

# Brymore

experience to last a lifetime

Parent/Guardian/Student Handbook  
2024/25



September 2024



## **Welcome to Brymore**

We are delighted to welcome you and your son to Brymore. We encourage our boys to flourish and exceed expectations, both personally and academically and we hope your son will play a full and active part in every aspect of Brymore life. This is a unique opportunity for an exceptional education and an experience that will last a lifetime.

Boarding is at the heart of Brymore and, whether your son is a full-time boarder, weekly boarder or an 'out-boarder' (our term for day boys) the reality is, he will be part of a boarding environment in which he will be welcomed - and encouraged to participate as much as possible. Brymore boys are renowned for their 'hands on' approach to life. Boys are expected to show commitment in all areas, both in and outside the classroom, because this is what builds confidence and self-esteem. Boys are encouraged to become responsible, resilient and resourceful and all out-boarders join the boarding community for the time they spend on feeding duty.

This handbook is designed to provide as much information as possible about Brymore, for those who may be feeling nervous or unsure of what to expect. We aim to answer your questions, clarify our expectations and give practical advice.

Naturally, if you still have questions, you are welcome to ask us. In the meantime, we hope this guide will be of value, both now and in the future.

***Stefan McHale***  
***Headteacher***



## Communication with parents

It is important to us that parents/guardians feel part of the school and that the responsibility for welfare and progress of the boys is viewed very much as a partnership. That is why we have included the e-mail addresses of all key staff below and overleaf so that parents can contact them directly. There is a weekly parent bulletin posted on our website each Friday highlighting the key activities and events for the week ahead and we produce a newsletter every half term. In addition, our Facebook, Instagram and Twitter pages are regularly updated with news about the school and the boys themselves.

There are occasions when we may need to get messages to parents/guardians quickly, such as a cancelled sporting match or a change to timings of a key event and we use an on-line student management system called MyEd, that allows us to text parents/guardians. It is important and appreciated if you could provide the school with a mobile phone number so that we can text you any urgent messages.

We would also appreciate it if you could ensure we have an e-mail address and let the school know if this is your preferred method of communication. This not only makes communication more efficient but can save the school significantly in printing costs.

## Key Events

We hold a number of key events throughout the year where parents/guardians are invited to share the Brymore experience with their son. These include Harvest Festival, Cross Country, the Christmas Carol Service, Open Day, Sports Day, Swimming Gala and presentation afternoon in addition to many sporting events, including House Finals. We deliberately try and hold these at the end of a half-term so that parents/guardians who live some distance away, do not have to make additional journeys to school. They are also held on a Saturday and it is compulsory that all boys attend. We also feel these events provide an opportunity for parents/guardians to get to know staff, further strengthening the communication between school and home. All boys and parents/guardians are very much part of the Brymore family, and we strongly encourage parents/guardians to get involved with the school. Often at these events refreshments are provided by FoBSA (Friends of Brymore School Association) who are parents/guardians who help raise money for the school. They welcome any support, even if it can only be once a year. If you feel you can help please contact the Chair of FoBSA) on [fobsachair@gmail.com](mailto:fobsachair@gmail.com)

## The Staff at Brymore (Day)

### Senior Leadership Team

Mr Stefan McHale	Headteacher	<a href="mailto:Stefan.McHale@brymoreacademy.co.uk">Stefan.McHale@brymoreacademy.co.uk</a>
Mrs Jayne Taylor-Lane	Deputy Headteacher (Curriculum, Teaching and Learning)	<a href="mailto:Jayne.Taylor@brymoreacademy.co.uk">Jayne.Taylor@brymoreacademy.co.uk</a>
Ms Chloe Doble	Senior Assistant Headteacher (Student Achievement & Welfare) & Designated Safeguarding Lead	<a href="mailto:Chloe.Doble@brymoreacademy.co.uk">Chloe.Doble@brymoreacademy.co.uk</a>
Ms Kimberley Hartley	Assistant Headteacher/SENCo	<a href="mailto:Kimberley.Hartley@brymoreacademy.co.uk">Kimberley.Hartley@brymoreacademy.co.uk</a>
Mr Peter Cammish	Assistant Headteacher	<a href="mailto:Peter.Cammish@brymoreacademy.co.uk">Peter.Cammish@brymoreacademy.co.uk</a>
Mr Oliver Walby	Assistant Headteacher	<a href="mailto:Oliver.Walby@brymoreacademy.co.uk">Oliver.Walby@brymoreacademy.co.uk</a>
Mr Robert Watts	Head of Boarding	<a href="mailto:Robert.Watts@brymoreacademy.co.uk">Robert.Watts@brymoreacademy.co.uk</a>
Mrs Harriet Featherstone	Deputy Head of Boarding	<a href="mailto:Harriet.Featherstone@brymoreacademy.co.uk">Harriet.Featherstone@brymoreacademy.co.uk</a>

Mr Neil Andrews	Caretaker	Neil.Andrews@brymoreacademy.co.uk
Mr James Armstrong	Head of Design & Technology	James.Armstrong@brymoreacademy.co.uk
Mr Ian Ashton	Teacher of Maths (part-time)	Ian.Ashton@brymoreacademy.co.uk
Mrs Pat Ball	Science Technician	Pat.Ball@brymoreacademy.co.uk
Mrs Samantha Blake	Head of History / Head of Galsworthy	Samantha.Blake@brymoreacademy.co.uk
Mr Gary Boulton	Mini-bus driver	Gary.Boulton@brymoreacademy.co.uk
Ms Dawn Carter	2 i/c Learning Support / Forest School / Head of Taylor House	Dawn.Carter@brymoreacademy.co.uk
Mrs Claire Creedy	Learning Support Assistant	claire.creedy@brymoreacademy.co.uk
Ms Rachel Crews	Agricultural Teaching Assistant/Technician	Rachel.Crews@brymoreacademy.co.uk
Mrs Sophie Date	Teacher of English (part-time)	Sophie.Date@brymoreacademy.co.uk
Mr Neil Dickinson	Head of ICT	Neil.dickinson@brymoreacademy.co.uk
Mr Matthew Ellis	Curriculum Development Lead for Geography	Matt.Ellis@btc-trust.org
Mrs Cassie Fairman	Teacher of Design & Technology (part-time)	Cassie.Fairman@brymoreacademy.co.uk
Mrs Joanne Farr	Teacher of Design & Technology (part-time)	Joanne.Farr@brymoreacademy.co.uk
Mrs Jo Franks	Learning Support Assistant (Horticulture)	Jo.Franks@brymoreacademy.co.uk
Miss Lisa Gardner	Exams Officer / Access Arrangements Co-ordinator	Lisa.Gardner@brymoreacademy.co.uk
Mrs Tracey Harris	SEN Admin Assistant / SEMH Teaching Assistant	Tracey.Harris@brymoreacademy.co.uk
Mrs Marianne Hendry	Counsellor	Marianne.Hendry@brymoreacademy.co.uk
Mr Jonathan Hoskin	Teacher of Maths	Jonathan.Hoskin@brymoreacademy.co.uk
Mrs Alice Kipling-Webber	Speech & Language Co-ordinator	Alice.Webber@brymoreacademy.co.uk
Mr Adrian Lax	Farm Manager	Adrian.Lax@brymoreacademy.co.uk
Mr Mark Lambert	Caretaker	Mark.Lambert@brymoreacademy.co.uk
Mr Tom Lines	Head of Science	Tom.Lines@brymoreacademy.co.uk
Mrs Vickie McFall	Literacy Co-ordinator	Vickie.McFall@brymoreacademy.co.uk
Miss Kerry Marks	Head of Agriculture	Kerry.Marks@brymoreacademy.co.uk
Mrs Lisa Nash	Office Administration Assistant/Cover Organiser	Lisa.Nash@brymoreacademy.co.uk
Mr Matthew Naum	Head of Horticulture (part-time)	Matthew.Naum@brymoreacademy.co.uk
Mr Martin Nurton	Caretaker	Martin.Nurton@brymoreacademy.co.uk
Mrs Sue Nutt	Parent Family Support Advisor (PFSA)	Sue.Nutt@brymoreacademy.co.uk
Mrs Melissa Osborne	Learning Support Assistant	Melissa.Osborne@brymoreacademy.co.uk
Mrs Penny Perry	Pastoral Manager (Day)	Penny.Perry@brymoreacademy.co.uk
Mrs Victoria Phillips	Caretaker	Victoria.Phillips@brymoreacademy.co.uk
Mrs Clare Popham	Teacher of English (part-time)	Clare.Popham@brymoreacademy.co.uk
Mr Bruce Reed	IT Customer Services	ithelpdesk@btc-trust.org
Mrs Debbie Roberts	Safeguarding Officer / Deputy Designated Safeguarding Lead	Debbie.Roberts@brymoreacademy.co.uk
Mrs Vicki Rogers	Head of English	Victoria.Rogers@brymoreacademy.co.uk
Mrs Karen Rossiter	Exams Assistant / Administrator	Karen.Rossiter@brymoreacademy.co.uk
Ms Jo Rundle	HLTA (Maths) / Head of Walker	Jo.Rundle@brymoreacademy.co.uk
Mr Tom Sawyer	Teacher of Geography & Science	Tom.Sawyer@brymoreacademy.co.uk
Mrs Fiona Stanley	Senior Horticulture Technician	Fiona.Stanley@brymoreacademy.co.uk
Miss Alice Stepney	Learning Support Assistant	Alice.Stepney@brymoreacademy.co.uk
Mrs Jeannette Sturgess	Learning Support Assistant	jeannette.sturgess@brymoreacademy.co.uk
Ms Sheena Taylor	Learning Support Assistant	Sheena.taylor@brymoreacademy.co.uk
Mrs Claire Truman	Head of Maths	Claire.Truman@brymoreacademy.co.uk
Mr Paul Underwood	Teacher of Science	Paul.Underwood@brymoreacademy.co.uk
Mrs Julie Vearncombe	Head's Secretary / Admissions	Julie.Vearncombe@brymoreacademy.co.uk
Miss Ellie Wakeman	Assistant Farm Manager	Ellie.Wakeman@brymoreacademy.co.uk
Mrs Philippa Warton-Browne	Senior Finance Assistant	phillipa.warton-brow@brymoreacademy.co.uk
Mr Jonathan Watts	SEMH Co-ordinator	Jonathan.Watts@brymoreacademy.co.uk
Mr Alastair Weldon	DT HLTA	Alastair.Weldon@brymoreacademy.co.uk
Mrs Lauren Weldon	Safeguarding Administration Assistant	Lauren.Eastham@brymoreacademy.co.uk
Mr Steve Western	Premises Manager	Steve.Western@brymoreacademy.co.uk
Mrs Ann Whiterod	Senior Administrator	ann.whiterod@brymoreacademy.co.uk
Mr Lloyd Williams	Head of PE	Lloyd.Williams@brymoreacademy.co.uk
Mrs Zoe Williams	Teaching Assistant	Zoe.Williams@brymoreacademy.co.uk
Mr Dominic Woolrich	Caretaker	Dominic.Woolrich@brymoreacademy.co.uk
Miss Maija Zarins	Teacher of Art	Maija.Zarins@brymoreacademy.co.uk
VACANT	Farm Technician	
VACANT	Receptionist/Administrator	

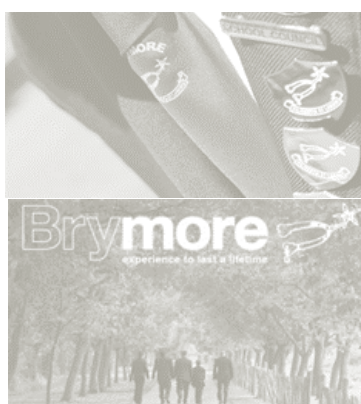


## Timings of the week

### The School Day

8.40am - 9.00am	Assembly*
9.00am - 10.00am	Lesson 1
10.00am - 11.00am	Lesson 2
11.00am - 11.20am	Break
11.20am - 12.20pm	Lesson 3
12.20pm - 1.15pm	Lesson 4
1.15pm - 1.55pm	Lunch
1.55pm - 2.50pm	Lesson 5
2.50pm - 3.45pm	Lesson 6

\* Tutorial on Tuesdays and Thursdays



### Weekdays

6.00am	Feeders wake for duty
7.00am	Rising bell
7.15am - 8.15am	Breakfast
7.15am - 7.45am	Years 7, 8 & 9 Breakfast
7.45am - 8.15am	Years 10 & 11 Breakfast
8.15am	SLT Briefing
8.25am	Staff Briefing
8.30am	Out-boarders arrive
8.35am	Registration in tutor bases the tutors lead students to hall on assembly days
8.40am	Assembly
3.45pm	End of school day / start of boarding time
4.00pm - 5.00pm	Friday Only - Optional Prep
4.00pm - 5.00pm	Duties /activities/ free time
4.50pm - 5.40pm	Tea Serving Times for Year 7, 8 & 9
5.40pm - 6.00pm	Tea Serving Times for 10 & 11
6.15pm - 7.15pm	Prep (Mon-Thurs)
7.15pm - 8.30pm	Supper / activities / free time / clubs
8.30pm	Bedtime procedures for Year 7 start
9.00pm	Bedtime procedures for Years 8-11

**Friday & Saturday bedtime procedures differ -**

**All Year 7 & 8 in bed by 9.30pm and Years 9, 10 & 11 in bed by 10.00pm.**

### Saturday

8.30am	Rising bell
8.45am	Breakfast
9.30am	Activities / free time / trips
12.55pm	Lunch bell
1.00pm	Lunch
1.30pm	Activities / free time / trips
5.25pm	Tea bell
5.30pm	Tea
6.00pm	Activities / free time

### Sunday

8.30am	Rising bell
8.45am	Breakfast
9.30am	Activities / free time / trips
12.55pm	Lunch bell
1.00pm	Lunch
1.30pm	Activities / free time / trips
5.25pm	Tea bell
5.30pm	Tea
6.00pm	Activities / free time
8.00pm*	Yr7 boarders must return
6.00pm-9.00pm*	Weekly boarders can return
6.00pm-9.00pm*	All returners to have signed in OR may return Monday from 7.00am-7.25am or 8.00am-8.20am

\* Bedtime procedure for Year 7 boys is 8.30pm

### Reception Opening Hours

8.00am - 4.00pm

Outside of these hours messages can be left by calling 01278 652369 (Option 0) or alternatively email [office@brymoreacademy.co.uk](mailto:office@brymoreacademy.co.uk)

Houseparents are on duty in the boarding houses from 3.45pm should you need to make contact at the end of the school day.

## Pastoral Houses

Like many schools, Brymore runs a House system during the day, with a vertical tutor system comprising of five tutor groups per house, with boys from all five year groups in each tutor group. New students will be allocated to Galsworthy, Taylor or Walker house. Tutor groups are led by the tutor, allowing boys to form close bonds with others in their tutor group and get to know the member of staff who will be monitoring their academic progress, their behaviour in school and contacting home when appropriate.

As Tutors, they take a special interest in each boy and will be the first to contact home, should there be any concerns or successes in school. In addition, boys learn to work as part of a team, competing for their house in sporting events and school competitions.

Currently, Heads of House are as follows:

Galsworthy - Mrs Samantha Blake  
Taylor - Ms Carter  
Walker - Ms Rundle

## Responsibility for Pastoral Care

It cannot be over-stressed that the pastoral care of all our students is the responsibility of the whole community. The way we treat, talk to, interact with and indeed teach students, will all contribute to the quality of our pastoral care. However, the main focus for pastoral care for particular students will be their Tutor. At Brymore Academy the pastoral and academic oversight of every student is primarily the responsibility of his Tutor. **All issues regarding a particular student should, in the first instance, be directed through their Tutor.** Miss Doble manages the Tutors, and SLT meet every day where student and parent/guardian concerns are discussed.

## The Pastoral Team

<div>Miss Doble</div> <div>Senior Assistant Headteacher / Designated Safeguarding Lead</div>					
Heads of House					
Mrs Samantha Blake Head of Galsworthy		Ms Carter Head of Taylor		Ms Rundle Head of Walker	
Tutors					
G1	Mrs Truman	T1	Mrs Rogers/Mr Ashton	W1	Mr Armstrong
G2	Mr Dickinson	T2	Mr Underwood	W2	Mrs Kipling-Webber
G3	Mrs Date/Mr Hoskin	T3	Mr Lines	W3	Ms Rundle
G4	Mrs Blake	T4	Ms Carter	W4	Mr Sawyer
G5	Miss Zarins	T5	Mrs Popham/Mr Williams	W5	Miss Marks

## Student Support Services

At Brymore we take supporting your son's wellbeing very seriously. Should you have any concerns or queries regarding your son please contact their Tutor who will investigate and pass the information on to the rest of the team. Should the concern be of a more specific or serious nature please use the following information to direct your query to the correct student support lead. The lead member of staff will then follow up and consult with other staff as appropriate.

- **SEN (Special education needs) and AEN (Additional educational needs eg medical needs that impact on their learning)**

Ms K Hartley

SENCo: [Kimberley.Hartley@brymoreacademy.co.uk](mailto:Kimberley.Hartley@brymoreacademy.co.uk)

- **Pastoral Support - Day (family/social & emotional support)**

Mrs P Perry

Pastoral Manager: [Penny.Perry@brymoreacademy.couk](mailto:Penny.Perry@brymoreacademy.couk)

- **Pastoral Support - Boarding (family/social & emotional support)**

Miss S Moore

Pastoral Manager: [Stephanie.Moore@brymoreacademy.co.uk](mailto:Stephanie.Moore@brymoreacademy.co.uk)

- **Behavioural Support / Attendance / Looked after children**

Miss C Doble

Assistant Head & Designated Safeguarding Lead Officer: [Chloe.Doble@brymoreacademy.co.uk](mailto:Chloe.Doble@brymoreacademy.co.uk)

- Mrs D Roberts

Safeguarding Officer & Deputy Designated Safeguarding Lead:

[Debbie.Roberts@brymoreacademy.co.uk](mailto:Debbie.Roberts@brymoreacademy.co.uk)

For queries that apply purely to boarding please contact their Houseparent or Mr Watts (Head of Boarding) or Mrs Featherstone (Deputy Head of Boarding). For academic queries please contact the subject teacher directly. For medical queries please inform the School Matrons.

## Special Needs Information

Brymore Academy is committed to ensuring that boys of all abilities can achieve in all subject areas. We have a highly skilled and dedicated Learning Support Team, many of whom are attached to individual curriculum areas, who work with students in lessons. We also run several interventions tailored to develop a range of skills including: literacy, numeracy, language and communication and social skills. Parents/guardians are encouraged to talk to Ms Hartley (SENCo) or Ms Carter (2 i/c Learning Support) about their son's individual needs before he starts at Brymore.

## Parental Communication

Brymore Academy communicates with parents by electronic means:

Show My Homework is a web-based planner for homework and assessments and is also available as an app on smart phones and tablets. A unique username and password is given to each student, parent/guardian and teacher once the student is on roll.

We use MyEd to communicate with parents about their son eg attendance percentage, behaviour and achievement points, reports, weekly school bulletin, letters, text messages etc. You can download the free MyEd app by searching 'MyEd' in the android play store or the iPhone app store.

For more information visit: [www.myedschoolapp.com](http://www.myedschoolapp.com)

Should you need any assistance with setting up these apps please come into the School Office where we will happily assist.



## **Classroom Groups**

At Brymore, we make every effort to ensure boys are grouped carefully for each subject, to maximise their potential in every area. In English, Maths and Science, boys are often set according to ability. Other subjects, such as Agriculture, Technology and Horticulture also group boys carefully, with the aim to create the best possible mix for that subject. At times boys may be taught in streamed groups (B, R and Y) to ensure they make maximum progress and to build strong relationships with their peers.

## **Discipline and Rewards**

Brymore prides itself on a strict code of discipline that is firm but fair and which has at its core a strong emphasis on rewarding boys for every success. The school operates a system of 'consequences'. In cases where students fail to meet expectations in class, they will be issued with a warning, then a second warning, which may include being moved, spoken to or asked to stay behind at the end of the lesson. In the rare cases where boys continue to misbehave in spite of this, they will be 'referred'. This means being sent to another classroom, the incident is written up and passed to the Head of Department for monitoring. The Assistant Head keeps track of the number of Level 3 incidents received by each boy and parents will be contacted in each case. It must be emphasised that this is a serious issue and that boys who receive three Level 3s in one half term will potentially face a fixed term suspension for persistent disruption. If a fixed term suspension is given, a re-integration meeting with a member of the Senior Leadership Team will be held before a student can return. This will take place at the convenience of the school.

The Reward system operates through merits, commendations and certificates. Boys collect merits in their tutor groups and again, this is monitored by Heads of House. Boys receive certificates and badges in assembly for reaching specific milestones. If your son loses his merit badge, there will be a charge based on the current cost.

## **Reporting/Mentoring System**

Brymore boys are encouraged to strive for academic success and we believe it is vital that parents/guardians are kept informed of their son's academic progress at regular intervals. Each boy will receive a report from all subjects including levels achieved in each subject area, matched against their target grades. Boys are issued with their target grades and 'currently working at' grades and are encouraged to keep these in their books, so that they can keep track of their progress. Boys at risk of underachieving are highlighted by this process and it is our aim to intervene early so that we can help them to stay on track. Every boy will also have a staff mentor, usually his tutor, who will meet with him regularly to discuss his progress and well-being.

## Expectations of boys at Brymore

### Uniform at Brymore

A high standard of personal appearance is expected of all students and body piercing and jewellery are strictly forbidden. **Please note:** aerosol cans eg deodorant etc. are not permitted. Boys are not allowed to have dyed hair or extreme haircuts. Short, neat hair is expected. All uniform (clothing and footwear) must be named. It is expected that all workshop overalls, games clothes, rugby shirts, rugby shorts and towels will be named with extra-large name tapes (black on white). There is a useful diagram on the next page to help.

Our uniform supplier is South West Schoolwear.

### Essential school uniform/clothing/equipment

- 1 black blazer with Brymore logo
- 1 Brymore rain jacket and/or swacket (**only** Brymore coats are permitted during the school day and at key events. A plain black coat is not acceptable)
- Grey polycotton shirts (white shirts for Year 11) (*boarders will need at least three*)
- 2 black Brymore v-neck sweatshirts with logo
- Black socks (*boarders will require at least 6 pairs*)
- 2 pairs of black trousers (tailored not skinny fit)
- 1 Academy tie (specific to Pastoral House)
- 1 pair of black shoes/smart boots **must NOT be steel toe-capped** that can be polished for use during the day (NOT trainers) Brown shoes/boots are NOT acceptable
- Boxers/pants (*boarders will require at least 8 pairs*)
- 3 vests or plain white t-shirts (*optional*)

#### **Land Based Uniform for Farm and Gardens (all year round)**

1 pair overalls in Year 7 which must be in the colour specified below. When overalls need replacing, there will then be the choice to have overalls or bib and brace.

**(As @ September 2024: RED for Year 7, NAVY for Year 8, GREEN for Year 9, GREY for Year 10 and ROYAL BLUE for Year 11) (If you start in Year 7 2024 you MUST have RED overalls)**

1 pair safety Wellington boots and/or safety boots (steel toe-capped) for farm and gardens (name painted on outside)

Waterproof coat and trousers

Old clothes to wear under the overalls/bib and brace - t-shirt, jumper, trousers, spare socks. This might include hats and gloves for the winter (all to be named). Clothes should be reflective of the weather.

All boys going to DT do **not** need overalls or steel toe-capped boots. Aprons are available to borrow. However, if any students wish to bring their own clean overalls and wear them, they are welcome to do so.

**[If Engineering is selected at Option time, Year 10 & 11 will require an additional pair of overalls or boiler suit and steel toe-capped boots, for workshops. Similarly, if Land Based is selected as an Option, an additional pair of overalls will be required].**

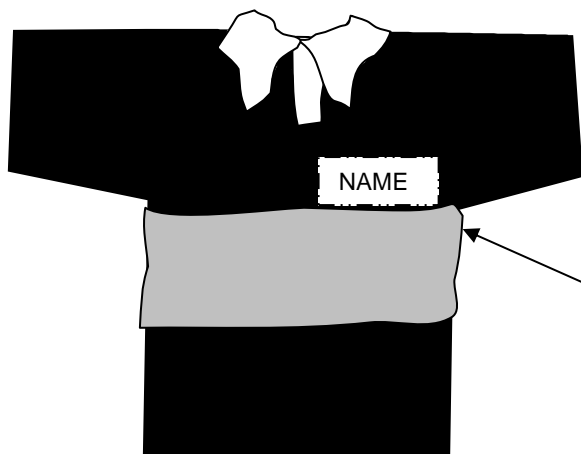
- 1 canvas laundry bag (**boarders only**). To be purchased from Matron and available on induction days (£5.00\*) (\* cost correct at time of printing)
- Mesh bag 40cm x 30cm for sock washing (**boarders only**)
- Black belt for school trousers (no other colour is acceptable)
- 1 pair swimming trunks for beginning of autumn and summer term (**must be named**)
- Swimming goggles if required)
- 1 Wellington boot bag for storage (eg from Mole Valley)

## PE Uniform

- 1 pair of gym shoes or trainers
- Drawstring PE bag - boarders
- Bag for out-boarders to leave PE uniform and farm overalls in changing rooms and of a suitable size to fit inside locker (300mm (w), 890mm (h), 415mm (d))
- 2 pairs PE shorts
- 2 school fitness t-shirts
- 2 pairs of rugby shorts
- 2 reversible rugby jerseys
- 1 pair of rugby boots (named)
- 2 pairs of black and white football socks
- Track suit and jogging bottoms (should be BLACK but does not have to have Brymore logo)
- 1 white cricket shirt and 1 pair white cricket trousers (summer term, those representing the school only)
- Mouth guards for rugby/hockey
- Shinpads
- Any other old games kit for practice sessions

Brymore boys are frequently described as exemplary advocates for the Academy. Outside the Academy, whether in Cannington or on a trip, any boy who wears our uniform is expected to do so with pride. Boys should be smart and well-mannered and remember that they carry the Brymore reputation with them, at all times.

## Where to attach large name labels

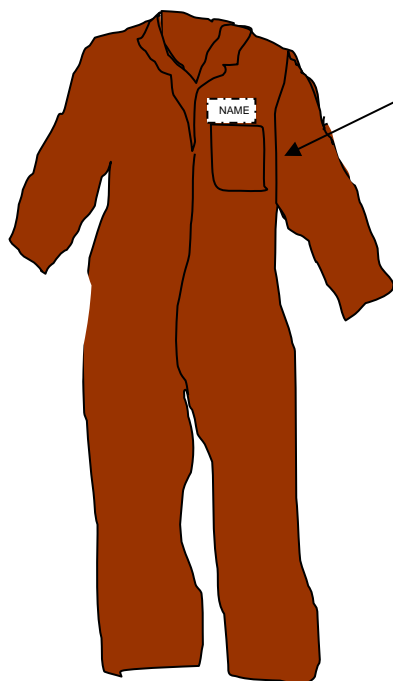


Please attach name tag here, above the band on the rugby shirt.  
Also attach another on the inside of the shirt in a similar position so that the shirt can be worn 'inside out'.



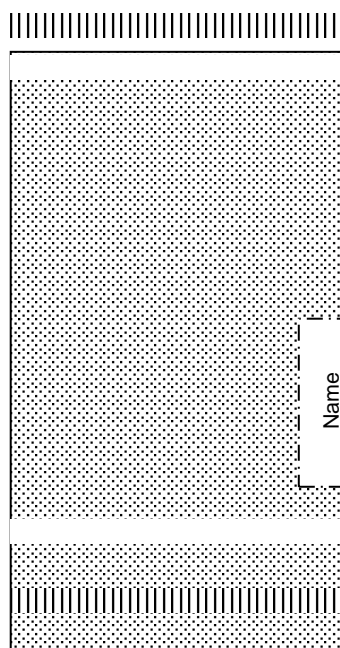
Please attach name tag here, above the logo on the T-shirt

Drawstring PE bag.



On the overalls please attach the name tag above the breast pocket.

Rugby boots, work boots and wellington boots - name to be painted on the outside



Label towels along the edge

## Farm and Garden Duties

One of the things that makes Brymore unique is the chance to work in real life situations, with equipment and animals which ensures that the boys can truly develop the three Rs of responsibility, resourcefulness and resilience. As part of this it is vital that all boys carry out the Farm and Garden duties required of them and this applies to both out-boarders and boarders.

All duties are a higher priority than every other activity and it is important to remember that these are real working situations where the production of a profit is essential. Boys know they must take this distinctive opportunity seriously and work safely at all times. All boys, including out-boarders must complete Farm and Garden duties. Failure to do so could mean the boy will be asked to leave the Academy as they no longer meet our admission criteria.

Students must successfully complete duties if they wish to select Land Based Studies as an examination subject in Key Stage 4.



### Year 7

Boys in Years 7 and 8 who want to do feeding duty for a week can opt into the rota by seeing Miss Marks. Boys may also be able to experience duties as an 'extra' by arrangement after school, and must also see Miss Marks. Boarders must also speak to their Houseparent to discuss the possibility of feeding.

### Year 8 for Garden Duties / Year 9 for Farm Duties

For both Garden and Farm duties it is important to adhere to these expectations to ensure the job is well done.

**What is expected?** A good attitude, hard work, care for others, tools, plants and animals, finishing the job and working as part of a team is a must, it is important to wash all tools and return to the tool shed.

**What is worn?** No school uniform, only overalls and steel toe capped boots, wet weather clothing and warm clothes are essential for winter and no torn or baggy clothes which could get caught in machinery.

**Rules:** It is important for boys to be on time and to listen carefully and follow Health & Safety instructions. There is to be no eating, throwing or causing any damage to property, plants or animals and breakages must be reported.

**Peer assessment:** Older students hold roles of Heads of Department (HoD) and it is their job to assess and grade boys working with them, alongside the teaching staff.



**Registration:** It is vital for boys to line up quietly outside the changing rooms and wait for a member of staff. Boys should not leave practical lessons without asking the member of staff.

**Who helps?** HoDs (responsible Year 11s) are chosen to help younger boys with the tasks.

**Garden Duties:**

<b>When?</b>	4.00pm - 5.00pm on either Tuesday, Wednesday, Thursday or Friday.
<b>How long?</b>	Once per week throughout Year 8.
<b>Who is in charge?</b>	Mrs Stanley (Senior Technician in Horticulture).
<b>What is done?</b>	A variety of jobs essential to the running of the department and all of which is a foundation for the Year 10 course.
<b>What time?</b>	4.00pm prompt.
<b>What to wear?</b>	Change out of school clothes, wear overalls and steel toe-capped boots.
<b>Who will help?</b>	Year 10 and 11 Head of Departments are in charge of a small group of boys to ensure that the tasks are completed safely.
<b>Exactly when?</b>	One evening each week throughout the year. Any evening duties missed <b>MUST</b> be caught up.

**Farm Duties - feeding:**

<b>Who is in charge?</b>	Members of staff: Miss Marks (Head of Agriculture).
<b>When?</b>	Monday morning to Friday afternoon. It is important to note that the boys must stay as boarders throughout the whole time and that out-boarders will board during this period. Feeders must board on the Sunday night prior to their week of duties. Boys may not leave as it is important to be on site the whole time in case of a farm emergency (this includes out-boarders).
<b>How often?</b>	During Year 9 and 10 there will be approximately one week of feeding duties per term.
<b>What is done?</b>	Feeding stock and looking after all their needs before and after school every day of their duty.
<b>What if duties clash with a special celebration at home?</b>	It would be important to discuss with Miss Marks and arrange a weekly swap. Day swaps are NOT optional.

## Attendance

**Research shows that there is a direct link between good attendance and achievement in school. Poor attendance can have a direct effect on a student's attainment and their future life chances.**

For example, 90% attendance might sound quite acceptable but what that means in reality is....

- You are absent **one day every fortnight**
- It adds up to **four weeks absence out of every year**
- In five years this would add up to **half of a school year missed**
- This results in having only a 75% chance of getting five 9-4 grades at GCSE
- Also achieving all other qualifications will be affected in a similar way.

If you are **absent one day a week** this means you have an attendance of 80%. Your chances of getting five 9-4 grades at GCSE are down to 20%.

**(Figures based on a 5 day week)**

**Habits of poor attendance and lateness in school can be repeated in working life which is why employers do ask the school for such information as part of references.**

Brymore believes in the academic and social development of all its students. We feel passionate for the school to be successful a student must be at school.

### **Term time leave and the Government regulations we follow:**

The School follows the Government regulations amended in September 2013. Absence as a result of holidays taken during term time will NOT be authorised.

**Please note that the school will NOT authorise any absence if attendance is below 97% (unless it is for a genuine medical reason or the absence adheres to the strict government guidance). This includes requests for absence for attendance at county shows, stock showing or sporting events.**

### Reporting an absence

It is the aim of Brymore Academy that our boys should enjoy learning, experience success and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of the boys.

If your son is going to be absent from school then it must be reported to the school office via the **'My Ed' app**, or email the office on [office@brymoreacademy.co.uk](mailto:office@brymoreacademy.co.uk) **by 8.00am** explaining the reason. This enables the school to keep their records up to date and helps alleviate the fear of missing children.

Parents should try to make all medical appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, your son should only be out of school for the minimum amount of time necessary for the appointment. Please inform the office in advance of any planned appointments.

## **Important Changes in Attendance Regulations**

From 1st September 2013, any holidays taken during term time will NOT be authorised by the school.

This is because the Government has changed the law with regard to granting term time leave of absence, replacing the 2006 regulation that allowed schools to grant up to 10 days leave of absence at their discretion.

This means that from September 2013, schools may not grant ANY leave of absence during term time.

Regular time off for illness will be challenged, requiring not only medical evidence but also medical guidance on how schools can best support and 'manage' those children in school. Saying a child is "unwell" will no longer be enough, parents will need to be specific.

Any time away from school can have a significant impact on educational attainment, success in later life and longer term health and well-being. In law, parents and guardians are committing an offence if they fail to ensure the regular and punctual attendance of their child at school.

Therefore, any unauthorised absence in term time can result in the issuing of a Fixed Term Penalty Notice by the Education Attendance Service. Parents will have 21 days to pay this £60 fine, after which it goes up to £120.

### **Examples of Penalty Fines**

<b>One parent, one child</b>	<b>£60</b>
<b>One parent, two children</b>	<b>£120</b>
<b>Two parents, one child</b>	<b>£120</b>
<b>Two parents, two children</b>	<b>£240</b>

**Failure to pay a Fixed Term Penalty Notice within 28 days may result in a criminal conviction and a fine in the Magistrate's Court of up to £1,000.**

**A fixed Penalty Notice might also be issued if a child's attendance falls below 92% with 10 sessions or more missed and no satisfactory reason or explanation is given.**

**Where an absence is considered to be completely unavoidable, a term time leave request form is available on our website under Info for Parents/Important Information, or from the School Office, which must be completed and returned, as far in advance as possible.**

**If you have any concerns about the contents of this reply, please contact the School.**

**Somerset County Council will be supporting all schools in ensuring the law is upheld.**

## **Safeguarding**

### **Student Concerns**

As a school we take child protection and safeguarding extremely seriously and work hard to ensure that we are working with the latest legislation and that all staff are trained on this important subject. If there is any concern or worry about anyone's welfare then it is highly appropriate for parents/guardians or boys to talk about it with a designated adult; Miss Chloe Doble is Brymore Academy's Designated Safeguarding Lead Officer with Mrs Harriet Featherstone and Mrs Debbie Roberts also being part of the Safeguarding Team as Deputy Safeguarding Leads. Alternatively, every member of staff has received training to deal with safeguarding and can then discuss concerns with the Designated Safeguarding Lead. Mrs Sally Power is the Safeguarding Lead for Bridgwater & Taunton College Trust and Ms Eve Watt is the Governor Lead for Safeguarding and Boarding. Concerns can also be reported via WHISPER, details of which can be found overleaf.

### **Independent Listener**

Mr Rod Cockram, Head of Care at Sky Academy, Taunton is the Independent Listener for Brymore Academy.

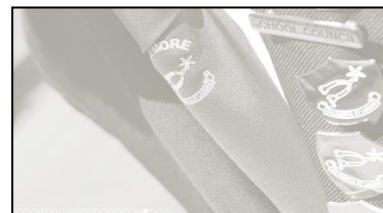
#### **Contact Details**

Rod Cockram

07500 606238

[IL@brymoreacademy.co.uk](mailto:IL@brymoreacademy.co.uk)





## Pupil concerns Pass on your concerns to.....

If you are  
concerned or  
worried about your  
welfare or someone  
else's: you must...

Rod Cockram is Brymore's Independent Listener, he can be contacted by:  
Email: [IL@brymoreacademy.co.uk](mailto:IL@brymoreacademy.co.uk)  
Call or Text: 07714 171939



Miss Chloe Doble  
Assistant Head and  
Designated Safeguarding Lead



Mrs Harriet Featherstone  
Deputy Head of Boarding and  
Deputy Safeguarding Lead



Miss Lisa Gardner  
Safeguarding and Pastoral  
Administrator (maternity cover)



Mrs Debbie Roberts  
Safeguarding Officer and  
Deputy Safeguarding Lead



Or any  
member  
of staff



**Mrs Charlotte Wade**  
Governor Lead for Child  
Protection and Safeguarding:  
[wadec@btc.ac.uk](mailto:wadec@btc.ac.uk)

**Mrs Sally Power**  
Trust Safeguarding Lead  
07867 976901



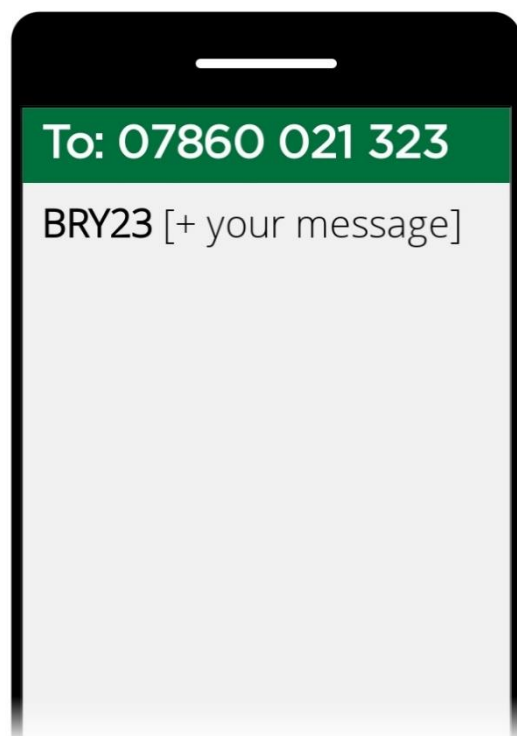




# PROBLEM?

## Whisper it!

If you have a problem or concern in school or at home, you can report it to a member of staff anonymously.



### When To Report...

You or a friend are being bullied

You are concerned for  
a student's welfare

A student, member of staff, or parent  
has behaved inappropriately

You need to talk to someone  
about a problem

Suggestion for changes or  
improvements in school

Report via SMS or visit:

<https://swgfl.org.uk/whisper/bry23/>



## **Boarding at Brymore**

### **A Warm Welcome from the Head of Boarding**

Boarding at Brymore is firmly based on the core principles of family living. We strive for an open, inclusive and purposeful atmosphere in which students are encouraged to fulfill their academic and personal potential; where individual needs are addressed and achievements within all areas of the school are celebrated.

We are fortunate enough to have a broad mixture of backgrounds among the boarding community; we pride ourselves on drawing on the best of this rich variety and creating an environment that values individuals but offers an experience that is all the better for its sense of collaboration.

As an Academy, Brymore sets out high expectations of its students and carefully ensures that the structures are in place to allow students to meet these expectations. It is a model that has been proven to work, and one which boarders will find puts them in a great position for when they leave us.

As a former Brymore student myself, I am able to speak with confidence and certainty of the positive impact it is able to deliver to each and every student. I, and hundreds of former students, owe a debt of gratitude to Brymore and the dedicated staff that work here, who continuously strive to make each individual's experience as unique and positive as possible. I can honestly say that Brymore is unlike any other school that I have attended as a student, or have worked in as a teacher throughout my profession, it is truly one of a kind. Boarding has played an important part in the history of Brymore. Many of our greatest alumni were indeed boarders themselves. For those of us who have lived and worked in the boarding environment, whether currently or in the past, boarding at Brymore has a special atmosphere and character that embraces the qualities of the individuals who pass through our houses.

I, and all the dedicated pastoral team here at Brymore extend a warm welcome to all boarders and out-boarders, their parents and guardians. We look forward to meeting you in due course and welcoming you to the Brymore family.

**Robert Watts**  
**Head of Boarding**



## Boarding Principles and Objectives

The boarding provision at Brymore defines the nature of the school and makes an exceptional contribution to the overall pastoral care and personal development of all our boys.

### **Statement of Principles and Practice**

*“To ensure that the students of Brymore achieve by providing an outstanding all-round experience, insisting upon high expectations, effective partnerships and creating a safe and supporting environment”*

### **Our aims for the Boarding Community**

We believe that boys should be exposed to a breadth of education that only a boarding environment can provide, with the values, self-confidence and personality gained in a caring family atmosphere. The staff endeavour to create a nurturing and supportive environment that allows students to grow and develop emotionally, physically, morally, socially and educationally.

### **Objectives of Boarding**

- To provide a happy, safe secure environment for our boarders to live in and thrive
- To enable all boys and families the opportunity to experience boarding at Brymore
- Ensure a fun and open environment that promotes friendships that will last a lifetime
- To treat and be treated by other boys and staff with respect and dignity
- To promote and practice the schools 3 R's through the boarding experience
- Help to realise their ambitions and goals to attain personal fulfilment
- To develop the skills and knowledge required to become independent and experience a range of opportunities to lead and take responsibility for themselves and others
- Provide regular opportunities to make a positive contribution to the Brymore and wider community
- To ensure a fair and consistent approach is achieved across all houses
- Provide a personal centred approach to individual development and expression, whilst maintaining the key school ethos and core values.

### **Safeguarding of Boarders**

We operate a number of policies regarding the school's careful safeguarding of all the children in the Academy, both day and boarding. We take security very seriously.

Direct access to the Boarding Houses is reserved for students and staff only, and electronic key fob systems operate on all external doors.

We therefore ask that parents, guardians or adult friends of the family, do not enter the Boarding Houses without first speaking with the member of staff on duty. Even though many parents and guardians are 'familiar faces' to staff and some students, they may still be unknown to others, and if all adults enter the Houses only via staff contact, then we will ensure full security and avoid the entry into any rooms or bedrooms that may be inappropriate.

### Bedtime procedures in all houses - these must be followed

Time	Action
8.30pm	Year 7 register in their boarding house Year 7 to be ready for bed
8.45pm	Year 7 in rooms with night lights on
9.00pm	Year 7 lights out Years 8/9/10/11 register in their boarding house Years 8/9 to be ready for bed
9.15pm	Years 8/9 in rooms with night lights on Year 10 getting ready for bed
9.30pm	Years 8/9 lights out completely Year 10 in rooms with night lights on Year 11 getting ready for bed
9.45pm	Year 10 lights out completely Year 11 in rooms with night lights on
10.00pm	Year 11 lights out completely
<i>To allow all our boys the best possibility to gain a good night's sleep and uninterrupted bedtime routine, all mobile phones and personal technology will be handed into the house office 30 minutes prior to their main lights being turned off, all items will be stored securely in the boarding office overnight and can be collected in the morning.</i>	

However daunting they may at first appear, most of the systems will become very familiar to boarders surprisingly quickly. There will be urgent issues at the beginning such as uniform, timetable, layout of the Academy and the daily routine, which will be covered in induction sessions in the first few days.

### The structure of boarding at Brymore Academy

Brymore Academy has three boarding houses, all based on site, which have all been recently updated and refurbished.

- **Reid House (All full-time boarders will live within Reid House plus some weekly boarders)**
- **Kemp House (Junior Boarding House)**
- **School House (Years 9, 10 & 11)**

Within both Reid and School House there is a combination of Years 8, 9, 10 and 11s, and Kemp House, accommodates the Year 7 junior boarders alongside selected Year 8 and 9 Mentors. Where at all possible, year groups are not mixed in rooms, boys are grouped within year clusters throughout each of the houses and with no more than 50 in each house it makes for a comfortable and caring atmosphere.

### Out-boarders in Boarding Houses

Out-boarders are allocated to a boarding house, so that they each have a common room which they can use at lunchtimes and know that there is a place where they belong on evenings when they stay at the Academy for activities, prep or farm duties.

**OUT-BOARDERS MUST SIGN IN AT THEIR BOARDING HOUSES IF THEY INTEND TO STAY IN BEYOND 5.15PM EACH DAY.**

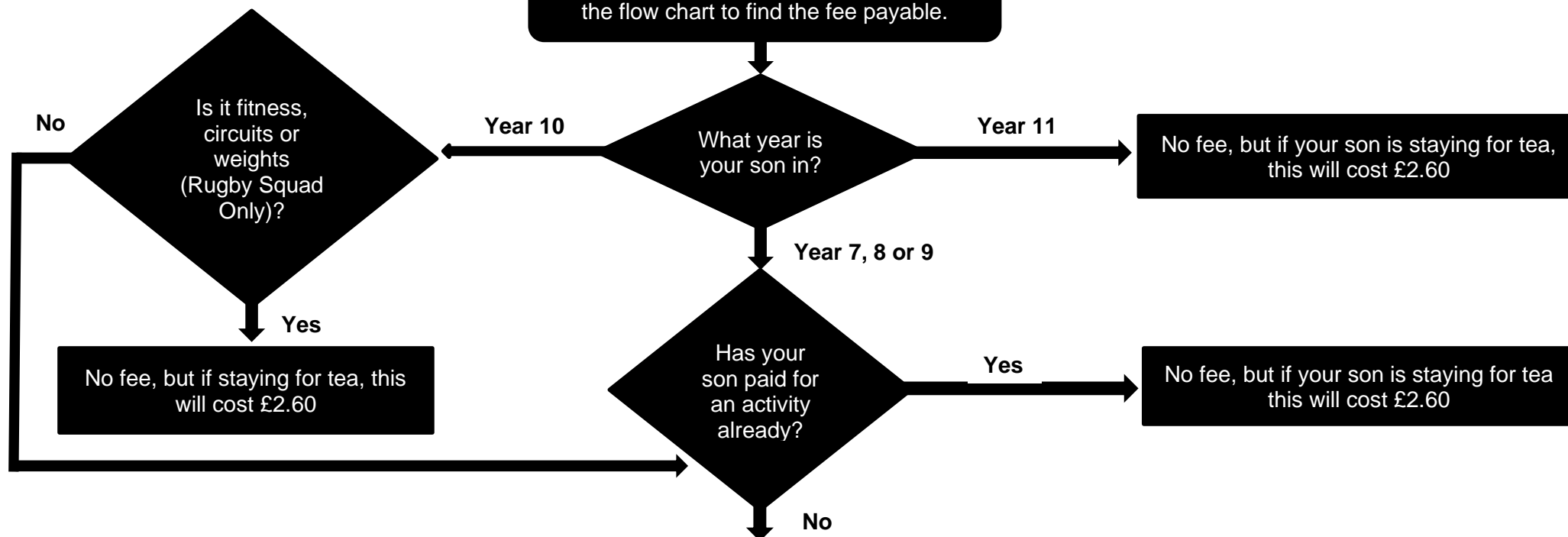
### Out-boarders staying in after 5.15pm

Out-boarders staying in after 5.15pm will be charged a fee of £10.95 per evening. This charge does not apply to Year 11. It also does not apply on a fitness night where it starts after 5.15pm or if attending a paid activity. Please see the flow chart on the next page.

# Brymore

experience to last a lifetime

If your son is staying after 5.15pm, follow the flow chart to find the fee payable.



Out-boarder fee of £10.95 per night must be paid. This includes the cost of tea.  
Where possible, the fee is to be paid one week in advance to the Finance Office at Brymore.

Year 7-9 Payments can be made:

Weekly - £54.75

Termly - Term 1: £581; Term 2: £424;  
Term 3: £562 (This is a 10% reduction)

Yearly - £1,393 (This is a 20% reduction)

Year 10 Payments can be made:

Weekly - £32.85

Termly - Term 1: £345; Term 2 - £276;  
Term 3: £355 (This is a 10% reduction)

Yearly - £867 (This is a 20% reduction)



## Houseparent

Each house has a full time Houseparent who lives within the boarding house, in their own separate flat and are supported by an Assistant Houseparent who is on duty every evening. The role of the Houseparents and Assistant Houseparents is to be responsible for the care, welfare and behaviour of the boarders within their house and to ensure this overall care is continued throughout the Academy by liaising with other staff members. All of our Houseparents have extensive experience within their role and at all times their primary concern is the wellbeing of the boarders. The Houseparents report to the Deputy Head of Boarding, and it is the Head of Boarding who is ultimately responsible for the pastoral care within our boarding provision.

## Pastoral Manager

The pastoral provision and support for all boarding houses is co-ordinated and managed by Miss Moore, who is responsible for ensuring that the individual pastoral needs, support and guidance for all boys is catered for. Miss Moore works with boys and staff from all three houses and meets with students on both an individual basis or as part of small intervention groups, with a range of focus areas to enable individuals to manage their emotions and feelings, whilst also developing confidence and life skills that are transferred into day-to-day life.

## Matron

Matrons are there as the students' first point of contact in a wide range of important areas, which directly affects their welfare. Students consult Matron when feeling unwell and they treat any minor illnesses and injuries, or administer repeat prescriptions as required. If students need to take any prescribed medication whilst in school, it must be brought to the Health Centre and handed in to the matron on duty. Under no circumstances are pupils allowed to keep medication on their person or in their dormitories. Students will be able to refer to Matron any concerns over laundry, bedding, uniform or cleaning of rooms. Above all, the Matrons play an essential role in the pastoral life of the House and keep a close eye on the emotional, as well as the physical, well-being of the boys, liaising regularly with Houseparents and the Deputy Head of Boarding over any concerns which may arise. We have a team of four Matrons and there is always at least one available from 7.30am until 9.30pm every day. We also have a dedicated team of cleaners and laundry assistants that will, no doubt, become very familiar to everyone after a while.

## Boarding House Staff Information

Mr Robert Watts	Head of Boarding	Robert.Watts@brymoreacademy.co.uk
Mrs Harriet Featherstone	Deputy Head of Boarding	Harriet.Featherstone@brymoreacademy.co.uk
Miss Stephanie Moore	Pastoral Manager (Evening)	Stephanie.Moore@brymoreacademy.co.uk
Mr Justin Fewtrell	Houseparent of Kemp House	Justin.Fewtrell@brymoreacademy.co.uk
Miss Lorna Johnson	Houseparent of Reid House	Lorna.Johnson@brymoreacademy.co.uk
Ms Tasha Hoogenboom	Houseparent of School House	Tasha.Hoogenboom@brymoreacademy.co.uk
Mrs Jacqui Webb	Assistant Houseparent (School House)	Jacqui.Webb@brymoreacademy.co.uk
Mrs Michelle Robinson	Assistant Houseparent (Reid House)	Michelle.Robinson@brymoreacademy.co.uk
Mrs Caroline McLean	Assistant Houseparent (Kemp House)	Caroline.Mclean@brymoreacademy.co.uk
Mrs Vicky Phillips	Senior Matron	Vicky.Phillips@brymoreacademy.co.uk
Mrs Rachel Chittenden	Matron	Rachel.Chittenden@brymoreacademy.co.uk
Mrs Lina Isaacs	Matron	Lina.Isaacs@brymoreacademy.co.uk
Mrs Catherine Milbank	Matron	catherine.milbank@brymoreacademy.co.uk

## Contact Information for Boarding Houses

Houseparents can be contacted through their boarding house offices between 3.45pm and 9.00pm.

Kemp House	01278 655564 (07733 937409 - Mr Fewtrell)
Reid House	01278 655563 (07767 869828 - Miss Johnson)
School House	01278 655568 (07384 467788 - Ms Hoogenboom)
Head of Boarding	07912 180117
Deputy Head of Boarding	07730 218893
Pastoral Manager	07872 150542
Matrons Office	01278 655585
School Reception	01278 652369

## The Fabric of the House

### Accommodation

Great effort is taken to ensure that room allocation is balanced considering the needs and requirements of students, providing the best environment for all concerned. If there are concerns they should be expressed to the Houseparents.

Each boy is allocated an area in his room that includes:

- A bed
- A desk
- Lockable cupboard (padlock - no larger than 50mm required for bed unit)
- Storage space for books, clothes and personal belongings etc.
- Damages will be charged to individuals when caused deliberately or by inappropriate behaviour.

Boarders should change for games in their designated changing rooms. Rugby boots and other dirty sports/farm/garden clothes must not be worn inside the House.

### Communal Areas and Facilities

The Boarding Houses have the following facilities:

- A kitchen that is equipped with hobs, microwave, fridge, dishwasher, toaster, kettle and sink
- There is a selection of miscellaneous cooking equipment available for use, as long as it is cleaned and returned to the correct place after use
- Each house is supplied with a daily delivery of bread, milk, juices, fruit, tea, coffee and spreads to enjoy light refreshments throughout the evening.

Boys are encouraged to tidy up and wash up their own dirty dishes. Social rooms have a variety of leisure activities available such as TVs, Netflix, board games, comfortable sofas/seating, table tennis and pool tables. Newspapers and magazine are provided daily.

### Clothes and Laundry

Boarders do not require huge amounts of clothing in addition to their uniform.

Boys are recommended to have the following plus the uniform listed previously.

- At least 8 pairs of socks and underpants
- Enough own clothes to wear in the evenings and at weekends if necessary (but please not so much that it cannot be stored)
- 2 sets of bed clothing
- A dressing gown and slippers
- 2 bath towels and personal toiletries
- Swimming trunks and goggles (if required)
- An outdoor waterproof coat
- Warm hat and gloves (during winter)
- Trainers and outdoor shoes
- Option: hoodie style changing robe - example can be found here <https://www.onlinehomeshop.com/sienna-extra-long-hoodie-blanket-black>

**All clothes should be named clearly.** Matron undertakes the organisation of the boarder's laundry and this is done weekly.

### Cleaning

We have a hardworking and committed team of staff who clean the House daily during the week. Beds are to be made, areas are to be tidied and floors are to be kept clear every day so that cleaning can take place. We ask that boys do not leave possessions lying around in the common areas 'to be picked up later' and use the litter bins. Keeping the kitchens clean and tidy, washing up dishes and clearing up is an essential part of boarding life.

## Bed Linen

New Year 7 and in-year admission students will be required to bring their own single duvet and pillow(s), two single fitted bottom sheets, two single duvet covers and pillowcase(s). We provide a fire blanket for each boarding student.

You **must** have your name label clearly visible on the duvet, pillow(s) as well as on the outside of the duvet covers and pillowcase(s). Items must be fire retardant and display the relevant labelling to show this.

## Health

Matron is responsible for the health of the boarders. If your son is ill during term time, Matron or another member of staff will contact you by telephone, particularly if your son has had to go to sick bay, for him to be collected and cared for at home until he is well enough to return to school.

You will always be informed of an accident involving your son, or any visit(s) he makes to health professionals, including the treatment prescribed and administered.

Parents/guardians are asked to complete a medical and well-being form before their son's arrival at the Academy and to keep us informed of any developments with their health. The Matron/First-Aider on duty administers and records any medicines or treatments that may be prescribed by a doctor or other medical professional such as a physiotherapist or counsellor. Parents/guardians must sign a consent form indicating that they give their permission for the Academy to administer non-prescription medicines such as simple linctus or paracetamol. An up-to-date summary of the parents'/guardians' consent or otherwise is listed in individual medical files; this will be referred to before any treatment is given. Unless a parent/guardian is able to accompany a boy to a doctor's appointment, or a visit to Accident and Emergency, a member of the boarding team will accompany the boy and act on their behalf, if necessary. Boys who are deemed emotionally mature enough (Gillick competent) may be permitted to attend a doctor's appointment on his own with parents' permission.

## Risk Assessments, Qualified Supervision and Health and Safety

The member of staff in charge of an activity will conduct a risk assessment before any outing or off-site activity. As part of this assessment they will ensure that the supervisors of the activity are appropriately qualified and licensed and that the appropriate safety procedures are adhered to at all times.

Should boys wish to bring in electrical equipment (such as laptops) then these will have an electrical PAT test during the first week by our Health and Safety Adviser.

## **Code of Conduct for Boarding**

Here is an outline of the expectations that the Academy has for behaviour from each student.

- **Consideration for others**

Consider the interests of those around them. Noise during prep is forbidden. Personal property should never be interfered with without the owner's permission. Each student should have their own private space - this includes desk space and tuck boxes.

- **Illegal substances**

The possession of illegal and banned substances is forbidden at Brymore. This includes alcohol, tobacco, tobacco products (vaping/smoking, any other paraphernalia), legal highs or drugs and related equipment for using drugs. Failure to adhere to this may result in a boy being asked to leave the Academy as they will be deemed unsuitable for boarding.

- **Rooms**

It is also not permitted to have fizzy drinks, energy drinks and chewing gum at Brymore. Tuck is to be stored in a sealed container within the room.

- **Personal property**

It is the students' responsibility to ensure that money and other valuable items are not left unattended and are deposited in their lockable cupboard / safe or with the Houseparents for safe keeping. Money should be kept in the boy's bank. Students should not borrow or lend money.

- **Offensive weapons**

It is **not** permissible to bring offensive weapons of any sort into the Academy, including firearms (BB guns, Nerf guns, catapults, crossbows etc), ammunition, fireworks and all forms of knives.

## Exeats

Exeats are agreed leaves of absence. There are three types of Exeats:

- **Cannington Exeats** - agreed visits to Cannington (between 4.00pm - 5.00pm) by the Academy. Five students from each boarding house are permitted to sign out and in with the Houseparent. (Parental permission form must be signed). Students must wear school uniform.
- **School Day Exeats** - to be agreed by a member of the Senior Leadership Team - only in exceptional circumstances and submitted at least two weeks in advance. The term time leave request is available from the School Office.
- **Weekend Exeats** - notification of a student's absence over the weekend after activities have finished at 3.45pm on Friday. **Weekly boarders** can return on **Sunday** between 6.00pm - 9.00pm (Year 7 by 8.00pm) or **Monday** from 7.00am - 7.20am or between 8.00am - 8.20am.

On drop off and pick up days, in order to ease the flow of traffic, we respectfully request that you utilise the one-way system that is coming in through the main drive and exiting down the back drive. Please do not block any access areas or driveways.

## Boarding Fees

Boarding fees are for each academic year and for the most up-to-date information on this please contact the Academy. An invoice for the full amount will be sent during the summer holiday with a form to complete regarding the payment options, which are:

- A 'one off' payment for the full amount
- Ten monthly payments by standing order
- Three equal payments which are payable on 1 September, 1 January and 1 April.

Payment can be made by cheque, cash or BACS, or by card in person, at the Finance Office. Please contact Mrs Warton-Browne in Finance for further information and account details.

## Flexi-weekend (For weekly boarders)

A limited number of beds are available for **weekend** flexi-boarding and the cost can be obtained by contacting the Finance Office (01278 655569). Parents/guardians **MUST**, in the first instance, contact the Head of Boarding to ascertain availability and then contact the Finance Office to make payment, in advance, to secure the space.

## Late / Non-payment of fees

*As an Academy we are reliant on prompt payment, therefore if there is a **non-payment** by the end of the first week of term parents will be asked to make payment immediately or collect their son.* Non-payment of fees at any time could result in the withdrawal of a boarding place and possible legal action. No boy is permitted, by law, to start a new term if fees are still outstanding.

Should you find yourself having difficulties with regards to fees at any time then please consult Mrs Warton-Browne who is the Finance Officer and can discuss this with you.

Out-boarders will need to pay (£125) to board when on their feeding week and payment should be made by cheque or cash to the Academy, or can be made by card in person, at the Finance Office.

## Money Issues

Boarders have three 'accounts' within their banking system - an activity account, a pocket money (tuck) account and a cafeteria account (for all purchases in the dining hall), to allow them some financial freedom within a safe system. Parents/guardians can top up one, or all accounts, by Schools Cash Office (our online payment system), by posting in a cheque (stating the name of the boarder and what the amounts are for) or in person at the Finance Office at the Academy during the week; Mon-Thurs between 8.30am - 3.30pm and Fri 8.30am - 2.00pm. The boarders' balances can be checked online or with the Finance Office. The 'bank' is open for the boys during the week at break times (Mon-Fri) and directly after lessons have finished (Mon-Thurs).

- **Pocket Money Account** - This allows boys to withdraw up to £5 from the 'bank' in the Finance Office
- **Activity Account** - This allows boys to attend evening and weekend activities (some of which are charged for such as cinema trips, paintballing and blacksmithing)
- **Cafeteria Account** - All purchases in the school dining hall.

### Out-boarder Meals

Breakfast (£2.25) / lunch (£2.60) / tea (£2.60) can be paid for at the Finance Office or online using 'Schools Cash Office' (details of which are in the letter sent when your son joins Brymore).

### Lockers

Every boy is provided with a locker where they can store kit to access during the school day, some of these have key locks (2 keys will be provided) and some padlocks. When your son leaves Brymore, both keys or the padlock (whichever is issued to your son) is to be returned. If you are not able to do this there will be a £10 charge.

### Communication

Undoubtedly, good communication is the key to a positive and effective working relationship between a student, the Academy and parents/guardians. This is particularly the case for boarders whose parents/guardians are set at a distance from the daily workings of the Academy and who rely on this triangular communication.

From the Academy's perspective the chances of a student being able to make a really positive contribution to the Academy is vastly enhanced by maintaining fluent and co-operative communication with him and his parents. All boarders have a choice of ways to keep in contact with their parents:

- E-mail
- Social Media (Facebook, Twitter, FaceTime)
- Mobile phones are permitted at all times except during lesson time, prep or after lights out
- Payphones in the boarding house
- Parent bulletin/website/Facebook

### Technology - mobile phones, iPad, iPod, laptop, kindle, etc

The school is not liable for any intentional or unintentional damage to property or any loss or theft. All items are brought into school at your own risk.

### Prep

Prep is simply our version of homework that is done at a set time within the school classrooms. All boys are required to complete a minimum of one hours' prep during the evenings Monday-Thursday (6.15pm - 7.15pm) to complete work set by their class teachers during the week. There will be an optional session on a Friday (4.00pm - 5.00pm). Prep is monitored by Houseparents and the duty team, allowing support to individuals if required. Boys are encouraged to work independently but are equally encouraged to ask for assistance when unsure about a particular subject or topic. Students are free to continue with their prep if more time is required with the continued support of the duty team.





## Nutrition

As a boarder all meals are included in the cost of the boarding provision both during the week and at weekends. We believe that hardworking boys need enough food to sustain them through the day so our dedicated kitchen staff are always on hand with a full menu and a caring attitude. We are determined to provide meals and snacks that are nutritionally balanced along with being fulfilling and try to work closely with the boarders to ensure that their views are listened to and accommodated, where possible.

If a parent/guardian of an out-boarder wishes to pay for their child to have cooked meals from the dining hall, then they may do so by sending in the correct payment with their son on a Monday morning, to be paid to the Finance Office. Alternatively, it can be paid via Schools Cash Office on-line (information regarding this is sent out once your son has started). Payments can also be received on the relevant day via both methods.

## Food

Brymore operates a biometric cashless catering system.

**Boarders:** Boys will be registered using the biometric system and a 'meal' will be deducted each time they visit the dining hall. If a boy fails to attend due to illness then meals will not be credited. Similarly, if boys choose not to eat the whole meal (such as dessert) they cannot build up 'credit'.

Money for breakfast, lunch and tea will be allocated automatically and for those that receive free school meals the same will apply for lunch only.

If a boy wishes to purchase something from the dining hall at break-time then he will not be able to use cash. Instead the cash value of a purchase will be deducted from his account. Boys will have three accounts: activity, tuck and cafeteria (this can only be used to buy things from the dining hall). Parents can pay into this account either through 'Schools cash office' (details will be sent once your son is on roll as accounts cannot be set up before this) or through the finance office.

**Out-boarders:** If boys wish to purchase breakfast, lunch, tea or food at break-time then money will need to be paid into the cafeteria account. This can be done either through 'Schools Cash Office' (details will be sent once your son is on roll as accounts cannot be set up before this) or through the finance office.

If a boy takes a breakfast, lunch or tea then a set amount will be deducted from his account (£2.25 for breakfast; £2.60 for lunch and £2.60 for tea). There will be no facility for them to eat less and 'save' money as the set cost will always be deducted. If they purchase food at break-time then the cost of each item will be deducted from their account.

Please note that if you pay in exactly enough for five lunches for the week and your son chooses to spend it at break-time then he will not be able to purchase lunch once his account runs out. It is his responsibility to monitor this. Parents will also have the facility to check the balance.

## Feeding duties/those staying occasionally

In this instance out-boarders will be converted to boarders for the duration of their stay and so meals will be credited to their account accordingly.

## Evening activities

Where a boy is doing a paid evening activity and needs to stay in beyond tea, or where they are Year 10 or 11 and staying in for fitness/walking talking mocks etc where there is no charge, their account will still need to be credited if they wish to have tea.

Alongside the catering provision of meals, all boarding houses contain basics such as tea, coffee, milk, water, squash, bread and fruit and there is also the addition of a tuck shop which is open at 3.45pm - 4.15pm.

Boys are all welcome to bring in their own tuck to school; however this must be stored in a sealed container.

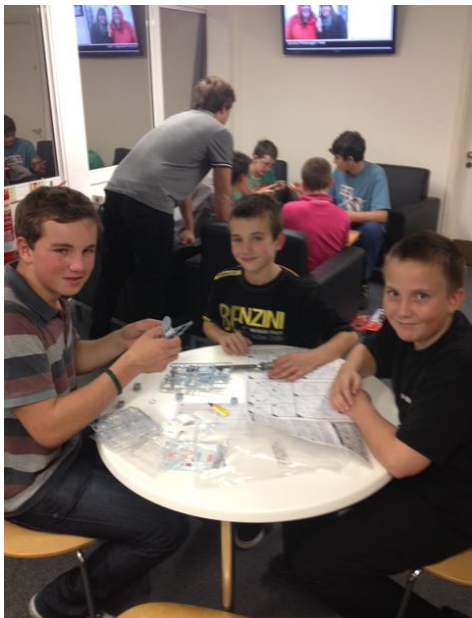
There is a salad bar available for lunch and tea along with water being available at all meals.

## Activities

An extensive extra-curricular program is available to all boys, ranging from paid engineering and blacksmithing to free of charge activities such as mountain biking and Lego club. Both staff and boys have worked together to create and continuously develop a program that allows boys with varied interests, to experience and enjoy everything Brymore has to offer outside of the classroom. Participation in a number of activities will require an additional cost to be covered by those undertaking it, this is to cover costs such as the requirement for an external tutor to be employed, purchasing and maintenance of specialist equipment or travel costs. An activities booklet containing all relevant information for paid activities will be sent to you at the start of the year, detailing activity content, cost, number of weeks the activity runs and the staff involved. If you are wanting to participate in any of the paid activities you must indicate this accordingly and return to school reception with full payment for the activity. Individuals who have indicated they want to participate in a paid activity, along with full payment, will be informed of the times and dates they must attend throughout the term. A program for free activities is available on the school website and within the house common rooms, which are changed on a termly basis, with no sign up required for these activities.

Examples of the options open to them are:

- Fishing
- Go karting
- Cinema
- Blacksmithing
- Dry slope skiing
- Athletics
- Cricket
- Rugby
- Drums
- Guitar
- Rugby
- Young Farmers Club
- Chads run
- Woodwork
- Hockey
- Cooking
- Photography
- Arboriculture (tree climbing)
- Day trips
- RC Cars
- Scooter ramps, jumps and rails
- Bike track
- Fitness equipment
- Xbox or PS4





## Help and Counselling

We all have times when we need to talk to someone about issues in our lives that worry us. Some like to share them with friends or family. Others might have a mentor, tutor or member of staff whom they trust. Any of these people will be sympathetic and supportive and may be able to offer practical advice, or just put problems into perspective. It is important that boys do not suffer in silence and often there are people out there who can help and there are also many other people who feel similarly, either now or in the past, so it is important that we offer support to boys feeling this way.

We also have the services of qualified and trained counsellors who are employed by Brymore and can offer advice and support in a confidential and relaxed environment within the school grounds.



## The fire alarm is always tested on Tuesday at 10.00am

During the school day (8.30am - 3.45pm)	After the school day (3.45pm - 8.30am)
<p>If a continuous bell rings, the staff with their students should make their way to the necessary fire point opposite the MUGA. (If this area is unavailable then boys should go to the grass area outside the teaching block).</p> <p>Students must walk in silence.</p> <p>They must line up in their tutor groups, where a member of staff will register them.</p> <p>The office will have the exeat boards to check for absentees.</p> <p>Whilst this is happening the designated person will check to see where the fire is (if at all) and be responsible for calling the fire brigade.</p> <p>The all clear will be given and students will be directed back to class in silence.</p>	<p>If a continuous bell rings, the staff with their students should make their way to the necessary fire point opposite the MUGA. (If this area is unavailable then boys should go to the grass area outside the teaching block).</p> <p>Students must walk in silence.</p> <p>They must line up in their dormitory groups, where a member of staff will register them.</p> <p>The Houseparents will have the exeat boards to check for absentees.</p> <p>Whilst this is happening the designated person will check to see where the fire is (if at all) and be responsible for calling the fire brigade.</p> <p>The all clear will be given and students will be directed back to boarding houses in silence.</p>



### To conclude

Starting at a new school can be a nervous time for parents as well as boys. As we tell the boys, it is very important that, if you are unsure about anything at all, you should ask somebody. We will always be happy to answer any queries that any parent/guardian or boy has and for boarders, their Houseparents are often the first port of call for this. Alternatively, more important issues should be referred to a member of the Senior Leadership Team or boarding issues would be better referred to the Head of Boarding or Deputy Head of Boarding. Life as a Brymore boy offers a great opportunity for personal and academic growth and maturity, and allows young people a chance to discover the best in other people and enables independence. It is very much our hope that your son's time at Brymore will be as enjoyable for you as it will be for him.



**BRYMORE ACADEMY (WEEK 1 in BLUE / WEEK 2 in YELLOW)**  
**SCHOOL TERMS AND HOLIDAYS - 2024/25 ACADEMIC YEAR (AS @ June 2024)**

SEPTEMBER 2024							OCTOBER 2024							NOVEMBER 2024						
S		1	8	15	22	29	S		6	13	20	27		S		3	10	17	24	
M		2	9	16	23	30	M		7	14	21	28		M		4*	11	18	25	
T		3	10	17	24		T	1	8	15	22	29		T		5	12	19	26	
W		4	11	18	25		W	2	9	16	23	30		W		6	13	20	27	
T		5	12	19	26		T	3	10	17	24	31		T		7	14	21	28	
F		6	13	20	27		F	4	11	18	25			F	1	8	15	22	29	
S		7	14	21	28		S	5	12	19	26			S	2	9	16	23	30	
DECEMBER 2024							JANUARY 2025							FEBRUARY 2025						
S		1	8	15	22	29	S		5	12	19	26		S		2	9	16	23	
M		2	9	16	23	30	M		6*	13	20	27		M		3	10	17	24*	
T		3	10	17	24	31	T		7*	14	21	28		T		4	11	18	25*	
W		4	11	18	<del>25</del>		W	<del>1</del>	8	15	22	29		W		5	12	19	26	
T		5	12	19	<del>26</del>		T	2	9	16	23	30		T		6	13*	20	27	
F		6	13	20	27		F	3	10	17	24	31		F		7	14*	21	28	
S		7	14	21	28		S	4	11	18	25			S	1	8	15	22		
MARCH 2025							APRIL 2025							MAY 2025						
S		2	9	16	23	30	S		6	13	20	27		S		4	11	18	25	
M		3	10	17	24	31	M		7	14	<del>21</del>	28		M		<del>5</del>	12	19	<del>26</del>	
T		4	11	18	25		T	1	8	15	22*	29*		T		6	13	20	27	
W		5	12	19	26		W	2	9	16	23*	30*		W		7	14	21	28	
T		6	13	20	27		T	3	10	17	24			T	1	8	15	22	29	
F		7	14	21	28		F	4	11	<del>18</del>	25			F	2	9	16	23	30	
S	1	8	15	22	29		S	5	12	19	26			S	3	10	17	24	31	
JUNE 2025							JULY 2025							AUGUST 2025						
S		1	8	15	22	29	S		6	13	20	27		S		3	10	17	24	31
M		2	9	16	23	30	M		7	14	21	28		M		4	11	18	<del>25</del>	
T		3	10	17	24		T	1	8	15	22	29		T		5	12	19	26	
W		4	11	18	25		W	2	9	16	23	30		W		6	13	20	27	
T		5	12	19	26		T	3	10	17	24	31		T		7	14	21	28	
F		6	13	20	27		F	4	11	18	25			F	1	8	15	22	29	
S		7	14	21	28		S	5	12	19	26			S	2	9	16	23	30	

**KEY TO ABOVE:**

☐ Term time    ☒ Bank Holiday    ☒ School Holiday

☐ **Staff Inset Days (7):**  
**5 & 6 September, 4 November, 6 & 7 January, 24 February, 22 April**

\* **Parent Consultations (Please see Important Information overleaf)**

**Saturdays (5):**

**19 October (Harvest Festival Service/Cross Country); 14 December (AM only - Christmas Carol Service); 24 May (Leavers Service/Sports Day); 28 June (Open Day); 12 July (AM only - Swimming Gala)**

**Boarders should return between 6.00 pm - 9.00 pm the evening before school starts.**

**Bank and Public Holidays 2024/25**

Christmas Day Bank Holiday	25 December 2024	Easter Monday	21 April 2025
Boxing Day Bank Holiday	26 December 2024	May Day Holiday	5 May 2025
New Year's Day Bank Holiday	1 January 2025	Spring Bank Holiday	26 May 2025
Good Friday	18 April 2025	Summer Bank Holiday	25 August 2025

Cont'd .... /

**\* Parent Consultations:**

<b>4 November 2024</b>	<b>(Inset Day)</b>
<b>Year 7 + in-year starters</b>	<b>3.30 pm - 6.00 pm</b>
	<b>Registration Group Tutors Only via SchoolCloud</b>
<b>Year 11</b>	<b>TBC 3.30 pm - 6.00 pm</b>
	<b>Academic Progress with Senior Leadership Team (Selected students only)</b>
<b>6 January 2025 (Inset Day)</b>	
<b>Year 11</b>	<b>3.00 pm - 8.00 pm Via SchoolCloud</b>
<b>7 January (Additional Inset Day)</b>	
<b>Year 11</b>	<b>3.00 pm - 8.00 pm Via SchoolCloud</b>
<b>13 February</b>	
<b>Year 8</b>	<b>3.00 pm - 8.00 pm Via SchoolCloud</b>
<b>14 February</b>	<b><i>All Students to depart at 1.15 pm</i></b>
<b>Year 8</b>	<b>3.00 pm - 8.00 pm Via SchoolCloud</b>
<b>24 February (Inset Day)</b>	
<b>Year 10</b>	<b>3.00 pm - 8.00 pm Via SchoolCloud</b>
<b>25 February</b>	
<b>Year 10</b>	<b>3.00 pm - 8.00 pm Via SchoolCloud</b>
<b>22 April (Inset Day)</b>	
<b>Year 9</b>	<b>3.00 pm - 8.00 pm Via SchoolCloud</b>
<b>23 April</b>	
<b>Year 9</b>	<b>3.00 pm - 8.00 pm Via SchoolCloud</b>
<b>29 April</b>	
<b>Year 7</b>	<b>3.00 pm - 8.00 pm Via SchoolCloud</b>
<b>30 April</b>	
<b>Year 7</b>	<b>3.00 pm - 8.00 pm Via SchoolCloud</b>