Library, the building contains all the facilities ambitious young musicians require.

Dance Lessons

The level of participation in Dance at St Edward's is extremely high and our electric dance performances throughout the year are sell-out shows. Around a quarter of our pupils take weekly Dance lessons, with many girls and boys taking up to three or four classes per week. Dance classes cater for most styles, covering a wide range of interest and experience including Ballet, Tap, Latin American, Breakdance, Cheerleading, Funk Fusion, Acro, Modern, Street, Musical Theatre, Hip Hop, Freestyle, Jazz and Contemporary.

There are many opportunities to be involved in Dance performances. We have a Contemporary Ballet Recital each November, a Dance Show in March and a final end of Summer Term Gaudy Dance Recital in June each year. On top of that, dancers often feature prominently in our school musicals every two years.

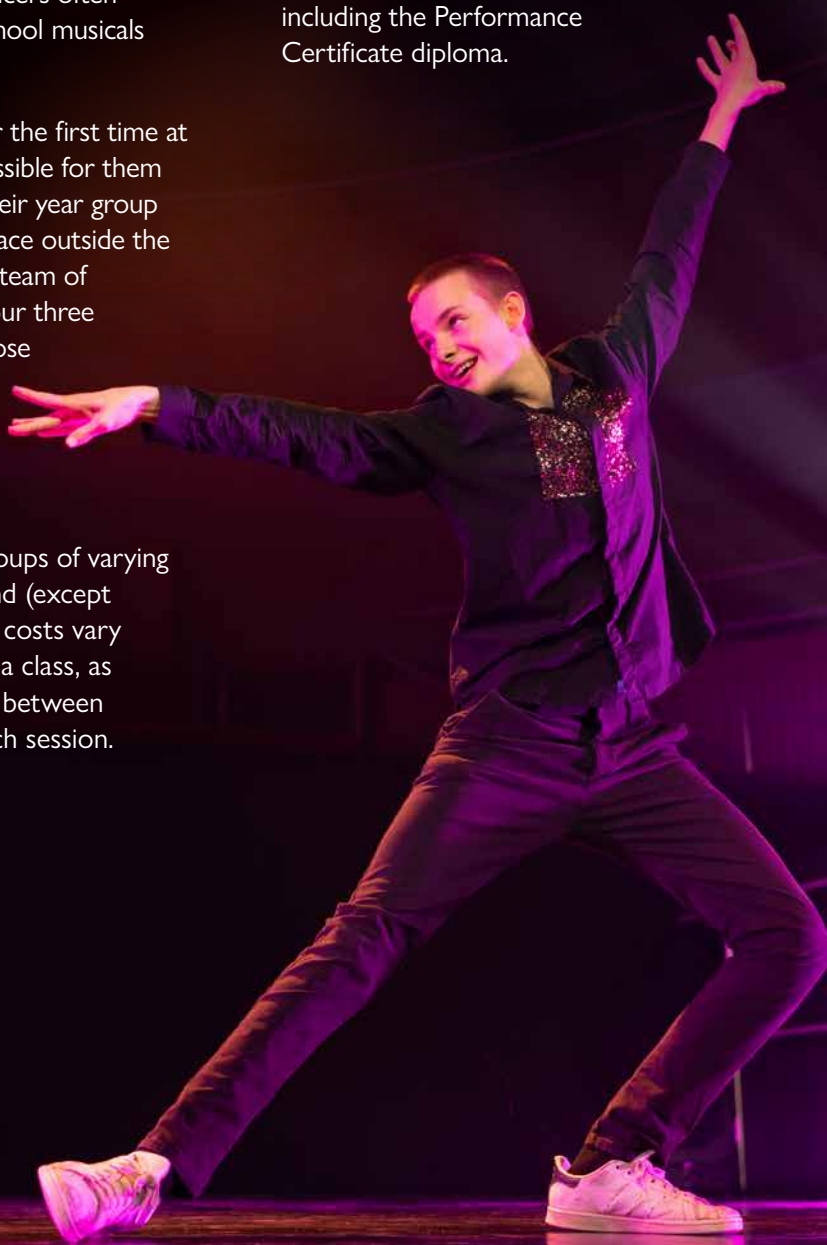
Many pupils take up dance for the first time at St Edward's and it is often possible for them to be placed in a class with their year group or friends. The classes take place outside the academic timetable, with our team of 10 dance teachers in one of our three dance studios. Pupils can choose to take exams in Dance, through Royal Academy of Dance (RAD) grades or RAD Vocational Levels.

Dance lessons are given in groups of varying numbers according to demand (except individual ballet lessons). The costs vary depending on the number in a class, as the cost is effectively divided between the number of dancers in each session.

Speech and Drama Lessons

As well as opportunities to study Drama as an academic subject and take part in the numerous plays produced each year, pupils can take additional Speech and Drama lessons outside the timetable. These focus on skills on stage, either as an actor or public speaker, and the lessons are usually taken by those wishing to pursue LAMDA examinations, either as individuals or in duo classes with friends of the same standard. We offer LAMDA disciplines in Acting, Devising Drama, Speaking in Public and Musical Theatre.

Lessons are only offered outside academic teaching time and are given by a team of visiting actor-teachers. Every term, there is a chance to take the exams, and students take a range of grades from grade 3-8 and beyond, including the Performance Certificate diploma.



Sports

Recognising the overwhelming evidence of the benefits of sport and exercise for children's health and mental wellbeing, our sports curriculum aims to engage all pupils by developing talent and skills, offering a wide choice of sport and making sport and exercise fun.

All pupils play sport a minimum of three times a week: on Tuesday, Thursday and Saturday and choose which sports to play for each term.

Pupils choose from "Group A" and "Group B" sports each term. Group A sports are longstanding Teddies sports, where we play regular fixtures and enter regional and national tournaments. Group B sports give pupils access to a wider range of sports, but fixtures may be more limited.

Pupils in the Shell, Fourth Form and Fifth Form select at least two terms of Group A sports, Sixth Formers select at least one term of Group A.

New pupils should look at the sports offered across the year, before making final choices (see our choices [here](#)). Current pupils make their choices for the academic year in the preceding summer term.

In the event of an option being over- or under-subscribed, we aim to give pupils access to that sport via the activities programme. Pupils may, therefore, be asked to select another option. New pupils may be trying sports for the first time and we recognise that they may want to make a change to their sports choices having tried something new. Tutors can advise and help in such cases.

All pupils must be able to swim a minimum of 50 metres to participate in water sports such as sailing, rowing, canoeing and kayaking.

Some sports and activities incur additional charges - the current charges can be found [here](#).

Mouthguards

On the advice of the Rugby Football Union and Hockey Association, all pupils participating in Rugby or Hockey should be fitted with a custom mouthguard. We recommend OPRO, a dental organisation specialising in mouthguards.

Please follow this [link](#) to order your custom-fit OPRO mouthguard in the St Edward's colours. Those playing Rugby and Hockey in the first term will need their mouthguards with them for the first session.

The Nuffield Health Fitness & Wellbeing Gym

In the first two weeks of term, pupils visit the Nuffield Health Fitness & Wellbeing Gym (on school grounds) where they are introduced to the facilities and the membership rules are explained to them.

Members of the Sixth Form, who are over 16, are able to use the gym unsupervised, once they have completed an initial induction session. Other pupils must be supervised.

Please be aware that the spa, public changing rooms, sauna, bar and restaurant areas are strictly out of bounds.

Limited pupil details are shared with the Nuffield Health Fitness & Wellbeing Gym on school grounds in order for pupils to be able to use the Gym's facilities. A copy of the Gym's privacy policy can be found on their website.

Contacting the Sports Department

If you would like to contact the Sports Department, please email: sport@stedwardsoxford.org

Combined Cadet Force and Life Skills

In the Fourth Form, pupils spend the year participating in the Combined Cadet Force (CCF), in one of the Army, Navy or Air Force sections, or taking part in the Life Skills programme. CCF and Life Skills run on Wednesday afternoons and promote a wide range of skills and personal qualities from the practical and physical to leadership and resilience.

During the Autumn and Spring Terms, all Fourth Form pupils spend two days away on a Field Weekend. They travel to Army, Navy and RAF bases and undertake the more adventurous activities which cannot usually be undertaken during the usual weekly sessions. Those learning Life Skills similarly go on a Field Weekend of outward bound activities in the local area.

Many pupils decide to remain in the CCF in the Fifth and Sixth Forms to enjoy further opportunities for developing their leadership skills. Our most ambitious cadets will be competing to win the Sword of Honour on Inspection Day in the Quad.

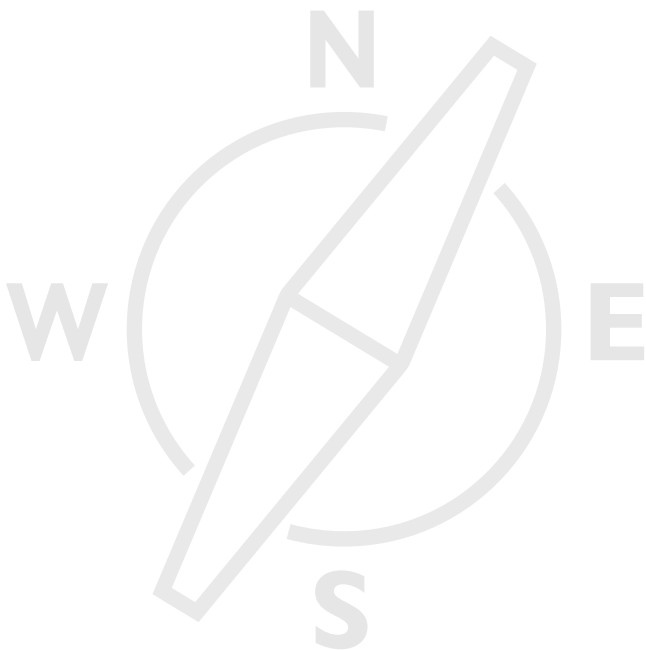
Duke of Edinburgh Awards

Many pupils at Teddies choose to take Duke of Edinburgh Awards (DofE). DofE is a national scheme run through local organisations such as schools and is aimed at enhancing the skills, confidence and resilience of young people (more information about it is here - www.dofe.org). Teddies offers awards at Bronze, Silver and Gold levels (please see [here](#) for information about the cost of these Awards).

Shell expedition week

There is a residential week away for all Shells at the end of the Summer Term, after the summer exams. Shells prepare for the trip during the Spring and Summer Terms - including learning how to read maps and put up a tent. As well as camping and enjoying outward bound activities, Shells can take the Bronze D of E Award during the week.

Shells register for the Bronze Award during the Autumn Term and start their Physical, Skill and Volunteering Sections straightaway. They also complete the necessary training for the Award before expedition week. Those who successfully complete the Bronze Award can move on to Silver at the start of the Fourth Form.



Beyond Teddies and Community Engagement

Beyond Teddies is an ambitious initiative which aims to engage the diverse people and networks that make up the St Edward's community. Our community includes pupils, parents, teachers, staff and alumni, but also all those whose lives have been touched by St Edward's, including the local charities, state schools and businesses which we support. Our aim is to draw this network together through a range of activities into one cohesive programme that offers friendship, support and learning for all. Beyond Teddies builds upon the School's long-established ethos of community engagement. It comprises three strands: partnership, community and fundraising.

Partnerships

Our partnership team leads work with diverse charities in our local community to form meaningful alliances.

Teddies Collaborates is an initiative that builds knowledge of social action and the value of service. Each year pupils will participate in some form of activity which can include charity fundraising events, working with primary school pupils or local clean ups. This leads into 'Lower Sixth Teddies Collaborates' where all the pupils volunteer in the local community each week. Following a six-week training programme, pupils begin placements with local care homes, charity shops, refugee groups, primary and special schools and community centres. This not only helps the community but also helps develop the Lower Sixth pupils' social skills and cultural understanding.

Community

The Teddies community includes current pupils, parents and staff, former parents and staff and our alumni (OSE - Old St Edwardians). The Beyond Teddies team help establish and grow friendships and connections through this large network, providing social opportunities as well as access to career networking, mentoring and internships through to sports tournaments, concerts, quizzes and much more! The OSE Society supports pupils from the moment they leave school, organising and overseeing a range of events and publications so that OSE can maintain their links to the School, keep in touch and offer mutual support to one another.

Fundraising

As an educational charity with ambitious plans, we need funding from our community to help make our plans a reality. Our focus is to maintain and indeed increase our bursary provision for those who need financial support; to support new capital projects to maximise and enhance the educational experience also shared with our local community and partners; and to assist these partners by supporting initiatives that are important educational tools for our students, staff and community alike.

St Edward's School Society (OSE)

The St Edward's Society, supported by our Beyond Teddies team, provides an invaluable resource to the School through its network, connections and support. Your son or daughter will meet many Old St Edwardians (OSE) during their time at school when they will be invited to talks discussing a variety of topics including university choices, life skills and careers.

Parents are also invited to career networking events that take place in London and Oxford, bringing together like-minded OSE with parents.

You will also see reference to Rhubarb which are the unique colours of the OSE which all Alumni wear with great pride from graduation and can be seen at the many regional, national, sporting and professional events that are organised during the year to enable OSE to keep connected and to support each other.

Overseas Pupils

At St Edward's around 15% of our pupils are from overseas, from around 40 countries across the globe. We welcome the enrichment of our School through the diversity of culture that this brings to Teddies. We do recognise however that attending a school which is a long journey away may bring challenges to some pupils and we have put in place some specific arrangements for overseas pupils.

Travel arrangements for overseas pupils

We realise that booking flights to arrive at 6pm when the Houses open can be problematic, so we operate early arrivals provision in Willows café. The timings depend upon the length of the break from School.

Many pupils (both UK based and international) travel independently to and from School on public transport and many also choose to travel together. As a school we try and coordinate airport transfers for environmental and cost purposes by sending a form to overseas parents.

Please ensure you fill in the i-gtm whereabouts form as fully as possible so that we can ensure this runs smoothly.

Storage of possessions

During the holidays many of the boarding Houses are used for commercial activities and so pupils remove all their possessions from their rooms. Limited storage is available for overseas pupils, however we encourage pupils to travel lightly at all times.

Please liaise with HMs and Matrons about storage. There are also private companies that offer storage for holidays as well as other services such as laundry, labelling and repairs.

Overseas parents' group

The School co-ordinates a group for international parents to share experiences with each other and the School. The group meets virtually, every term, and questions can be raised about any issues specific to overseas pupils.

Fred Gowen co-ordinates the group and can be contacted on gowenp@stedwardsoxford.org.

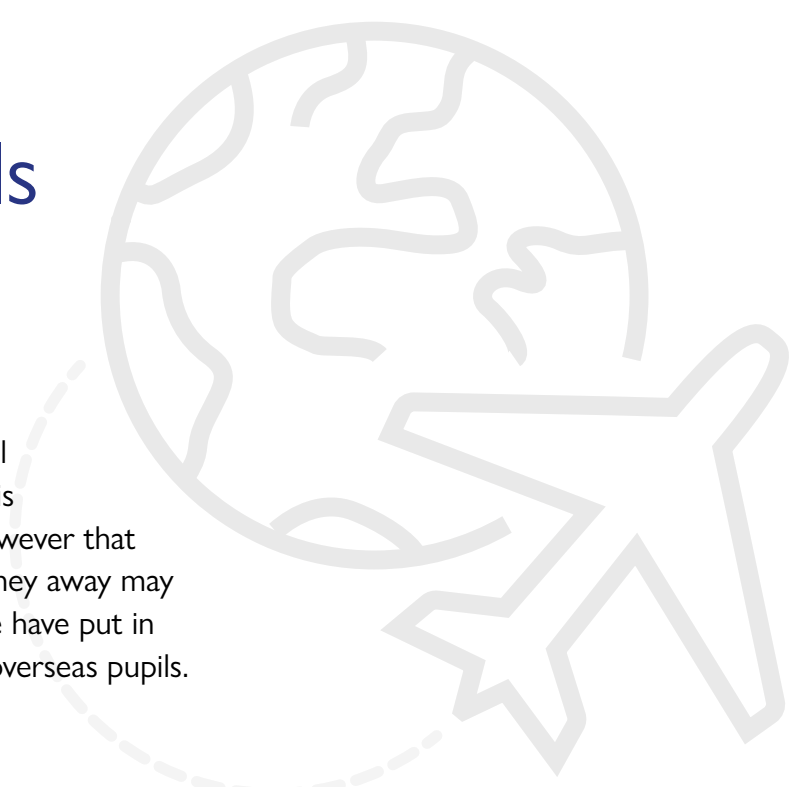
Child student visas

The School uses Newland Chase Education (www.education.newlandchase.com), a UK immigration law firm, to assist pupils who require visa applications or renewals. The School initiates contact between the pupil and Newland Chase, who will then be in touch directly.

Email education@newlandchase.com

Tel: +44 (0)1535 667605

For security, all pupils should give their passport, visa and biometric residence permit (if applicable) to their Housemaster or Housemistress every time they return to School.



English as an Additional Language

Pupils with EAL (English as an additional language) are largely supported by the English Department as a whole, however a small number of pupils in the Lower School receive specialist EAL lessons within the timetable, either instead of a subject such as a second foreign language, or within their usual timetabled English lessons.

Sixth form pupils with EAL can choose to have one-to-one support once or twice a week. The school does not charge extra for this support.

International English Language Testing System (IELTS Lower Sixth)

The school offers support for Sixth Form pupils taking the IELTS test (International English Language Testing System) where it is required for a university application. This is an internationally standardised test for non-native English language speakers and is recognised by most universities and colleges in Britain, Canada, Australia and New Zealand, as well as by over 3,000 academic institutions in the USA. The score ranges from 1 to 9 (expert user) with 6.5 or 7 being the usual band required by British universities. Pupils can take the exam in a local test centre every two weeks and get the result within ten days.

Guardians

Guardians are an essential part of ensuring the care for St Edward's pupils whose parents do not live in the UK and overseas parents must appoint a guardian.

During term time the School is legally responsible for each pupil's welfare and undertakes delegated parental responsibilities. However, there are times (e.g. Leave Weekends, beginning and end of term, Half Term breaks, or when a child is ill) when the School must be able to hand over these parental responsibilities to another adult – a properly appointed Guardian.

Guardians may be a family member or relative or family friend who is over 25 years of age, who is not a full-time student and who is resident in the UK. If such a contact in the UK is unavailable, Guardians can be provided by a reputable guardianship organisation. A Guardian cannot be a member of staff at St Edward's School.

If assistance is required in selecting a Guardian, the School recommends that parents contact the Association for the Education and Guardianship of International Students (AEGIS). www.aegisuk.net, info@aegisuk.net , tel: +44 (0)1453 821293

HMs will check the travel and guardian arrangements with their pupils. To make their task as smooth as possible, and to ensure the safety of their children, parents should make sure that all parties know and understand exactly what arrangements are in place before each holiday. It should be possible, at any time during a holiday, for the School to contact a pupil at his/her Guardian's home.

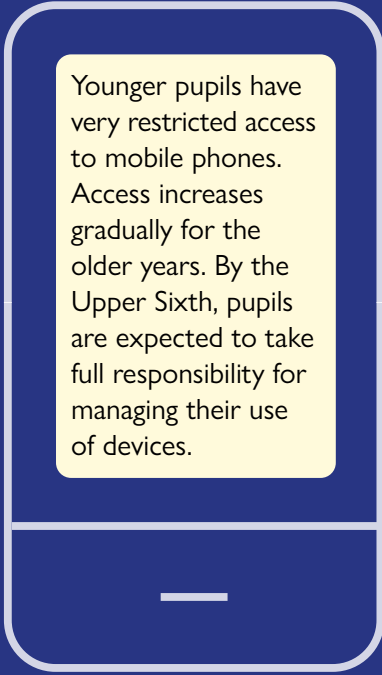
The School takes the matter of guardianship very seriously and monitors each pupil's arrangements through close liaison with parents, pupils, Guardians and guardianship organisations.

Personal property

Digital devices and citizenship

St Edward's aims to provide pupils with the best environment and most up to date knowledge to help them balance the many benefits, social and educational, of digital devices against the associated risks and impacts. We teach digital citizenship to pupils – including the legal and social responsibilities pupils have to themselves and each other – and give pupils graduated access to digital devices, increasing as the pupils mature and need to manage their own approach to our digital world.

In addition to restricted physical access to devices, St Edward's has digital controls and monitoring across the School's network. We strongly recommend parents also put controls on all devices used by their children.



Younger pupils have very restricted access to mobile phones. Access increases gradually for the older years. By the Upper Sixth, pupils are expected to take full responsibility for managing their use of devices.

Bicycles

Pupils may bring bicycles to School. Parents must ensure that bikes are thoroughly roadworthy and have a secure lock. A helmet must be worn at all times when cycling and lights used when it is dark.

We have bicycle racks around the School to which pupils should securely lock their bikes, even for short periods. While the School has put in place measures to help pupils secure their bicycles, pupils are ultimately responsible for the security of their own possessions, and parents are strongly advised to insure bicycles.

Cars and motorbikes

Pupils are not allowed to drive to or from School, or to keep a vehicle on or near the school site. Pupils must not accept lifts from other pupils or from recent OSE (under the age of 21).

Valuables and money

Please encourage your children to take good care of their personal belongings. All pupils have access to a lockable space for valuable items, however, we encourage pupils not to bring valuable items to School. Where this is essential, please keep a record of all details, including serial numbers, in case they are needed.

Whilst most pupils have a debit card, we advise against them having access to bank accounts containing large sums of money. Pupils should not bring large amounts of cash to School, and any they do bring must be given to HMs for safekeeping. Pupils should not rely on Apple Pay or similar, as they will not necessarily have access to phones (see left).

The School does not take responsibility for looking after pupils' personal belongings and our insurance does not cover pupils' personal items if they are stolen or damaged. Parents are advised to check that their household insurance extends to their child's property while he or she is at School. Parents are offered the opportunity to opt in to pupils' personal effects insurance when completing the joining forms.

Finances and Insurance

Fees and costs

Full information about our fees and other costs (such as music lesson prices) is listed [here](#).

Fee support is available on a needs assessment basis. Such support can extend to additional fees and costs for those receiving fee support. Please contact the Finance Team for further information.

Payment of account

There are four main ways to pay the School bill – by termly direct debit (UK bank account holders only), bank transfer, through our Advanced Fees Scheme or a School Fees Plan.

Advanced Fees Scheme (AFS) allows those who wish to pay in advance, for more than one year, to obtain a discount on their payments. It is best suited to those planning to pay fees over a number of years and as far ahead as possible.

School Fees Plans (SFP) are offered by private companies and enable you to pay in monthly instalments.

You will be asked how you wish to settle the school bill in our joining forms. If you have any queries about how to pay the bill, please contact the Accounts Department on 01865 319209 or email accounts@stedwardsoxford.org.

Summary of insurances and contingency schemes

The School provides travel insurance and personal accident and injury insurance within the school bill. These provide limited travel insurance for pupils undertaking school trips in the UK or beyond. The cover extends to personal accident, healthcare cover, personal belongings, cash, cancellation, curtailment and delay. Please ask for details if you wish to review the policy.

In addition, parents may opt into insurance policies for: pupil absence; medical costs; and personal property. You will be asked on joining the School whether you would like to opt in to these schemes and you will be provided with the full policy details.

School Policies and Compliance

The registered proprietor is the governing body of St Edward's School. The Chair of Governors can be contacted by writing to the Clerk to the Governors, at St Edward's School, Oxford OX2 7NN. All Governors are subject to pre-appointment safeguarding checks by the School and, in the case of the Chairman, by the Department of Education.

To find out more about school Governors, [visit the Governors' page](#) on the School website.

In compliance with the requirements of the Independent School Standards Regulations and the National Minimum Standards for Boarding Schools, we maintain policies which provide clear guidance on important areas of school life. Policies are available on the School website or from the Sub-Warden.



A Teddies Glossary

PEOPLE

AHM	Assistant Housemaster/mistress
HM	Housemaster or Housemistress
RT	Resident Tutor
Sub-Warden	Deputy Head
Warden	The Headmaster

YEAR GROUPS

Shell	Year 9
Fourth Form	Year 10
Fifth Form	Year 11
Lower Sixth	Year 12
Upper Sixth	Year 13

SCHOOL SYSTEMS AND COMMUNICATIONS

Chronicle	The school magazine, published first in 1873
i-gtm	The School's software provider for overseas pupils' whereabouts tracking.
ISAMS	A Management Information System (or MIS) used by the School
Parent Portal	The part of ISAMS used by parents – parents can use the Parent Portal to check pupil timetables, view school reports and grade cards and to notify the school of any changes in contact details
Rhubarb	The name given to the traditional School blazer stripe and also the magazine for former students (OSE)
SOCS	An online calendar used for school sports fixtures

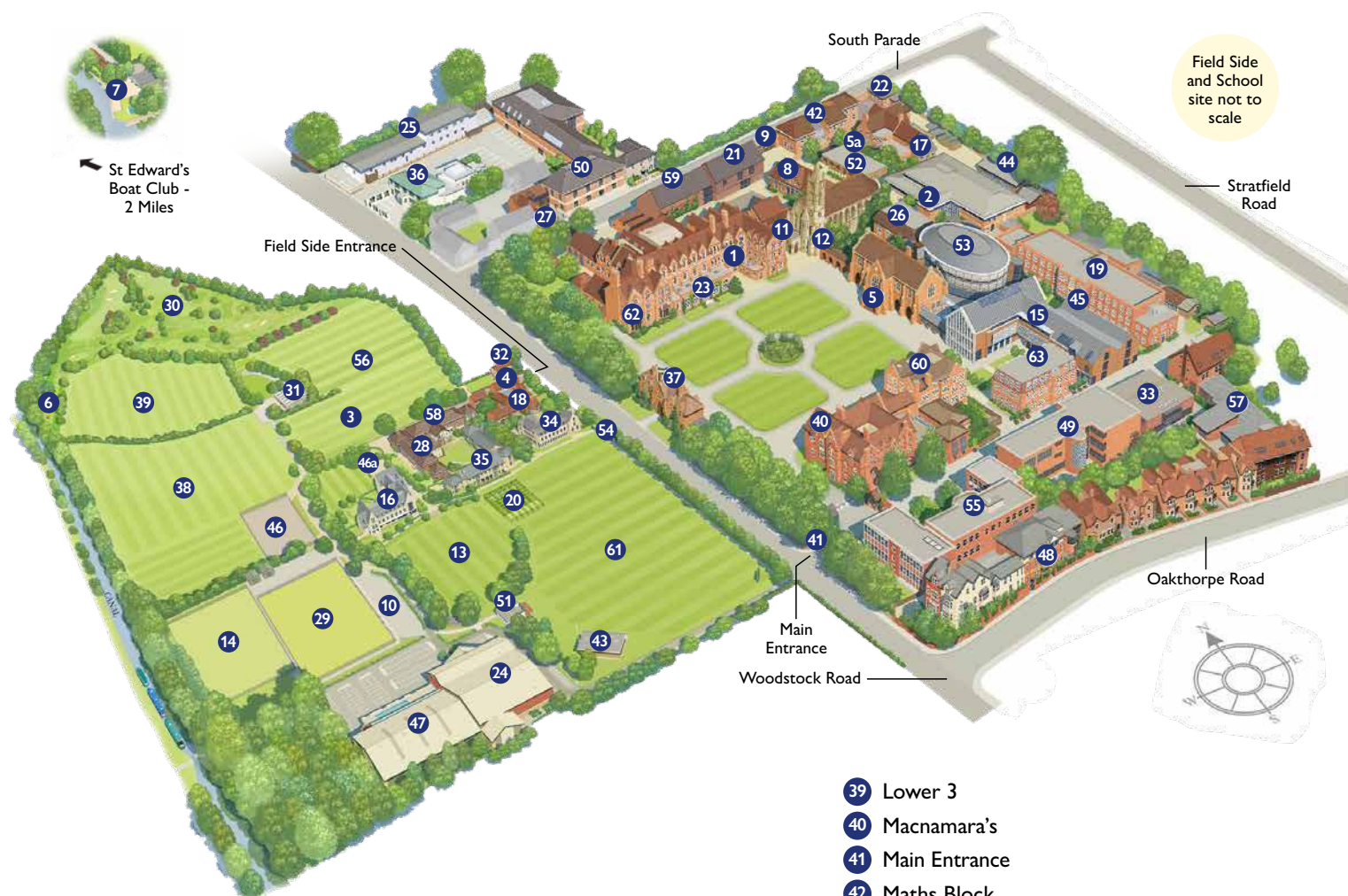
PLACES

Big School	An exam hall, formerly home of the Library. Not to be confused with the Old Library
Boiler House	The ex-boiler house behind the Art building, now home to Sixth Form art studios
Chestnut	The sports field in front of Cooper Lodge
Christie Centre	The new academic centre, housing English, Economics and the Library
Cooper's Café	The café for Sixth Form pupils and staff which sits between the Maths block and the Art and Design centre. Not to be confused with Cooper Lodge, a boarding house
DBSH	Douglas Bader Sports Hall
Descartes	A Maths classroom in its own building behind the Maths department
Field Side	The part of the school to the west of Woodstock Road
Kierkegaard	Learning Support, accessed through the Music School

Lemon Tree	A former restaurant, accessed through the Music School, used for dance and drama teaching
Lodge	The archway building, former main entrance to the Quad, housing the Registry and Communications teams
Lower 2	The playing field on the far side of Field Side, bordering the golf course
Lower 3	The playing field on the far side of Field Side, beyond the netball courts
Life Sciences	The Biology & Sports Science building.
The North Wall	The school theatre and Drama department and a public Arts centre
Music School	The Music School, on South Parade.
Old Library	A function room, below Big School
Old Pavilion	Strength and conditioning centre
Olivier	The school hall
Oxley Library	The school library, on the first floor of the Christie Centre
Piggeries	The Grounds Department buildings, beyond Avenue Field
Piggeries Field	The field adjacent to the Piggeries, between Avenue Field and the golf course
Quad Side	The part of the school to the east of Woodstock Road
Roe Reading Room	The Sixth Form study space on the top floor of the Christie Centre
Upper 1	The playing field closest to the Woodstock Road, on which sits the Martyrs Pavilion
Willows	The café in the foyer of the Olivier Hall
Work Block	The classroom block next to the Christie Centre, housing Geography, History and Classics

ACADEMIC

CAS	Creativity, Activity, Service
EE	Extended Essay
EPQ	Extended Project Qualification, a standalone qualification taken alongside A levels
ESS	Environmental Systems and Societies
IA	Internal Assessment - a piece of IB coursework
IB	International Baccalaureate Diploma Programme
Pathways and Perspectives	Courses taken alongside GCSEs, designed by the School in conjunction with leading educationalists
PRC	IB Programme Resource Centre
ToK	Theory of Knowledge



- 1 Apsley
- 2 Art, Design and Technology
- 3 Avenue Field
- 4 Avenue
- 5 Big School
- 5a Beech House
- 6 Beehives
- 7 Boat House
- 8 Bursary
- 9 Bursary Gate
- 10 Car Park
- 11 Chambers
- 12 Chapel
- 13 Chestnut
- 14 Chris Lawless Field
- 15 Christie Centre
- 16 Cooper Lodge
- 17 Cooper's Sixth Form Café

- 18 Corfe
- 19 Cowell's
- 20 Cricket Nets
- 21 Dance and Drama Studio
- 22 Descartes
- 23 Dining Hall
- 24 Douglas Bader Sports Hall
- 25 Estates Building
- 26 Exhibition Centre
- 27 Facilities Reception
- 28 Field House
- 29 Fisher Field
- 30 Golf Course
- 31 Grounds Department
- 32 Health Centre
- 33 Humanities Building
- 34 Jubilee
- 35 Kendall
- 36 Lemon Tree
- 37 Lodge
- 38 Lower 2

- 39 Lower 3
- 40 Macnamara's
- 41 Main Entrance
- 42 Maths Block
- 43 Martyrs Pavilion
- 44 Mixed Media Studio
- 45 Modern Foreign Languages
- 46 Netball/Tennis Courts
- 46a New Netball Courts
- 47 Nuffield Health Fitness and Wellbeing Gym
- 48 Oakthorpe
- 49 Life Sciences Building
- 50 Music School
- 51 Old Pavilion: Athletic Development Centre
- 52 Old Sanatorium Annexe
- 53 Olivier Hall
- 54 Pedestrian Tunnel
- 55 Physical Sciences
- 56 Piggeries Field
- 57 Segar's
- 58 Sing's
- 59 The North Wall
- 60 Tilly's
- 61 Upper 1
- 62 Warden's House
- 63 Work Block



ST. EDWARD'S
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