



STOVER  
SCHOOL

SENIOR  
SCHOOL  
HANDBOOK

2020 - 2021

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WELCOME TO

## STOVER SENIOR SCHOOL

I am delighted that you have chosen Stover School for your child's Senior School education. We believe we deliver an excellent provision from which your son or daughter will achieve the best possible academic outcomes and develop an essential set of personal skills which will enable them to succeed with the challenges that the world will throw at them after they have left us.

Your child will experience a subject based education, with highly qualified specialists teaching in each curriculum area. However, we firmly believe that each of those specialists has a duty to know your child as an individual and give personalised pastoral care. Only by doing this, will each of those teachers accelerate your child's learning. We couple this with our Research Based Learning approach, which focuses on both the skills and knowledge required to excel in public examinations, while simultaneously growing life skills such as communication, leadership, creative thinking, problem solving, resilience and risk management, amongst others.

By delivering the academic curriculum in this fashion, we grow pupils in a holistic fashion, across the whole curriculum. Personal skills that have been enhanced in the classroom are further embellished with an extensive additional curriculum of sports, performing and creative arts, music, pastimes and hobbies, outdoor pursuits and many more trips, clubs and activities. I would strongly recommend that you support the school in encouraging your child to get involved with as many of these opportunities as possible. Not only are they great fun, but you will find that new talents are discovered, confidence is grown and a raft of essential life skills are further developed.

I will conclude by stressing the importance of partnership. It is your son or daughter who will be the centre of both our focus and yours. We will achieve the best for them if we work together, and to this end regular and timely communication is essential. Please do not wait for formal reporting occasions; often the most useful communications are informal and sometimes might seem a little trivial, but they help the staff to ensure your child is safe and supported. So, do use the Form Tutor as a first point of contact, or the Head of Year, Head of Pastoral Care, Deputy Head or myself, as appropriate. With this productive partnership in place we can aim to realise your child's highest possible aspirations.

I look forward to sharing your child's future with you and hope you find the information contained in this booklet useful.

**Mr Richard Notman**

**Headmaster**









## STOVER SCHOOL

# MISSION STATEMENT

Stover School provides education which nurtures, celebrates, challenges and inspires each pupil. Our holistic approach combines a progressive research based curriculum, with a resilient moral code based on sound family and Christian principles. We prepare confident and independent young people to adapt and succeed in an ever changing world.

In pursuit of this we aim to:-

- invest in educational excellence enabling the provision of effective, inspiring and stimulating teaching to pupils of wide ranging abilities, encouraging their enthusiasm for learning, enabling each pupil to achieve their potential.
- maintain an ongoing evaluation of the quality and content of both teaching and learning.
- provide a broad, forward looking curriculum at all levels with appropriate resources.
- maintain a supportive and happy environment where the individual and spiritual needs of pupils and staff are recognised and provided for.
- provide sound moral values through clear expectations of behaviour, emphasising respect and consideration for others.
- encourage self-confidence, self-motivation and self-discipline within a safe and caring community.
- engage and maintain effective communication with members of the School and wider community.
- value the school's special, natural environment and historic estate and to use them wherever appropriate in the school curriculum.

## STOVER SCHOOL

# USEFUL INFORMATION

### ABSENCE PROCEDURE

If your child is going to be absent from school at any time it is vital that you inform the school office as soon as possible, preferably before 8.30am. We aim to account for all pupils by 10.00am each morning; any parents of children not at registration will be contacted. A written request to the Headmaster is required for any planned absence and a written note explaining unplanned absences must be sent in to the school office following an absence.

Parents may also contact school by phone or email the school using [schooloffice@stover.co.uk](mailto:schooloffice@stover.co.uk).

This procedure ensures the safety of your child and covers our legal responsibilities to the Department of Education.

If pupils are late for registration, leave school or return to school from an appointment, in the morning or the afternoon, they must complete the signing in and out book in Reception

Pupils are reminded that, on all occasions, unless granted permission, they must arrive and leave school in school uniform.

### BUSES

Stover operates a comprehensive bus service. Pupils have the option of taking the bus to and from school from Year 1.

#### Rules for Bus Riders

- All buses have seat belts and the children are expected to remain seated, wearing their seat belt throughout the journey.
- Pupils are expected to behave themselves sensibly at all times and listen to any instructions given by the driver.
- Once pupils have been escorted to the bus by their teacher they are not permitted to disembark until their bus stop.
- Pupils who are unable to adhere to the rules, which are in place for their safety, may be required to discontinue using this service.

#### Changes to Bus Arrangements

If your child will not be taking the bus home it is essential that we are made aware of this well before 4.30pm. There are several ways you can inform us:

- Call Mrs Symons, Senior School Administrator, before 4.30pm. Tel: 01626 354505
- Email Mrs Symons, Senior School Administrator, before 4.30pm. [hsymons@stover.co.uk](mailto:hsymons@stover.co.uk)
- Inform Mrs Symons, Senior School Administrator, if you pick up at 4.30pm.





## **Stover Bus Routes**

There are bus routes from Exeter, Chagford, Kingsbridge, Totnes, Plymouth, Teignmouth and Paignton currently running to and from Stover School on a daily basis. All buses depart from Stover at 4.45pm for the return trips. These routes may be subject to change, but notice will be given.

Please note that the charge reserves a seat for your child, whether she/he uses the bus or not and it is, therefore charged in total on your account. If you require any further information on routes or times please contact the Senior School Secretary 01626 354505.

## **CAREERS**

The school supports an active careers programme and works closely with an independent advisor.

Careers talks are given by specialists and professional visitors. There are careers days where particular themes are explored and Form Teachers and Sixth Form Tutors discuss a variety of careers and UCAS options with pupils.

Careers interviews and talks are organised for pupils in Years 9 and 11, and Year 10 have a week of work experience. There is also a careers library where pupils can research information.

## **COMMUNICATION**

We provide numerous opportunities for parents to communicate with the school on a regular basis and to watch and interact with their child(ren) at school events.

These include:

The Key Dates flyer

The Stover Life electronic newsletter

The Headmaster's start of term newsletters.

Details of specific events will be sent by email or posted.

The school calendar is available on the school website.

Separate Sports Fixture and Music Calendars are displayed and regularly updated on the school website.

In the first instance, parents should contact the Form Tutor should they wish to discuss matters concerning their son or daughter.

Form tutors can be contacted by using the section at the back of the academic diary by telephone; 01626 354504 or by email (initial and surname @stover.co.uk).

For more serious matters the Head of Year, may be contacted by telephone or by email.



The Senior Sixth Form Tutor, Miss Danielle Robinson, may be contacted by email at [drobinson@stover.co.uk](mailto:drobinson@stover.co.uk)

The Head of Years 7, 8 & 9, Mr Simon Griffin, may be contacted by email at [sgriffin@stover.co.uk](mailto:sgriffin@stover.co.uk)

The Head of Years 10 & 11, Mrs Sarah-Jane Avery, may be contacted by email at [sjavery@stover.co.uk](mailto:sjavery@stover.co.uk)

For pastoral issues the Senior Teacher- Pastoral, Mrs Helen Notman may be contacted by email at [hnotman@stover.co.uk](mailto:hnotman@stover.co.uk)

More serious matters will be dealt with by the Deputy Head, Dr Jeremy Stone, who may be contacted by telephone 01626 354505 or email at [jstone@stover.co.uk](mailto:jstone@stover.co.uk)

### **ACTIVITIES PROGRAMME**

The activities programme is an important part of the school day and a variety of activities are offered to pupils.

Activities and Supported Study take place every on all weekdays except Tuesday from 12noon until 12.45pm. On Tuesdays Activities run from 3.10pm to 4.30pm.

Members of staff offer most activities with a number of outside providers enriching the offering. It is compulsory for pupils in Years 7 to 11 to participate in activities, or supported study at this time.

Pupils sign up for activities at the start of the Autumn Term and at the ends of the Autumn and Spring Terms. Pupils will be able to choose between activities suitable for their age group and their Form Tutor will monitor their choices to ensure a good balance is achieved.

### **OUTDOOR PURSUITS, DUKE OF EDINBURGH'S AWARD SCHEME, TEN TORS TRAINING AND CCF**

The Duke of Edinburgh's Award scheme is introduced in Year 9 and a large number of pupils complete their Bronze award and progress to Silver and Gold levels. Pupils are guided through the process by Mr Paul Barter, who can be contacted at [pbarter@stover.co.uk](mailto:pbarter@stover.co.uk).

Outdoor pursuits are a very important part of life at Stover School and the close proximity of Dartmoor gives pupils an excellent opportunity to enjoy a range of activities on the moor including the prestigious Ten Tors event.

Year groups 7, 8 and 9 undertake an annual residential, while Year 10, 11 and Sixth Form enjoy the Duke of Edinburgh's Award scheme or the Ten Tors Challenge.

The Combined Cadet Force (CCF) has recently been added to the options available to pupils at the school. With the aim to instil values in young people that will help them get the most out of their lives, and to contribute to their communities and country.

Our pupils benefit in a variety of ways; our staff have selected a range of training which we feel promotes leadership, confidence, teamwork and individual resilience.

# STOVER SCHOOL

Stover School benefits from the CCF by means of engaging our pupils in broad range of extra-curricular activities, aiding their personal development. It is simply about broadening the range of what we offer and instilling those values of leadership, confidence, teamwork and resilience into our pupils.

## ADDITIONAL SPECIALIST LESSONS

Music plays an important part in the life of the school and individual lessons can be arranged by contacting the Head of Music, jtizzard@stover.co.uk. Other peripatetic lessons may include, Horse Riding, Speech and Drama and Tennis. Parents should contact the school office for more information.

## FRIENDS OF STOVER

The Friends of Stover is the parent/teacher association for Stover School. They have a full committee and are always happy for new parents to help with their fund-raising activities. Monies raised are used to support the financing of additional facilities for all the pupils of Stover School. If you would like to be involved please contact fos@stover.co.uk .

## THE HOUSE SYSTEM

In the Senior School there are three Houses: Victoria Courtney, Mary Templer, and Elizabeth Seymour. On entry pupils are allocated to a House and support the House through their work and involvement in activities and events. Each House is led by a House Leader who is a member of staff and a House Captain who is a Sixth Form prefect. House assemblies in the Senior School are run on Tuesday and a range of House competitions are held over the year.

### House Points

House Points are given as a positive encouragement to pupils and may be awarded for:

Consistently good work in class or prep, in relation to pupils' ability.

An outstanding piece of work as a one-off.

Good class test results.

Being willing to help staff or other pupils.

Performing well relative to ability in exams.

All House Points are written in academic diaries by staff, and pupils then inform the House Captain of the number of House Points they have achieved each week. House Points are totalled at the end of each term and the House with the highest number of House Points wins the House Cup.

## PREFECT SYSTEM

Prefects are appointed during the Autumn Term, with applications being invited from the Sixth Form. They act as ambassadors for Stover School, assisting House Leaders



and Heads of Years. The Head Boy and Head Girl oversee the general school duties for the Prefects and Heads of Houses will oversee the duties associated with being in a House. All prefects are expected to act as peer mentors and participate in child protection training. All Prefects conduct school tours when requested.

The Head Boy and Head Girl regularly meet with the Senior Teacher - Pastoral. Heads of Houses meet with their House Leader once per term. All Prefects are mentored by the Head of Sixth Form and Deputy Head of Sixth Form and meet half-termly with the Senior Teacher - Pastoral.

### LOST PROPERTY

All clothing and kit should be clearly marked with the owner's name. Personal items like pencil cases, calculators and mobile phones should also be named.

**Any lost property should be reported to the Form Teacher.**

Any items found should be taken to the Key Stage Leaders' Office. Labelled items will be returned. Unmarked items will be retained for a reasonable period of time.

### MEDIA COVERAGE

During your child's life at Stover, we may wish to take photographs of activities that involve your child. Photographs may be used for displays, publications and on our website, or by newspapers.

Photography or filming will only take place with the permission of parents and in line with child protection guidelines. For major performances, where possible, the School organises professional companies to make a DVD. These are then available for parents to buy. According to the School Safer User Agreement, images or videos must not be shared on-line.

### MEDICAL

School medical forms must be completed by all parents before your child starts attending and updated annually.

All pupils are able to visit the school medical centre whilst in school; it is situated in the Preparatory School block (Clock House). Pupils are encouraged to go to the medical centre during break times and lunchtimes if they are unwell.

Parents should be aware of the statutory regulations governing medical confidentiality.

The Nurse is on-call during the school day. She will assess and arrange appropriate treatment. In an emergency where parents cannot be contacted, the school Nurse, and appropriate staff will act in "loco parentis". Health forms, issued to parents must be completed, signed and returned to school as soon as possible.

Where possible, parents should arrange for dental treatment to take place during holiday periods.

#### **Pupils with medical needs whilst at Stover**

A child who has a sickness or diarrhoea should not return to school until 48 hours after the last bout of vomiting or diarrhoea. No child should attend school with a temperature.

## **Medication at school**

All medicines brought in by pupils should be handed to the Nurse.

## **Prescribed medication**

At Stover, those pupils who are taking long term medication for diabetes, asthma or other conditions may, under the discretion of the Nurse, be allowed to self-medicate. If self-medication is not appropriate, then the medicine will be kept locked in the school surgery. The pupil should then come to the school surgery to collect the medication at the relevant times. This will be documented by the Nurse.

## **SPECIAL DIETARY REQUIREMENTS**

The school catering service requests information on special dietary requirements and allergies, details should be entered on the Medical Form and will, where practicable, provide an alternative.

## **MOUTH GUARDS**

It is a policy of the PE department that all children must wear a mouthguard during the playing of contact sports such as rugby and hockey. Any child who is not wearing a mouthguard will not be permitted to participate in lessons, clubs or fixtures.

The School provides a service whereby children may purchase a specially fitted mouthguard at the beginning of each academic year. Otherwise parents must ensure their child is properly equipped. The Uniform Shop stocks basic mouldable mouth guards.

## **PARENTS' MEETINGS**

Parents' meetings for all year groups are held once a year in the Spring Term. Appointments are made by pupils for their parents to discuss their child's progress with each of their teachers. However, if you have issues that need to be discussed please do not wait for the formal Parents Evening, contact the Form Tutor directly.

## **SENIOR SCHOOL STANDARDS**

These standards are for the benefit of the school community, promote good manners and provide a safe and orderly environment, in which learning can take place effectively.

### **Conduct**

- Pupils should be courteous and polite at all times. Inappropriate language should not be used.
- Pupils should show respect for visitors, parents, staff, their peers and the environment around them.
- Pupils should conduct themselves safely, sensibly and calmly within the school buildings, keeping noise to a minimum, and show thought and consideration for others.
- Pupils should stand when the Headmaster or a visitor enters the classroom.



- Pupils should conduct themselves safely and sensibly where there are vehicles and when they are waiting for buses.
- Pupils should inform a member of staff if they do not recognise an unaccompanied visitor/s to the school site.
- On hearing a fire alarm, pupils should walk quickly and in silence to the grass area outside Jubilee Hall. They should line up in register order and remain silent while a register is taken.
- Pupils should not bring money or wear items of clothing or jewellery that are valuable.
- Pupils are permitted to bring mobile phones and other electronic devices to school as long as they follow the Bring Your Own Device rules:
  - Devices should be switched off unless the teacher has allowed use for research purposes during a lesson.
  - The use of personal electronic equipment to listen to music is strictly restricted until after 4.30pm.
  - Sixth Form pupils may use their mobile phones during the day in the Sixth Form centre only.
  - The school accepts no liability for the loss/damage of any personal equipment while on school premises. It is the responsibility of the pupil to make sure devices are locked away when not in use.
  - Pupils should take responsibility for the safety (including e-safety) and welfare of themselves and others.
  - If pupils feel that they have a concerns about another pupil's safety or welfare then they should not be afraid to inform a member of staff.
  - Pupils should sign in or out on the correct sheet at the school reception if they arrive after registration or have to leave before the end of the normal school day.
  - Pupils must have permission from a member of staff before leaving the school site. Pupils should always sign out.
  - Pupils should carry around only the books needed. Those in years 7 to 9 should have a school rucksack/shoulder bag. Years 10 and 11 may choose to use a suitable plain black bag.
  - Pupils should put bags into lockers where possible at break and lunch time. Bags should not block the passage-ways.
  - Chewing gum, cigarettes, vaporisers, alcohol, illegal substances and so-called legal-highs must not be brought into school.
- Pupils should sit quietly before, during and after assembly, until the speaker has left.

- Pupils should eat or drink in the Dining Room. Food is not allowed to be brought out of the dining room after meals.

## **Appearance**

- Pupils should be smartly dressed in the correct uniform according to the uniform list.
- Shirts and blouses should be worn tucked in.
- Boys should have all buttons fastened on shirts and the tie knotted up to the collar.
- School Blazers should be worn to and from school. They must be worn to lessons and in and around school and always to assembly, unless directed by a member of staff.
- Shoes should be black leather (or faux leather) and of sensible height and design. Sixth Form girls may wear a shoe with a height of up to 3cm.
- Girls in Years 7 – 11 may wear plain black tights in winter and white ankle socks in summer. Girls in Years 10 and 11 may also wear flesh coloured tights.
- Skirts should be knee length.
- Girls: Hair should be tied back off the shoulders if it is shoulder length or longer, using accessories which are either black, brown or dark green.
- Boys: Hair should be worn in a short style, above the collar and with the ears showing.
- Extreme haircuts, colouring, hair extensions and styles are not allowed for boys or girls.
- Make-up and nail varnish are not allowed.
- Jewellery is not allowed. The exceptions are a religious emblem around the neck (boys and girls) and one small stud-type earring in the lobe of each ear (girls only). All jewellery should be removed during PE lessons and given to PE staff for safe keeping.
- Tattoos, piercings (except earrings) and facial hair are not allowed.
- Year 12 and 13 should wear suits according to the school uniform list.
- Pupils should wear full School PE Kit for PE lessons, and where required activities. Tracksuit bottoms must be worn in the Dining Room.
- PE kit such as hoodies must not be worn with normal day school uniform.

## **SCHOOL SHOPS**

All School Uniform is available from the Uniform Shop which is located between the Preparatory School and the Science block.

## **Opening Times**

Monday: 3.30pm–5.00pm • Wednesday: 8.30am–9.00am • Thursday: 3.30pm–5.00pm

Please see school website and Uniform Shop notice board for school holiday opening times. New pupils requiring uniform may visit the shop by arrangement with Mrs Sarah Pearce-Edwards (Bursar's Office).

The Stationery Shop carries all the necessary stationery items for the pupils. The shop opens during Senior School morning break. If the shop is closed pupils can place stationary orders through their Fotm Tutor.

If you wish to ask any questions, please contact 01626 359927 or by email at [uniform@stover.co.uk](mailto:uniform@stover.co.uk)

### STATIONARY

A typical pencil case should include:

- Pen
- Pencil
- Colouring pencils
- Rubber
- Pencil sharpener
- Ruler
- Glue stick
- Small pair of scissors
- Highlighter
- Felt tips – optional
- Calculator
- Protractor
- Compass
- Set square

### TIMETABLE

8.30	Registration
8.40 - 9.00	Assemblies/Form time
9.00 – 9.40	Period 1
9.40 – 10.20	Period 2
10.20 – 10.40	Break
10.40 – 11.20	Period 3
11.20 – 12.00	Period 4
12noon	Activities
12.45	Lunch
1.35	Afternoon Registration
1.45 - 2.25	Period 5
2.25 – 3.05	Period 6
3.05 – 3.10	Change over time
3.10 – 3.50	Period 7
3.50 – 4.30	Period 8
4.30	Day ends
4. 45	Buses Leave



## UNIFORM

School uniform is compulsory as listed in this handbook. The list can also be found on the school website. Uniform can be purchased from the School Shop.

Pupils in Years 7 - 9 should purchase a school rucksack and/or a shoulder bag from the Uniform Shop. Pupils in Years 10 and 11 may use a suitable plain bag.

### Sixth Form Uniform

Pupils in the Sixth Form are required to wear a business suit (skirt suit or dress suit with matching jacket for girls and suit and tie for boys). For PE/Games they should wear school PE kit from the school shop. The list for Sixth Form dress is detailed in the uniform list which is available on the school website.

## SCHOOL UNIFORM LIST

For all pupils Years 7-11

\*Can only be purchased from the School Shop

ALL ITEMS OF UNIFORM MUST BE CLEARLY NAMED

### Girls

\*Regulation Blazer (tailored)

\*Regulation Tartan Skirt (knee length)

Regulation Revere Collar White Shirt

\*Regulation Grey Cardigan

Black Opaque Tights

Black Leather Shoes (No sports brands)

\*Regulation Coat (optional)

\*Regulation Scarf (optional)

\*Regulation Gloves (optional)

\*Senior School Rucksack/Satchel

\*Sports Bag

Performing Arts Clothing: Black trousers and black T-shirt and black pumps

Summer Uniform:

Regulation Revere White Short Sleeve Shirt

Regulation Plain White Socks (No trainer socks)

PE/Games Kit

\*Stover Skort

\*Stover Polo Shirt

\*Stover Socks

\*House Coloured Socks

\*Stover Tracksuit Bottoms

\*Stover Windproof Smock Top

\*Stover Soft Shell Jacket (optional)

\*Stover Athletics Fleece (optional)

Black Base Layer Top/Leggings (optional)

Trainers

White Socks

Hockey Stick

Tennis Racket

Hockey boots/football boots (Autumn Term)

Towel  
Gum Shield  
Shin Guards  
Table Tennis Bat (approved - optional)

**Boys**

\*Regulation Blazer  
Regulation Grey Trousers  
Regulation White Shirt (short or long sleeved)  
\*Regulation Grey Jumper  
Black Socks  
\*Senior School Tie  
Black Leather Shoes (No sports brands)  
\*Regulation Coat (optional)  
\*Regulation Scarf (optional)  
\*Regulation Gloves (optional)  
\*Senior School Rucksack  
\*Sports Bag  
Performing Arts Clothing: Black trousers and black T-shirt and Black pumps

Summer Uniform:  
Regulation White Short Sleeve Shirt  
Regulation Shorts

PE/Games Kit:  
\*Stover Shorts  
\*Stover Rugby Shirt  
\*Stover Rugby Shorts  
\*Stover Polo Shirt  
\*House Coloured Socks  
\*Stover Socks  
\*Stover Tracksuit Bottoms  
\*Stover Windproof Smock Top  
\*Stover Soft Shell Jacket (optional)  
\*Stover athletics Fleece (optional)  
Black Base Layer Top/Leggings (optional)  
\*Stover Cricket Shirt  
\*Cricket Jumper (optional)  
\*Cricket Slip-over (optional)  
\*Cricket Trousers  
\*Stover Cricket Hat (optional)  
White Cricket Trainers  
Protective Cricket Box  
Trainers  
White Socks  
Rugby/Football Boots  
Towel  
Gum Shield  
Shin Guards  
Tennis Racket

A price list is available on our website [www.stover.co.uk](http://www.stover.co.uk)

## SENIOR SCHOOL

# ACADEMIC INFORMATION

The purpose of assessment at Stover is to promote pupils' learning, monitor progress, inform appropriate intervention and help to provide targets and rewards.

Tests and examinations form an integral part of the academic programme. Generally, but not in all cases, pupils will know when the tests will take place, the topics to be tested and where revision information can be found.

Internal Examinations - These are held yearly around half term in the Summer Term for Years 7 – 10.

Examination results are included in the end-of-year report to parents. Trial examinations for Years 11 and 13 are held in the Spring Term and a results sheet is sent to parents.

### ACADEMIC DIARY

Academic diaries are issued to all pupils at the start of each academic year. Prep work set by teachers should be entered neatly. The week's work is reviewed by form teachers at form meetings on Wednesday mornings and the diary is signed weekly by the form teacher. Parents can, therefore, consult the diary at any time and should also sign the diary each week. Parents may also use the academic diary to communicate with Form Teachers and pupils should take their diary to the form teacher to show them any correspondence.

### COMMENDATION CERTIFICATES

Pupils can be recommended by staff for a subject commendation presented as a certificate by the Headmaster. Certificates are presented in School Assembly.

### ENGLISH AS AN ADDITIONAL LANGUAGE

Stover School EAL Department aims to help international pupils, whose first language is not English, to develop their knowledge of English and their ability to use, understand and enjoy the English language.

The Head of the EAL Department is advised of any overseas pupils entering the senior school in order to test and monitor their English.

For those whose command of English is not proficient enough to follow mainstream English lessons and take the "standard" GCSE English examination successfully at the end of Year 11, compulsory EAL lessons will be offered as appropriate. EAL Lessons are usually timetabled alongside mainstream English or modern foreign language lessons in the senior school. There may be an extra cost for such lessons.

In EAL lessons, pupils work towards the IGCSE English as a Second Language examination (usually taken in Year 11, or sometimes in Year 12). The internationally





recognised IELTS examination is covered in Years 12 and 13. Pupils who have already achieved a good result in the IELTS (academic) exam may be exempted from EAL lessons in years 12 and 13.

Where possible, learners can be offered extra tuition in order to improve their general command of English and to enable them to participate more fully in life and study at Stover.

Parents will be kept informed of their child's progress and test results through the school reports (at the end of the Autumn and Summer Terms).

## EXTERNAL EXAMINATIONS

External examinations take place in the summer term with GCSE resits for English and Mathematics possible in autumn. The Examinations Officer prepares all the entries, oversees the process and posts details of all arrangements to pupils, who are given an individual timetable as well as their statements of entry. Public examinations are held at GCSE, AS and A Level, together with examinations for candidates whose first language is not English.

Amongst the other examinations taken during the year are: Cambridge Nationals, Health and Hygiene Certificates, Level 2 and Level 3 Award in Food and Nutrition; English Speaking Board, London Academy of Music and Dramatic Art and the Associated Board of the Royal Schools of Music.

### **Public Examination Entry GCSE**

Following the trial examinations, recommendations regarding examination entries are made and discussed with parents and pupils at the Year 11 and Sixth Form parents' meetings. A final decision is then taken which is in the best interest of the individual pupil.

### **Controlled Assessments**

As part of many A-Level and GCSE courses pupils undertake controlled assessment coursework, which is carried out during the course. Guidelines are issued annually by the Joint Council for Qualifications in respect of work submitted for assessment. Awarding bodies are required to ensure that their requirements are enforced. Guidelines are produced by awarding bodies for centres regarding the supervision and authorisation of candidates' work. A copy of these guidelines is given to each candidate, with their statement of entry, and can be accessed in the 'Examinations' section of the school website. Pupils have to sign to verify that the work they submit is their own work. If work is submitted that is not the pupil's own, this could result in disqualification of both the pupil from that particular exam and the school as a centre to hold public examinations. Therefore staff with concerns about the origin of this work will report their concerns to the Examinations Officer.

## GIFTED AND TALENTED

Stover School provides a high quality, rounded, education, enabling pupils to acquire the qualifications, confidence and skills to achieve their best possible outcomes. We recognise the need to nurture, support, enthuse and stimulate every one of our pupils – each according to their needs and abilities.

At any one time our pupils display a wide range of potential abilities, and there will always be those who are capable of performing at a level which well exceeds that expected of children in their age group. This potential may lie in one or more areas, such as: academic ability, art, music, sport, performing arts etc. We can make a difference by enabling these pupils to achieve the greatest possible progress, and recognise the importance of identifying and celebrating their achievements and successes.

### **Terminology**

Generally in education in the UK, the term 'gifted' is used to denote someone who has, or shows the potential to develop, ability in one or more academic disciplines at a level significantly ahead of their year group. The term 'talented' refers to those who show a similar level of practical skills in areas like sport, music, design or creative and performing arts. In Stover we use these definitions, but are wary of labelling and classifying individuals too precisely within such confines. Specific abilities and enthusiasms may develop and change over time, and are different for every individual.

### **Identifying Gifted and Talented Children**

We identify gifted and talented children based on test results (e.g. nationally standardised MidYIS and YELLIS profiles), quality of work, reports from previous schools and the professional judgement of our teachers. Skills like leadership, decision-making and organisation are also taken into account when identifying and providing for gifted and talented children. As a rough indicator, MidYIS scores of 130 and higher are generally used to identify 'mentally gifted' individuals – placing them in the top 2% nationally, and scores of 120 to 129 place them in the top 10% nationally (so called 'able' individuals). Talented children are identified by levels of performance and ability shown in specific, subject-based measures of achievement, and through information supplied by external agencies (sports organisations, music tutors etc.).

Provision for the gifted and talented includes providing greater challenges in lessons, additional activities beyond the everyday timetable, and extended opportunities for pupils to develop and demonstrate their abilities. In Stover this occurs through a combination of whole-school activities and strategies and tailored provision by each department.

We aim to identify talented or gifted pupils as early as possible, and to meet their needs with a range of appropriate strategies. These involve: providing access to a suitably differentiated and challenging curriculum, fostering a culture of achievement by creating a climate of learning and excellence throughout the school and making use of the wider community to enhance learning opportunities.

Pupil achievements and progress are monitored and reviewed by Heads of Department and the Deputy Head and at regular meetings of the Academic Board.

### **Useful Links**

The National Association for Gifted Children (NAGC) offers advice and support to parents and carers of gifted and talented children.  
<http://www.potentialplus.org>

### **GRADES**

Effort grades are broken down into four areas: Concentration in class, Punctuality,

Organisation and Effort with Prep (Homework). They are reported to parents 5 or 6 times during the academic year. Attainment grades are awarded to pupils in Year 7 - 13 three times per year, in each subject. In Years 7 to 9 they are based on curriculum levels and give parents and pupils a clear indication of current levels of subject knowledge and skills. In Year 10 to 13 attainment grades are reported as a projected examination grade for the end of the course. They state the teacher's best projections of final result, based on current achievement.

## **Grade System and Rewards**

Points are accumulated over the year and may result in Silver or Gold awards for academic application and achievement or special awards for progress, being presented in assembly.

## **PREP/HOMEWORK**

If targeted carefully prep provides valuable support to the learning process, as it allows an opportunity to reinforce the learning of work covered in class, gives advance planning opportunities for topics or it gives pupils the opportunity to develop research and independent learning skills.

Homework/prep routines are established prior to the start of each academic year by sharing a Prep timetable with the children.

Pupils record work set in an academic diary.

The Deputy Head reviews the prep load for each year group at the start of each academic year. As a loose guide, Year 7 pupils are expected to complete 30 to 40 minutes each evening, while GCSE pupils might work for 60 to 90 minutes.

Pupils should:

- listen carefully when homework is set.
- record homework set and date due in academic diary
- plan each week to allow time for each homework
- carry out the homework conscientiously and hand it in on time
- note the time taken to complete the homework in the academic diary

If homework is not given in on time without good reason, pupil should expect to make up the work in lunchtime detentions.

Parents are asked to:

- encourage and support the completion of homework and regularly sign the academic diary
- discuss homework tasks
- ensure homework is done conscientiously
- provide appropriate surroundings to enable homework to be done.

## **REPORTS**

Full written reports are sent to parents twice yearly – in December at the end of the Autumn Term and in July at the end of the Summer Term.



## SCHOLARSHIPS

Stover School offers scholarships in the following areas:  
Academic

Arts (Art, Drama and Dance)

Music

Sport

Please see our Scholarship Booklet for full details of all of the scholarships available.

## SETS

A variety of differing teaching and learning methods are used to ensure all pupils fulfil their potential. Some classes are taught in streams according to ability and allocated by Heads of Department. During term time Heads of Department may transfer pupils between sets. Parents are informed if a pupil is changing sets and pupils are involved in this process together with the Deputy Head.

## SPECIAL EDUCATIONAL NEEDS

Pupils with special educational needs receive support, which is balanced and relevant. Our purpose is to provide the right types of experience and support in order to help pupils progress to the best of their abilities.

We aim to address the requirements of all pupils with special educational needs by offering them the greatest possible access to a broad and balanced curriculum, involving parents at all stages. We believe that meeting an individual's special educational needs is a shared responsibility and parents will be fully informed. We feel that provision for pupils with special educational needs should, wherever possible, be in school, in association with the educational arrangements made for their peers. Where necessary, individual pupils will be offered charged tuition on a one-to-one basis to address significantly differing needs. We will implement the Equality Act and its subsequent amendments, to cover every aspect of education.

### Homework

We feel it is important that our pupils with SEN should do as much in common with their peers as possible. We set appropriate homework, which does not demand too much or too little of pupils needs. Close co-ordination between subject teachers, the SENCO and parents is ongoing and vital to ensure the pupils are appropriately challenged.

Homework tasks will:

- Have a clear focus and time guideline
- Give plenty of opportunity for pupils to succeed
- Be varied and not purely written assignments

Parents may contact the SENCO, [ksorensen@stover.co.uk](mailto:ksorensen@stover.co.uk) to discuss any aspect of SEN provision.

## SENIOR SCHOOL

# PASTORAL CARE

### CHAPLAIN

The school Chaplain organises collective worship, which reflects the Christian ethos and environment of the school. Assemblies are an educational experience and provide opportunities for the teaching of certain facts, discussion of particular values and the sharing of insights and concerns both locally and around the world.

The different beliefs of teachers, parents and pupils are respected and an assembly is therefore an occasion where teachers and children co-operatively express joy and thankfulness, share concerns and experiences and affirm beliefs and values.

Monday - Senior School Assembly taken by the Headmaster

Tuesday - House Assembly led by House Leader/House staff

Wednesday - Form Period with Form Teacher

Thursday - Year Group Assembly led by Heads of Year/Form Staff

Friday - Senior School Assembly taken by the school Chaplain.

### DESIGNATED SAFEGUARDING

The Senior Teacher - Pastoral is the school designated safeguarding lead. In their absence the Deputy Designated Safeguarding Leads fulfil this role. All staff receive training in and follow the procedures set out in the Safeguarding Policy.

### COUNSELLOR

At Stover we have an open and friendly atmosphere and pupils usually rely on their friends and staff to help them out, but, if they have a problem and want to talk to someone else, they may decide to speak to the school counsellor or the Independent Listener.

The school counsellor, Jo Galloway is a member of the British Association for Counselling and Psychotherapy. She can be contacted by pupils, parents and staff: Telephone 07743 988908 or email [jgalloway@stover.co.uk](mailto:jgalloway@stover.co.uk). The Independent Listener is Samantha Tully.

### Pupil Welfare

There are many people at Stover School who can help your child if they have a problem.

Form Tutors and teachers can help and all the staff are willing to listen and advise. The Senior Teacher - Pastoral, Heads of Year and the school Chaplain are available if pupils need a chat. The Head Girl and Head Boy and prefects are responsible sixth form pupils who may be able to give good advice.

There is also Childline and their number is: 0800 1111

WHATEVER the problem – remember that talking to someone will help to sort it out.

### **FORM TUTORS**

The Form Tutor is the key member of staff who ensures that pupils are supported and aware of the aims, expectations and standards of the school. The Form Tutor is responsible for monitoring the academic progress and organisation of each pupil in the form and for the pastoral care of each pupil in their form.

The Form Tutor or Assistant Form Tutors takes registration twice each day.

Form time takes place each Wednesday and this is an opportunity for the Form Tutor to check and sign academic diaries. They check that prep work is being recorded fully and neatly. The Form Tutor discusses with each pupil their grades at half term and at the end of term and will follow up poor grades or reports with the subject teacher.

Form Tutors are the first point of call for parents. Parents of new pupils will be contacted within the first few weeks of term by the Form Tutor so that they can discuss how their child has settled and raise any concerns they may have. Form Tutors will always contact parents of pupils should a concern be raised at school.

### **Sixth Form Tutors**

Sixth Form Tutors carry out most of the roles of Form Tutors and are part of a team led by the Head of Sixth Form. They also ensure pupils use their study time productively and meet deadlines and give advice on study skills and time management. Tutors also help to prepare pupils for university entrance by giving guidance in choosing appropriate and realistic courses and universities. They give advice on writing personal statements and oversee the completion of the UCAS form.

### **SEX AND RELATIONSHIPS EDUCATION**

Stover School offers an education for the whole person; body, mind and spirit. Our pupils are prepared for the complex challenges of relationships through our sex and relationships education. The programme aims to be a sensitive and responsible one, which is set in a moral and social framework and which includes Christian values. It aims to meet the statutory provision which has been outlined in Department for Education guidelines. This stipulates that parents have the right to withdraw their children from all or part of any sex education provided but not from teaching the biological aspects of human growth and reproduction necessary under national curriculum science. Please contact the school should you wish to withdraw your child from all or part of the sex education provided.

## SENIOR SCHOOL

# NOTES FOR PARENTS

1. Subject to clause 2 of the school's standard terms and conditions, deposits are returned when a pupil leaves the school, less any Extras in the final school term. If a pupil fails to attend the school after payment of a deposit, the deposit is non-refundable.

2. School fees include all academic tuition fees on the timetable and text books up to year 11. Sixth Form textbooks are rechargeable at cost. For boarders, there is an additional charge for laundry, pocket money, activities and outings.

3. A term's notice is required in writing to the Principal before the first day of term in which the pupil is to leave the school, or a term's fees in lieu of notice will be charged.

4. School fees are due on or before the first day of each term. The school retains the right to levy a 4% surcharge per week on fees not paid by the due date. Monthly direct debit payments can be arranged under the School Fee Plan (further details from the Bursar).

5. Bursaries are subject to means-testing.

6. One half term's notice in writing is also required to end any of the optional charges.

7. The Governors reserve the right to increase fees giving at least one term's notice of any such increase to Preparatory and Senior School parents and any rise in fees is usually put into effect for the Autumn term. Nursery fees may increase each year and parents will be notified as soon as possible.

### CONTACTS

Chair of Governors: Mr Stewart Killick  
c/o Clerk to Governors, Stover School, Newton Abbot,  
Devon, TQ12 6QG

School switchboard 01626 354505  
E-mail schooloffice@stover.co.uk  
Website: www.stover.co.uk

Stover School, Newton Abbot, Devon, TQ12 6QG

### FURTHER INFORMATION FOR PROSPECTIVE PARENTS

The following policies and our ISI inspection reports are available on the school website:

Admissions  
Behaviour (Senior School & Preparatory School)  
Curriculum  
Anti-bullying  
Health and Safety  
Trips  
Child Protection  
Concerns and Complaints













[WWW.STOVER.CO.UK](http://WWW.STOVER.CO.UK)  
Newton Abbot, Devon, TQ12 6QG  
Tel: 01626 354505  
Email: [registrar@stover.co.uk](mailto:registrar@stover.co.uk)