



SOUTH WILTS
GRAMMAR SCHOOL

PARENT/CARER INFORMATION GUIDE

2026/27

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Dear Parents and Carers,

Welcome to the New Academic Year – 2026

I would like to extend a very warm welcome to all our students, parents and carers as we begin a new academic year at South Wilts Grammar School. I hope you all had a restful and enjoyable summer break and are ready for an exciting year ahead.

A special welcome goes to those families who are joining our school community for the first time. Whether your child is starting in Year 7, joining us in the Sixth Form, or transferring to a different year group, I know they will quickly feel part of our welcoming and inclusive community. To quote our Ofsted report “*Pupils are exceptionally proud to belong to this welcoming and vibrant school*” and I have every confidence that this sentiment will continue through the year ahead.

Our Focus for the Year Ahead

This year, we are continuing to build on our strengths, based on our core values; ‘*Be Kind, Be Involved, Be Aspirational*’. As we begin each academic year, we do so with hopeful anticipation of what lies ahead and I am confident it will be full of vibrancy and excitement, coupled with deep learning through an ambitious and varied curriculum. Our high expectations, academic excellence, and pastoral care are central to our vision in school as we work tirelessly to:

- Ensure every student feels safe, supported, and able to achieve their full potential.
- Maintain high standards of teaching, learning, and behaviour across the school.
- Encourage participation in our wide range of enrichment activities, clubs, and events.
- Strengthen partnerships between school, parents, and the wider community.

We are also delighted to welcome new member of staff to our team in September:

- Hilary Fisher – 1:1 Teaching Assistant
- Mrs Hind – Teacher of music (and PSHE and English)
- Mr Ollivierre – Teacher of computer science
- Mrs Redmill – Teacher of mathematics
- Mr Roberts – Teacher of mathematics
- Miss Wheatley – 1:1 Teaching Assistant

Working Together

As always, our success is built on the strong relationships between students, staff, and families. We value your support and encourage open communication throughout the year. If you have any questions, concerns, or feedback, please do not hesitate to contact us. You can also follow all our news on social media via Instagram (@swgsgrammarschool), Facebook (@SouthWiltsGrammarSchool) or LinkedIn where we look forward to sharing the many wonderful opportunities your child will have throughout the year.

Finally, I wish all our students a happy, successful, and fulfilling year ahead. I look forward to seeing them grow in confidence, make progress, and enjoy all that South Wilts has to offer.

Yours faithfully,



Dr Amanda Smith
Headteacher



SCHOOL TERM AND HOLIDAY DATES 2026/27

September 2026							October 2026							November 2026						
		1	2	1	2	1		1	2	1	2				1	2	1	2	1	
M			7	14	21	28	M		5	12	19	26		M		2	9	16	23	30
Tu		1	8	15	22	29	Tu		6	13	20	27		Tu		3	10	17	24	
W		2	9	16	23	30	W		7	14	21	28		W		4	11	18	25	
Th		3	10	17	24		Th	1	8	15	22	29		Th		5	12	19	26	
F		4	11	18	25		F	2	9	16	23	30		F		6	13	20	27	
Sa		5	12	19	26		Sa	3	10	17	24	31		Sa		7	14	21	28	
Su		6	13	20	27		Su	4	11	18	25			Su	1	8	15	22	29	

December 2026							January 2027							February 2027						
		1	2	1				2	1	2	1				2	1		2		
M			7	14	21	28	M		4	11	18	25		M		1	8	15	22	
Tu		1	8	15	22	29	Tu		5	12	19	26		Tu		2	9	16	23	
W		2	9	16	23	30	W		6	13	20	27		W		3	10	17	24	
Th		3	10	17	24	31	Th		7	14	21	28		Th		4	11	18	25	
F		4	11	18	25		F	1	8	15	22	29		F		5	12	19	26	
Sa		5	12	19	26		Sa	2	9	16	23	30		Sa		6	13	20	27	
Su		6	13	20	27		Su	3	10	17	24	31		Su		7	14	21	28	

March 2027							April 2027							May 2027						
		1	2	1	2				1	2	1				2	1	2	1		
M		1	8	15	22	29	M		5	12	19	26		M		3	10	17	24	31
Tu		2	9	16	23	30	Tu		6	13	20	27		Tu		4	11	18	25	
W		3	10	17	24	31	W		7	14	21	28		W		5	12	19	26	
Th		4	11	18	25		Th	1	8	15	22	29		Th		6	13	20	27	
F		5	12	19	26		F	2	9	16	23	30		F		7	14	21	28	
Sa		6	13	20	27		Sa	3	10	17	24			Sa	1	8	15	22	29	
Su		7	14	21	28		Su	4	11	18	25			Su	2	9	16	23	30	

June 2027							July 2027							August 2027						
			2	1	2	1		1	2	1	2									
M			7	14	21	28	M		5	12	19	26		M		2	9	16	23	30
Tu		1	8	15	22	29	Tu		6	13	20	27		Tu		3	10	17	24	31
W		2	9	16	23	30	W		7	14	21	28		W		4	11	18	25	
Th		3	10	17	24		Th	1	8	15	22	29		Th		5	12	19	26	
F		4	11	18	25		F	2	9	16	23	30		F		6	13	20	27	
Sa		5	12	19	26		Sa	3	10	17	24	31		Sa		7	14	21	28	
Su		6	13	20	27		Su	4	11	18	25			Su	1	8	15	22	29	

	School holiday
	Staff development day
	Bank holiday

Thu 3 Sept 2026 - Year 7 and Year 12 only in school

Fri 4 Sept 2026 - All year groups return

*School typically **closes at 12:25** on the last day of school in December & July*

SCHOOL HOURS

Morning

If students arrive before 8.15am they should go to the Computer Room in N block (N5).

The Library is open from 8.15am each day.

The Canteen is open for breakfast from 8am to 8.40am each day.

Afternoon

The Library is open until 4:15pm each day.

The school day is as follows:

Time	Lesson / break
8.45-9.05	Registration / tutor time
9.05-10.05	Lesson 1
10.05-10.25	Break
10.25-11.25	Lesson 2
11.25-12.25	Lesson 3
12.25-13.25	Lunch
13.25-14.25	Lesson 4
14.25-14.45	Break
14.45-15.45	Lesson 5

ATTENDANCE

Regular school attendance is crucial for your child's educational success and future opportunities and is a strong indicator of wellbeing. The Department for Education's guidance, "Working together to improve school attendance," emphasises that any absence can hinder a child's learning and development.

Absences are authorised only in exceptional circumstances. Therefore, family holidays during term time should be avoided unless absolutely necessary. If you believe your situation is exceptional, please provide detailed information when submitting a request form to enable a well-informed decision.

Similarly, requests for single-session absences should be carefully considered. Activities that can occur outside school hours, such as during holidays or weekends, should be scheduled accordingly. Absences for events like music festivals, shows, or courses that can be attended at other times cannot be authorised. While certain activities may seem beneficial, the school must consider the impact on the entire class, not just the individual student. Exceptions include non-flexible commitments like music examinations.

For additional work experience, please arrange these during holiday periods or, for Year 13 students, coordinate them within the existing timetable. Missing a week of teaching at GCSE or A Level can significantly affect academic progress and should be avoided unless absolutely necessary. Year 12 students are reminded to limit university visits during term time, as the summer term and ongoing teaching in Year 13 are particularly important.

The school carefully evaluates each absence request and your cooperation in minimising such requests is essential.

Regular attendance helps children:

- Keep up with schoolwork.
- Engage in the social aspects of school life, which are vital for developing friendships and social skills.

Establishing good attendance habits early on benefits your child later in life. Punctuality is equally important. Arriving late disrupts your child's learning, the teacher's instruction, and the class as a whole.

Please be aware that under the new national framework published in July 2024, if a child has 10 unauthorised absences (equivalent to 5 school days) within a 10-week period, parents may be fined £80 if paid within 21 days, rising to £160 if paid within 28 days.

For more information, please refer to the Department for Education's guidance on school attendance.

The Importance of Showing Up: Attendance Matters

Attendance is crucial for success. The world is run by those who show up every day, ready to learn and grow. Here's how attendance impacts your child's education:

- Attending 4½ days a week = 90% attendance = 4 weeks missed per year
- Attending 4 days a week = 80% attendance = more than half a term missed per year
- Attending 3½ days a week = 70% attendance = more than a quarter of the school year missed

Averaging 80% attendance or less across a school career equates to missing a full two years of education.

Punctuality Counts Too

Being on time is equally essential. Even small amounts of lateness add up:

- Being 5 minutes late each day = 3 days of lost learning each year
- Being 15 minutes late each day = 2 weeks of lost learning each year

Make every minute count – regular attendance and punctuality are the foundation of a successful education.

ABSENCE FROM SCHOOL - ILLNESS

The following contains the salient points with regards to the school ethos and reporting procedures if your child is ill and is unable to attend school.

We are required to report daily absences to the Department for Education, so it is essential that we are informed if a student will not be attending school. Please notify us as soon as possible on the first day of absence, including the reason and expected duration, by using one of the following options:

- Telephone 01722 323326 and select option 1 to leave a message
- Send an email to Attendance@swgs.wilts.sch.uk
- Send an email via Parent Portal

Please note that you will not receive confirmation that Attendance has received your message.

- Absences must be reported EACH day of absence for safeguarding and government reporting purposes.
- Reception and the school office are staffed from 8.15am, although there is a school answerphone for earlier messages.
- It is important that the school is notified immediately of any contagious diseases e.g. German Measles.
- If a student is absent with sickness or diarrhoea, they should remain off school for 48 hours after symptoms have stopped.
- If your child is ill they will not be expected to work from home.

- If your child has a music lesson you should contact the peripatetic teacher yourself – the school office will not be able to do this for you.
- If no call or email has been received to notify us of your child's absence, you will be contacted by the Attendance Officer over the course of the day.
- ***Please note: all absences, which the school has not received notification in the appropriate timescale for will be recorded as unauthorised absence.***

ABSENCE FROM SCHOOL - OTHER REASONS

The following contains the salient points with regards to the school ethos and reporting procedures if your child is unable to attend school for other reasons and not due to illness.

We are required to report daily absences to the Department for Education, so it is essential that we are informed if a student will not be attending school. Please notify us as soon as possible on the first day of absence, including the reason and expected duration, by using one of the following options:

- Telephone 01722 323326 and select option 1 to leave a message
- Send an email to attendance@swgs.wilts.sch.uk
- Send an email via Parent Portal

Please note that you will not receive confirmation that Attendance has received your message.

- Routine appointments e.g. dentist and optician appointments, should be made outside of school hours where possible.
- Medical and orthodontic appointments will be authorised, subject to proof of appointment being provided.
- Dance / music exams will be authorised in exceptional circumstances and if evidence is provided.
- Permission for a student to be absent from school, including medical appointments, should be requested as far in advance of the event as possible.
- For absence other than appointments, please use the Absence Request Form, available on the school website www.swgs.wilts.sch.uk under 'Parents > Trips & Forms > Forms > Absence Request Form', or hardcopy forms are available from Reception.
- The law authorises certain categories of absence and these include; sickness or other unavoidable cause, religious observance, if suitable transport has not been provided and the school is not within walking distance and educational visits. This is at the Headteacher's discretion and will only be authorised in very exceptional circumstances. You can expect routine applications to be declined.
- ***Holiday requests during term-time will not be authorised unless it is considered to be an exceptional circumstance. Please note this does not include convenience of flights or cost of holidays or siblings' school term dates.*** Please give as much detail as possible on the Absence Request Form.
- If you take your child out of school for other reasons, this will be an unauthorised absence and will be recorded as such.
- Students in Year 7 are not allowed to leave the school site for an appointment unaccompanied but must be collected from Reception.
- Students in Year 8 and above are allowed to leave the school site for an appointment unaccompanied, providing the school has written authorisation from a parent (this can be in the form of an email).

UNAUTHORISED ABSENCE

- Your child's form tutor or Head of Year will contact you if there has been unauthorised absence or if your child's attendance falls below 95%. As a

parent/carer, it is your legal responsibility to ensure your child attends school regularly.

- The form tutor and Head of Year will work with you and your child to address any barriers to attendance, whether these stem from inside or outside of school.
- Where attendance falls below 90% a child is classed as 'persistently absent' and external agencies, including the local authority's education welfare service, may become involved to support regular attendance.
- Please be aware that it is our duty to report poor attendance to the local authority. In cases of persistent absence, you may face legal consequences, as failing to ensure your child's regular attendance is a prosecutable offence.

PASTORAL CONCERNS, HEALTH ADVICE AND COUNSELLING FOR STUDENTS

At South Wilts we are proud of the care and guidance offered to students. Your child's form tutor will often be the first point of contact for any concerns you may have, but we also have a team of staff to oversee student mental health and well-being throughout the school and Sixth Form. Further strategies, advice and guidance, including the eight Live Well strands are covered in PSHE, assemblies and tutor time. However, ongoing support is provided by form tutors, Heads of Year, Director and Deputy Directors of Sixth Form, and the designated Pastoral Support Manager for the year group. In addition, students can be referred to the Mental Health and Wellbeing Practitioner, School Nurse and Lay Chaplain.

Each Key Stage has a dedicated team to oversee and lead pastoral support of your child.

Head of Year 7	Miss Olivia Laycock
Head of Year 8	Mrs Sarah Cosgrove
Head of Year 9	Mrs Laura Danieli
Key Stage 3 Pastoral Support (Year 7)	Mrs Emily Griffiths
Key Stage 3 Pastoral Support (Year 8 & 9) & ELSA	Mrs Julie King
Head of Year 10	Miss Charlie Hodgson
Head of Year 11	Mr Martin Lawrence
Key Stage 4 Pastoral Support	Mrs Louisa Edwards
Deputy Director of Sixth Form (Pastoral)	Mrs Annalisa James
Deputy Director of Sixth Form (Academic)	Mrs Charlotte Wilson
Director of Sixth Form	Mrs Kate Parker
Key Stage 5 Pastoral Support	Miss Cathy Sealey

There is a Pastoral Hub in O40 where the Key Stage 3 and 4 pastoral managers are based. This is equipped with sensory equipment, where students can take 'time out' if they need to and sit quietly or talk a concern through with a member of the Pastoral team. Similarly, there is a pastoral base in the Sixth Form block for students to meet with the pastoral manager.

The pastoral support teams can be contacted either by telephone or email at: pastoralsupport@swgs.wilts.sch.uk and will then be able to direct your concerns to the right person. In addition, we are pleased to also have Miss Sara Gillott as a member of the support staff working with the Sixth Form and will act as the first point of contact for Years 12 and 13. She can be contacted either by telephone or email sixthform@swgs.wilts.sch.uk. Alternatively, you can contact the Director / Deputy Directors of Sixth Form directly.

If you have any **academic or personal concerns** about your child, their form tutor is the first person to contact; they will then refer the problem to the appropriate person, if necessary. However, it is sometimes difficult to contact the tutor during the school day and so concerns should be raised with your child's Head of Year. They can be contacted by telephone on 01722 323326 or emailed at PastoralSupport@swgs.wilts.sch.uk or sixthform@swgs.wilts.sch.uk for students in Key Stage 5. The Head of Year will pass the message on to the Form tutor and members of staff.

If your child has any existing or emerging **Special Education Needs**, or requires **learning support**, you can contact our SENCO, Mrs Jayne Proctor at senco@swgs.wilts.sch.uk. Mrs Proctor is supported by our Learning Support Assistant in the Flexible Learning Space, Mrs Ali Clayton.

As an addition to our pastoral care system, we are fortunate to have the support of both a School Nurse and a Mental Health and Wellbeing Practitioner who provides counselling. The Child Community Health Service provides a confidential drop-in clinic at school which is run by our **School Nurse**. She is in school during lunchtime on Tuesdays and is happy to help with physical, mental, emotional or other health-related issues. The nurse, organised by HCRG Care Group, can be accessed via your child's Head of Year, or by contacting 'Chat Health' on **07480 635 513** or by **attending a drop-in session**. **Parents can also contact the Wiltshire Single Point of Access on 0300 247 0900 Mon-Fri (09:00-17:00)**. This **Single Point of Access** can guide you towards the right service to help your child.

We also have a **Mental Health and Wellbeing Practitioner**, Mrs Marion Rees who offers our counselling service. Students can see Mrs Rees for a single session or can be referred for a series of appointments. Referrals come most commonly from form tutors or members of the pastoral team, but requests can also come from parents, carers and sometimes from other professionals. Students can also drop in to see her at lunchtimes. The counselling provided is confidential unless there is a reason to believe that a significant risk to the student exists, in which case other key members of staff are informed.

The school also have links with a **Lay Chaplain** from 'The Bridge Project', Mrs Katie Ollivierre. Students in Key Stage 3 can be invited by the Heads of Year to join in a 6-week 10:10 course run by Mrs Ollivierre which helps to develop their self-esteem and confidence. Mrs Ollivierre also offers 1:1 support and lunchtime drop ins.

Our student **prefects** play a role in supporting our younger students. They can give support to the students, and they are also involved alongside our Key Stage 3 Heads of Year. They will often run activities to suit a range of student needs.

Safeguarding is very important to us and if you or your child has any safeguarding concerns, please do not hesitate to contact the Designated Safeguarding Lead, Ms Jill Bellamy in school on dsl@swgs.wilts.sch.uk. Please note that this email address is monitored during school hours, term time only. In Ms Bellamy's absence, please contact one of our Deputy Safeguarding Leads, Mr Jacob Lean, Miss Keisha Kirby, Mrs Louisa Edwards or Mrs Jayne Proctor.

Our **school website** www.swgs.wilts.sch.uk has a great deal of information on a range of student issues and signposts students and parents to a range of support services. You can find this information under the Parents tab under Student Support (Pastoral) and it is suitable for both students and parents. Some support services can also be found in the student planners for Year 7 students.

If you wish to discuss any aspect of these services, please contact your child's Head of Year at school or email PastoralSupport@swgs.wilts.sch.uk.

If you, or your child wish to make an anonymous report about a concern, we also have the option to use **Whisper**. This service was created by SWGL (South West Grid for Learning) as part of their online safety services for schools. The SWGS Whisper link is available on the homepage of our website and the direct link to make a report is available here: [Whisper Anonymous Reporting | SWGfL](#).

ASSESSMENT & REPORTING

Students will be assessed at regular intervals in each of their subjects. Mock exams and other assessments will take place at these times:

November	Year 11 mocks
January	Year 13 mocks
April	Year 10 Assessments
April	Year 12 Assessments
June	Year 8 & 9 End of Year Assessments

All students will receive reports over the course of the year.

	Report 1	Report 2	Report 3
Key Stage 3	Term 2		Term 6
Year 10	Term 1	Assessment results - Term 5	Term 6
Year 11	Term 3	Term 4	
Year 12	Term 1	Term 2	Term 6
Year 13	Term 2	Term 3	Tutor report – Term 4

Parents' consultation evenings for this academic year will take place via SchoolCloud video link between 4:30pm and 8pm. The dates for the evenings are shown below and further information will be sent closer to the time.

Year 7	Thursday 11 March 2027
Year 8	Thursday 18 March 2027
Year 9	Thursday 21 January 2027
Year 10	Thursday 1 July 2027
Year 11	Thursday 14 January 2027
Year 12	Thursday 25 February 2027
Year 13	Thursday 19 November 2026

BIOMETRICS AND CASHLESS CATERING

The school runs a cashless catering system for payment of food within the canteen, which uses students' biometric data. The system enables parents/carers to top up their child's account online and see what their child is choosing to buy each day. Having a cashless school is a security measure for both the school and its students. The system is operated by biometric authentication. The software we use turns the student's finger image into a mathematical algorithm. The image of the finger is then discarded. The information that is stored cannot be used to recreate an image of the student's finger. Consent will be sought from both parent and student prior to biometric data being used.

COMMUNICATIONS

Parent Portal (Talaxy)

It is important that, in cases of emergency, the school has up to date contact information for parents/carers, including home telephone and mobile phone numbers, emails, home address, or any change in circumstances. Updates can be made via the Parent Portal (Talaxy). If you have any queries relating to the Parent Portal, or help with making an update, please email Data@swgs.wilts.sch.uk. **At least two emergency contact details are required.**

Parents can also view their child's homework information and behavioural updates (e.g. achievement points, detentions, etc.) via the Parent Portal (Talaxy).

SchoolComms

We regularly use a system called 'SchoolComms' to send out information and letters to parents/carers via email. Only the primary parent/carer registered as the main contact will automatically receive these emails. Parents/carers who are registered as a contact 2, 3 or 4 will receive emails by request only. This can be done by emailing admin@swgs.wilts.sch.uk or, for new students, on completion of the relevant box in the 'new starter form'. To ensure that you receive all of the relevant communications from SWGS, please add the SWGS SchoolComms email address SC8655412a@schoolcomms.com to your safe sender email list. If you require help, then please contact admin@swgs.wilts.sch.uk.

Student Email Account

Students are allocated their own email account on arrival at SWGS which they can use throughout their time here. Additionally, they have access to MS Teams where staff will upload homework and other useful information.

Social Media

One important mechanism by which you can receive regular updates on life in school is through our social media channels. You can follow us on **Instagram** (@swgsgrammarschool), **Facebook** (@SouthWiltsGrammarSchool) and **LinkedIn**.

CONSENT FOR ACTIVITIES THAT TAKE PLACE OFF SCHOOL PREMISES

Over the course of the year, students may be invited to take part in trips and activities that take place off the school site. To allow these trips to take place, we request that you provide consent at the beginning of each academic year for your child/ren. The school will send you information about each trip or activity before it takes place.

The trips and activities covered by this consent are:

- Off-site sporting fixtures, training sessions or lessons during and/or outside the school day
- Music concerts or performances during and/or outside the school day
- Local trips within the Salisbury area during the school day

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity by emailing, trips@swgs.wilts.sch.uk or by telephoning, 01722 323326. You can withdraw consent at any time by emailing trips@swgs.wilts.sch.uk.

It is essential that **emergency contact details** and **medical information** held by the school are up to date as these will be used by the trip organisers. Parents/carers should use the Parent Portal to update this information or can email data@swgs.wilts.sch.uk. **It is the responsibility of parents/carers to ensure the school has up to date information as this will be essential in the case of an emergency situation.**

You will be sent a Microsoft Forms link by the Trips Officer at the start of the September term for you to signify your agreement to the information above.

CLOSURE OF THE SCHOOL IN AN EMERGENCY

It is essential to look at the school website (www.swgs.wilts.sch.uk) for up to date information as detailed instructions and announcements are posted there.

E SAFETY

This is an area which is continually changing and developing. In school, access to social networking such as Instagram and Facebook are blocked. We also have filters which prevent students viewing inappropriate material. However, every year students are upset by the use of email, text messages

and comments on networking sites which are sent and posted outside the school day and so it is very important that as parents/carers you monitor your child's use of these media. It is essential that they use the correct privacy settings and keep their passwords secure for their own safety. Cyber-bullying is not tolerated and students should report any misuse or cases of cyber-bullying to their Form tutor in the first instance. They can also anonymously report any concerns through the 'Whisper' button found on our school website. These anonymous concerns are picked up by our Designated Safeguarding Lead, Ms Bellamy.

Further information will be shared at the Parent Information evenings that are specific to your child's age.

On our school website www.swgs.wilts.sch.uk in the 'Parents' area, there is an E Safety section with links to numerous websites that offer current advice and guidance for students and parents.

EXTRACURRICULAR CLUBS AND ACTIVITIES

Extracurricular activities are an integral part of life at South Wilts. With over 80 clubs and activities running each week during lunchtimes, there truly is something for everyone. Students are encouraged to take the opportunity to learn new skills or develop existing interests. In addition to the many musical opportunities available throughout the week, students can join a wide range of exciting clubs such as Eco Club, Coding Club, History Club, Creative Writing, Art Club, and the South Wilts Astronomy Society – to name just a few.

A full list of these clubs, including timings, will be published on the website within the first full fortnightly cycle of each new term.

Students who enjoy school lunches will be able to access the canteen at the beginning of lunch, ensuring they have time to eat before attending an activity. Further information is provided to students at the start of the academic year.

The PE Department runs a comprehensive programme of sporting activities at lunchtimes and after school. At times, Sixth Form Sports Prefects or student coaches may take responsibility for running training sessions or refereeing matches.

A timetable with details of all clubs on offer – both during and outside of school hours – can be found on our website under the 'Parents' then 'Extra-Curricular Clubs & Activities' tabs.

FINANCIAL ASSISTANCE

Free school meals are not provided automatically, please contact the Finance Office if you believe you are entitled. FSM application form is available on the school website or can be collected from the Finance Office.

<https://www.swgs.wilts.sch.uk/parents/general-information/>

If you are currently receiving benefits, you may be entitled to financial assistance for school uniform, study guides and resources and most trips – please contact the Finance Office via finance@swgs.wilts.sch.uk for further information. For parents/carers who are not entitled to financial assistance, the school can organise a payment plans for trips through the Finance Office.

Sixth Form students who are entitled to a bursary can find out more information on the website under Sixth Form – Bursary information.

FRIENDS OF SOUTH WILTS GRAMMAR SCHOOL (FOSWGS) – PARENT/TEACHER ASSOCIATION

All parents/carers of children attending the school are automatic members of the FoSWGS Association that assists school in different ways. It raises funds to help finance purchases not covered by statutory funds. FOSWGS also supports the school by assisting with activities such as Parent Information Evenings, music evenings, sports day etc. and hold events such as Year 7/8 discos and the Year 13 Leavers' Ball. These activities enrich the lives of everyone in the school community.

The school is lucky to have so many parents who volunteer to help with events by making cakes, providing raffle prizes and assisting in many other ways. This support is second to none and having a pool of volunteers means that the Friends are not always asking the same few parents/carers to help. If you feel you would like the opportunity to volunteer, please contact FoSWGS via foswgs@swgs.wilts.sch.uk.

Please note that Classlist is not a place for complaints or grievances about the school or people. When posting or commenting, Classlist members are asked to be courteous, respectful and supportive.

GDPR CONSENT

We use consent as our basis to process our student's personal data in certain circumstances. Please note there are certain activities where we do not use consent as the basis for processing data. These are described in our Privacy Notices which can be found on our website and which are available in hard copy form if required.

Please also note:

- Unless you have given your express consent, we will never put a student's full name alongside any published image.
- Videos may be taken of lessons to support staff development; these may be seen by other teachers in school for staff training.
- We may also take photos/video of the student for identification purposes and for evidencing their educational development. Such data will sit on their file and not be shared unless the law requires us to do so, or you have given your specific consent.
- Where video or sound recording is required as part of an exam course for moderation purposes (such as (but not limited to) Drama, PE, etc.) consent is not required other than opting to choose to study the course.
- Parents/carers are welcome to take videos and photos of their children at school events for their own personal use. However, to respect everyone's privacy rights and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the images/footage.
- The school is **only responsible for photographs taken by the school or an authorised agent of the school** and cannot be responsible for photographs taken by other third parties (such as parents).
- Websites and social media can be viewed throughout the world and not just in the United Kingdom, where UK law applies. When images are posted on the internet, it is not possible to prevent others from reposting them.
- Additional and specific consent for use by external agencies/companies may be sought.

Where the student is considered to have the mental capacity to make their own decisions about how their personal data is used, the pupil's wishes will always be considered ahead of their responsible adult.

During the school year the school may wish to use photographs or images and names of you/your child for the purpose of promoting the school or school activities. This may include photographs taken on trips, sports days, musical events, theatrical events and other activities and class photos. Photographs taken may also be stored in the school archives.

Please refer to the Photograph Policy for further details.

Consent is required for each specific use of a photograph/image or name, in a clear and transparent format and providing as much detail as possible. **Consent is defined by the GDPR as ‘any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her’.** The school has therefore created a detailed list of options which we require either you (for Year 7 students) or the student themselves (for Year 8 and above) to give consent for.

Students in Year 8 and 12 and any other new students throughout the school, will be given the opportunity to complete the consent form in school during the first two weeks in the Autumn Term. Prior to this, we recommend that you engage in a discussion with your child/ren about the level of consent they agree to prior to them completing the online form.

Students are asked to provide their consent in the following areas:

I consent to the use of my photograph or video image being displayed in the school. For example, displays in the Main Reception area and along the school corridors. This may include a first name and would be seen by visitors to the school. <i>Note this is separate to our statutory obligation to display work around the school, which may contain personal information. We do not require your consent to do this.</i>
I consent to the use of my image or video footage on the school website for publicity purposes. This may be an individual image or a group shot.
I consent to the use of my image in school printed material. These may include the prospectus or other publications produced for promotional purposes. Images could be individual or group shots. This may include a first name.
I consent to my image being released to the media for publication. This may be an individual image or a group shot. Names will only be printed in exceptional circumstances and with your permission.
I consent to my image being released to external organisations involved with SWGS for publication. This includes organisations supporting our Year 10 Careers Day and Year 9 Enterprise Days. It may be an individual image or a group shot and may include a first name.
I consent to my image being used on our social media pages (Facebook, Twitter and Instagram). These images would normally be to celebrate school activities and achievements and may include a first name. <i>Note that our social media accounts are public groups.</i>
We also use a third party as a professional school photographer for individual and group photographs. I consent to a professional photographer appointed and approved by the school to photograph me/my child and release images to our family for sale. For example, individual photographs in Years 7, 10 & 12. Please note that the photographs will be contained on the photographer's equipment.
I consent to being photographed in school for group photographs that may be bought by other families who have children in them. For example, leavers photographs in Years 11 & 13 or whole school photographs. Please note that the photographs will be contained on the photographer's equipment.
I consent to my image being used in class yearbooks on leaving the school. These yearbooks will be made available to other students in your year to buy.
I consent to my name being used in school publications. This may include the Speech Night Programme or the Carol Service Programme.

Please be aware you can withdraw consent at any time but this must be done in writing to the school. If you have any queries or wish to review your consent, you can contact the school Main Office or the school's Data Protection Officer i-west@bathnes.gov.uk. Please note that certain images of your

child/ren (for example group photographs taken some time ago, photographs retained for school archives) cannot always be deleted.

We collect and process all personal data in line with our privacy notices which can be found on the school website and are reviewed annually.

HOME SCHOOL AGREEMENT / SCHOOL LEARNING AGREEMENT

South Wilts is a progressive grammar school which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The school is dynamic and works with the community to prepare its students for lifelong learning and adult independence.

South Wilts Grammar School aims to value and respect all students equally and to provide equality of opportunity wherever possible.

The Home School Agreement for Years 7 to 11 is shown below:

THE STUDENT WILL:

- ◆ attend school regularly and be on time.
- ◆ wear the correct uniform and be tidy in appearance.
- ◆ follow the Student Behaviour and Sanctions Policy.
- ◆ do their best in classwork and homework. This should always be the student's own work.
- ◆ be polite, courteous and supportive to fellow students, staff and visitors.
- ◆ tell a member of staff if there is a problem.
- ◆ use the school computer network in accordance with the E-Safety Policy.
- ◆ produce work within the school expectations for using AI.

THE PARENTS/CARERS WILL:

- ◆ see that the student goes to school regularly, on time, properly equipped and correctly dressed.
- ◆ support the school policies and guidelines for behaviour.
- ◆ support the student in homework and out of class work.
- ◆ sign the student planner (Year 7 only).
- ◆ attend parents' evenings and discussions about the student's progress.
- ◆ let the school know about any concerns or problems which might affect the student's work or behaviour.

THE SCHOOL WILL:

- ◆ contact parents/carers in a timely way if there is a concern or problem with work, behaviour, attendance, punctuality, uniform or another issue.
- ◆ send parents/carers reports on their child's progress during the year.
- ◆ set, mark and monitor homework and out of class work as appropriate.
- ◆ arrange parents'/carers' consultation evenings and other meetings as appropriate.
- ◆ keep parents/carers informed of school events and activities.
- ◆ make all statutory policies available on the school website www.swgs.wilts.sch.uk and non-statutory policies available on request to the school.

The School Learning Agreement for Years 12 and 13 is shown below:

AS A MEMBER OF SOUTH WILTS GRAMMAR SCHOOL, I CAN EXPECT:

- ◆ a programme of courses to be delivered by dedicated, well qualified and professional teachers, using appropriate facilities and resources.
- ◆ a variety of additional activities and experiences beyond and in addition to academic study.
- ◆ careful monitoring of my academic progress, including setting targets for improvement with subject staff; and overall with my tutor, including support as and when the need arises.

- ◆ opportunities to take responsibility for myself and to develop qualities of leadership.
- ◆ specialist advice and help regarding my future career.
- ◆ a caring, encouraging and friendly environment with access to appropriate resources.
- ◆ parents/carers will be kept informed of my progress by letter or telephone or at one of the opportunities over the two years for parents/carers to come into school to discuss my progress.
(Note: at the age of 18 when you become an adult in the eyes of the law, we would like to continue involving your parents/carers until the completion of your studies).

AS A SIXTH FORM STUDENT AT SOUTH WILTS GRAMMAR SCHOOL, I AGREE TO:

- ◆ attend punctually and on a regular basis all lessons, registrations, private study, tutorials and assemblies. As a full-time student, normal attendance is from 8.45am to 3.45pm with morning and afternoon session registration attendance required). We expect students to attend a minimum of 96% to lessons and tutor time. Attendance which falls below 90% will be considered a serious cause for concern and will result in a parental meeting with a member of the Sixth Form Leadership Team. Continued poor absence will lead to an attendance contract and the withdrawal of privileges.
- ◆ complete all work to the best of my ability by the required deadline.
- ◆ act as a positive role model for the younger students regarding behaviour and appearance, and dress according to the dress code, including wearing my lanyard.
- ◆ commit myself to pursuing my studies seriously whilst gaining the most from all my Sixth Form experiences.
- ◆ participate as fully as possible in all school activities.
- ◆ abide by the School Rules and School Behaviour and Sanctions Policy.
- ◆ use the school computer network in accordance with the E-Safety Policy.
- ◆ produce work within the school expectations for using AI.

HOMEWORK TIMETABLES

At South Wilts, we place great value on homework as a vital part of the learning process. It allows students to consolidate and extend their understanding, develop independent study habits, and take ownership of their learning. To support students in managing their workload effectively, homework is coordinated centrally by the school. This ensures that the amount set is balanced across subjects and year groups, helping to prevent students from feeling overwhelmed. By following a structured timetable, students can develop routines that promote wellbeing, academic success, and sustained motivation.

Homework timetables for Years 7 to 11 will be sent out separately. Copies of the timetable will also be available to view on the Parent Portal.

HOUSE SYSTEM

Each student will be allocated to one of five houses. Each one shares the values of the school yet has its own unique identity. The houses are named from the five main rivers that run through Salisbury and they represent the collective belonging within the school yet the diversity across the houses.

House	Colour	Mascots
Avon	Purple	Kingfishers
Bourne	Orange	Swans
Ebble	Red	Otters
Nadder	Yellow	Ducks
Wylfe	Blue	Dragonflies

For students the house will also serve as their tutor group (e.g. 7 Avon, 7 Bourne etc.) and they will remain in the same house throughout their time in the main school. As far as possible students remaining for Sixth Form will continue in the same house for their final two years.

Across the year each house will have a lot of opportunities to compete against the other houses. There are seven main competitions which also include smaller competitions linked to subjects and sports. These main competitions form the Super 7, which is the overall house trophy and an annual prize.

Alongside the Super 7 are house points and other opportunities where students can contribute to make their house the best, including an excellent approach to work.

LATENESS / SIGNING IN AND OUT

Please encourage your child to recognise the importance of punctuality. Students who arrive late, after 8:45am, must sign in with the tutor in their tutor room and provide a reason for lateness. They will be marked late by their tutor. If a student arrives after tutor time ends at 9.05am, they must sign in at reception before attending their timetabled lesson. In line with statutory guidance, students arriving after 9.15am will be marked as absent without authorisation for the morning session.

If a student leaves school during the day for an approved reason, they must sign out and in again at Reception on their return. This process is vital to maintain an accurate record of student attendance for safeguarding purposes.

For students who are repeatedly late; three lates without a good reason in a mini term will result in a lunchtime detention will be issued.

LOCKERS

All new students in Year 7 will be allocated a locker automatically. Current students in Years 8 to 10 have the opportunity in Term 6 to complete an electronic form to request a school locker for the following academic year. Lockers are allocated on a first come, first served basis and unless there are special circumstances, only one locker will be allocated per student.

Students taking GCSE PE will be allocated a locker in the PE Changing Rooms. They will also have the option of applying for a second school locker using the Electronic Locker Request form. This is to ensure they have sufficient access to storage for their additional kit and equipment.

Details of locker allocations will be distributed to students at the beginning of the academic year. This information will specify if the locker is padlock or key operated. Most of the school lockers are padlock operated and students will need to supply their own padlock. Padlocks should have a maximum clasp size of 4mm, to ensure that it fits the latches. We do still have a few key operated lockers around school and if your child is allocated a key operated locker, a £5 deposit is required, paid via Parent Pay prior to collection of the locker key. This deposit is returned at the end of the academic year when the key is returned.

Locker allocations are for one academic year only.

LOST PROPERTY

Lost Property is situated in O6 and is open 12.30pm to 1pm four days a week. Please would parents/carers ensure that all school uniform, coats and trainers are **clearly labelled** as this helps us to return any items which may be found. All personal belongings are the responsibility of the students and should always be kept in bags or in lockers - not left in form rooms or corridors.

MEDICAL

If a student is feeling unwell, unless in the case of an emergency or during break/lunch, students *must* inform a member of staff, who will arrange for them to be sent to the Medical Room. **Students are asked not to contact parents directly on mobile phones if they are unwell, but to ask Reception to make a telephone call.** Students may remain in the Medical Room for up to half an hour, after which time they must either return to lessons or arrangements will be made to send students home. To allow for collection of students, where required, please could you make sure that the school is provided with two 'extra' contact numbers of people you would be happy to collect your child if they are unwell, preferably those who live close by. The expectation is that students are picked up promptly if they are feeling unwell and certainly within an hour of the telephone call from school.

Medication

In general, very few medicines need to be taken during school hours and in most cases the appropriate dosage of medicine when prescribed to be taken "three times a day" can be given "before school, after school and at night". The same principle can also be applied to medication such as creams/drops for conjunctivitis etc. However, this may not always be the case as some prescribed medication will have times or conditions stipulated by the doctor. If students are recovering from a short-term illness requiring medication such as tablets, any request by a parent/carer for school staff to store medicine at school must be made by completing the 'Self-Medication Consent Form' on our website: [Trips & Forms | South Wilts Grammar School](#). The completed form, medication and any evidence that the child needs to take medicine during school hours e.g. instructions on the container or advice from the pharmacist, should be handed into Reception in a named bag.

Students who carry Emergency Medication such as Adrenalin Auto-Injectors (AAI) and Inhalers can keep a duplicate at Reception if required. The medication would need to be brought to Reception in a clear plastic box. All prescription-only medication including AAI and Inhalers must be in their original packaging with a pharmacy label attached and within its expiry date. We also require an Allergy Action Plan (for AAI) or a Self-Medication Consent Form (for inhalers and other urgent medication). The school holds two pairs of generic Epipens for emergency use and two generic Salbutamol Inhalers, again for emergency use. These can only be used by students who are already prescribed this medication and with completed parent/carer consent. The link to these forms will be sent out at the start of the September term. **Any** medication brought into school and stored by Reception staff **must** be accompanied by a completed 'Self-Medication Consent Form' and it is the responsibility of the parent/carer to ensure that medication stored at school is replaced or removed from school once expired.

Please address medical queries to Reception by email: reception@swgs.wilts.sch.uk or by telephone to Mrs Kate Clark (Mon-Thurs am), Mrs Clare Humphreys-Vicentini (Fri am) or Mrs Nikki Wood (afternoon) who are the appointed first aiders.

Sanitary towels and tampons are available free of charge to all students. These can be found in toilets, form rooms, pastoral areas and at Reception. Any student is welcome to access these without question.

Please inform the school immediately if, at any time, your child has head lice or any communicable disease/infection.

MESSAGES

Messages can only be passed to students in exceptional circumstances. Please contact Reception by telephone or email Reception@swgs.wilts.sch.uk.

MOBILE PHONES AND OTHER PERSONAL DEVICES

Mobile phones are permitted in school, but they are not required during school hours and should not be used. Mobile phones are not permitted in examination rooms at any time. Mobile phones and other personal equipment used inappropriately or at inappropriate times may be confiscated by any member of staff and only collected from Reception at the end of the day.

MUSIC LESSONS

We have a wide range of peripatetic teachers who visit SWGS to teach our students singing and instrumental lessons. Lessons take place throughout the day and are normally 30 minutes in length. Students also have the opportunity to take part in the many extra-curricular activities such as choirs, ensembles and orchestras during the school day.

If your child is interested in lessons, please visit this link to our music webpage for further information:

www.swgs.wilts.sch.uk/music

NAMING CONVENTIONS – LEGAL VS PREFERRED NAMES

We will use the students preferred name on correspondence leaving the school in most cases except on legal documents, for example, exam papers and exam certificates, where the legal name must be used. However, there are a few occasions when we are unable to use the preferred name due to the way information is provided to us. For example, Year 9 Options correspondence and individual photograph bar codes.

PARENT PORTAL (Talaxy)

The Parent Portal allows parents/carers to access some of the information that is held electronically on the school's information management system. Data such as home address and emergency contact details can be viewed and updated online. Other information such as reports, attendance records, and public exam results can also be viewed. Parents/carers are also able to use the system to inform the school regarding reasons for absence.

Each September we need to confirm the details you have provided concerning your child to enable us to contact you quickly should the need arise. These details are required under the fourth data protection principle of the Data Protection Act 2018, which states that personal data processed for any of the law enforcement purposes must be accurate and, where necessary, kept up to date, and every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the law enforcement purpose for which it is processed, is erased or rectified without delay.

South Wilts Grammar School has a duty to protect personal information belonging to the public whom it serves. The school is registered under the Data Protection Act 2018, is committed to all its principles and adheres to "Best Practice" in information security. This information will be shared (under statutory requirement) with the Local Education Authorities and the DfE for statistical analysis.

You are requested to use the school's Parent Portal to check/change the information we hold on our computer relating to your child in order to:

- eradicate any typing errors which may have occurred
- amend any entries due to change of circumstances since you completed the form
- complete any missing information
- complete emergency contact information, in addition to your own, in priority order

This information is necessary in your child's interest, as without it we may not be able to contact you if they are taken ill. The information you have given the school will remain confidential.

Additionally, we ask that the primary parent contact log in during the start of the new school year, to check the details of the additional contacts connected to your child/ren. Please check this information carefully and make any changes via the parent portal.

If you have any difficulty accessing the Parent Portal, there is the forgotten password option or contact the school using the data@swgs.wilts.sch.uk email address. We issue one log in per household, which can be shared between parents if you wish to do so.

For parents of new students, login information for the portal will be issued early in the academic year, to the primary parent contact.

If at any time during the year any of these details change, especially regarding your home circumstances, please let us know immediately. We hope that separated and divorced parents will be able to share reports and attend parents' meetings jointly, so that we all work as a team promoting the best possible achievement for your child; if this is a problem for you then please let us know.

Individuals have a right, in certain circumstances, to have data permanently erased without undue delay. This right arises in the following circumstances: where the personal data is no longer necessary for the purpose or purposes for which it was collected and processed; where consent is withdrawn and there is no other legal basis for the processing; where an objection has been raised under the right to object and found to be legitimate; where personal data is being unlawfully processed and where there is a legal obligation on the Academy Trust to delete.

For further information relating to data protection in the school please refer to our Data Protection policy, which can be found under 'Main' and 'School Policies' on our school website.

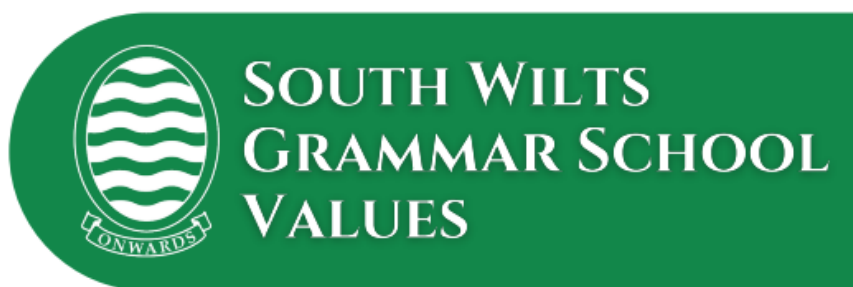
PE

Please would you inform your child that they **must not** get changed in classrooms **at any time, this includes after school**. Students should always change into or out of their PE kit in the changing rooms and leave school in their full school uniform unless immediately attending an after-school club or fixture.

REWARDS AND SANCTIONS

At South Wilts, we are committed to fostering a school culture where kindness, involvement, and aspiration are the cornerstones of our community. We believe that every student has the right to learn in a safe, supportive, and inclusive environment. Our vision is to nurture a culture where positive behaviour is celebrated and students are encouraged to take ownership of their actions. Through clear expectations, consistent support, and collaborative efforts, we aim to empower our students to develop the social and emotional skills necessary for success both within and beyond the classroom. Together, we strive to create a harmonious and dynamic school atmosphere that nurtures growth, learning, and mutual respect.

To enable students to take ownership for their actions, we ensure expected behaviours linked to our school values are known and celebrated as shown below:



Being polite and respectful

Helping a member of staff

Helping someone with their learning

Supporting/encouraging others

Celebrating others

KIND

INVOLVED

Contributing positively in class

Consistently participating in extra-curricular clubs

Helping to run a club or event

Being a role model for others, e.g. volunteering to read/picking up litter

Volunteering to take on a position of responsibility

Attempting especially challenging work

Demonstrating a sustained commitment to quality in work

Demonstrating a thirst for knowledge

Demonstrating resilience and perseverance when things are hard

Challenging others' points of view through constructive discussion and questioning

ASPIRATIONAL

Certificates awarded at the following intervals:

House Points	Signed by	Certificate
15	Form Tutor	GREEN certificate
30	Pastoral Manager	YELLOW certificate
45	Pastoral Manager	PURPLE certificate
60	Head of Year	BRONZE certificate
75	Deputy Headteacher	SILVER certificate
90	Headteacher	GOLD certificate
120	Headteacher & Trustees	PARCHMENT certificate and letter home
150	Headteacher & Trustees	PLATINUM certificate, Trustees' Award Badge & letter home
200	Headteacher & Trustees	DIAMOND certificate, Trustees' Award Badge, letter home & £5 voucher.

250	Headteacher & Trustees	EMERALD certificate, letter home & £10 voucher
300	Headteacher & Trustees	PALLADIUM certificate, letter home & £15 voucher

We believe that sanctions provide a consistent framework of support to help the development of individual responsibility. Behaviour points are logged by all members of staff where necessary and an amalgamation of points can lead to a lunchtime detention or an after-school detention. They are set and administered by staff for late work, missed work, lateness to a lesson or poor behaviour. Students can also be put on report to monitor progress in lessons and/or lunchtime.

After-school detentions are held on Mondays from 3.50pm to 4.35pm and parents will be informed before they take place. Parents are invited in to discuss problems such as poor behaviour patterns or truancy. We believe that sanctions should be appropriate to the problem and administered with discretion. Further details can be found about our behaviour and sanctions policy on our website.

SECURITY

As a secondary school with many exits and entrances, we make security a priority. We have a secure vehicle and pedestrian gate at the front of the school and visitors are required to request permission via an intercom system to enter the school site. Visitors who are permitted are then required to sign in at Reception and wear a lanyard and ID badge. If, for any reason, you come in to school, you must please call at Reception first, after being authorised entry through the gates. The back gate and some of the external doors into buildings also have a keypad coded lock on them.

SWGS SCHOOL FUND

The School Fund is a voluntary fund used exclusively to sustain and enhance your child's quality of education and facilities. Although we do receive funding for each student, our expenses as a school can be significantly higher. The School Fund pays for costs associated with running a successful school that are not covered by the budget allocated by the Government; it allows the school greater flexibility in its spending and purchase of certain items.

Over the years, donations from parents/carers contributing to the School Fund have allowed us, in addition to other purchases, to build the Learning Resource Centre, purchase a new minibus, extend our Reception area and the Technology building to incorporate a new classroom and provide a modern Food Technology room. All of this has contributed positively to the enhancement of the learning environment and facilities for our students. We are very grateful to our parents, particularly in the current climate, who donate towards this fund; we simply could not achieve what we do without it. However, we recognise that many may be facing difficulties posed by the current cost of living crisis and we would like to stress that whilst we appreciate any contributions given to the school, this is a voluntary contribution.

Further information about the school fund will be sent out separately.

TRANSPORT

It is important to consider the safety of pedestrians in the school area. For safety reasons, when dropping off or collecting your child, we ask that you **park away from the school entrances and bus stop areas**, avoid **waiting or parking on double-yellow lines**, and refrain from **making U-turns** in the road.

Cars should not be brought onto the school premises at any time unless prior permission has been granted. There is **no available parking on site**, and turning within the school grounds is both **difficult and hazardous**. We also ask that all members of our community are considerate to our neighbours, ensuring that driveways are not blocked when parking near the school. In addition, we politely request

that students and parents avoid use of the Victoria Park carpark on Stratford Road as it causes significant congestion on Stratford Road at busy times but also impacts on the local community wishing to use Victoria Park's facilities.

If your child misses the bus on the way to or from school, please ensure they are aware of the procedure you would like them to follow. For example, they may need to contact you before catching a later bus. Similarly, if they travel via bus or train, please ensure they are familiar with the route to and from the station in case they ever miss a connection. Any concerns regarding behaviour on school buses should be directed to your child's Head of Year.

Bus information is available on our website: [Transport – South Wilts Grammar](#)

If we are made aware of any transport issues – such as long delays, mechanical failures, or cancellations affecting homeward travel – we will make every effort to inform parents promptly. Where appropriate, we may release students early to allow them to make their journeys home safely.

Students who cycle to school must store and lock their bicycles in the designated bike sheds. For safety reasons, bikes should not be ridden on the school site at any time. As part of our School Travel Plan, we actively encourage students to walk or cycle to school. However, given the high volume of traffic around the school during peak times, we strongly recommend that all students who cycle wear a suitable safety helmet and are clearly visible using lighting and highly visible clothing.

UNIFORM / SIXTH FORM DRESS CODE

We appreciate your cooperation in sending your child appropriately dressed and with suitable shoes. We ask you to support our school policy on make-up, jewellery and outdoor clothing. Further information about the school dress code can be found in the Student Planners for Year 7 or on the school website: [Uniform | South Wilts Grammar School](#).

Second Hand Uniform

The second hand uniform office is located in O6 and is open on Monday, Wednesday and Friday during term-time from 12:30pm to 1pm. Second-hand uniform can be purchased from our online platform <https://app.uniformd.co.uk/items/south-wilts-grammar-school>. Orders are normally fulfilled within two working days for students to collect from O6 at the times shown above. If any item in the order is unsuitable, please contact us within five working days and we will aim to exchange the item – please note that online orders are subject to an administration charge if refunded.

South Wilts does have a very popular second-hand uniform shop which is available online via the platform www.uniformd.co.uk/southwiltsgrammar. Once in the page you can search for products by name. The site shows up to date availability of stock along with pricing.

Please note that refunds do incur an admin fee, so we do recommend trying to swap an item if it does not fit.

Uniform ordered through the Uniformd shop platform will be available for collection by students from the Lost Property Office, O6, two working days after the order is placed.

If you have any good quality uniform that is suitable for resale via our second-hand uniform platform, then please drop it into Reception in a bag marked 'for second hand uniform'.

New Uniform

New uniform can be ordered directly from our uniform supplier, Price & Buckland. www.price-buckland.co.uk. All orders will be delivered to your home address at a cost of £4.50. Orders of a value over £65 are delivered free of charge. Deliveries take approximately 5 to 7 days. Free returns are available.

Please contact Finance@swgs.wilts.sch.uk if you require financial help with uniform.

VOLUNTEERING TO HELP WITH SWGS EVENTS

We are always looking for parents/carers and alumni who are willing to help with SWGS events taking place over the coming year as well as updating our database of parents/carers with expertise in different professional and/or academic fields who would be willing to help us in supporting our students. We are always looking for help with the following events:

- **Year 9 Enterprise Days** – a three-day event (month to be confirmed) where groups of students are assigned to a local Salisbury company and given a real-life challenge/project to research. Findings are presented to an organisation representative on the final day. Students have influenced business decision making through their findings, so if your company has some projects/challenges needing attention, please get in touch.
- **Year 9 Alumni Insight** – during a timetabled PSHE lesson in January, SWGS alumni share their 'story so far' with students including their GCSE option choices, post-16, post-18 and career so far via an online talk (live or pre-recorded).
- **Year 10 Mock Interviews** – students select a job they wish to apply for (from a prechosen list selected by the school) and volunteers visit the school for a morning or afternoon in July to interview students.
- **Year 10 Careers Conference** – During November Year 10 students engage with a careers conference including small group workshops on a wide variety of careers. If you would like to talk to a group of students interested in your area, please let us know your career area.
- **Year 13 Mock Oxbridge and Medicine/Dentistry and Vet Interviews** – take place in late November/early December on a one-to-one basis. Please state your area of expertise so that we can closely match you with the applicant.
- **Year 13 Mock Interviews for prospective Apprentices** – take place in late November/early December on a one-to-one basis.
- **Talking to Sixth Form students virtually or face-to-face about your work/profession** in small groups.
- **Offer volunteering opportunities** for Sixth Formers on a regular basis.
- **Offer a work experience placement** to Year 12 students for one week in the summer term.
- **Offer a visit** to your workplace for small groups of students.

If you think you could help, please email careers@swgs.wilts.sch.uk indicating what you would be interested in supporting and your area of expertise. Thank you for your support.

USEFUL EMAIL ADDRESSES

General Enquiries	head@swgs.wilts.sch.uk
Attendance Officer:	attendance@swgs.wilts.sch.uk
Careers Advisor:	careers@swgs.wilts.sch.uk
Designated Safeguarding Lead	DSL@swgs.wilts.sch.uk
Duke of Edinburgh Manager	doemanager@swgs.wilts.sch.uk
Events:	events@swgs.wilts.sch.uk
Exams & Admissions Officer:	exams@swgs.wilts.sch.uk
Finance Office:	finance@swgs.wilts.sch.uk
FOSWGS:	foswgs@swgs.wilts.sch.uk
Headteacher Office / PA	head@swgs.wilts.sch.uk
Library	library@swgs.wilts.sch.uk
Lost Property Office:	lostproperty@swgs.wilts.sch.uk
Main Admin Office	admin@swgs.wilts.sch.uk
Music Secretary:	music@swgs.wilts.sch.uk
Parent Portal & Student Data issues:	data@swgs.wilts.sch.uk
Pastoral Support:	pastoralsupport@swgs.wilts.sch.uk
Reception:	reception@swgs.wilts.sch.uk
Second-hand uniform queries:	SecondHandUniform@swgs.wilts.sch.uk
SENCO	senco@swgs.wilts.sch.uk
Sixth Form Office:	sixthform@swgs.wilts.sch.uk
Trips Officer:	trips@swgs.wilts.sch.uk