

SENIOR SCHOOL PARENTS' HANDBOOK 2024-2025

A School of Great Character



TERM DATES FOR THE ACADEMIC YEAR 2024-2025

AUTUMN TERM 2024

| | |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Staff INSET days: | Monday 2 and Tuesday 3 September |
| Start of term for all pupils in the sixth form and all pupils new to the junior and senior schools: | Wednesday 4 September, 8.35am |
| Start of term for all other pupils: | Thursday 5 September, 8.35am |
| Open event preparation | Friday 4 October for open morning on Saturday 5 October: school finishes at 3.20pm in the senior school and 3.45pm in the junior school |
| Half term | Two weeks beginning Monday 21 October |
| End of term | Wednesday 18 December, 12 noon |

SPRING TERM 2025

| | |
|-------------------|-----------------------------------|
| Staff INSET days: | Monday 24 and Tuesday 25 February |
| Start of term | Monday 6 January, 8.35am |
| Half term | Week beginning Monday 17 February |
| End of term | Thursday 3 April, 4pm |

SUMMER TERM 2025

| | |
|-------------------|------------------------------|
| Staff INSET days: | Monday 2 June |
| Start of term | Wednesday 23 April, 8.35am |
| Half term | Week beginning Monday 26 May |
| End of term | Wednesday 9 July, 4pm |

Parents are asked to ensure that family holidays are arranged during the school holiday periods.

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WELCOME TO EXETER SCHOOL



Exeter School is proud to have been developing the character of its pupils for almost 400 years and, when you join the school, you will quickly learn that one of the key reasons for this is the warmth and positivity of the community. Exeter is a wonderful city, and the school reflects the identity and character of the city in many ways, being grounded in our Devon traditions, but also aspirational and ambitious, and looking ahead and beyond, to the local community, and further afield. Like the city, we are rooted squarely in our proud past, but also looking to always be contemporary and relevant to the young people who inhabit our school today.

You will have met lots of our pupils on your admissions journey and I am sure that you have enjoyed hearing what they love about school; I hope that every pupil you meet tells a different story, because of course each of them is individual, and each of them will chose a slightly different path through the school, capitalising on the many exciting activities and challenges in many areas of school life. I know that they will love the exciting learning opportunities which they encounter here alongside their new friends, as they make progress through the school.

Our classroom teachers take pride in the content and delivery of their lessons, in which enjoyment, innovation and rigour happily coexist. An important aspect of an Exeter School education is the wide range of enrichment opportunities offered through our extensive co-curricular programme and we hope that your children will quickly find lots of activities to engage with which will ignite their passions and develop their skills beyond the classroom. As an educator, I believe strongly in offering your child the opportunity to discover what they are passionate about in life – and what they will love doing in the future. That only comes from having a wide scope of activities in many areas; the arts, sport, outdoor adventure activities, service, spiritual, to name a few.

One of the most impressive aspects of our school is the closeness of the Exonian community. We really value close contact with parents, formally and informally, and we hope to see you often. Happy and constructive relationships within and beyond school matter a great deal to us and a fruitful partnership with parents is particularly important as we guide our

young people towards adulthood. School should be a place of positive relationships, and happy experiences although inevitably every young person will encounter bumps and challenges along the way, and the fundamental role of the pastoral team and pastoral care which is delivered through our tartan system of year groups, interlaced with five houses for personal development and leadership opportunities, is crucial to provide the support that each Exonian might need.

Developing character is key to an Exeter School education and we hope that your children will seize all the opportunities presented in so many facets of school life to be able to develop their moral, intellectual, performance and civic virtues. Through our extensive range of enrichment and academic opportunities, we hope that your children will quickly ignite their passions and develop their character in myriad ways.

This booklet is intended to offer some helpful introductory information about our way of working. In the coming terms you will, of course, receive more detailed guidance, both in person and via our newsletters and you will be able to access your child's records and reports regularly via MySchoolPortal.

I very much hope that your children will find their time here fulfilling, exciting and memorable. I wish them every happiness and success at Exeter School, and I look forward to getting to know you all.



Louise Simpson
Head

head@exeterschool.org.uk
01392 307080

A SCHOOL OF GREAT CHARACTER



At Exeter School our commitment to developing the character of our pupils underpins all that we do. Drawing on the ideas of Aristotle, our school ethos is rooted in virtue ethics and promotes aspiration and flourishing in all. Our aim is to equip pupils with the practical wisdom they will require to navigate the challenges and opportunities of our fast-paced and ever-changing world, whilst celebrating their unique talents and individuality. Our expectation is for pupils to embody the school virtues through their time at Exeter School, embracing the rich and varied opportunities on offer.

- Through our intellectual virtues of inspire and challenge curious minds we consider how pupils develop as independent thinkers, creating space both inside and outside of the classroom for pupils to embark on journeys of discovery.
- Kindness and integrity are our moral virtues, through which we encourage pupils to care for those around them and the school community as a whole. Within the busyness of school life, we ensure pupils have chances to contribute in a meaningful way and to stand up for what is important to them.
- Stepping out of our school community, pupils are expected to practice the civic virtues of welcome and serve, recognising a world bigger than themselves and understanding their potential to make a difference within it through partnerships, charity work and volunteering.
- In all that they do, our pupils are encouraged to use our performance virtues of endeavour and collaborate, drawing on the support of all those around them, in addition to their own resolve, in order to achieve their full potential.

Character education is both an implicit and explicit part of school life, influencing our approach to learning and teaching, our pastoral care, and our co-curricular programme. Pupils are taught about character through allocated time in the curriculum, exploring the origins of virtue ethics and using role models and moral dilemmas to enhance their understanding of our school virtues. Each half term sees a focus on a different school virtue, with assemblies, form time and house meetings considering this theme with pupils. We also take time to celebrate the character development of pupils regularly, both within house meetings and assemblies. As a school of great character, it is our hope for every pupil that they will aspire and flourish, both in their time at Exeter School and throughout their life.

ACADEMIC MATTERS

Careers and post-18 pathways advice

Exeter School provides pupils with high quality careers information, guidance and post-18 advice from the Third Form onwards. This allows our pupils to access relevant information on careers, the labour market and post-18 options, alongside opportunities to develop and nurture key transferable skills so that they are ready and equipped to create their own pathways. This is delivered in a variety of ways during their time at school through assemblies, tutor activity sessions, events, and one-to-one guidance. There will be opportunities for work experience, to take part in mock interviews, to discuss goals, to listen to guest speakers working in a variety of sectors and to attend our successful careers convention.

In Middle Fifth, all pupils will take part in our careers psychometric profiling (Morrisby). This gives them access to an interactive careers and post-18 database that allows them to explore options and provides them with a wealth of information, including A Levels needed for careers, degrees, degree apprenticeships, and labour market information.

In the sixth form, pupils take part in our 'Futures' programme which centres around employability, careers, and higher education. It includes a Lower Sixth Futures Conference with the opportunity to talk to professionals from a range of sectors, a Futures Week including enrichment sessions on transferable skills, gap years, interviews, and a business and enterprise day. It also includes two internal UCAS preparation days offering further guidance about higher education and degree apprenticeship admissions procedures. Throughout the Futures programme, pupils take part in a series of workshops on careers, employability, apprenticeships, and higher education during school time. Topics include business awareness, mindfulness, enhancing interpersonal skills, leadership training, writing CVs, improving time management, developing self-awareness and resilience. In the Upper Sixth, pupils take part in our Interview Scheme which gives them the opportunity to be interviewed by two professionals taken from the parent, friends of Exeter School and alumni body. There are specific support groups for our aspiring medics and Oxbridge candidates. The careers pages of the pupil intranet are an excellent resource, and one-to-one guidance is available throughout a pupil's time at Exeter School from our qualified Career Pathways Advisor.

Curriculum 2024-2025

Third, Fourth and Lower Fifth Forms (Years 7, 8 and 9)

The aim of the curriculum in these years is that pupils with a diverse range of educational backgrounds and abilities are given an equal chance to sample the full range of subject options. Pupils are set by ability for mathematics but are taught in mixed ability teaching groups for all other subjects. The setting in mathematics is initially done after autumn half term in Third Form.

In all three years, pupils will study English, mathematics, modern foreign languages and/or classical studies (see below), physics, chemistry, biology, history, geography, art, design technology, religious studies, computer science, music, drama, physical education, and games.

Just as reading is central to learning, so also the School House Library is placed centrally within the school site. With the assistance of all teachers and the librarian, we look to cultivate a love of reading amongst our pupils together with a sense of its importance and the enjoyment that can be had through reading.

In addition to these subjects, in Third Form and Fourth Form, there is also a single period of PSHE that is run in parallel with drama. In Lower Fifth, there is a period of PSHE run in parallel with a short course on character and practical wisdom. Modern foreign languages and classical studies: Third Form pupils' study classical studies together with a languages curriculum in two modern languages chosen from French, German and Spanish. In Fourth Form and Lower Fifth, pupils opt to either study two subjects from French, German, Spanish and classical studies.

Middle and Upper Fifth Forms (Years 10 and 11)

Middle and Upper Fifth are the two years of GCSE courses. The process of choosing GCSE options starts at Christmas in the Lower Fifth and every effort is made to ensure that parents and pupils are given clear and individual advice. For the latest information and advice, please see the GCSE options booklet available on the school website.

Sixth Form (Years 12 and 13)

Lower Sixth and Upper Sixth are the two years of sixth form study. In the Lower Sixth, all pupils study four subjects and in the Upper Sixth most pupils continue with three subjects, but some pupils opt to continue with four. All sixth formers also take part in the school's Futures programme, which focuses on developing three key strands essential for future success: employability, careers, and university. This includes the option to work towards the extended project qualification (EPQ). For the latest information and advice, please see the sixth form options booklet available on the school website.

Daily routines

| | |
|------------------------|-----------------|
| Pupils in form rooms | 8.35am |
| Period 1 | 8.40-9.20am |
| Period 2 | 9.20-10am |
| Period 3 | 10-10.40am |
| Assembly/pastoral time | 10.40-11.05am |
| Break | 11.05-11.30am |
| Period 4 | 11.30am-12.10pm |
| Period 5 | 12.10-12.50pm |
| Lunch | 12.50-2pm |
| Period 6 | 2-2.40pm |
| Period 7 | 2.40-3.20pm |
| Period 8* | 3.20-4pm |

Monday, Tuesday and Thursday

Form time, PSHE, assembly or chapel

Wednesday

Whole school assembly

Friday

House meetings

***Friday 8 (3.20-4.45pm)**

For all Middle Fifth to Upper Sixth

CCF – Army, Navy and RAF, Duke of Edinburgh's Award. Sixth form pupils may undertake community service, SWUNK music, sports leader award, drama partnership or *The Exonian* magazine.

The school bell rings to announce the start of registration and each new period.

Home work

Third Form to Upper Fifth (Years 7-11)

The Deputy Head (Academic) publishes a homework timetable for each year group in September detailing the day of the week of each homework and the maximum length of each homework. The total maximum number of hours per week varies from seven hours in Third Form up to 10 hours per week in Upper Fifth. Homework is issued via Google Classroom for all year groups.

Sixth Form

In the sixth form, work done outside lessons is a more essential element of the study process and the aim is to plot a progression from the structure of the homework timetable in early years to the less imposed structure that will constitute studying at university. As such, greater responsibility is placed on the pupil to organise their time during the week, both

at home and at school. There is no published timetable, but there is an expectation of three hours study per subject per week, making a total of 12 hours per week.

Internal exams

Pupils in the Upper Fifth undertake GCSE trial exams at the start of the spring term and pupils in the Upper Sixth undertake A Level trial exams in the week immediately following the spring half term break.

All Third Form to Middle Fifth and Lower Sixth pupils undertake end of year written exams, and these usually take place over the five to seven days around the May half term holiday. If pupils in the Lower Fifth or Middle Fifth perform at a level significantly below what their teacher would expect from them then they may be required to resit papers at the beginning of the autumn term to help provide as positive a start to the new academic year as possible.

The end of year exam period including the two weeks following the exams is an important time and it is crucial that pupils do not miss either of these weeks.

Learning support

On application to Exeter School, you will have been asked to send any previous information regarding specific educational needs. All new pupils also sit an online screener during their first term to highlight any specific needs. If any concerns are raised, then a learning support coordinator will contact you and, in collaboration with you and the form tutor, ensure that any necessary further action is taken so that pupils can receive the support they need. Further information on learning support provision at Exeter School is available on the school website and will also be shared with you if appropriate.

Parents' meetings

These are held to provide an opportunity for parents and pupils to discuss pupil progress with staff in individual subjects. All pupils are encouraged to attend meetings with their parents. We have a mixture of parents' meetings across year groups, with some held online (with pre-booking of meetings essential) and others held in-person (no pre-booking). In both cases, meetings are typically available from 5pm to around 7.30pm. The pattern of parents' meetings through the year are:

| | |
|---------------|---------------------------------------------|
| Third Form: | November (in-person) and June/July (online) |
| Fourth Form: | March (online) |
| Lower Fifth: | January (in-person) |
| Middle Fifth: | November (online) and April/May (online) |
| Upper Fifth: | January (in-person) |
| Lower Sixth: | December (in-person) and June (online) |
| Upper Sixth: | October (online) and March (in-person) |

Personal, social, health, and economic (PSHE) education

PSHE education at the school aims to provide opportunities for pupils to explore and understand a wide range of social and emotional issues. Our aim is for pupils to develop personal resilience, learn to question global issues and critically assess information and experiences, so that they feel equipped to make good decisions at any given moment.

Our PSHE curriculum is broad and responsive to the challenges and issues relevant to our pupils in today's world. We focus on three core themes: health and wellbeing, relationships, and living in the wider world which are explored through formal PSHE or character and practical wisdom lessons, assemblies and workshops, whole-school events and cross-curricular opportunities in subjects such as biology and RS.

Relationships and sex education (RSE) is taught within PSHE education and character and practical wisdom lessons. It is important that our pupils understand how to enjoy positive and healthy relationships as they grow up, and in later life, and that they know how to keep themselves safe. Our Relationships and Sex Education Policy can be found on the school website.

Pupil voice

We consider our pupils to be bright, articulate individuals whose opinions we respect and value. Our school council meets every half term to explore and discuss different topics, such as pupil wellbeing, rewards and sanctions, sustainability, inclusivity, and anything else that the pupils feel is important. Opportunities for pupils to represent the views of their peers and discuss important issues include the school council (including food and digital committees), Q&A (LGBT+) group, the equalities forum, EcoSoc, charity committee and through the senior prefect team. The school uses Whisper, an anonymous reporting app, which gives pupils the opportunity to ask a question or raise a concern anonymously if they wish to.

Religion, philosophy and ethics

Within the curriculum religion, philosophy and ethics are delivered in two periods a week of religious studies through key stage 3. We also tackle ethics and moral education through character and practical wisdom lessons for all pupils in Lower Fifth, Middle Fifth and Upper Fifth.

School reports

For each year group, there is a combination of reports, that are accessible through the year on MySchoolPortal, and parents' meetings. The times that reports are released to parents are communicated through the weekly newsletter.

Within reports, there are three type of grades that are used. 'Approach to learning (class)' indicates the teacher's assessment of the level of engagement, perseverance and curiosity that the pupil shows in lessons. 'Approach to learning (homework)' is a similar grade but covers the work



produced by the pupil outside of class, and in the sixth form is referred to as 'approach to learning (independent work)'. Approach to learning grades range from 'excellent' to 'below expectation'. The attainment grade in Third Form to Lower Fifth is based on the pupils' understanding and quality of work. The attainment grade in Middle Fifth to Upper Sixth is predictive of the grade the pupil is likely to get if their work over the last report cycle continues to develop at the same rate over the GCSE, Lower Sixth or Upper Sixth course.

We have recently moved away from a report at the end of each half term to a more fluid process, with more parents' meetings (eleven of them in a child's journey through the senior school) and reports released at different points through the three terms. Please remember that your child's form tutor will wish to help you with any queries you might have at any time, without needing to wait for a particular report cycle to finish.

Each academic year, for most year groups, there are two reports that include the approach to learning grades, two reports that include the approach to learning grades and attainment grades, one full written report and then either one or two parents' meetings. Upper Fifth receive their last report at the end of the spring term and Upper Sixth at the start of the summer term.

An additional report is published during the year giving the grades achieved and predicted grades from trial exams in Upper Fifth and Upper Sixth and from the end of year examinations in Lower Sixth. The full list of report times for each year group will be accessible through MySchoolPortal.

Form tutors will read school reports and add their comments throughout the year. They should be the first point of contact to discuss a report further. The Deputy Head (Academic) is also happy to answer any questions relating to options, academic reporting, and assessment.



CO-CURRICULAR MATTERS

Clubs and societies

There are many clubs and activities at lunchtimes and after school. Details of these are published each term and are summarised in the co-curricular booklet available early in the autumn term on MySchoolPortal.

Cultural life of Exeter School

Art, Drama, Music

The school offers a wide range of art, drama and music activities and pupils thrive through their participation in these activities outside of the classroom. More information can be found in the co-curricular booklet available early in the autumn term on MySchoolPortal.

Field day

This occurs twice a year, in October and June, and engages all pupils in a special programme of educational visits and activities. Pupils in Middle Fifth and above are engaged in their Friday Period 8 activities. These include the CCF, Duke of Edinburgh's Award, community service, The Exonian magazine, a sports leader programme, arts award (gold) and SWUNK music.

The lower years (Third Form, Fourth Form and Lower Fifth) have a special programme of off-site activities, led by a rota of subject departments.

Library

School House Library

The library is a welcoming place, which promotes reading for pleasure and supports pupils in their academic work and in their co-curricular activities and interests. It extends over two floors to provide a spacious, light, airy study space seating approximately 80 pupils.

The library's normal opening hours are 8.45am until 5.15pm, Monday to Friday term-time only. Pupils may use the library freely during break, lunchtime and after school. During lesson times they may sometimes be sent to the library to undertake independent learning, or they may come with their class to take part in a research-based task or for a reading lesson. Pupils in sixth form have timetabled private study periods and may also use the library during their free periods.

All new pupils receive a library induction, and further information on skills such as using online resources, referencing, and avoiding plagiarism as they progress through the school.

Music lessons

The school accommodates 27 approved instrumental teachers within the music department and liaises with these teachers over the provision of lessons for our pupils. The instrumental teachers are self-employed and music lessons

are a matter of agreement between parents and music teachers. Once lessons have begun, parents and music teachers should liaise directly. The cost of music lessons is set by the individual music teachers and are broadly aligned with each other and rates charged by music teachers regionally. Parents apply for lessons by means of the application form found on MySchoolPortal.

Lessons are provided on the following instruments: Piano, organ, violin, viola, 'cello, double bass, guitar*, bass guitar, flute, recorder, oboe, clarinet, bassoon, saxophone, French horn, trumpet, cornet, trombone, euphonium, tuba, orchestral percussion, kit drumming, singing

*Please specify choice of acoustic or jazz/rock guitar on the application form for music lessons. Lessons on acoustic guitar can incorporate both a classical style of learning and as a starting point before moving on to contemporary/electric styles.

We have a limited number of orchestral instruments for hire. Devon and Torbay Music Hub offer an extensive instrument hire scheme. Second-hand instruments are often good value. We strongly recommend that the advice of an instrumental teacher is obtained before purchase or hire, especially in the case of string instruments, which tend to be much better value when purchased second-hand.

Music lessons are moving to a rota system for timetabling from September 2024.

Please contact Mr Tamblyn (pt@exeterschool.org.uk), Director of Music, if you have any queries about lessons or instruments. If you would like lessons arranged for your son or daughter, please fill in the details on the form available on MySchoolPortal.

Service activities

(Middle Fifth to Upper Sixth)

On Friday afternoons all pupils in the Middle Fifth and Upper Fifth are required to join in the Duke of Edinburgh's Award (DofE) at silver level, or the Combined Cadet Force (CCF). In the sixth form the range of options for the Friday Period 8 Programme is expanded to typically cover community service, arts award (gold) with drama or art routes available, sports leader programme, The Exonian magazine and SWUNK, as well as DofE and CCF. These activities take place from 3.15pm until around 4.45pm and on field days.

DofE at bronze level is open to all pupils in Lower Fifth and is completed in form time, and three weekends across the year.



Sport Off Games

Parents of pupils who are unable to participate in their PE or games lesson due to injury or for other medical reasons should email registration@exeterschool.org.uk ahead of their session. This message will be passed on to the relevant teacher. Where possible, pupils are encouraged to bring their kit so that they can take on alternative roles such as coach or referee.

Parent support

We actively encourage parents to come and support the school teams and refreshments are available for parents and spectators after sports fixtures.

Selection and availability

While we are a day school and the mid-week fixture card is significant, the vast majority of our school fixtures are on Saturdays and there is an expectation that pupils will make themselves available to represent the school. Team sheets are published well in advance of the scheduled fixtures and, if a pupil is unavailable for a valid reason, parents/pupils are asked to email the team coach or head of sport a minimum of a week in advance to let them know that their daughter/son is unable to play.

Sports Locker

All pupils are allocated a sports locker in their respective games changing rooms. Each locker has a unique combination code. The PE department will inform all new pupils of the

location of their locker and the combination code at the beginning of the school year. After which, any queries with the lockers or combinations should be raised at the bursary.

Teams and fixtures

Co-curricular clubs and practices are plentiful and take place after school and at lunchtimes each day. A list of these is published ahead of each term.

The school supports many sports teams throughout the school year and pupils can represent the school in the major sports each term:

| Term | Boys | Girls |
|-------------|---------|---------|
| Autumn term | Rugby | Hockey |
| Spring term | Hockey | Netball |
| Summer term | Cricket | Cricket |

We endeavour to field an A and B team each weekend and, when this is not possible, mid-week fixtures or internal matches will be scheduled to provide opportunities for pupils who wish to participate. Wherever possible we will provide those wishing to represent a school team an opportunity to do so each term.

There is also the opportunity to represent the school in athletics, cross country, football (Upper Fifth to Upper Sixth only), golf, squash, swimming, and tennis. The school enters district, county, regional and national competitions in numerous sports and many of our pupils get selected for county, regional or national squads.

Team sheets and communication

Team sheets are produced using SOCS. SOCS is an online platform, available from MySchoolPortal, which aims to provide our PE and games department several useful tools to help perform their usual duties. Most notably it allows staff to create fixtures, team sheets, and share this information to all parties involved. It is used by most schools on our fixture card. SOCS allows staff to upload team sheets and enables parents to select the teams their child/ren are involved in and download fixtures into a calendar (e.g., on your personal mobile phone or iPad) if you wish. There is a guide and video that can be found on MySchoolPortal which helps with subscribing to notifications and downloading the shortcut to your device.

FINANCE, INSURANCE AND CONTRACTUAL MATTERS

Credit cards

The school does not accept debit or credit cards for the payment of fees.

Dental insurance

This covers dental treatment arising because of a dental accident or emergency. This insurance is provided by Hayes Parsons, as an extension to the personal accident insurance, and is included in the termly fees. A brochure on the policy is available from the bursary.

Electronic payments

Parents who wish to pay the school fees via an online banking or similar service may do so by quoting the school's bank details (Sort Code 56-00-49; Account No. 00719722). For payment to be acceptable by this method, it is essential that the account number shown at the top of the fees invoice you receive, is quoted as the reference for our payment. Without this information, your payment may not be able to be allocated to your account, which would then appear to be overdue.

Fees and charges

Parents are notified by letter of any alteration to fees and charges in advance. Tuition fees do not include the charges for external examinations, whether modular or linear. These are paid in advance by the school on behalf of the pupil and shown separately on fees invoices. It is a condition of acceptance that all fees' invoices should be paid by the first day of term, unless otherwise agreed by separate contractual arrangement. In the event of late payment, the rate of interest charged will be 1.5% per month accruing on a daily basis. This late payment charge will be added to subsequent invoices.

Notice of withdrawal of a pupil

Parents are reminded that pupils may be withdrawn from the school either by giving a full term's notice in writing to the Head or, subject to a payment of an amount equal to a full term's fees, on giving notice in writing at any time before the commencement of the next following term. Notice if not acted upon will be deemed to have lapsed. Provisional notice is not accepted.

Personal accident insurance

This covers serious injury of a lasting nature occurring during term time or holidays. This insurance is provided by Hayes Parsons and is included in the termly fees. A leaflet on the policy is available from the bursary.

School fees refund scheme

Please see separate document on MySchoolPortal.

Security of personal effects

The school's insurance policy covers loss or damage which is attributable to neglect on the part of the school. However, the cost of a comprehensive premium to cover theft, loss or damage in all circumstances would be prohibitive. Parents are therefore strongly urged to ensure that their own policies cover these contingencies adequately, including expensive clothing, sports kit, school bags and contents, mobile phones, watches, calculators, bicycles, and musical instruments.

Termly instalment scheme

The school also offers parents, at its discretion, the option to pay a particular term's fees by direct debit in instalments under our termly instalment scheme. Under the termly instalment scheme the dates and amounts of each instalment for the three terms' fees will be set out on each invoice. Providing the payment terms of the scheme are adhered to, there are no additional administration or interest charges added.

The school reserves the right to withdraw or amend the terms of the termly instalment scheme at any time by giving you notice in writing before the beginning of a new school term.

No agreements to accept payment on deferred terms will be valid unless it provides for no more than four payments within a 12-month period. Full details are available on request from the Bursar's office.

Textbook payments

The cost of providing most textbooks is included in the fees. The textbooks are loaned to pupils by the school. Any loss or damage will be charged for according to the condition of the books when issued. Textbooks and materials are normally required to be handed back by the penultimate week of the summer term. Occasional charges may be levied for books or materials connected with specific projects where the items concerned are to be retained by the pupil.

Trip payments

No pupil is under an obligation to participate in any co-curricular activity involving extra expense without prior parental agreement. Theatre visits, foreign exchanges and similar school organised outings are the financial responsibility of parents, though application can be made in difficult financial circumstances, via the Bursar, for help from one of the school's modest trust funds.

GENERAL INFORMATION, ADMINISTRATION AND ROUTINES

After school provision

Pupils on school premises after 4.15pm should be in a designated area set aside for study e.g. the library or Wolfson Suite, which are available until 5.15pm, or taking part in a supervised co-curricular activity. This includes those who use the school buses.

Attendance and absence

Pupils may not be absent from school, except through illness or for compassionate reasons, unless the Head's permission is obtained beforehand. Leave of absence is normally given for educational purposes only.

If a pupil is ill (or absent for compassionate reasons), please inform the attendance officer by phone (01392 307080) or by email to registration@exeterschool.org.uk on the morning of illness before 9.00am. The school will seek to contact parents if a pupil has an unexplained absence. Parents should update the school on a daily basis for continued absences.

- Those who become ill during the school day must report to the first aid room in the bursary.
- No pupils are allowed to go home without permission of the school nurse, a first aider and/or their form tutor or head of year.
- Pupils must sign out at the Head's reception before leaving the premises for routine appointments. Parents should notify the school of appointments in advance by email to registration@exeterschool.org.uk
- If pupils are unable to play sport, parents must email registration@exeterschool.org.uk.

Book lockers

All pupils up to and including those in Upper Fifth are allocated a book locker in or adjacent to their form rooms. Sixth form lockers are located in the sixth form centre. Pupils are responsible for providing their own locks for these lockers. They are on sale from Reprographics. All pupils are required to make use of both sports lockers and book lockers to reduce the weight of items carried in school bags and to minimise the risk of items being lost.

Box office

The box office is in the bursary. Parents are notified well in advance via MySchoolPortal of what ticketed events are coming up, e.g. concerts and plays.

Tickets should be ordered through the box office on the school website. Payment can be made either through PayPal or debit or credit card. Tickets are available for collection from the bursary a week before any event; pupils will be notified through the registers and asked to collect them from the bursary. Any tickets that are not collected in advance can be collected at the event.

Bursary

The bursary is located and accessed from Victoria Park Road and provides many of the non-academic facilities of the school. The office is open from 8am to 5pm during term time and 9am to 4.30pm during the holidays. Services provided include:

- Medical room
- Box office
- Daily lunch passes
- General enquiries by telephone and in person
- Lost property
- Second-hand uniform

This is also where parents should leave items to pass to their children, e.g. forgotten lunches, books or sports kit. Items will not be accepted at the main reception or Head's reception.

Buses

The Exeter School bus network serves all major population centres within our catchment area, including Exmouth, Dawlish, Newton Abbot and Okehampton.

Our bus service is a more sustainable option for the journey to and from school, enabling a reduction in both our carbon footprint and on-site traffic congestion. We hope that you will find the service a convenient alternative to driving to and from Exeter School. All routes run subject to demand and early booking to secure a place is recommended.

We work in partnership with Vectare, a specialist school transport management company. Vectare provide an online booking system and real time vehicle tracking, along with ongoing customer services support to assist parents and pupils who wish to use the service. Their team are the principal point of contact for any queries in relation to the service and can be contacted by email at exeterschool@vectare.co.uk. To find out more or make a booking, please visit: exetermaynard.vectare.co.uk.

Communications

(MySchoolPortal and Website)

www.exeterschool.org.uk

@ExeterSchoolUK

Parents are given access to MySchoolPortal. This portal displays information relating to your child(ren) and will be the standard method for the school to communicate important information to parents.

Every week during term time the Head sends a newsletter which reports on events that have taken place during the previous week and highlights some of the many achievements of our pupils. All other notices, such as parents' evening booking, school reports, signing up for school trips and other

activities and documents will be found on MySchoolPortal, and highlighted in an email which is sent on a Thursday afternoon. Please check MySchoolPortal on a regular basis to keep up to date.

New parents are sent a letter (one letter for each household) detailing how to create a logon in MySchoolPortal. Parents may allow other relatives to create a logon if they choose but are always wholly responsible for the security of the information contained in the system. In the event of any concerns about, or suspected breaches of security they should contact the school immediately. Likewise, if parents would like a logon to be cancelled, they should inform the school. Accounts will be disabled once the last child of a family has left the school. The school reserves the right to cancel a logon.

The website contains a variety of news stories, useful information and certain legal policy documents, e.g. the Child Protection (Safeguarding) Policy. Any very urgent notices, such as temporary school closures, will be posted on the front page of the website as well as on MySchoolPortal and social media.

ICT facilities

As part of our wider ICT strategy, we operate a 1:1 pupil owned, school-managed iPad scheme for pupils in Third Form to Upper Fifth. New pupils receive their iPad along with a thorough induction, when they join the school, most commonly in September. There is more information on the scheme along with a comprehensive set of frequently asked questions available on MySchoolPortal.

We operate a 'bring your own device' scheme for pupils in the sixth form to ensure each pupil has a suitable device with them to participate fully in all lessons. There is a guide on MySchoolPortal containing more information on specific device requirements, a set of frequently asked questions and links to manufacturers providing an education discount for pupils.

In addition to mobile devices, the school has a large well-equipped computer suite containing a network of high-quality computers used for computer science classes for all age groups. The suite consists of three computer rooms available to the whole school including lunch times and after school. The design technology building has its own computer aided design system, and the music department has a computer suite for music technology. All classrooms and departments in the school have their own networked computers. The internet, which is under supervision and is filtered for pupil use, is available in the teaching day and at lunch time in designated rooms.

All pupils and staff must adhere to an acceptable usage policy that promotes a mature use of ICT facilities.

Lost property

The lost property room is located behind the bursary and is accessible to pupils at lunchtimes, 1.15-1.45pm. Parents can also request the key from the bursary between 8.30am



and 4.30pm, Monday-Friday. Parents are strongly advised to discourage pupils from bringing high value items or large sums of money into school.

Lunches

School lunches feature well-balanced menus with plenty of choice and variety. The school recognises the need to educate and encourage young people to eat sensibly and the governors deliberately subsidise school lunches and set prices below the true economic cost. It is the policy of the school that pupils are encouraged to take school lunches.

Pupils in the senior school are accepted for lunch on a termly basis. Refunds are not payable for part of a term. Casual daily tickets can be purchased from the bursary.

You are requested to complete the form on MySchoolPortal indicating whether you wish your son/daughter to have school lunches by 1 August. If we have not received the form by this date lunches will be billed on your termly school invoice. Cancelling school lunches is not possible during a term, cancellations must be received by the end of the previous term.

Policies

The school has a comprehensive suite of policy documents and guidelines by which it operates to follow accepted good practice and to be consistent in its dealings with pupils, parents, staff, and other agencies.

Key policies are available on the school's website www.exeterschool.org.uk/about-us/policies. Please contact headspa@exeterschool.org.uk if you have any queries.



Data protection policy

Please see the Privacy Policy on the school website for details on how we process your data.

ICT Acceptable Use Policy

The school has an ICT Acceptable Use Policy which was written by the digital forum made up of staff and pupils from across the school.

Publicity

Images of pupils actively involved in school activities can provide a valuable record of life at Exeter School as well as individual and team achievements. Therefore, we may occasionally take photographs and film pupils involved in school activities or events. We request your permission to use your child's first name and take, store, and use images or video of your child for purposes related to Exeter School. These will include (but are not limited to) promotional activity and publicity through printed material, our website and school social media sites. We would very much hope you will feel able to support the school by allowing us to use pupil images in this way.

We would also highlight that:

- Images will be carefully and sensitively chosen and will not be used out of context.
- Images will also become part of the school archive, providing a visual insight for future generations of Exonians.
- Pupils will not be identified by full name in the photographs without your or your child's permission.

Further information can be found in the Taking, Storing, and Using Images of Children Policy, which is available on the website and MySchoolPortal.

Reception

The main reception to the school is signposted from the gate at Manston Terrace, please use the intercom to gain entry. The reception is located to the right as you enter through the gates. Visitor parking is available by the reception building.

This reception area does not have the facility to receive items from parents to pass to children, e.g. forgotten lunches, books, homework. These should be taken to the bursary on Victoria Park Road.

Visitors to the school wishing to see the Head, the Director of Admissions and Marketing or members of the teaching staff, usually by appointment, should sign in with the receptionist. This office is open from 8.30am until 4.45pm.

Pupils who need to deliver letters, messages, or work to members of staff should report to the Head's reception which is in School House Tower and is entered through the large door below the blue clock. This is also where pupils should register when arriving late or if they are leaving early for an appointment.

Stationery shop

The stationery shop is in reprographics. The shop stocks a limited range of stationery items which pupils can purchase.

Visiting the site

The school's perimeter gates are locked for the pupils' safety. Access to the school site is controlled by gates with PIN codes. Parents can use the parental access code when accessing the site during term time via the perimeter gates between the hours of 8am – 9:00am and 3.30pm-10pm Monday to Friday, and 10.30am-6.45pm on Saturday.

The parent code is also available in the school information section of MySchoolPortal or if you have an iPhone we have created a simple digital card for Apple Wallet. This card is stored in the wallet and, depending on your phone/settings, a quick link will appear on your home screen when near the school. The card can be downloaded to your iPhone from September.

A polite reminder that the code must not be shared with members outside of the school community and is for entry onto the site only. Should you require access to any school buildings, please report to reception or the bursary and staff will be happy to assist you.

The Manston Terrace entrance and main reception is closed during school holidays, please use the bursary entrance on Victoria Park Road. Access outside of the times above is available via Manston Terrace or by ringing the phone number shown on the gates on the Victoria Park Road entrance.

HOUSES AT EXETER SCHOOL

We have a carefully interwoven network of support for pupils, encouraging them to interact with a wide range of pupils and staff. An integral part of this is our house system. Upon commencing their journey at Exeter School, each pupil is allocated a house – Acland, Crossing, Dowrich, Goff or Walker – named after some of the most important characters in our school's long and rich history. Houses stretch vertically across the seven year groups of the senior school, granting pupils the opportunity to develop 'house families', getting to know those in the years above and below their own.

Heads of house are there to monitor the co-curricular engagement of pupils and to support them in embracing all the opportunities our school has to offer. Houses meet weekly to play games, listen to talks, plan events and organise charitable endeavours. The house system also offers pupils an array of leadership opportunities, from representing their house at school council, charity committee or EcoSoc, to eventually become a house captain or a mentor for younger pupils. Furthermore, our regular interhouse competitions

help pupils to develop a sense of pride in their house and provide a chance to get involved in something different, as well as being a lot of fun!

| House | Head of House |
|----------|---------------|
| Acland | Richard Baker |
| Crossing | Emily Horn |
| Dowrich | Matt Commin |
| Goff | Mel Sheehan |
| Walker | Rob Charters |



PASTORAL CARE

The wellbeing of our pupils is central to all that we do, and we place great emphasis on the importance of pastoral care.

We understand that happy and confident pupils flourish and positive relationships between pupils and staff are key in a supportive senior school environment. Pastoral care is delivered by form tutors, who also monitor pupil's academic progress and co-curricular endeavours.

There are three assistant heads (heads of sections): Mrs Daybell, Mr Glanville, and Mr Chu oversee the pastoral care and academic monitoring of the pupils in their respective sections. They work closely with house teams and form tutors to support and guide pupils.

We believe that the most effective way to support pupils through their education is to communicate openly and to work closely with families. Parents' meetings provide an opportunity to meet your child's teachers, we extend invitations to a range of school events and functions throughout the year, and we openly invite parents to join us on the sidelines at sporting fixtures.

Please do contact your child's form tutor should you have any queries or concerns and feel free to share any information with us regarding family or personal circumstances that may have an impact on your child in school.

The head of sixth form, sixth form team, and sixth form tutors provide an important part of the pastoral care of our older pupils. They see the pupils daily and facilitate assemblies and talks from visiting speakers as well as planning opportunities for the pupils to discuss and explore a wide range of issues regarding personal wellbeing and development.

Behaviour

Our community is based upon kindness, respect, and good manners. We expect our pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed, orderly, atmosphere. All pupils should care for and support each other.

We are committed to providing a safe and caring environment that is free from disruption, violence, and any form of harassment so that every one of our pupils can feel safe and happy in school. More information is available in our Anti-Bullying Policy which is published on the school website. Parents/guardians have an important role to play in supporting the school in maintaining high standards of

behaviour. It is essential that school and home have consistent expectations of behaviour and that they co-operate closely together. Acceptance of our Anti-Bullying Policy forms part of our standard terms and conditions.

Chapel and spirituality

We are lucky to have a chapel and a Church of England chaplain, Rev Mark Close. Pupils have time in the chapel in their year group approximately once every two weeks. The chaplain welcomes all into the chapel, regardless of faith, and we aim to be inclusive and welcoming for families who follow another religion, for example with space being made available for prayers and contemplation.

The school chaplain plays an important role in supporting the wellbeing of all pupils at the school regardless of their faith, and offering confidential listening and guidance.





Health

Parents are asked to complete the health questionnaire and special dietary needs form on MySchoolPortal in respect of all new pupils. Parents must update the school nurse if there are any changes to this information.

If a pupil has a food allergy or intolerance it is important that we are aware so the catering manager can be informed, and a specific meal can be prepared.

A health information board is located in lower corridor and is changed regularly with information pertinent to the pupils regarding many aspects of health. Please can we ask for your support with the following:

- Pupils who are already sick should not be sent to school.
- Pupils with diarrhoea or vomiting must not return to school until 48 hours after the last episode of diarrhoea or vomiting.
- Pupils who become ill during the school day must report to the bursary. They should not call home and arrange to be collected from school without first reporting to the medical room or bursary reception.
- No pupils are allowed to go home without permission of the school nurse, bursary first aider and/or form tutor or head of year.
- For pupils attending medical appointments in school time, they should sign in if arriving in school late and sign out if leaving the premises early. This should be done at the Head's reception.
- Pupils must not carry any medication on them while in school. The school nurse stocks basic over-the-counter medicines (paracetamol, ibuprofen, antihistamines, throat lozenges) and will be able to dispense these with parental consent.
- Pupils requiring regular medication i.e., pain relief or antihistamines (for hay fever), should take this before school. If further doses are required to be taken while in school these should be handed in to the medical room where they can be dispensed by the school nurse. Any regular or prescribed medication left with the school nurse must be labelled and in the original box with instructions. Pupils requiring regular joint support i.e., tubigrip, must provide their own.
- If children are unable to play sport, parents must email registration@exeterschool.org.uk.
- Pupils prescribed an Adrenaline Auto-Injector (EpiPen) should always carry one with them. Parents are required to provide a second, in date spare auto-injector to be held in the medical room. This is then taken as a spare, by staff, on school trips and sporting fixtures. Sixth form pupils are encouraged to take responsibility for their own health and should be encouraged to carry two in date spare auto-injectors with them at all times. Trip leaders and sports coaches will check that sixth form pupils have their prescribed auto-injectors with them prior to any off site activity.
- Any pupil who uses an inhaler for asthma must carry one with them and may keep a spare in the medical room.



- Pupils who require rescue medication e.g. for epilepsy or diabetes, should provide the school nurse with at least one dose. This will then be taken by staff on school trips, and sporting fixtures.
- Injuries that are sustained outside school hours should be assessed by an NHS health professional and not be referred to the school nurse on the pupil's return to school.
- The school nurse is not able to provide long term repeat dressings for more than one week.

In the senior leadership team Miss Dunning is our Deputy Head (Pupil development, welfare and wellbeing) who provides the daily leadership of the pastoral programme. Pastoral assistant, Mrs Glanville, is based in our dedicated wellbeing room and offers practical advice and support to any pupils in need.

Safeguarding

Miss Dunning, Deputy Head (Pupil development, welfare and wellbeing) is the designated safeguarding lead. She is responsible for safeguarding and child protection. The Child Protection (Safeguarding) Policy is published in full on the school website and her contact details, along with those of the whole safeguarding team, are available around the school site. Our head of safeguarding, Mrs Jess Doku, works closely with the senior leadership team, pastoral staff and chaplain.

School nurse

The school nurse, Mrs Barlass, is based in the bursary and provides first aid, she is the school's senior mental health lead. Mrs Barlass is available to discuss any aspects of health and wellbeing with pupils or parents. The medical room is open throughout the day from 8.30am until 4.30pm. The medical room is supervised by the school nurse who is a qualified paediatric nurse and a team of qualified first aiders.

Before your child starts at Exeter School, you will need to complete the confidential health questionnaire and special dietary needs form on MySchoolPortal. When submitted, this form goes directly to the school nurse to be checked, all health and wellbeing information is then recorded on your child's school confidential health records.

Please only complete this form again if there are any changes to your child's health, you do not need to fill out a new form for every trip your child attends (unless there are any changes to their health).

Pastoral staff teams

If you have a question or concern about your child's education please contact their **form tutor** in the first instance. Staff email addresses can be found on page 18.

| Head of section | Head of year | Year group | Form tutor | House |
|-----------------|----------------------------------------|------------|---------------------|------------|
| Julia Daybell | Helen Sail | 3F | Ed Jones | Acland |
| | | | Jo Murrin | Crossing |
| | | | Delphine Masters | Dowrich |
| | | | Matt Davies | Goff |
| | | | Al Reynolds | Walker |
| | Ed Seaton-Burn | 4F | Angela Harris | Goff |
| | | | Brittany Johnson | Walker |
| | | | Liam McMenamin | Dowrich |
| | | | Mark Schramm | Acland |
| | | | Fiona Tamblyn | Crossing |
| Mike Glanville | Gary Robb | L5 | Laura Barnes | Goff |
| | | | Alex Collard | Crossing |
| | | | Harry Drew | Walker |
| | | | Yvonne Osborne | Dowrich |
| | | | Claire Sewell | Acland |
| | Kat Ridler-Murray | M5 | Annabelle Blackmore | Crossing |
| | | | Gareth McGrath | Goff |
| | | | Alice Pinches | Walker |
| | | | Dominic Tuohey | Acland |
| | | | Samantha Wilson | Dowrich |
| | Dan Trim | U5 | Paul Bell | Acland |
| | | | Phil Hyde | Dowrich |
| | | | Maggie McCluskey | Crossing |
| | | | Millie Nye | Walker |
| | | | Phil O'Connor | Goff |
| Luigi Chu | Stephanie Trica (L6) AJ Culley (U6) | 6F | Emma Cartwright | Acland 1 |
| | | | John Goody | Walker 2 |
| | | | Ben Hall | Dowrich 1 |
| | | | Sam Larkham | Dowrich 2 |
| | | | Michael Latimer | Crossing 1 |
| | | | Stuart Mackintosh | Crossing 2 |
| | | | Julia Metcalf | Acland 2 |
| | | | Sebastian Munday | Goff 1 |
| | | | Ciaran O'Rooke | Goff 2 |
| | | | Matt Worthy | Walker 1 |

STAFF AND GOVERNORS

| Governors | | |
|---------------------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------------------|
| Claire Baillie | Chair of academic committee | |
| Adrian Burbanks | Chair of finance and general purposes committee | |
| Helen Clark | Chair of junior school committee | |
| Catherine Gibaud | Chair of welfare and safeguarding committee | |
| Stephen Hodder | | |
| Gillian Hodgetts | Chair | |
| Ikenna Iroche | | |
| Mike Johnson | | |
| Dominic Kalantary | | |
| Richard May | | |
| David McGahey | Chair of foundation committee | |
| Senior Leadership Team (SLT) | | prefix@exeterschool.org.uk |
| Head | Louise Simpson | Head |
| Bursar | Miles MacEacharn | Bursar |
| Head, Junior School | Saskia van Schalkwyk | juniorschoolhead |
| Deputy Head (Academic) | Graham Bone | GSB |
| Deputy Head (Pupil development, welfare, and wellbeing) | Ali Dunning | AD |
| Acting Deputy Head (Enrichment and Community) | Bethan Rose | BVR |
| Deputy Head, Junior School | John Wood | JSW |
| Assistant Head (Sixth Form) | Luigi Chu | LC |
| Assistant Head (Lower School) | Julia Daybell | JHD |
| Assistant Head (Middle School) | Mike Glanville | MFCG |
| Director of Learning and Teaching | Paul Fennemore | PJPF |
| Head of Human Resources | Ailsa McGregor | HR |
| Director of Admissions and Marketing | Elizabeth Williams | ESW |
| Pastoral staff | | |
| Head of Safeguarding | Jess Doku | JLD |
| Pastoral assistant | Becky Glanville | RAG |
| School nurse | Lisa Barlass | LJB |
| Art and Design | | |
| Head of Art | Jen Brewer | JLB |
| Teacher of art | Jess Rafferty-White | JHRW |
| Teacher of art | Chloe Brownsey | CB |
| Biology | | |
| Head of Biology and sixth form tutor (Acland) | Julia Metcalf | JHM |
| Teacher of biology and medical applications coordinator | Pete Boddington | PJCB |
| Teacher of biology | Katie Coe | KAC |
| Teacher of biology and Head of PSHE | Amelia Johnson | ACJ |
| Teacher of biology | Monette Montagu | MEM |
| Teacher of biology, science team leader and timetable manager | Jade Seaton-Burn | JMSB |

| Chaplain | | |
|-------------------------------------------------------------------------------------------------|-------------------|------|
| Chaplain and teacher of religious studies | Rev Mark Close | MWC |
| Chemistry | | |
| Head of Chemistry, sixth form assistant tutor and CCF Contingent Commander | Simon Smale | SPS |
| Teacher of chemistry, teacher of physics and sixth form tutor (Dowrich) | Sam Larkham | SXL |
| Teacher of chemistry and Upper Fifth tutor (Goff) | Phil O'Connor | PIO |
| Teacher of chemistry and Fourth Form tutor (Crossing) | Fiona Tamblyn | FJT |
| Teacher of chemistry | Helen Wilson | DHW |
| Classical subjects | | |
| Head of Classics, cultures and communications team leader and Lower Fifth tutor (Walker) | Harry Drew | HMSD |
| Teacher of classics, Oxbridge applications coordinator and Crossing club co-ordinator | Elinor Keane | ELK |
| Teacher of classics and Head of Year, Lower Sixth | Stephanie Trica | ST |
| Computer Science | | |
| Head of Computer Science and Middle Fifth tutor (Walker) | Alice Pinches | AOP |
| Teacher of computer science and Middle Fifth tutor (Goff) | Gareth McGrath | GJM |
| Teacher of computer science and Head of Technology for Learning | Siobhán Morgan | SSM |
| Design Technology | | |
| Head of Design Technology, Head of RN section, CCF and Lower Fifth tutor (Crossing) | Alex Collard | AC |
| Teacher of design technology and Fourth Form tutor (Dowrich) | Liam Mc Menamin | LM |
| Drama | | |
| Head of Drama | James Brough | JSB |
| Teacher of drama | Chris Harknett | CCH |
| Electronics | | |
| Head of Electronics, teacher of physics and Fourth Form tutor (Acland) | Mark Schramm | MES |
| Teacher of electronics, teacher of physics and Head of Dowrich | Matt Commin | MJC |
| English | | |
| Head of English | Jenni Wilson | JAW |
| Teacher of English and Assistant Head (Lower School) | Julia Daybell | JHD |
| Teacher of English and Director of Learning and Teaching | Paul Fennemore | PJPF |
| Teacher of English and sixth form tutor (Goff) | Ciaran O'Rooke | CLO |
| Teacher of English and Head of Year, Middle Fifth | Kat Ridler-Murray | KLRM |
| Teacher of English and Head of Year, Fourth Form | Ed Seaton-Burn | EJSB |
| Teacher of English | Ellouise Stone | EJS |
| Geography | | |
| Head of Geography and sixth form tutor (Goff) | Sebastian Munday | SGM |
| Teacher of geography, Head of History, humanities team leader and Fourth Form tutor (Goff) | Angela Harris | AH |
| Teacher of geography, Upper Fifth tutor (Dowrich) and ECT and new teacher induction coordinator | Phil Hyde | PMH |
| Teacher of geography, teacher of history and Upper Fifth tutor (Walker) | Millie Nye | AHN |
| Teacher of geography | Amanda Roff | AR |
| Teacher of geography and Acting Deputy Head (Enrichment and Community) | Bethan Rose | BVR |
| Teacher of geography and Head of Year, Third Form | Helen Sail | HMS |

| History | | |
|------------------------------------------------------------------------------------------------|---------------------|------|
| Head of History, teacher of geography, humanities team leader and Fourth Form tutor (Goff) | Angela Harris | AH |
| Teacher of history, Head of Politics and Head of Acland | Richard Baker | RJB |
| Teacher of history | Sarah Bartholomew | SLB |
| Teacher of history and Head of Year, Upper Sixth | A-J Culley | AJC |
| Teacher of history, teacher of geography and Upper Fifth tutor (Walker) | Millie Nye | AHN |
| Teacher of history, Head of Politics and Head of Goff | Mel Sheehan | MFS |
| Library | | |
| School librarian | Tim Halpin | TDH |
| Assistant librarian | Lowenna Rich | ELR |
| Learning support | | |
| Learning support coordinator | Anne Reeves | ALR |
| Learning support coordinator (Third Form, Fourth Form and Lower Fifth) | Harriet Coogan | HEC |
| Mathematics | | |
| Head of Mathematics, mathematics and computing team leader and sixth form tutor (Walker) | Matt Worthy | MDW |
| Teacher of mathematics and Middle Fifth tutor (Crossing) | Annabelle Blackmore | ACB |
| Teacher of mathematics and sixth form tutor (Acland) | Emma Cartwright | EVC |
| Teacher of mathematics and Assistant Head (Middle School) | Mike Glanville | MFCG |
| Teacher of mathematics and sixth form tutor (Dowrich) | Ben Hall | BHM |
| Teacher of mathematics and Upper Fifth tutor (Crossing) | Maggie McCluskey | MM |
| Teacher of mathematics and Lower Fifth tutor (Dowrich) | Yvonne Osborne | YRO |
| Teacher of mathematics and Third Form tutor (Walker) | Al Reynolds | AJR |
| Modern foreign languages | | |
| Head of Modern Foreign Languages | Leda Trotman | LT |
| Teacher of modern foreign languages and Head of Walker | Rob Charters | RAC |
| Teacher of modern foreign languages and Assistant Head (Sixth Form) | Luigi Chu | LC |
| Teacher of modern foreign languages and sixth form assistant tutor | Natalie Cushion | NHRC |
| Teacher of modern foreign languages and Deputy Head (Pupil development, welfare and wellbeing) | Ali Dunning | AD |
| Teacher of modern foreign languages and sixth form tutor (Crossing) | Michael Latimer | MFL |
| Teacher of modern foreign languages and Third Form tutor (Dowrich) | Delphine Masters | DDSM |
| Teacher of modern foreign languages and Lower Fifth tutor (Acland) | Claire Sewell | CS |
| Teacher of modern foreign languages and Middle Fifth tutor (Dowrich) | Samantha Wilson | SCW |
| Music | | |
| Director of Music | Peter Tamblyn | PT |
| Assistant Director of Music and Third Form tutor (Goff) | Matt Davies | MD |
| Physics | | |
| Head of Physics and Middle Fifth tutor (Acland) | Dominic Tuohey | DLNT |
| Teacher of physics and Deputy Head (Academic) | Graham Bone | GSB |
| Teacher of physics, teacher of electronics and Head of Dowrich | Matt Commin | MJC |
| Teacher of physics, teacher of chemistry and sixth form tutor (Dowrich) | Sam Larkham | SXL |
| Teacher of physics, Head of Year, Lower Fifth | Gary Robb | GBNR |
| Teacher of physics, Head of Electronics and Fourth Form tutor (Acland) | Mark Schramm | MES |
| Teacher of physics, Head of Year, Upper Fifth and Head of Army section, CCF | Dan Trim | DIT |
| Psychology | | |
| Head of Psychology | Claire Goody | CG |
| Teacher of psychology | Marie Godfroy | AMG |

| Religious studies | | |
|-----------------------------------------------------------------------------------------------|---------------------------|-------------|
| Head of Religious Studies and sixth form tutor (Walker) | John Goody | JFMG |
| Teacher of religious studies and chaplain | Rev Mark Close | MWC |
| Teacher of religious studies and Third Form tutor (Crossing) | Jo Murrin | JMKM |
| Social studies | | |
| Head of Economics, Head of Business and sixth form tutor (Crossing) | Stuart Mackintosh | SKM |
| Teacher of economics, teacher of business and Upper Fifth tutor (Acland) | Paul Bell | PB |
| Head of Politics, teacher of history and Head of Acland | Richard Baker | RJB |
| Head of Politics, teacher of history and Head of Goff | Mel Sheehan | MFS |
| Sport | | |
| Director of Sport | David Gibson | DJG |
| Head of BTEC Sport, teacher of PE and games and Head of Crossing | Emily Horn | EJH |
| Head of Netball and Fourth Form tutor (Walker) | Brittany Johnson | BGJ |
| Head of PE and Games, Head of Hockey and Third Form tutor (Acland) | Ed Jones | EPMJ |
| Teacher of PE and games and Lower Fifth tutor (Goff) | Laura Barnes | LSB |
| Teacher of PE and games | Hetty Hayden | HH |
| Trainee teacher of PE and games | Tom Maidment | TJM |
| Senior football coach | Giles Ashman | GELA |
| Hockey and netball coach | Liv Didon | OJD |
| Hockey coach | Graham Skinner | GS |
| Hockey coach | Graham Skinner | GS |
| Operations and professional services – members of the team who you may need to contact | | |
| Admissions Manager | Alex Irons | AOCI |
| Academic and exams administrator | Emily Buchanan | ECSB |
| Attendance officer | Karen Gratton | KAG |
| Bursar, Clerk to the Governors and Company Secretary | Miles MacEacharn | bursar |
| Bursary Manager and PA to the Bursar | Lisa Stewart | LMS |
| Bursary receptionist | Ariel Friend | AF |
| Career Pathways Adviser | Melanie Szender | careers |
| Combined Cadet Force SSI | David Jones | SSI |
| Director of Admissions and Marketing | Elizabeth Williams | ESW |
| Director of Development and Alumni Relations | Alice Holohan | ASAH |
| Drama and AV technician | Alex Sorlie-Pring | AGSP |
| Exams officer | Stephen Butler | SRB |
| Head of Finance | Anya Rowley | AFR |
| Head of HR | Ailsa McGregor | AM |
| Head's PA | Kim Leach | headspa |
| Hiring and events coordinator | Helen Didon | HD |
| Information Manager | Alan Carter | ADRC |
| Marketing Manager | Lucy Bates | LKB |
| Music administrator | Sally Daldorph | SD |
| Head of Operations | Craig Stewart | CAS |
| School nurse | Lisa Barlass | schoolnurse |
| Senior finance officer | Ann Hooper | AJH |
| Sixth form study supervisor | Laura Bell | LB |
| Sports administrator | Emily Warburton Watson | EJWW |

UNIFORM AND SIXTH FORM DRESS

Hair

Hair should be smart and styled in a modest way. Excessively long, short, eccentrically styled, or dyed hair is not acceptable. In general, it is expected that long hair will be tied up and off the face.

Jewellery

Jewellery is limited to a pair of stud earrings and a simple, plain chain around the neck.

Labelling

It is essential that all items of clothing and portable property, including footwear, belts, bags, books, lunch boxes, water bottles and sports equipment are clearly marked with the owner's name. The addition of the house name is advisable.

Make-up

Make-up and nail polish is generally not suitable for school and where worn should be discreet. Any pupils wearing heavy or ostentatious make-up will be asked to remove it.

In the sixth form nail polish is allowed.

Second-hand uniform

The school has a second-hand uniform shop, which is located beside the bursary. Parents can request the key from the bursary between 8.30am and 4.30pm, Monday-Friday.



Senior school uniform

Uniform A (boys)

- Single-breasted navy school blazer with badge (bought from the school shop).
- Traditional charcoal or dark grey trousers.
- Traditional charcoal or dark grey shorts.
- Belts, if worn, must be a plain dark colour.
- Traditional white shirt and school tie.
- Black polished shoes (trainers and canvas shoes are not acceptable).
- Plain dark grey or black socks.
- Navy V-neck pullover with school crest.
- Rucksack.
- A large protective overall, smock or oversize shirt (to be worn in all art classes).

Uniform B (girls)

- Single-breasted navy school blazer with badge (bought from the school shop).
- Regulation school skirt (worn no shorter than 3cm above the knee; and not rolled) or traditional charcoal or dark grey trousers.
- White shirt with revere-style collar.
- Black, flat polished shoes (trainers and canvas shoes are not acceptable).
- Black / navy tights or short navy socks (no trainer socks).
- Navy V-neck pullover with school crest.
- Rucksack.
- A large protective overall, smock or oversize shirt (to be worn in all art classes).

Third Form to Upper Fifth

Hair should be smart and styled in a modest way. Excessively long, short, eccentrically styled, or dyed hair is not acceptable. Long hair should be tied up and off the face. Pupils should not wear make-up or nail varnish for school. Jewellery is limited to a pair of stud earrings.

Sixth form dress

These expectations are designed to allow sixth formers reasonable freedom to express themselves, whilst ensuring they are smartly dressed for a professional, working environment:

1. A business-like suit (or smart trousers and blazer), with formal shirt and tie, OR
2. A business-like skirt, trouser or dress suit (or smart skirt/trousers/dress and tailored jacket), with formal collared shirt or blouse (or smart woollen top)
3. Skirts/dresses that are formal and smart for a professional workplace in terms of fabric, fit and length; they should hang freely and finish closer to the knee than the hip
4. Formal, tailored jackets always worn around school (not just carried)
5. Smart, formal shoes, with soles/heels that are sensible for school – no trainers (even if these are black leather) or canvas shoes (even if these are black). Smart, formal boots, if in keeping with the outfit
6. In cold weather, dark socks worn with tights so they are not very noticeable
7. Dresses/blouses/tops with a formal neckline and that fully cover the midriff; no thin/spaghetti straps, cami-vests, crop-tops, etc.
8. Plain/lightly patterned woollen pullovers worn over a shirt, blouse or dress. These must be smart in appearance and fit comfortably under a formal jacket, without noticeably hanging below
9. Business-like, fine-knit woollen tops worn without necessarily a collared shirt/blouse underneath, if the fit, style and length make them look smart
10. No denim, clothing with large logos/slogans or bold patterns, sweatshirts, fleeces, baggy/chunky-knit jumpers or hoodies (including leavers' hoodies, etc.)
11. Jewellery that is discreet and not ostentatious; earrings should be small
12. No nose piercings and no other body piercing jewellery to be worn visibly, or beneath clothing. No tattoos
13. Smart, neatly styled hair; may be worn down (but must be off the face). Not shaven or extremely short, eccentrically styled or noticeably dyed. Not with significantly different lengths and no mullets. Facial hair that is well established and well groomed
14. Overcoats/waterproofs that are muted in colour and style, without large logos; may be worn around the campus but not in lessons, chapel, assemblies, lunch, etc. Worn as well as, not instead of, smart jackets
15. No headphones or earphones worn around school, including around the neck
16. The games dress code and sixth form sports kit regulations are provided at the start of the year
17. CCF kit may be worn, correctly, to and from school if travelling by car, school bus, or on foot. It may NOT be worn on public transport, in public spaces or when visiting shops

We appreciate that some of the expectations above may be open to interpretation, and therefore the school's view and decision will always be final. The expectations of dress do not discriminate on grounds of religion or ethnicity; individual



requests will be considered on this basis and allowances made as appropriate.

If in doubt, parents and pupils should always ask before purchasing new shoes or items of clothing specifically for sixth form, as any wasted expenditure cannot be taken into consideration.

Pupils who do not reach our required expectations of dress can expect to be advised by any members of staff, in particular tutors, heads of section/house, and the senior leadership team. Pupils persistently failing to dress within our expectations will be subject to the discretionary powers of the Head.

Sixth formers wearing smart business dress is something that sets us apart from other establishments in the area offering post-16 education. We consider this to be a very positive point of difference for the young adults in our sixth form, and one that is entirely in keeping with the character education, ethos, and standing of Exeter School. It is hoped that all sixth formers will take pride in always looking smart and presentable.

Sports kit

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| <p>PE Third Form to Lower Fifth Pupils in Third Form and Fourth Form have one double PE lesson each week. Pupils in Lower Fifth have a single PE lesson each week.</p> | <p>Pupils are required to wear Exeter School branded PE kit for all their PE lessons.</p> <ul style="list-style-type: none"> • White t-shirt/polo shirt with school crest or navy polo games shirt with school crest • Navy blue shorts or skort with school crest. • White ankle socks. • Trainers with non-marking soles for indoor use only. • Plain coloured swimming trunks/shorts or one-piece swimsuit. • Pupils are also encouraged to wear navy blue tracksuit bottoms and navy-blue hoodie with school crest and pupil initials. • Pupils in Lower Fifth who have outgrown their PE shirt may wear their school rugby top as an alternative. |
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| <p>Games Third Form to Middle Fifth Pupils in Third Form to Middle Fifth have one double games session each week.</p> | <p>Pupils are required to wear Exeter School branded games kit for all their games lessons.</p> <p>Autumn and spring term</p> <ul style="list-style-type: none"> • Maroon and navy school rugby/hockey shirt with school crest. • Navy blue rugby shorts/skort with school crest. • Maroon and navy-blue hooped socks for field sports, white ankle socks on court (e.g., netball) • Navy track suit bottoms with school crest. • Maroon showerproof top with school crest • Plain navy long sleeve base layer (optional). • Rugby boots (where appropriate). Outdoor trainers, shin pads, mouth guard. <p>Summer term</p> <p>Cricket - team players will require:</p> <ul style="list-style-type: none"> • White cricket shirt with school crest. • White cricket jumper with school crest (optional) • White cricket trousers. • White cricket boots or outdoor trainers. <p>All other pupils will require (including tennis team players):</p> <ul style="list-style-type: none"> • White polo shirt with school crest • Navy blue shorts/skort with school crest • Navy track suit bottoms with school crest. • White ankle socks and outdoor trainers. <p>All pupils are encouraged to purchase a school sports bag or plain dark sports bag and a school cap for the summer term.</p> |
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| <p>Senior pupils (Upper Fifth and sixth form) Pupils in Upper Fifth and the sixth form must also wear Exeter School branded sports kit during their Wednesday PM games session. They can choose to continue to wear the same games/PE kit they have worn in previous years. However, they also have the option to purchase sports kit linked to the sport teams supplied by O'Neill's (this is not compulsory but encouraged if they are part of the school teams).</p> <p>Parents and pupils should purchase kit from the online shop: https://www.oneills.com/uk_en/shop-by-team/education/schools/exeter-school.html</p> <p>We strongly recommend that pupils try on their size before ordering; sample sizes are available from Mr David Gibson (Director of Sport). Items should be worn according to the sport being played and further information about what is required as well as times when pupils can try on sizes will be sent to parents.</p> |
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Supplier

Uniform may be obtained from the school's outfitters, Monkhouse. Uniform is purchased online at www.monkhouse.com.

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