

Bancroft's

Parent Handbook

For Entry

Academic Year 2025/26



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Note:

Government guidance regarding the running of the school has been subject to continual review and therefore any details are subject to change. All information contained in the parent handbook relates to the normal school day. Any specific provision or changes for September 2024, due to government requirements, will be communicated closer to the student start date.

Bancroft's Welcome

Welcome to Bancroft's.

We aim to provide a transformative experience for every child. Central to everything we do is the well-being of each pupil and our education here is grounded on our core values:

- Curiosity
- Kindness
- Integrity
- Courage
- Balance
- Excellence

By encouraging our pupils to develop these qualities and to take advantage of the full range of opportunities we offer as part of our BeingBancroft's holistic programme, we hope to enable them to become the best possible versions of themselves.

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the school has come a long way geographically and institutionally since then but the school remains committed to enabling pupils from a wide range of backgrounds to enjoy our education and has a long tradition of excellence.

We are now a co-educational independent day school for over 1000 pupils from 7 to 18 and aim to provide an atmosphere in which each child can flourish. We believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music or attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the school and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft's, we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.



Communication

School Telephone Numbers and Email Addresses

Senior School Office	020	8505 4821	For general enquiries; reporting a child's absence; messages for senior school staff.
E-mail:	schooloffice@bancrofts.org		
Bursar's Office	020	8505 4826	For all financial matters.
E-mail:	coo@bancrofts.org		
Head's PA	020	8506 6760	For messages to the Head and Senior Deputy Head.
E-mail:	head@bancrofts.org		
Admission's Office	020	8506 6761	For all admissions enquiries.
E-mail:	admissions@bancrofts.org		
Preparatory School Office	020	8506 6751	For Prep School: general enquiries; reporting a child absent; messages for Prep School staff.
E-mail:	prepoffice@bancrofts.org		
School Shop & Lost Property	020	8505 4821	For uniform and lost property enquiries.
E-mail:	schooloffice@bancrofts.org		
Schoolblazer Help Line	033	3700 0703	For ordering uniform and all matters relating to online purchases.
E-mail:	customerservices@schoolblazer.com		
School Website:	www.bancrofts.org		For school information.

Daily Routine

The school opens at 7:45am, and breakfast is available to purchase in the Servery. Pupils may stay after end of school in the library until 6pm and there are many after-school clubs available.

08:20	Registration & Tutor time	11:55	Period 4 Start
08:30	Chapel/Assemblies	12:45	Lunch
08:50	Period 1 Start	13:55	Registration
09:45	Period 2 Start	14:00	Period 5 Start
10:35	Break	14:55	Period 6 Start
11:00	Period 3 Start	15:45	End of School

Registration, Lateness & Absence

Registration

All pupils must register personally with their form tutor every morning in their tutor room and in period 5 with their class teacher. A bell rings to signal the start of registration and at the beginning and end of each lesson. Registers are taken for every lesson

If a pupil arrives at a lesson after the bell signalling the start of the lesson, they will be marked as late.

Lateness

Late arrival in school - pupils must sign the register in the School Office. Pupils should go straight to their tutor group, or if it is an assembly or chapel day, to that venue. A Sanction will be imposed if pupils do not conform to this or are repeatedly late.

See diagram on Page 4

Yellow slips are issued should a pupil be late for morning registration (after 08.20) 3 times in any one half term. Once being issued a yellow slip, the pupil is required to register with the duty member of Senior Leadership Team (SLT), under the Tower at 8.10am for 5 consecutive days.

Absence

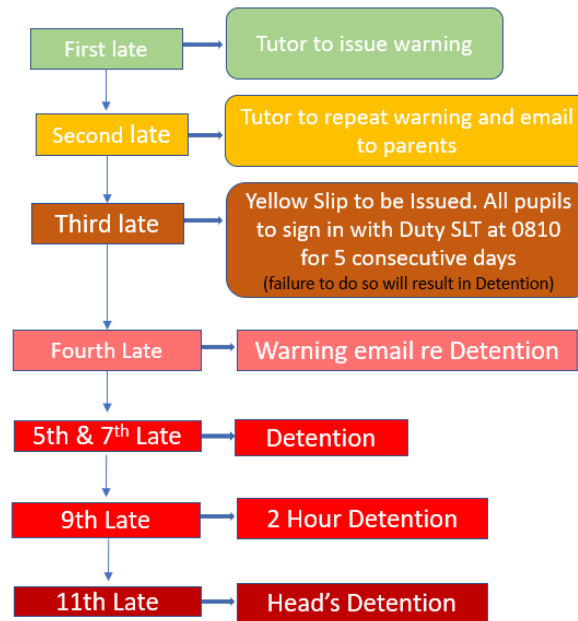
When a pupil is absent for any reason, parents must telephone the School Office (020 8505 4821), or email schooloffice@bancrofts.org before 08:20 to explain the absence. This telephone call will only cover the first day of absence and it is essential to contact the school each day that the pupil is absent. When the pupil returns to school, a letter or email should be sent to the Form Tutor covering all the days absent. It is not appropriate for holidays to be taken in school term time; we have a generous holiday allocation at Bancroft's and make use of all teaching time up until the end of each term. Any additional days requested for holidays during term time will not be authorised.

Reason		Procedure
Illness		Parents must phone the school each day before 08:20 to explain their child's absence. Absence of more than one day must be evidenced by a written note or email from the parent or carer.
Planned	Doctor's appointment etc.	In order to allow a pupil to sign out of school, parents/carers must provide a note or email prior to the appointment. Pupils should notify teachers of their planned absence.
	Holiday, family wedding, etc.	All such requests must be directed to the Head at least a month in advance.

Attendance

Meetings between House staff and parents / carers may be requested should attendance or persistent lateness become a cause for concern and sanctions may be issued to the pupil.

Accumulation of Late Marks over any half term



Illness During the School Day

The School Nurse

We have a full time School Nurse.

Any pupil who has a confirmed medical condition will be contacted by the School Nurse and parents will be requested to complete a Care Plan. It is imperative that Care Plans are completed as they allow the School to support students daily and on day / residential trips.

Minor injuries/problems are dealt with by the School Nurse, who is willing to supervise the administration of medication during the school day should parents so wish. Parents must send a written request to the School Nurse if any prescribed medicines need to be administered at school and complete the consent form. However, unless it is necessary, we do not encourage individuals to bring medication to school. Parents must inform the School Nurse/House staff of any medical conditions as they arise.

Pastoral Care

We feel very strongly at Bancroft's that everyone, not just the immediate members of the Pastoral Team, has a pastoral role to play; every conversation, lesson, tutor period, assembly, sports practice, music or play rehearsal is an opportunity for pastoral support and development. If children are not happy, they are unlikely to flourish, be it academically or personally and for this reason, pastoral care lies at the core of everything that we do. By its very nature, the pastoral role is sometimes a reactive one; problems and upsets can occur suddenly and this is especially true during the sometimes turbulent adolescent years, but we embrace a holistic and proactive overarching approach with the House staff and Tutors at its heart. Our core values of curiosity, kindness, integrity and courage, balance and excellence, guide our practice with a view to making our pupils the best version of themselves that they can be, ready to approach with confidence their lives at school and beyond it.

The House System

The School comprises four Houses: North, East, West and School, with every pupil belonging to one of these. Each House has a Junior and a Senior Housemaster or Housemistress responsible for the pastoral oversight of their respective pupils. Each child also has a Form Tutor, whom they see once a day for morning registration and fortnightly, in their Learning for Life lessons. The Tutor is the first port of call for pupils and parents should there be any concerns or issues, big or small. The House is a microcosm of the School, providing a community in which pupils can grow and develop by participating in House events of which there are many, including inter-House music, drama, sport, spoken English and House Family Evenings, which are charity events where pupils perform to parents and pupils of the House. In the Sixth Form, there is also the opportunity to have a position of responsibility as a Head of House, Deputy Head of House, Head of Prefects or Prefect who specifically mentors the younger pupils within the House. The House staff work closely with the Deputy and Assistant Head Pastoral, to support individual pupil wellbeing. In addition to the House system, Heads of Year, line managed by Heads of Section, address cohort issues.

Pupil Congress

The Student Congress is the student voice of the school. Each section – Lower School (Thirds and Removes), Middle School (Lower Fourth, Upper Fourth, and Fifths), and the Sixth Form (Lower Sixth and Upper Sixth) – has its own Congress, made up of 4-6 students. Together forming the Whole School Congress, they work to consult the student body on matters such as those relating to whole school policy, as well as making suggestions to the School Leadership Team on changes the student body would like to see. Whole School Congress also lead efforts to raise awareness of whole school issues and initiatives, working closely with the Academic and Pastoral teams.

Within each section of the School, the respective Congress will represent the views of the student body to the Head of Section. This may include suggestions for the provision of clubs, societies, and extra-curricular activities, the accessibility and availability of facilities, and the suggestion of new ideas the students wish to see. The student Congress is a powerful voice and works closely with Heads of Section and the Senior Leadership Team to improve the student experience within the School.

Learning for Life (formerly known as PSHE)

The School's Learning for Life programme ensures that the life skills delivered to our pupils are rooted in our core values and that pupils are equipped to face life beyond school with a proper understanding of the world around them and their role in it, along with the importance of forging and maintaining healthy friendships. A specific programme for the Sixth Form is arranged by the Deputy Co-ordinator of Learning for Life in liaison with the Head of Sixth and the Sixth Form team. This includes lectures on issues facing pupils of that age and a structured programme on a variety of topics from the role of the police to drink-driving, personal welfare and consent.

Counselling

When pupils need a neutral adult to speak to, we have male and female counsellors, who between them, offer support every day of the week. Pupils can self-refer or approach any member of the pastoral team to receive an appointment. Please see the [Counselling Policy](#).

Reflection

Pupils are encouraged to reflect regularly on academic work and conduct a termly individual reflective exercise to examine areas in which they have struggled, as well as their triumphs and achievements. Also included are questions about how much physical activity they have undertaken, which co-curricular activities they have tried and the state of their friendships and general wellbeing. The reflection document forms the basis of an ongoing dialogue with the pupil's Tutor with a view to

making pupils more self-aware and reflective learners, understanding their own strengths and weaknesses and becoming more able to manage periods of stress or pressure.

Operation Encompass

Like the majority of schools in our area Bancroft's is now part of the Metropolitan Police Service's 'Operation Encompass.' Operation Encompass is a system by which schools are notified by the police should one of their pupils be exposed to, or involved in, any domestic incident. Any notification would be passed by the police to the school's Designated Safeguarding Lead and would be treated in the strictest confidence, only being shared to ensure the wellbeing of the child involved. If you do have any questions about this programme, please see the Encompass website <https://www.operationencompass.org/> or contact the School for more information.

Behaviour in School

Every Bancroft's pupil, along with the teaching staff, has an important role to play in upholding and maintaining our values regarding respect, tolerance, kindness and care for all. These values will be genuinely upheld if day-by-day each of us helps to create a compassionate and supportive environment, one in which people feel valued, able to be themselves and are free from any form of intimidation. We believe that as intelligent and thoughtful young people pupils are capable of judging the impact of their actions and words on other people. All forms of behaviour, whether in person, at school, or in the virtual world should be maturely considered and rooted in kindness, civility and decency.

There may be times in which a pupil feels concerned by unkind behaviour that has happened to them or that they have observed happening to someone else. If this is the case, as a member of Bancroft's, we ask that they please recognise that they have a responsibility to share any on-going concerns with a trusted adult. It is not acceptable or humane to turn a blind eye or stand by and allow known acts of unkindness to continue without letting a teacher or parent know.

This caring action is not only for their own happiness or the benefit and well-being of another person, but most importantly it clearly upholds the compassionate, kind, respectful culture of Bancroft's. We are all very proud of our school's welcoming atmosphere and trust that pupils will always recognise their vital role in sustaining it.

Recognising and rewarding positive attitudes and learning behaviour are central to the promotion of good behaviour and good order. Please refer to the Behaviour Rewards and Sanctions Policy.

Rewards and Sanctions

Recognising and rewarding positive attitudes and learning behaviour are central to the promotion of good behaviour and good order.

We also recognise that pupils will make mistakes and errors of judgement; some minor and some more serious.

The School seeks to work in partnership with parents over matters of discipline, and it is part of the parents' obligations to the School to support the School conventions and rules. Please refer to the Behaviour Rewards and Sanctions Policy and the school rules which are available on the [Policies and Procedures page](#) of the school website.

School Property

We expect pupils to respect the fabric of the school site and all school equipment. Pupils who do not do so will have to pay for any damage that they cause through wilful or boisterous behaviour.

Anti-Bullying

Bullying of any kind is always unacceptable and will not be tolerated. The School has a robust [Anti-bullying policy](#)

If a pupil has concerns about anything, including bullying, there is always someone they can talk to.

Serious Incident Procedure

Whilst there is a well-established and frequently practised evacuation procedure in the case of fire, there may arise a situation where it is in the best interest of pupils and staff to remain within the safety of the school buildings.

In such a case, a different alarm will sound. If this sounds, pupils should either remain in, or immediately make their way to, the nearest secure location. In the event of a such an incident, you should expect an email and/or text from the School informing you that the School is in 'lockdown' and asking you to wait for further information. To aid in the effective management of whatever situation has arisen, and to keep your child as safe as possible, you should follow the points below:

Do not attempt to contact your child by mobile phone – the ringing or beeping of the phone may increase the risk to your child

Do not reply to a message from your child for the same reason

Do not come to the school – this could endanger you, and/or impede access for the emergency services and the safe and effective management of the situation

Do not try to contact the school – our priority will be managing the immediate situation and keeping everyone safe which could be hindered if being overwhelmed by phone calls and emails

Do expect us to be in contact with you with information as soon as we are in a position to do so

Whilst the risk of this being required is extremely low, it is important that we have a procedure in place and that all staff and pupils know what action to take in the event of such a situation occurring.

School Uniform & Sixth Form Dress Code

A uniform list and details of our online service is available on our website

There is a small shop on the school site which holds core garments for pupils to try on and items are available for purchase. If you have any queries about uniform, please email Mrs Maddock at km@bancrofts.org.

Uniform code for 3rds to 5th Form

- School uniform should be worn smartly every day
- Ties should be worn correctly, shirts or blouses tucked in
- Black polished shoes should be worn (no trainers)
- Skirts should not be rolled up or shortened
- Jewellery, cosmetics should be discreet
- Sportswear: Pupils may come to school in their sports kit on the days when they have Games or PE. Pupils may only change at lunchtime for activities, like Strength & Conditioning

The Sixth Form Dress Code

- Smart suits and shirts or blouses should be worn. Dresses with jackets may be acceptable
- Shoes should be formal

Form tutors or House staff will advise pupils if they are making poor judgements over uniform.

Travelling to and from School

Pupils are encouraged to travel to school by public transport, to walk or to cycle wherever possible. At the very least, we ask pupils to be dropped off / picked up c.300 metres from school to reduce congestion around the school site at peak hours.

Pupils and parents are asked to be considerate to our neighbours and mindful of local bylaws when dropping or picking up by car at school.

Parents are asked to take note of the following:

- The High Road is an urban clearway and parking there is illegal.
- Parking across pavements is both dangerous and illegal.
- Parking across residents' driveways or in residents' only parking is profoundly discourteous.
- Pupils may be dropped off and picked up on the school site before 07.45 and after 16.20.
- Between 07.45 and 16.20 parents of the Senior School may not park on the school site unless they have an appointment and have reserved a parking space.
- Pupils should only cross the High Road at the traffic lights.
- Bicycles must, upon arrival, be put in a designated area and be securely locked.
- Pupils who drive themselves to school must comply with the school policy on pupils using their cars.

HomeRun

In support of our current initiatives around traffic congestion, sustainability and the environment, we are working with HomeRun, which is an innovative new app with a focus on strengthening school communities and improving school journeys. It increases journey sharing and allows journey monitoring (for those parents whose children travel independently). We encourage all parents to sign up to the secure private network for Bancroft's: <https://www.homerun-app.com/launch/bcs4893>

School Bus Service

We operate three bus routes to and from Epping, Mile End and Romford provided by smart transportation company Zeelo. Visit <https://app.zeelo.co/rides/bancrofts-school> for full details.

The Co-Curriculum

Bancroft's has a wide range of co-curricular activities in addition to music and sport. We hope that there is something for everyone and we encourage all Bancroftians to get involved in some activity. Sport, drama and music obviously form the core of these activities but a full picture of what is on offer can be found on the School website. Children should be encouraged to involve themselves in a sensible variety of activities to balance the demands and pressure of academic work. Parents should take time to look through SOCS at the opportunities available for your child's year group. This is important throughout school. If there are any questions about any activity or the balance of a pupils co-curricular involvement, the child's Form Tutor is the first port of call. We warmly encourage parents to attend events and support their child sportingly.

PE/Games

All pupils participate in a regular weekly programme of PE and Games. It is essential that for all these lessons the correct kit is worn and that it be clearly marked with the owner's name. If your child is too ill to participate fully in PE/Games, then a note must be given to the member of staff responsible, stating the specific reason. If a pupil is well enough to be in school, we do expect them to still get changed and take an 'active' part in lessons, this may be in a support role, helping to officiate or generally promoting a positive learning environment.

We discourage pupils from bringing valuables to school but they should store phones in their lockers during PE & Games. However, mobile phones may be removed from lockers and carried by the pupil if the pupil is playing in a fixture or at West Grove and will not be returning to the school site.

If your child is unable to swim due to menstruation, this should be indicated to the relevant member of staff. They must bring their PE kit instead.

Whilst the bus returning pupils from our playing fields at West Grove, or other venues, is scheduled to arrive at school by 15:50, occasionally it may be delayed.

School teams for all sports are run for all age groups; to be selected for a school team is both an honour and a commitment. All fixtures at every level are clearly publicised on SOCS. Parents of those who are selected are asked to note these dates as commitments to a school activity. Parental support is greatly appreciated at any school match. It is also important for individuals to recognise that if they form part of a selected squad for a particular sport, they must also regard training sessions as a regular commitment.

Music

Bancroft's is delighted to be able to offer individual music lessons for all orchestral instruments, piano, singing, drum kit and orchestral percussion. These lessons are delivered on a weekly basis by our team of dedicated specialist music teachers.

The 30 minute lessons take place during the school day on a 'rotating' basis throughout the term. Where there is the possibility of lessons out of class time, priority is given to 5th & 6th Form pupils and to those studying a second instrument.

For further details please contact Mrs Whitbread jxw@bancrofts.org

Speech Lessons

Speech lessons are available Monday to Friday at 08:10, 12:30, 13:00 or 16:00. The fee for a term of ten lessons from September 2024 is £100.

Lessons follow the London Academy of Music and Dramatic Art (LAMDA) syllabus and pupils can take examinations in "The Speaking of Verse and Prose". These examinations are intended to encourage candidates to attain a good standard of speech, as well as developing confidence, imagination and expressive skills. The basic requirements are work on voice and diction, coupled with the study, appreciation and interpretation of literature. Examinations take place in school at various points through the year.

Sea Scouts

All Senior School pupils are eligible to apply for a place in the school sponsored Sea Scout Group during their first year. Meetings take place on Thursday evenings during term time. Winter and summer residential camps add further opportunities to develop scouting skills.

During the autumn and spring term the two troops meet in the school sports hall and PAC. During these evenings, a variety of skills are learnt and practised, including some that are outdoors on the field and some in the school pool. The group will also, on occasion, visit other venues such as Gilwell Park for activities like indoor climbing.

During the summer term, the weekly meetings move to Fairlop Activity Centre. The leaders and centre instructors lead sessions for the Scouts to learn and develop paddle, rowing and sailing skills.

Sea Scouts do all the activities that regular Scouts do but have a strong emphasis on water-based activities and nautical knowledge.

Combined Cadet Force

Membership of the CCF becomes an option in the L4ths. Full details of this activity will be sent to parents closer to the time and a presentation will be given to pupils to enable them to determine whether they wish to participate.

Duke of Edinburgh's Award Scheme

All pupils in the L4th participate in the DoE Scheme and benefit from the full programme including activity service and expedition elements. Thereafter, participation is optional, but the School is very proud of levels of involvement in this exceptional scheme.

Commitment

Pupils must understand that membership of a sports team, CCF, choir, orchestra, play cast or other group activity involves commitment; absence seriously damages the whole activity for other participants. If there is a clash of school commitments, pupils should refer the matter immediately to their Form Tutor or House staff.

Bancroft's Community

The Bancroft's community extends beyond the School itself, and more information may be found on our website and in our newsletters.

Old Bancroftians' Association

The OBA was founded in 1909 when it comprised just a few hundred members. Today they are a thriving organisation, which not only actively supports the school but is also the main method for Bancroftians to keep in touch with each other once they have left school. The Association is associated with two charities and is an active supporter of the Bancroft's Foundation.

Their aim is to encourage members worldwide to be actively in touch with each other, and to participate in OBA organised events and initiatives.

View the full range of activities at <https://oldbancroftians.com/>

The Parents' Association

The Parents' Association for Bancroft's School is a well-established element of school life. The broad aim of the Association is to enhance the already outstanding environment of the School. They run various events during the school year to provide funds, which are then distributed by way of equipment, events and provisions, which complement the activities of the School. The PA organises a regular schedule of social events.

Full Committee Membership requires a firm commitment to work within a close group of trustees with direct responsibility for a range of activities and events.

Co-opted members are welcome to help organise, set up, run, and clear up after events throughout the year and are crucial to the success of the PA.

Friends of the PA are those who just want to help on an ad-hoc basis.

Joining the Parents' Association is great fun and a good way to make friends and meet people from within all areas of the school community. If you would like to join the PA or help them in any way, please contact them via email: Bancrofts.pa@gmail.com

Other Organisations

The Arts Society, Woodford Green meet in the Prep School Hall on the second Tuesday of each month during term time. Parents are most welcome to join them.

<https://www.bancrofts.org/about-us/our-community/theartsociety>

Bancroft's Phab (Physically Handicapped Able Bodied) Club is a social club which enables young people and adults with disabilities to get together to enjoy all kinds of activities and social events. Phab meets every Monday evening during term time in the Prep School Hall and pupil volunteers help to organise and run activities. New members and volunteers are welcome. For more information email: phab@bancrofts.org

Crofton Singers is a chamber choir was formed in 1947 by past pupils of Bancroft's School and Loughton High School. It meets on Thursday evenings during term time. It is open to parents, staff and pupils (past and present). <https://www.bancrofts.org/about-us/our-community/the-crofton-singers/>

For more information and to view our policies in full,
please visit our website www.bancrofts.org

High Road
Woodford Green
Essex IG8 0RF
T. 020 8505 4821 E. office@bancrofts.org

www.bancrofts.org

