

NEW PARENTS' HANDBOOK 2025 - 2026

“WHERE THERE
IS BELIEF THERE
IS POSSIBILITY”

“I BELIEVE I WILL
PERFORM ON A
FIRST-CLASS STAGE”

ANYA

Luckley
HOUSE SCHOOL

Our Core Values

Luckley House School is built on the Christian foundations of love and service. We enable our pupils to thrive in a secure and encouraging environment, thereby equipping each one to be resourceful and resilient, and ready to take on life's challenges and opportunities.

CONTENTS

THE SCHOOL DAY	2
ACADEMIC PROGRESS	3
ALUMNI SCHEME	3
AMBASSADORS & PREFECTS	3
ATTENDANCE	4
CALENDAR	4
COMMUNICATION	4
DATA COLLECTION	4
EMAIL	4
DRAMA TUITION	5
ENRICHMENT PROGRAMME	5
FINANCE	6
FLEXI-BOARDING	6
HEALTH MATTERS	7
HOMEWORK	7
LOCKERS	7
LOST PROPERTY	7
LUCKLEY HOUSE FRIENDS	8
MOBILE PHONES	8
MUSIC TUITION	8
NEWS - KEEPING INFORMED	9
PHOTOGRAPH PERMISSIONS	9
SCHOOL RULES	9
SCIENTIFIC CALCULATORS	10
SOLVING DIFFICULTIES	10
TABLETS/PERSONAL NOTEBOOKS	11
TERM DATES	11
TRANSPORT	11
UNIFORM	11

THE SCHOOL DAY

We recognise the need to offer flexibility in our provision to meet the demands of modern family life. A range of options is available to enable you to drop off and pick up your child at times to suit your daily commitments.

Pupils can be dropped off for breakfast from 08:00. Please note that unless your child is booked in for breakfast, there is minimal supervision before 08:40 when the school day starts.

The school day ends at 16:00 when day pupils can go home if they wish. However, they may stay for tea, then either do supervised prep or take part in the enrichment programme until 17:30.

Pupils can also stay for supper with our boarders at 18:00. Pupils staying for supper and prep should be collected from school by 19:30. There is also an extended prep option with pick up at 20:30. Book via My School Portal.

Pupils also have the option to stay overnight with their boarding friends, subject to availability. See full details on page 6.

THE SCHOOL DAY

08:45	Assembly / Form Time
09:10 - 10:00	Period 1
10:05 - 11:00	Period 2
11:00 - 11:20	Break
11:20 - 12:10	Period 3
12:15 - 13:10	Period 4
13:10 - 14:10	Lunch
14:10 - 15:00	Period 5
15:05 - 16:00	Period 6
16:00 - 16:20	Tea
16:20 - 17:30	Enrichment Programme (Monday to Thursday)



ACADEMIC PROGRESS

Pupil Progress

The Learning Support Department aims to maximise opportunities and success for pupils via specialist support. In addition, we offer highly bespoke Study Skills courses for both GCSE and A Level pupils, designed to promote independent study, motivation, and self-organisation. As a department, we embrace the use of assistive technology, and for those pupils who meet the examination boards' criteria, we can facilitate an array of access arrangements. Whole school literacy screening with the Lucid Exact online screening tool, together with in-house assessment carried out by specialist assessors, ensures that we have a full and detailed picture of any pupil's individual needs as they progress through Luckley House.

Parents' Evening

You will be invited once a year to a parents' evening when you will have the opportunity to discuss your child's progress.

You are welcome to approach the Form Tutor, Head of Section or Deputy Head (Academic) if you have particular concerns to be addressed at any stage.

School Reports

A roster of School Reports is sent home throughout the year alongside the Parents Evening mentioned above. Your child will receive a grades-only report at the end of each half term, with a full written report arriving twice a year at times most appropriate to their journey through their academic year. Together, these two formats of reports seek to track both your child's progress across the year as well as their attitude towards learning, with the written feedback detailing tailored advice to ensure continuity of progress.

Past reports are stored on the School Portal, and parents are encouraged to discuss the feedback contained within with their children regularly.

Any questions should be directed to your child's tutor in the first instance.

ALUMNI SCHEME

From the day your child joins Luckley House School he/she will become part of the Luckley community. This community consists not only of current pupils and staff, but also past pupils and staff members who continue to be involved with the school as members of Luckley Alumni.

Through Alumni membership we keep in touch with our pupils as they progress through higher education and whatever route their lives may take. Alumni members play an active part in school life, by engaging with current pupils and offering careers talks, advice, work experience and networking opportunities.

Lifetime membership of Luckley Alumni is covered by a one off payment of £80 on joining the school. This payment will be added to your initial bill.

ROLES OF RESPONSIBILITY

Your child may be given the opportunity to take on a position of responsibility within their section, such as representing the views of their peers at School Forums and acting as tour guides for prospective families who visit the school.

These opportunities are valuable for developing your child's confidence and are good preparation for the leadership roles that are available in the Sixth Form.



Senior Prefect Team 2025 - 26

ATTENDANCE

The School places a strong emphasis on the need for pupils to maintain the highest possible level of attendance. Pupils are regularly assessed on a variety of skills and many of these are acquired through pupil-centred learning strategies, including group work and discussion. The School takes great care to arrange project and practical assessments at optimum times in the curriculum programme. It is therefore vital that absence is only because of illness. The school holidays are generous in recognition of the fact that Luckley is a boarding school and you are therefore strongly discouraged from allowing family holidays to trespass on teaching time.

When your child is absent from school, you should complete the absence form on My School Portal by 08:40 on the first day of absence.

Requests for permission for a pupil to be absent from school should be addressed, in good time, to the Head. Dental appointments, routine medical checks, etc. should be arranged out of school hours, wherever possible.

OPEN EVENTS

Our main [Open Morning](#) takes place on a Saturday in the [autumn term](#). **All** pupils are required to attend this event and will be expected in school from 09:00 to 13:00. Pupils will be allocated across the subject areas and will take part in fun, interactive sessions which will showcase what the school has to offer to prospective families. Some pupils will be required to act as tour guides during the morning.

We also hold an [Open Evening](#) in the [summer term](#) from 18:00 to 20:15. Your child will be expected to attend unless otherwise notified.

Dates of these events will be sent to you at the start of the autumn term.



CALENDAR

A school calendar is available on My School Portal.

COMMUNICATION

The School Office is open from 08:30 – 17:30.

Tel: **0118 978 4175**

Email: office@luckleyhouseschool.org

You will have the opportunity to meet teaching staff at Parents' Evenings, but should contact Form Tutors in the first instance. Alternatively you may request to speak to any of the following:

[Head: Mr Ed Swanwick](#)

LHSHead@luckleyhouseschool.org

[Senior Deputy Head: Mrs C Gilding-Brant](#)

claire.gilding-brant@luckleyhouseschool.org

[Deputy Head \(Academic\): Mr G Woolner](#)

grant.woolner@luckleyhouseschool.org

[Head of Section \(Lower School\): Mrs E Brown](#)

esther.brown@luckleyhouseschool.org

[Head of Section \(Upper School\): Mr M Humphrey](#)

matt.humphrey@luckleyhouseschool.org

[Head of Section \(Sixth Form\): Mrs J Rumble](#)

julie.rumble@luckleyhouseschool.org

[Head of Boarding: Mr D Rose](#)

boarding@luckleyhouseschool.org

[Registrar: Mrs C Crombie](#)

Registrar@luckleyhouseschool.org

Should you wish to contact the Chair of Governors, please use the school address.

In an emergency pupils may contact parents during the school day from the School Office. Parents may also send important messages to their child via the School Office.

DATA COLLECTION

To ensure that the information we hold is kept up to date and accurate, we will carry out a data collection exercise once a year, usually in the autumn term.

EMAIL

During their first term, all pupils will be given a personal email address. The format will be first.name.surname@luckleyhouseschool.org

DRAMA LESSONS

Speech and Drama lessons are available as an extra-curricular subject to all age groups in the school. Pupils work towards grade examinations in Individual Acting, Speech & Drama, Performing Texts and Pair Acting. The examinations are progressive, up to Grade 8, including Bronze, Silver and Gold awards.

As with the Drama curriculum, the Speech and Drama course does not simply nurture acting talent; it broadens knowledge and appreciation of literature. Students find they develop clarity of thought and self-confidence in expression. Experience in this field sharpens communication skills and encourages effective self-presentation techniques, which are an asset in all walks of life. Pupils mostly work as individuals or in pairs.

Lessons take place in the school day and work on rotation. They are organised and billed directly with the tutor. Information about costs and an expression of interest form are available on My School Portal.



ENRICHMENT PROGRAMME

Our rich and varied programme enables our pupils to explore different interests and discover new talents. The programme is updated each term with new activities. All pupils are encouraged to take part and the variety on offer ensures that there is something for everyone.

A copy of each term's programme is available on our website. Bookings for the enrichment day must be made via My School Portal.

There is a late bus at 17:40 for pupils who stay for the enrichment activities.



FINANCE

A school account is sent out at the end of each term and must be paid in full not later than the first day of the new term. Should fees not be received at this time, additional costs will accrue. Some extras will be charged retrospectively. These include the cost of outings and exam books.

Instalment Scheme

We offer an in-house monthly instalment scheme and a fees in advance scheme. Details of both can be obtained from the Bursary Office.

Insurance - Personal Effects

It is expected that all the property of pupils including valuable items such as mobile phones and computers will be covered by parents or under home insurance policies - it should be noted that the school cannot accept liability for loss of or damage to any personal items. Whilst a UK policyholder's All Risks Policy may provide adequate cover, we suggest seeking advice from your usual source of insurance information.

We run a Personal Accident Insurance Scheme which is included within the school fees.

Fees Refund Scheme

The School offers membership of a Fees Refund scheme. A fully descriptive leaflet for your information is included in your joining pack. After continuous absence of at least eight days for boarders or five days in respect of day pupils (including weekends), a claim can be made for a proportion of the fees.

Any financial enquiries arising from school accounts or fees should be directed to the Bursar.

Tel: 0118 974 3201 or email: bursar@luckleyhouseschool.org.uk

School Trips Payment

School trips can be paid for online via EVOLVE.



FLEXIBLE DAY PROVISION

In addition to the Enrichment Programme, which is included within fees, we offer flexible before and after school care provision to meet the demands of modern family life.

Option 1: Early Start – Drop your child off at 08:00 for breakfast - £5

Option 2: Supper – Your child can stay for enrichment activities and join the boarders for supper until 18:30 - £7

Option 3: Twilight Care – Your child can stay for enrichment activities, then join the boarders for supper and supervised prep up until 20:30 - £22

Option 4: All of the above - £25

Please book via My School Portal with at least 24 hours notice.



FLEXI-BOARDING

Many of our families with day pupils take advantage of our boarding facilities for ad-hoc nights. Pupils can stay overnight with their friends, enabling you to relax, knowing your child is happy, safe and well cared for. Flexi-boarding can also be invaluable during exam periods, offering our pupils reassurance that they will be in school ready for their exam the next morning, without the potential of being late. Flexible boarding costs are £57.60 per night inc. VAT (subject to availability) and should be booked in advance with the Head of Boarding.

HEALTH MATTERS

Medical Information

Boarders who are with us for six months or longer must register with a local GP surgery, whilst day pupils remain on the list of their own GP. We have a well-equipped Health Centre to which day pupils, as well as boarders, sometimes go during the day if they feel unwell. To help us give the best possible cover to all our pupils, parents are asked to provide us with information when their children start their Luckley career, and to keep us up to date when circumstances change. A confidential medical record on each pupil is kept securely in the Health Centre. The medical record contains the information provided together with the medical questionnaire that you completed when your child joined the school. It will also contain details of any treatment that a pupil receives during their time at the school, including records of all accidents and injuries.

All confidential medical/health data is computerised and records are kept securely with access strictly restricted to medical staff only. Medical information is not routinely accessible by all administrative staff. A designated staff member may provide a list of the names of current pupils with medical conditions, or social information of a sensitive nature that may be of relevance to designated staff in their dealings with pupils in the classroom or, for example, when arranging trips and visits. The catering staff may also be given the names of pupils with food allergies. All medical records are stored securely in the relevant file until the pupil's 25th birthday, when they will be securely destroyed.

Short term boarders, staying for less than six months, must have medical insurance cover in place.

If Your Child Becomes Ill

The School will always contact you if your child suffers anything more than a trivial injury, or if they become unwell during the school day, or if the School has any worries or concerns about their health. We may ask you to collect your child if they become ill during the school day.

Emergency Medical Treatment

In accepting a place at the School, you authorise the Head, or an authorised deputy acting on her behalf, to consent to the advice of an appropriately qualified medical specialist to your child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the School is unable to contact you in time.

Medicines and Treatments in School

You should advise the School Nurse of any medication that your child has brought into school. If they have a medical condition which necessitates regular access to medication, please inform the School Nurse, so that an appropriate regime can be devised. The relevant academic and pastoral staff will be informed, in strict confidence, of any condition that is likely to affect the child in any area of school life.

Please keep in contact with the School Nurse on a regular basis if your son or daughter is unwell.

School Health Centre

The School Health Centre is staffed between 08:30 and 17:30 by Nurse Doel and Nurse Lan, the School Nurses.

HOMEWORK

Each pupil will have a homework timetable and you are encouraged to keep this for reference. Homework is set for all pupils ranging from, on average, one hour per night in Year 7 to two hours by Year 11. In Year 7 and 8 pupils will only be set regular homework in English, Maths, Science and Modern Foreign Languages. For all other subjects teachers will set project work.

In terms of project work, each term, pupils will be expected to complete;

- at least two projects to level 1
- at least one other project to level 2

In addition to this, scholars must complete their subject project to level 3 with general academic scholars allowed to pick from any of the projects on offer.

Clearly all pupils do not work at the same speed and you should inform the subject teacher if problems arise. Please contact the Form Tutor or Head of Section if you have more serious concerns.

LOST PROPERTY

There is a box for each year group for collection of named lost items. Those items which are not named are collected separately in a trunk. If items are misplaced, pupils should check these areas periodically. Any items not claimed by the end of the term will be disposed of.

LOCKERS

The School will issue a locker to your child at the start of the academic year. All pupils are responsible for their locker and must provide their own lock. Any type of padlock is acceptable, but we would recommend the following styles (preferably with a combination code rather than a key).



LUCKLEY HOUSE FRIENDS

You automatically become a member of Luckley House Friends (LHF), the Parent Teacher Association when your child joins Luckley. Providing pupils with a wide range of extra-curricular activities is a key strength of Luckley House School and LHF is here to support and help fund many of these events.

The LHF Committee is a group of parents and members of Luckley staff who aim to achieve the following:

- Increase parent engagement with the School.
- Support the School delivering its long-term plan.
- Build awareness of the School with local community and business.
- Raise funds to enrich school life for pupils and staff.
- Leverage expertise and skills of parents.

Luckley House Friends raises funds through a termly subscription of £5 per pupil and by organising social events. The money raised is used in various ways around the School, including the zip wire which has proved very popular with pupils and staff! The committee also hosts an annual Easter Egg Hunt and makes donations to school events.

To support the School, LHF is very keen to leverage the skills, ideas and contacts that parents have to continue to create and fund exciting opportunities for all the pupils



Whatever you can do to help these events is a great benefit to the whole school. Even two hours a term, or helping at an event on an ad hoc basis can make a real difference.

Why Join? It is a great way to meet other parents and the School's Leadership Team and to find out all that is taking place in and around the School. So if you would like to make an impact and support the School please contact the Luckley House Friends via the School Office.

MOBILE PHONES

Mobile devices may be brought to and from school under the following conditions:

For all pupils in Years 7-11, mobile devices must be switched off and put away into lockers by 08:45, where they must remain until 16:00. They must not be kept in blazer pockets. At any other time, if it is necessary to contact parents, pupils should report to the school office or ask a teacher who will supervise the call. Devices may not be used in lessons.

MUSIC TUITION

We have a very busy Music Department with plenty of activities and music lessons to choose from.

Lessons are offered in: piano, theory, drums, violin, viola, cello, bass, flute, clarinet, musical theatre, singing, saxophone, trumpet, trombone and classical and contemporary guitar. Lessons take place in the school day and work on rotation.

Pupils are encouraged to take Trinity and ABRSM Music exams which are generally here at school. There is also a wide range of lunchtime and extra-curricular activities to join.

Information about costs and an expression of interest form are available on My School Portal.



Music Clubs held at lunchtime, before school and after school include:

- Orchestra
- Senior Choir
- Drumming Club (Junior and Senior)
- Music Theory
- Junior Choir
- Chamber Choir (by audition)
- Rock School
- Chamber Music
- Showtime (Musicals)
- Wind Band
- Ukulele Club
- Open Music Studio



NEWS – KEEPING INFORMED

Luckley Life is our newsletter which is sent to parents at the end of each term. As well as sharing news and photos about events in school, we also celebrate the achievements of our pupils outside of school. Please let us know about your child's special achievements by email to the Marketing Department - marketing@luckleyhouseschool.org.

Visit our website and follow us on social media for regular news and photographs of life in school.

[Facebook.com/LuckleyHouseSchool](https://www.facebook.com/LuckleyHouseSchool)

[Instagram.com/luckleyhouse](https://www.instagram.com/luckleyhouse)

[Youtube.com/LuckleyHouseSchool](https://www.youtube.com/LuckleyHouseSchool)
Wokingham

[TikTok/luckleyhousesixthform](https://www.tiktok.com/luckleyhousesixthform)

PHOTO PERMISSIONS

Our Marketing Department takes photographs at most of our school events and activities, which are used within publicity materials. This includes newsletters, promotional literature, our website and social media sites, as well as within advertising in the local and national media. The authorisation form in the joining pack **MUST** be completed and returned to the Registrar, to ensure that we comply with data protection rules on the use of photographs.



SCHOOL RULES

Rules are kept to a minimum, consistent with safety and good order. Pupils render themselves liable to immediate suspension if, without permission, they leave the school premises by day or the school building by night, or bring cigarettes, alcohol or drugs into school.

Pupils using school transport are permitted to travel on the late buses only if they have participated in an activity endorsed by the School.

While every effort is made to inform parents about serious breaches of school rules, it must also be accepted that the Head has complete discretion in the imposition of sanctions, including suspension or expulsion. The Behaviour Management and Discipline & Exclusions policies are available on our website.



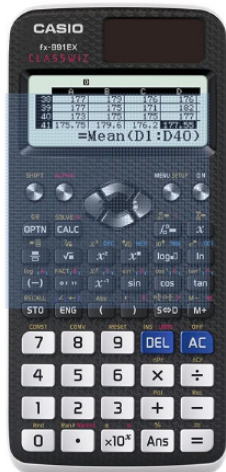
SCIENTIFIC CALCULATORS

Our preference is for Casio calculators as we find them to be good value, robust and easy to use. These models can be purchased in a variety of shops as well as online. Examples of ideal calculators are:

- Casio fx-991EX Classwiz
- Casio fx-83 GT PLUS
- Casio fx-83GTX

Older models are perfectly acceptable, of course, and there is no need to buy a new calculator unless your child has lost or broken their existing one. More advanced models are not necessary, unless you want to make an investment that will last him/her through university.

If your child has an interest in studying Maths at A Level, we recommend the "Casio fx-991EX Classwiz" as it allows for numerical integration and solving of quadratic and simultaneous equations to help with checking of calculations.



SOLVING DIFFICULTIES

We are committed to the welfare of our pupils. We are concerned for natural justice, for truth, fairness and high standards of community conduct. Most concerns are likely to be straightforward issues of mistake or misunderstanding and can be readily sorted out by immediate reference to the individual responsible.

What Pupils Think

School Forum, chaired by the Head Students, provides a way for pupils to air ideas or grievances which are shared with the Leadership Team. Minor problems of housekeeping or food service can be addressed here if not already sorted by individual approach. In addition, innovative, constructive suggestions can be put forward for consideration.

Academic queries

If you become aware of a concern, please approach your child's Form Tutor in the first instance. Alternatively, subject teachers or Heads of Department may be contacted if appropriate. Contact should be made through the School Office or by email.

Friendship problems

In the first instance a pupil with a difficulty or unhappiness should approach his/her Form Tutor or Houseparent. He/She will be carefully listened to, and every effort made both to establish facts and put right what may have gone wrong. Any pupil may also choose to talk to one of the Sixth Form peer mentors. If problems persist, a pupil may choose to approach the Head of Section. Beyond this level of referral is the Senior Deputy Head or the Headmistress who will always listen to serious problems or difficulties which have not been resolved by earlier procedures.

Bullying concerns

Bullying is not tolerated. Any pupil experiencing or witnessing such an occurrence is encouraged to speak about it to the adults responsible for his/her welfare. A copy of our Anti-Bullying Policy can be found on the website.

School Counsellor

Pupils can make an appointment with the School's Counsellor via Mrs Gilding-Brant, Senior Deputy Head.

Complaints

The Headmistress has full discretion in dealing with matters of good order and discipline within the School whether they affect pupils or staff. A dissatisfied parent who has exhausted all these procedures has final right of appeal to the Chair of Governors at the School's address. A copy of the formal complaints procedure was issued to parents with the offer of a place at Luckley House School. Additional copies may be downloaded from the website. Copies of our School Policies are available on our website

DIGITAL LEARNING

All pupils are required to have a Microsoft Surface. The additional cost of the Surface is included in the first term's fees. The Surface will be used regularly in lessons throughout the day, so it is essential that your child brings it to school fully charged.



TERM DATES

Details of term dates are available on the school website at: www.luckleyhouseschool.org/school-life/term-dates.

TRANSPORT

The School operates a single transport service in the morning and a double service in the evening to provide the option for pupils to enjoy after-school activities. The transport leaves at 16:10 and 17:40 Monday – Thursday and 16:10 only on Fridays.

We have partnered with Vectare, a specialist school transport management company, to provide you with a dedicated booking website for school transport. This will also offer you a host of other benefits, including tracking the school bus and receiving email notifications of when your child has boarded the service.

For more information about the school bus service or to make a booking please visit: <https://luckleyhouseschool.vectare.co.uk/>

UNIFORM

Visit www.luckleyhouseschool.org/school-life/uniform/ for information about uniform and how to order.

General Appearance

- Blazers are worn at all times.
- Shirts must remain tucked in throughout the school day.
- Long hair (touching the shoulders or below) must be worn off the face and tied back in a style that does not interfere with clear vision or safety requirements.
- Hair should be natural in colour; not extreme in colour.
- All hair styles, including colour, should be suitable for school and will be at the discretion of the Headmistress as to whether or not a style/colour is permitted.
- Year 10 – 11 pupils only are permitted to wear natural looking make up and see through or pastel pink/beige nail varnish.
- Acrylic nails are not permitted. They hinder learning in terms of writing and taking part in practically based sessions, such as science experiments and sporting activities.
- The length of skirt should be just above the knee.
- A discrete chain is permitted – other items of jewellery such as rings and bracelets are not allowed.
- One pair of simple studs, one in each ear, may be worn in each pierced earlobe. No cartilage or nose piercings are allowed. Pupils who have more than one piercing will be expected to either take out any additional ones until they're left with a single pair, or if newly pierced, to be covered up with tape or exchanged for a clear stud.

Second Hand Uniform Shop

The Second Hand Uniform (SHU) Shop is run by Luckley House Friends and all monies raised are used to fund projects at the school. The SHU has a dedicated space in school for termly sales. To find out if a particular item is in stock, please email Luckleyhousefriends@luckleyhouseschool.org. Items of clothing and sports kit are generally sold at 50% or less than the price of new items.

“I BELIEVE I WILL BECOME
A NEWS READER FOR A
NATIONAL TV CHANNEL”

BOH





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T: 0118 978 4175

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