

Bancroft's

Parent Handbook

For Entry

Academic Year 2023/24



Contents

Bancroft's Welcome	1
Our Values	2
Communications	3
<i>School telephone numbers & email addresses</i>	
The School Routine	3
<i>Daily routine</i>	
Registration Lateness & Absence	
<i>Leaving the school site during the day</i>	4-5
Illness During the School Day	6
<i>The School Nurse & Pupil Illness During the School Day</i>	
Pastoral Care	
<i>House System, Pupil Congress Learning for Life, Counselling, Reflection</i>	6-7
Behaviour in School	
<i>Classroom behaviour, School Property, Anti-Bullying & Use of Electronic Devices, Operation Compass</i>	7-10
Supervision on Site	11
<i>Outside of School Hours, Breakfast, Library Opening Times & Fire Drill</i>	
Serious Incident Procedure	12
Rewards and Sanctions	13-14
<i>House Points (Green Slips), Red Slips, Yellow Slips</i>	
Monitoring Academic Application	14
<i>Blue Slips, Supervisions</i>	
School Uniform & Sixth Form Dress Code	15
<i>Principals for 3rds to 5ths, The Sixth Form Dress Code,</i>	
Personal Property	15-16
<i>Books, Lockers, Lost Property & Valuables</i>	
Travelling To and From School	16
<i>HomeRun, Minibus</i>	
The Co-Curriculum	17-19
<i>PE & Games, Music, Drama, Speech Lessons, Sea Scouts, Combined Cadet Force, Duke of Edinburgh Award, Commitment</i>	
Bancroft's Community	20-21
<i>The Old Bancroftians' Association (OBA), The Parents' Association (PA) & Other Organisations</i>	

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 2023, due to government requirements, will be communicated closer to the student start date.

Bancroft's Welcome

Welcome to Bancroft's. We are an unashamedly aspirational co-education school, devoted to scholarship, intellectual inquiry and learning of all kinds.

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, 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.

Simon Marshall, MA, MPhil
Head of Bancroft's



Our Values

Our education is based on six core values: Curiosity, Kindness, Integrity, Courage, Balance and Excellence. We think these values are essential to the wellbeing of every child.

Curiosity: We want our pupils to take delight in the possibilities that the world has to offer and to develop an abiding curiosity about the world; to explore their imaginative and creative potential and to take pleasure in self-expression

Kindness: We want Bancroft's pupils to be kind, to have integrity and the courage to pursue and protect what is good; to make wise decisions, based on compassion and empathy

Integrity: We want our pupils to learn to understand themselves and others and develop a clear moral grounding for their lives

Courage: We want our pupils to show courage and a spirit of adventure in all aspects of their learning; to confront challenges and try to overcome them

Balance: We want our pupils to learn how to live balanced, healthy, productive and well-regulated lives and to learn to understand the different aspects that combine to create a secure framework for flourishing

Excellence: We want our pupils to aspire to be the best they might be and to make the most of their talents and abilities; we want our pupils to form realistic and ambitious ideals for the future

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 matters financial.
E-mail:	bursar@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	8506 6768	For: uniform and lost property enquiries.
E-mail:	lostproperty@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.

The School Routine

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	11:45	Period 4 Start
08:30	Chapel/Assemblies	12:35	Lunch
08:50	Period 1 Start	13:55	Registration
09:40	Period 2 Start	14:05	Period 5 Start
10:30	Break	14:55	Period 6 Start
10:55	Period 3 Start	15:45	End of School

Registration, Lateness & Absence

Registration

All pupils must register personally with their form tutor every morning and every afternoon in their tutor room, except on their Games afternoon. A bell rings to signal the start of registration. Registers are taken at 08:20 and 13:55.

After these times pupils 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 5 and explanation of yellow slips on page 14.

Absence

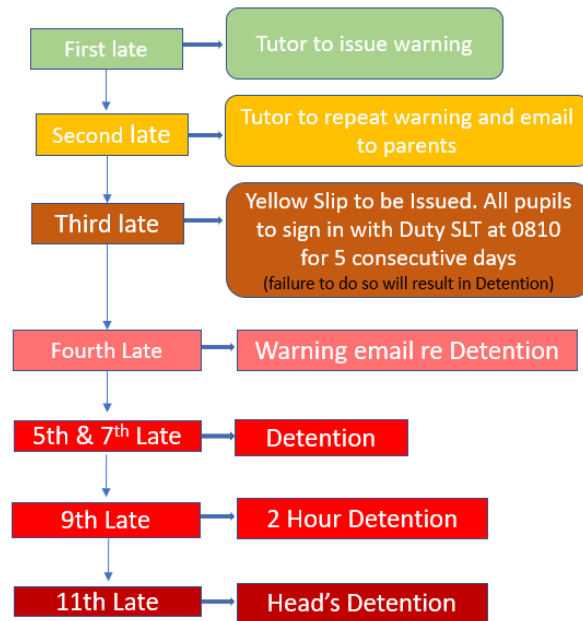
When a pupil is absent for any reason, parents must telephone the School Office (020 8505 4821), or email schooloffice@bancrofts.org before 08:20 to explain the absence. This telephone call will only cover the first day of absence and it is essential to contact the school each day that the pupil is absent. 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.	Doctor's appointment etc. Parents must provide a note or email prior to the appointment. Pupils should notify teachers of their absence.
	Holiday, family wedding, etc.	Holiday, family wedding etc - all such requests must be directed to the Head at least a month in advance.

Poor Attendance

Those pupils whose attendance is poor or are persistently late will be investigated. This can often result in sanctions or meetings between House Staff and parents and carers.

Accumulation of Late Marks over any half term



Rules Governing Pupils Leaving the School Site during the School Day

- No pupil will be permitted to leave the school site during the school day, unless permission has been given by a parent or carer, with the exception of the U4, 5, L6 and U6 pupils who are permitted to leave the school during lunchtime as long as they sign out and back in at the School Office
- Any pupil leaving the school at lunchtime may not use public transport, a private vehicle or go to visit another's residence. Pupils may not access the forest or Woodford golf course
- This is a privilege, not a right, and may be revoked for disciplinary or pastoral reasons

Illness During the School Day

The School Nurse

We have a full time School Nurse who attends to the needs of pupils.

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 where necessary as they allow the school to support students daily and on school trips and 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.

Pupil Illness During the School Day

Any pupil who feels ill during the school day, should visit the School Nurse via an appointment system.

If this occurs during class, the pupil must ask the teacher to phone the medical room and request an appointment. If a student requires medical attention during break or lunch time, they must attend the School Office and the receptionist will arrange an appointment with the School Nurse. Any student requiring emergency care will always take priority.

Pupils must not absent themselves from lessons without notifying the teacher.

If the School Nurse deems it necessary, parents or carers will be notified and asked to collect their child from school. It is therefore vital that details of changes in contact numbers are passed to the school immediately. Pupils may not self-diagnose and ask their parents to collect them without the permission of the School Nurse.

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 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 twice a day for morning and afternoon registration and who 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.

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 Fifts), 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.

Reflection

Pupils are encouraged to reflect regularly on academic work and conduct reflecting exercises throughout the year 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, what 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.

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. As intelligent and thoughtful young people, we believe that 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 and long-standing 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.

Classroom Behaviour

- Pupils should come prepared with all necessary books and kit; homework should have been packed in their bag
- Pupils should be punctual, disciplined in the corridor and enter calmly
- Pupils should be focused and ready to engage
- Pupils should be animated and intellectually curious
- Pupils should be respectful of people, property and their environment. They must always ask to borrow kit
- Pupils should be welcoming; enjoy working with others, recognising that they have much to learn from all their peers
- Pupils should be courteous; listen to their peers respectfully and wait their turn to speak
- Pupils should never disrupt the learning of others
- Pupils should never be rude to their peers or teachers
- Pupils should never eat sweets or chew gum
- Pupils should do their classwork and homework to the best of their ability
- Pupils should ask if in doubt and not be afraid to get things wrong
- Pupils should meet deadlines and ask their parents to provide a note if they cannot meet a deadline
- Pupils should follow all regulations in laboratories, showing awareness of hazards
- Pupils should pack up when instructed to do so, check their area for litter and leave their desk and chair arranged neatly
- When undertaking sporting activities, pupils should ensure they are wearing the appropriate protective equipment

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

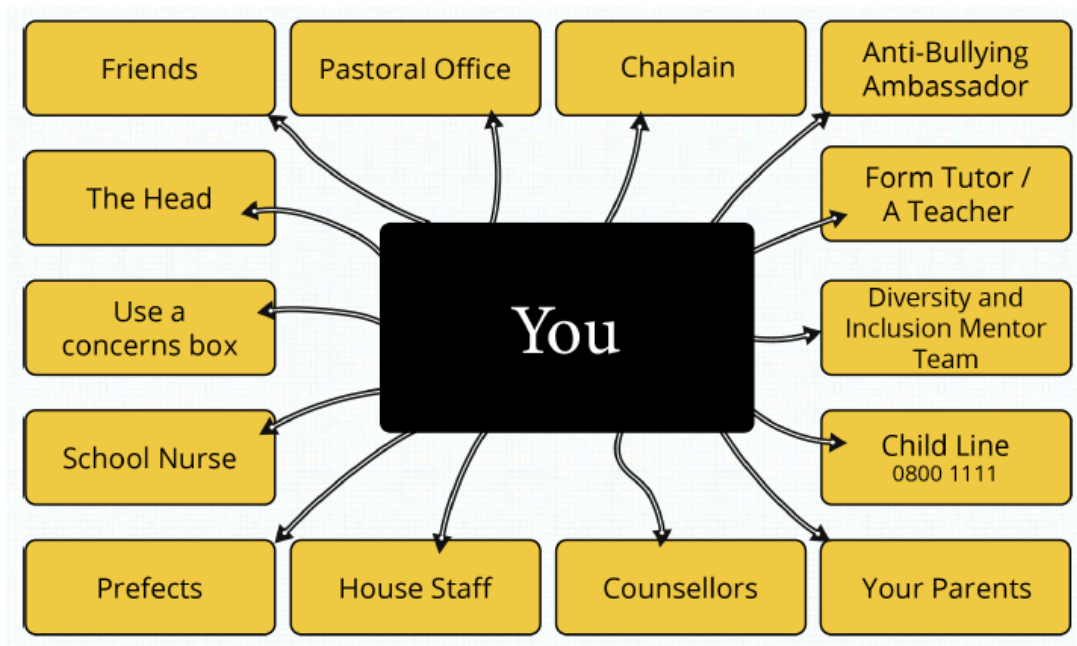
Bullying of any kind is always unacceptable and will not be tolerated.

The School Congress hope that all pupils will commit to the following principles:

- Be careful about using the word 'bully' and not labelling others as 'bullies'
- Be an up-stander, not a bystander. Helping someone by telling an adult is NOT 'snaking'
- Do not putting others down
- Do not gossip about someone, whether in person or on social media, it is a form of bullying
- Respect and celebrate each other's differences
- Treat others as they would like to be treated - lead by example

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

There is always someone to talk to



...a problem shared is a problem halved

Use of Electronic Devices (Mobile Phones & Tablets) : Thirds

- All pupils in the Thirds will be issued a tablet to enhance their learning. We expect all pupils to self-regulate their usage and believe that all pupils must learn how to make best use of technology. All use of devices, whether using the School WIFI or data, is subject to the E-Charter, which is signed by all pupils.
- The following rules apply to Thirds (From Sept23):
 - Use of personal mobile phones during the school day is prohibited
 - Mobile phones should be locked in a pupil's locker between 8.15 and 15.45
 - Pupils are prohibited from taking pictures and making video or audio recordings, unless given express permission to do so by a member of staff
 - Pupils may not use any device in the lunch queue or in the Dining Hall
 - Headphones should not be used by pupils while moving around the school site
 - The use of any device is prohibited in changing rooms and toilets
- Pupils who contravene the rules set out above may receive a sanction and/or have their phone or tablet confiscated until the end of the day, when the device may be collected from the School Office. Thirds may use the telephone at Reception for external calls if required.

Use of Electronic Devices (Mobile Phones & Tablets) : Removes-U6th

- While all pupils are required to have a device for academic purposes, we expect all pupils to use their devices judiciously and with moderation during the school day. Pupils' ability to self-regulate usage is the abiding principle that underpins our belief that they must learn how to make best use of this technology. All use of devices, whether using the School WIFI or data, is subject to the E Charter, which is signed by all pupils
- The following rules apply:
 - All pupils are prohibited from using their phones in lessons or other formal settings, such as chapel or assemblies, without the express permission of a member of staff
 - Pupils are prohibited from taking pictures and making video or audio recordings, unless given express permission to do so by a member of staff
 - Pupils may not use their phones in the lunch queue or in the Dining Hall
 - Headphones should not be used by pupils while moving around the school site
 - The use of phones is prohibited in changing rooms and toilets
- Pupils who are perceived to be using their devices too much, or for purposes not suited to a school day, such as streaming videos, can expect to be questioned about their phone usage by any member of staff
- Pupils who contravene the rules set out above or fail to comply with the spirit of self-regulation at other times may receive a sanction or have their phone confiscated until the end of the day, when the phone may be collected from the School Office

Operation Encompass

Operation Encompass is the system by which schools are notified should one of their pupils (under the age of 18) be present at any domestic incident to which the police are called. The impact on children of such incidents can be significant and therefore the information received can be used to make sure the right support is available for children and their families. The school will ordinarily be notified by the start of the next school day.

Any notification will be passed by the police to the School's Designated Safeguarding Leads (DSL) and will be treated in the strictest confidence, only being shared to ensure the wellbeing of the child.

If you have any concerns or questions then please contact one of the School's Designated Safeguarding Leads (DSLs), Elizabeth Channer, James Barr or Antonia Fryer-Green and they will be happy to discuss this further. Additional information can be found here : <https://www.operationencompass.org/>

Supervision on Site

Pupils Present on School Site before and after School Hours

There are staff on site from 07:45. Pupils may stay on site after 15:45 to participate in school or student led activities, to socialise for a while, or to work in the Library or Sixth Form Common Room, but all must leave the school site by 18:00. Pupils are not permitted to be on the school site after 16:30 purely to socialise. Pupils can expect to be asked to leave the school site by staff if this is the case. In an emergency, pupils should contact the first available member of staff.

Breakfast

Breakfast is available in the dining servery every morning from 07:45 to 08:15. A range of breakfast items is on sale.

Library Opening Times

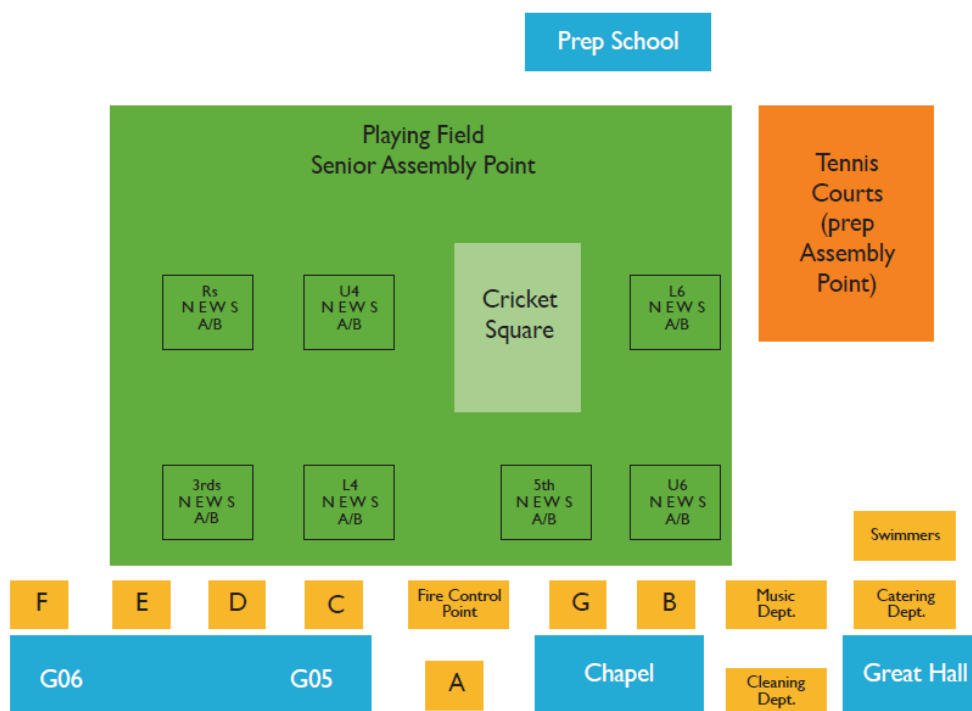
For those who arrive early, leave late or who simply wish to make use of the facilities, the Library is open and supervised from 08:00 to 18:00.

Fire Drill

If the Fire Alarm sounds, pupils must move as quickly as is safe, in silence, to their assembly point on the school field. They assemble in tutor groups and line up in alphabetical order in SILENCE. If this happens during the school day between 08:20 – 15:45 tutors will take registers.

If this occurs before 08:20am or after 15:45 pupils must wait in their tutor groups, until the all clear is given.

In all cases, no-one is permitted to re-enter the school buildings until instructed to do so.



Serious Incident Procedure

Whilst there is a well-established and frequently practised evacuation procedure for the school, 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.

There is an alarm for this, separate to the fire alarm. 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 could 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, parents 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.

Rewards

The School is looking to recognise pupil endeavour in all its breadth.

Pupil Responsibility

To help in this, pupils need to tell their tutors about their achievements so that their talents, interests and commitments can be showcased on House notice boards and in bulletins.

The school will use House Points to recognise the diversity of pupil engagement.

House Points (awarded by green slips)

A pupil may be awarded House Points for the following criteria:

- Balance: A pupil demonstrates breadth perhaps by taking up new activities and managing a broad portfolio of interests
- Excellence: A pupil has demonstrated excellence, the culmination of a piece of work, academic, cultural, artistic or sporting
- Participation: Volunteering for initiatives such as House activities and guiding on Open Days
- Integrity/honesty/courage: A pupil has demonstrated aspects of these perhaps by being an upstander
- Community: A pupil has volunteered, has been a key stimulus in getting peers to contribute, has given their time to service in school
- Curiosity: A pupil has demonstrated intellectual curiosity by their questioning, comment, reading, presentations or as revealed in their art work, DT projects etc
- Persistence: A pupil has demonstrated graft, especially when linked to areas where natural aptitude is not apparent
- Kindness: A pupil has demonstrated inclusivity, helped a peer in distress etc

Sanctions

Red Slips

We recognise that pupils will make mistakes, errors of judgement, some minor and some more serious. Red slips will continue to be used to record instances of poor behaviour such as:

- Lying
- Being rude
- Being disruptive (likely to be class based)
- Anti-social behaviour (likely to be in corridors etc)
- Plagiarism

Serious errors of judgement will normally result in a detention of 40 minutes or 2 hours and could result in the removal of lunchtime privileges.

Persistent poor behaviour or instances of bullying, violence and extremely disruptive behaviour will often result in a Head's detention (2½ hrs) or suspension.

The Head's detention will occur as required on a Saturday morning. This supersedes all other commitments, school and familial.

Yellow Slips

Yellow slips are issued should a pupil be late for morning registration (after 8.20am) 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.

Monitoring Academic Application

Blue Slips

We recognise that for some pupils organising their work can be problematic.

These slips will be used to record:

- Poor punctuality
- Being late with homework/prep
- Late to registration
- Passivity in class
- Teacher recall to class at lunch or after school
- Lack of Equipment
- Use of mobile phone in class without permission

These will not normally lead to a sanction, but if a pattern is formed the tutor will investigate the matter.

Supervisions

A pupil who is persistently late with homework or coursework may have to attend lunchtime supervisions at the discretion of the Heads of Section.

Supervisions override all other school commitments, except Music Lessons or language oral sessions.

Making a mistake is a part of growing up. All that the school asks is that pupils try to learn from their mistakes and avoid falling into a pattern of poor behaviour or poor study habits. To that end we encourage each pupil to talk to people, be they staff, House prefects, peer mentors, ABAs or the school counsellors. Pupils will find someone with whom they click, someone whom they are brave enough to be honest with about how difficult it can be to confront their weaknesses. Pupils will not be judged or labelled for making mistakes, they will not receive a poor reference for university for mistakes made when they were fifteen.

School Uniform & Sixth Form Dress Code

A uniform list and details of our online service is available on our website www.bancrofts.org
There is a small shop on the school site which holds core garments for pupils to try on and emergency items (such as ties) are available for purchase. If you have any queries about uniform, please email Mrs Maddock at km@bancrofts.org.

Principles should apply 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
- 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

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

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.

Personal Property

Books

Text and exercise books are provided by the school, but pupils provide their own stationery.

Lockers

- Each pupil is issued with a locker, school padlock and two keys. There is no charge for the padlock, but if both keys are not returned, a charge will be made for a replacement lock. We recommend that you have a spare key cut
- Lockers should be used to store mobile phones prior to Games afternoons or PE lessons
- Lockers should be used to store books, which are not required for homework
- Lockers should only be accessed before 08:20, during break or lunchtime. Pupils should not be going to their locker as the bell is rung
- Damage to lockers should be reported to the pupil's Tutor, who will inform the Maintenance Department
- If a pupil forgets their key, they should see the Senior Tutor, or any of the House Staff who have access to a master key

Lost Property

If a pupil loses an item of property they should first check the lost property lockers by the Swimming Pool, in the Sports Hall, the Pavilion and down at West Grove. Lost property is also held by Mrs Cole, email: txc@bancrofts.org.

To prevent property becoming lost:

- Ensure that all clothes are labelled or marked. This includes trainers, hockey sticks etc.

- Ensure that games and school bags have an identifying coloured tag on them that makes the bag stand out, so that it does not get picked up by mistake
- Do not drop bags in the Quad or in a corridor en-route to lunch. Most bags are lost by pupils who simply forget where they put them
- Valuables such as phones or wallets must be placed in lockers prior to Games or PE. It is very rare for such items to go missing, but leaving such items lying around is not sensible in any situation

Valuables

All property should be clearly marked, including watches, calculators and shoes. The School cannot accept responsibility for items lost or stolen. It is inappropriate for pupils to bring expensive items or large sums of money into school.

Travelling to and from School

Pupils are encouraged to travel to school by public transport, foot or bicycle wherever possible. At the very least, we ask pupils to be dropped off 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
- In the interest of safety and reducing risk, CCF cadets may only come to school in military uniform if they are dropped to the school site by car
- 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>

Minibus Service

We operate a minibus service from Loughton Station, departing at 08:00, to Bancroft's School. No booking is required and seats on the bus are on a first come, first served basis although the service is primarily for the younger year groups who will be given priority. There is, at present, no charge for this service. This service operates in the mornings but not at the end of the school day.

The Co-Curriculum

Bancroft's has a wide range of extra-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. Please encourage your child to involve themselves in a sensible variety of activities to balance the demands and pressure of academic work and take time to look through SOCS at the opportunities available for your child's year group. This is important throughout the school. If, at any stage, you have any questions about any activity or the balance of activity your child is involved in, please do not hesitate to contact your child's form tutor. 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, perhaps in a support role or to help officiate or generally to promote a positive learning environment.

We discourage pupils from bringing valuables to school but they should store phones in their lockers during PE & Games.

If your daughter is unable to swim because she has her period, no note is required; she simply tells the member of staff but must bring her 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 in the school calendar and on SOCS. Parents of those who are selected are asked to note these dates as commitments to a school activity and thus avoid clashes of dates. 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 on 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 lessons, of 30 minutes duration, 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.

Depending on the length of each term, 10 lessons on average are given and a termly charge is made, in advance. The cost per weekly 30-minute lesson in September 2022 is £21.00, rising to £22.00 in April 2023. Invoices are sent by the individual teacher and cheques should be made payable to the teacher and not the school. One term's notice of withdrawal is required.

There is a wide variety of extra-curricular musical activity, including a number of Choirs, Orchestras, a Concert Band, and various Instrumental Chamber Groups.

Parents are warmly encouraged to attend performances. If you have any queries for September 2023, please email the Director of Music, Mrs Whitbread: jxw@bancrofts.org

Drama

All pupils participate in Drama lessons in the 3rds and Removes, before it becomes an Options subject in L4th, and for GCSE and A Level. The pupils have the opportunity to take part in all aspects of theatre, including acting, directing and design. We also take a range of theatre trips throughout the year, including both whole year trips to plays such as 'The Lion, the Witch, and the Wardrobe', as well as exam class trips to productions such as 'The Crucible' and Punch Drunk's 'The Burnt City.' We have access to DramaOnline's library of National Theatre productions, giving pupils the chance to watch plays outside the curriculum from their own homes, including 'Peter Pan', and 'One Man Two Guvnors'. We have an extensive co-curricular programme, starting with House Performing Arts in the Autumn term, in which the younger pupils are directed by the Sixth Formers. There is a Junior Drama club for the 3rds and Removes, run by Dr Mill, and a playwriting club, NewViews, for U4th and above, which gives students the opportunity to compete nationally to have their play performed at the National Theatre. There is also a Theatre Tech club, run by our technician, teaching pupils how to use, and later run, the sound and lighting technology for productions.

The year begins with House Performing Arts, a competition run by the 6th formers and including students from all year groups. This incorporates music, dance, and drama, giving huge opportunities for a wide range of performers. We run between two and three productions per year, ensuring that all pupils have the opportunity to audition for, and take part in, a production. Normally, we run our Senior Production in February, alternating between musicals and plays. Over the past few years, we've put on 'Fame! The Musical', 'Blue Stockings' and 'Chicago'. In the summer term, we alternate between musicals and plays for the Juniors, having produced 'Oliver!', 'Wendy and Peter' and 'The Government Inspector' in recent years. We also put on additional smaller cohort productions; this year, forthcoming productions include our 5th form directed 'The Importance of Being Earnest', performed in November 2022, a 6th form directed 'Play in a Day' in Summer 2023 and an immersive Sixth Form Theatre company production of 'Trojan Women', in December 2022. Pupils are involved in every aspect of theatre-making, such as designing and teching the lights and sound, creating marketing materials and campaigns, sourcing costumes, and doing the hair and makeup. Parents are welcome to watch these productions.

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 2022 is £100. (With a small increase expected for September 2023).

Lessons follow the London Academy of Music and Dramatic Art (LAMDA) syllabus and pupils are able to 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

It is important that pupils understand that membership of a team, CCF, choir, orchestra, play cast or other group activity involves commitment to attendance since their absence seriously damages the whole activity. 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 runs a number of clubs and societies and retains strong links with Bancroft Rugby Football Club. 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.

Parents pay a small termly subscription to the OBA during their child's career at Bancroft's. Consequently, all former pupils of the school now become lifetime members of the Old Bancroftians' Association when they leave school. Lifetime membership includes:-

- Regular news and events information and website updates via Bancroft's Connect – the mentoring and engagement platform for the Bancroft's Community
- Social media: Facebook group and pages, Twitter and LinkedIn
- 5 and 10 Year reunions to meet up with former classmates
- OBs' Day at the school on a Sunday in June, including 40, 50 and 60 year reunions
- OBA Annual Dinner at the school and Regional Dinners around the country
- Business breakfasts in conjunction with the Bancroft's Foundation – great for networking
- Support of school activities – such as Careers Day and they look to support all things Bancroftian

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 further 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/theartssociety>

Bancroft's Phab 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/>

Bancroft's

Independent Co-educational Day School 7–18

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

