



# **D'OVERBROECK'S OXFORD**

A NORD ANGLIA EDUCATION SCHOOL

**D'OVERBROECK'S SIXTH FORM  
PARENTS HANDBOOK 2025-2026**

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## **Welcome from the Head of Sixth Form**

Dear Parents and Guardians,

A very warm welcome to d'Overbroeck's Sixth Form and a new academic year. Each year we are both delighted and privileged to work alongside our students, through this special and hugely important time of their lives.

Our constant goal is to help create an environment in which students can be happy, fulfilled and successful, as they move from a school environment to their adult lives. In the Sixth Form, they have the chance to explore new ideas and interests and a host of new opportunities, as part of our community of students from the UK and around the world. As part of that community, there will be the chance to meet new people and to make new friends.

I have always appreciated d'Overbroeck's Sixth Form as a place where unfussy, purposeful informality provides an environment in which students can grow in confidence and prosper. Students who feel comfortable and have their individuality recognised and supported, are in a better position to find their passion, to get lost in learning and to achieve academic success. We always strive to understand and support each individual, in a Sixth Form which provides both challenge and fun.

With all of this in mind, this booklet intends to give you practical information relating to various aspects of life in our Sixth Form. Whilst you may already be familiar with some of the material, it is designed to help you become more familiar with some of the practical questions you may have, providing you with a source of information throughout the year.

If you have any further questions about its contents or any other aspect of d'Overbroeck's Sixth Form, then we always want to hear from you. We place a great premium on regular communication with parents and guardians. You will find contact details for various members of school staff near the front of this handbook. Please feel free to call or email us if you would like to raise or discuss anything at all.

We look forward to working closely with you throughout the year.

Andrew Colclough  
Head of Sixth Form

## Calendar 2025-2026

### Academic Term Dates

Autumn Term Thursday 4 September – Friday 12 December 2025 (until lunch)

Half term: Friday 24 October – Monday 3 November 2025 (inclusive)

Spring Term Monday 5 January – Friday 27 March 2026 (until lunch)

Half term: Thursday 12 February – Friday 20 February 2026 (inclusive)

Summer Term Monday 20 April 2026 – Thursday 2 July 2026

Half term: Saturday 23 May – Sunday 31 May 2026

### Key Dates

Boarder arrival and registration  
Year 12 Induction Day

Wednesday 3 September 2025

Thursday 4 September 2025

Parents Evenings  
Year 12

Thursday 20 November 2025(online)

Thursday 21 May 2026 (online)

Year 13

Thursday 9 October 2025(online)

Thursday 13 February 2026 (online)

Annual School Production

Tuesday 3<sup>rd</sup> Feb – Friday 6<sup>th</sup> February 2026

End of Year Celebration

Thursday 2 July 2026 2.00pm

### Formatives and Mock Exams

Autumn Term

Year 13 Formatives: Tuesday 4<sup>th</sup> November – Thursday 7<sup>th</sup> November  
2025

Year 12 Formatives: Friday 17<sup>th</sup> October - Thursday 23<sup>rd</sup> October  
2025

Spring Term

Year 13 Mock Exams: Monday 23 February – Wednesday 4<sup>th</sup> March 2026  
Year 12 Formatives: Tuesday 13 January – Friday 16 January 2026

Summer Term

Year 12 Mock Exams: Monday 27<sup>th</sup> April – Tuesday 5<sup>th</sup> May 2026

## Contact Details

For any general query or to report your child's absence from school please call the Sixth Form Office on 01865 688600 or email [sixthformoffice@doverbroecks.com](mailto:sixthformoffice@doverbroecks.com). Alternatively, you can contact selected staff as follows:

Principal  
Patrick Horne

[principal@doverbroecks.com](mailto:principal@doverbroecks.com)

Vice Principal  
Pastoral  
Jo Croft

[jo.croft@doverbroecks.com](mailto:jo.croft@doverbroecks.com)

Director of Teaching and Learning  
Becky Mann

[becky.mann@doverbroecks.com](mailto:becky.mann@doverbroecks.com)

Head of Sixth Form  
Andrew Colclough

[andrew.colclough@doverbroecks.com](mailto:andrew.colclough@doverbroecks.com)

Head of Years 7-11  
Nick Haines

[nick.haines@doverbroecks.com](mailto:nick.haines@doverbroecks.com)

Head of The International School  
Mikaela Parker

[mikaela.parker@doverbroecks.com](mailto:mikaela.parker@doverbroecks.com)

### Sixth Form Senior Leadership Team

Deputy Head  
Fatima Safi

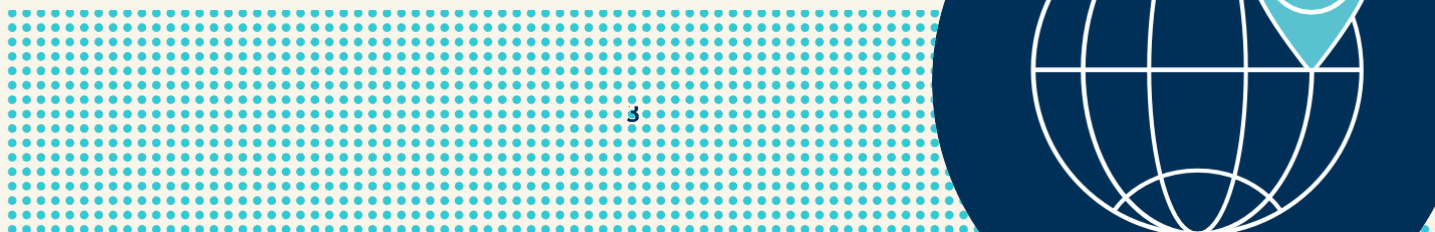
[fatima.safi@doverbroecks.com](mailto:fatima.safi@doverbroecks.com)

Assistant Head (Head of Year) Marilou  
Polymeropoulou

[marilou.polymeropoulou@doverbroecks.com](mailto:marilou.polymeropoulou@doverbroecks.com)

Assistant Head (Head of Year)  
Michelle Barrett

[michelle.barrett@doverbroecks.com](mailto:michelle.barrett@doverbroecks.com)



## Other Key Contact Details

Here are some other staff you may wish to contact:

### Think & Oxbridge

Nita Goriely

nita.goriely@doverbroecks.com

### EAL (English as an Additional Language)

Aga Gurbin

agnieszka.gurbin@doverbroecks.com

adam.johnstone@doverbroecks.com

### EPQ (Extended Project Qualification)

Adam Johnstone

lisa.pearson@doverbroecks.com

### Key Stage 5 SENCO

Lisa Pearson

hannah.mungall@doverbroecks.com  
01865 688482

### Head of Boarding

Hannah Mungall

emma.brett@doverbroecks.com  
01865 688642

### Head of Non-Residential Boarding

Emma Brett

**Boarding Emergency Mobile** 07990 076248 (for urgent out of hours queries)

### Proprietor of d'Overbroeck's

d'Overbroeck's is a part of Nord Anglia Education. The registered proprietor is:  
Nord Anglia Education, 4th Floor, Nova South 160 Victoria Street, London,  
Westminster SW1E 5LB

Tel: +44 207131 0000 [enquiries@nordanglia.com](mailto:enquiries@nordanglia.com)

### Chairman of the Governing Board

George Ghanous

# The Sixth Form at d'Overbroeck's

## Key Information

### Facts and Figures

- There are around 450 students in our Sixth Form (across Years 12 & 13).
- There is a balanced mix of boarders and day students, as well as a similar proportion of UK and international students, representing over 40 different countries.

### Start of Year information

- The first day of term will include key induction processes.
- Year 12 students will need to complete various registration formalities on induction day, so we ask all students (day and boarding) to **bring in their passports** for photocopying on this day. We **must** meet with students and take a copy of their passports for UKVI compliance **before** students start lessons.
- We give our students lots of structured and unstructured opportunities to meet other students as well as to get to know key staff and ask questions.
- Students receive their timetable information on this day and will meet their Director of Studies.
- Students should wear what they are comfortable in on both this day and beyond.
- Students are reminded that they will need to bring a laptop or surface with them on each day, starting with induction day.
- All students (regardless of whether or not they have opted for catering) will be provided with a school lunch during the first week of the academic year. Students are free to bring their own lunch or buy food from the café should they prefer.

We are aware that the first few days can bring a mixture of excitement and nervousness. The majority of our Year 12 students are completely new to d'Overbroeck's. The early weeks of term, especially the first week, are designed to provide lots of opportunities for students to meet other students and to become more familiar with the Sixth Form and what to expect in the coming weeks.

## Textbooks

Students will be able to collect the books that are relevant to their subjects in school during the first week of the academic year. They will not need to pay for them then and there: the cost of the textbooks will be added to their bill. Any books not required should be returned immediately. It is not possible to return unwanted books for refund at a later date.

## Attendance and Punctuality

Excellent attendance plays a major role in academic progress and success. Whilst students should strive to attend all lessons, our expectation for attendance throughout the year is a minimum of 95%. This means that students should miss no more than 8 days in total across the academic year.

Attendance is recorded in each class. If a day student is not present in class for periods 1 and 2, the Sixth Form Office will automatically contact their parent/host family or the student themselves to check the student's whereabouts.

If you know that your student is not able to attend school, please notify the Sixth Form Office as soon as possible (and before 9.00am) on 01865 688600, or email [sixthformattendance@doverbroecks.com](mailto:sixthformattendance@doverbroecks.com) and the Director of Studies in advance.

Students are expected to arrive at lessons before the start time and be ready to learn. To avoid class disruption, students will not be allowed into a class if they are late by 10 minutes or more for the first lesson in the day (period 1) or late by 5 minutes or more for any other lesson in the day, unless there are exceptionally good reasons. A student who is sent away from a class on arriving late is usually asked to get on with some work in the library and will be marked absent from that class.

We strongly encourage students to arrive on time at the start of term, to avoid missing valuable lessons. Students should also avoid early departures/booking early flights home, as this will impact their attendance. We ask parents and guardians to check term dates and book flights early in order to maximise attendance.

## Food

Students can choose to have lunch provided which is served in the Cohen Hall. The cost for these is added to the termly bill. If you still wish to book school lunch, please contact [sixthformoffice@doverbroecks.com](mailto:sixthformoffice@doverbroecks.com). Alternatively, students are free to make their own arrangements at lunchtime if they wish. There is a café on site which sells hot and cold drinks as well as snacks, cakes, sandwiches and paninis. Students are welcome to bring a packed lunch or to go off site to eat. Many of our students walk to Summertown to get food from a local supermarket or café.



## Who to contact

For any questions regarding a student's general progress including academic and pastoral matters please contact the Director of Studies. For practical matters such as parents' evening arrangements, timetables, term dates, etc., please contact the Sixth Form Office [sixthformoffice@doverbroecks.com](mailto:sixthformoffice@doverbroecks.com). There is a specific contact list earlier in this document.

## Directors of Studies

Every student in the Sixth Form will have a personal and academic tutor. Somewhat unusually, we use the term Director of Studies to describe this role. A student's Director of Studies has a pivotal part to play during the student's time at the school.

The role of the Director of Studies is to:

- Keep closely in touch with each student in their care, to an extent which enables them to offer help and guidance whenever the need arises. This applies to personal as well as academic issues. Directors of Studies work alongside the student helping them build essential skills for their success.
- Students should feel they can turn to their Director of Studies for help, advice and support.
- Monitor academic progress through regular discussion with both student and subject teachers. In particular, the Director of Studies will keep an eye on commitment, attendance and whether the student is able to balance the competing demands of their different subjects. The Director of Studies also needs to be confident that the student understands that academic work must never be sacrificed for other distractions.
- Receive reports from subject teachers regularly, discuss these with the students and forward them to parents with comments of their own; we will keep parents informed about progress at regular intervals and more frequently if we judge it necessary or if parents request it.
- Oversee the business of university and other applications.

Regular meeting slots are set up with a Director of Studies, at a mutually convenient time for both parties for a minimum of a 1:1 meeting fortnightly. There are also opportunities for the Director of Studies group to meet as a whole, where study skills, well-being topics, discussions around topics such as Personal Development or preparation for UCAS can be visited.

Directors of Studies may be contacted by students in their charge, or by you the parent, by email or telephone. Please bear in mind that most Directors of Studies also have a teaching schedule so this may prevent them being available to talk on the telephone at some times in the day. Equally, if staff are contacted at times outside of the working day, responses may not be immediate.

One of the chief tasks for the Director of Studies is to keep everyone fully informed of how the student is progressing. It has always been our policy to be open, honest and direct in all communication. We feel that it is important that all parties keep in touch with one another. We will let you know what is happening (good or bad) and in return hope that you will let us know how things appear from your perspective – particularly if you have any anxieties.

## Pastoral Support

In addition to the Director of Studies, the Pastoral Mentor has a vital role in ensuring that each student integrates into the life of the Sixth Form and finds their feet socially. The Pastoral Mentor's primary focus is ensuring that each of our Sixth Form students is in the happiest frame of mind to achieve their academic potential. They are a non-teaching member of staff who is available to students throughout the school day.

## Core Curricular

Students starting in the Sixth Form will usually study four subjects. Most students take three of these subjects through to the A-level examinations in the second year. Students will make decisions on their Year 13 academic programme in the summer term of Year 12, in close consultation with their Director of Studies and parents are, of course, kept informed. Students are likely to benefit from information and experience spanning the whole of Year 12, when making decisions about Year 13 study. The May assessments usually play a major role in this.

Any student who wishes to carry on studying four or more subjects throughout the two years may in principle do so, timetable permitting. In practice, this can be challenging and the majority of students will move to three subjects. Where a student is taking both Maths and Further Maths as two of their A-levels, they will usually do so in addition to two other A-level subjects.

## Super Curricular

In addition to the core curriculum of A-levels, we offer a wide range of additional opportunities which add further breadth, depth and academic skills to the educational experience of our students. Students can build a bespoke academic programme to suit their needs and interests, selecting from our rich provision of super-curricular options. We increase student awareness of our super-curricular provision at the start of the academic year. Our students work with their Director of Studies to help them get the best out of the opportunities we offer. Our main options are:

**Plus:** Plus is based around individual topic areas and looks to broaden and deepen knowledge. This runs from October to June of Year 12 and is available in around 20 different areas. Students will typically attend six sessions for each Plus they choose, exposing them to a range of issues and ideas and developing their skills further. Students can join any Plus programme regardless of their A-level programme.

**Seminar:** This encourages students to access in person and online seminars/lectures/events including those delivered by Oxford University. Students then meet to discuss the talks they attended. It is open to selected students and launches in the lead up to October half term. In the Sixth Form, this is led by our academic scholars.

**Think Ahead:** Students can receive one-to-one discussions designed to support applications to competitive courses at universities, drama schools and conservatoires with much of this work beginning in October of Year 12.

We offer students one-to-one mentoring in order to push them to fulfil their potential. This will help students to think about their goals and determine the steps they should take to get there, especially in terms of pursuing and demonstrating interest and excellence.

**Oxbridge, Medicine and Competitive Courses:** Students have access to this programme designed to support applications for universities such as Oxford, Cambridge and courses requiring admission tests and interviews such as: Law, Engineering, Economics, Medicine and Veterinary courses.

**Extended Project Qualification (EPQ):** An EPQ, a nationally recognized qualification, allows a student to pursue independent research in an area of their interests. In the main, EPQs take the form of detailed research followed by an extended dissertation, though it is also possible for the Extended Project to be more practical in nature, with films, computer games, creative writing pieces and artistic and architectural portfolios all having featured amongst our recent submissions.

EPQs are enormously valuable as a means of developing a range of advanced academic skills and preparing students for higher education. Many students also receive reduced grade offers from the Universities they are applying to as a result of having completed an EPQ. The option of attempting an EPQ is open to all our Sixth Formers although those who are aiming for more competitive degree courses are especially encouraged to do so.

The EPQ programme begins on Induction Day, with the Autumn term of Year 12 dedicated to making project choices. At the start of the Spring term of the Lower Sixth year, every EPQ student is assigned a personal EPQ supervisor from a relevant department. EPQ students are further supported by a timetabled weekly support lesson, running through their first five terms, free access to JSTOR, a digital library of academic journals, book and primary sources, and by a series of skills lectures and seminars, introducing them to topics such as 'online research' and 'referencing and plagiarism'.

All projects are submitted by the end of the Autumn term Year 13 with student's project presentations delivered over a series of EPQ talks afternoons. Students choose their own EPQ topic (subject to approval by the head of the EPQ programme) but we do encourage choices that are relevant to the subject they wish to study at university.

## Learning Support/SEND

Our small classes and a focus on the individual means that, for the vast majority of students, learning needs are met within subject departments and through Director of Studies support. In addition to supporting subject teachers and Directors of Studies in understanding and supporting the needs of students, the SEND teamwork with students to identify any barriers to their learning as well as support those with an identified need. As a common area of difficulty, we provide individualised Executive Function Skills support which is designed to help students to work on areas such as organization or motivation. These are time-bound and targeted interventions. We also work with the Academic Leadership Team and subject departments to support and enhance specific academic skills as well as supporting teachers with training on how to meet the needs of their students in class. A central aim of the SEND as well as the Sixth Form as a whole, is to encourage students to become more independent in identifying and implementing strategies to improve further their approach to academic challenges, as well as reviewing their own progress and improving their academic confidence.

### SEND Provision and Exam Access Arrangements

The school's SEND policy can be found [here](#)

Relevant school policies on Exam Access Arrangements can be found [here](#)

### EAL

All international students whose first language is not English will be expected to attend classes in EAL for four terms – the entirety of Year 12. Exceptions will be made only where we are fully satisfied that the student's command of English is already of an exceptionally high standard and that they have a formal qualification in English at a standard that is sufficient to meet the academic entry requirements of good UK universities. This equates to a score of 7.5 IELTS overall with at least 7.0 in each section.

In Year 13 we will be offering an IELTS re-take course for EAL students who haven't achieved an overall score of 7.0. This course aims to provide additional support and guidance to help these students improve their IELTS scores.

### Induction assessment

All international students for whom English is not their first language will be tested on arrival using appropriate testing materials for their entry point (i.e. IELTS test materials for entry into Year 12). This test data is then used to inform setting and confirm the standards reached during our admissions process.

## Year 12

Year 12 EAL provision consists of a three-pronged approach to incorporate exam preparation, academic writing development and academic skills lessons.

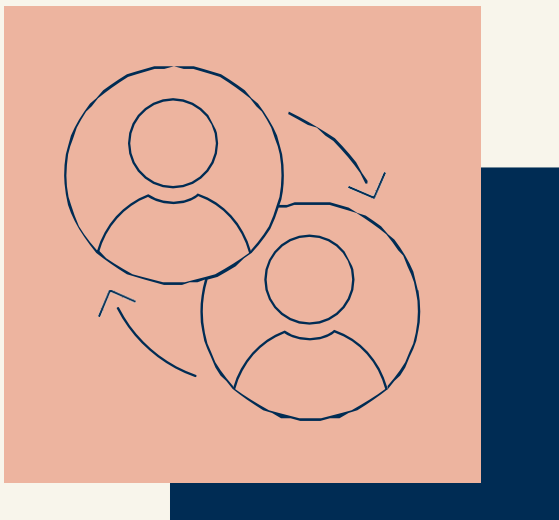
### IELTS exam

- The exam will take place in the summer term.
- All Y12 EAL students will sit the exam at the same time and will be entered by the school.
- Students should not book the exam themselves.
- The exam is compulsory for all Y12 EAL students.

Our EAL academic programme prepares our students for academic life in the UK, both for A-level and university level study. We aim to equip our students for the most competitive courses and universities and to give them the autonomy to choose what and where they study. We believe that effective EAL support is not just exam focused, but also fosters the development of academic skills and supports students' progression in all their subjects.

## Year 13

The EAL programme in Year 13 takes place during the first term only and is based on IELTS preparation of those students who have not yet secured an IELTS test result at the required level or whose current overall IELTS score is below a 7.0. The aim is to provide targeted support to help these students enhance their IELTS performance.



## Personal Development

The Personal Development programme is an important feature of our Sixth Form curriculum. It broadens students' horizons and encourages them to engage more fully with the wider world around them. In Year 12, students have a timetabled lesson, and this is often reinforced in group DoS sessions. In Year 13, Personal Development topics are approached through assemblies and integrated into DoS time.

Personal Development offers students an opportunity to pause, learn, reflect, question and develop themselves personally, spiritually and morally. We aim to help students continue to gain a deeper understanding of themselves and have the opportunity to work on expanding their personal and social skills to help shape their own lives.

The learning opportunities outlined fall within three core themes: health and wellbeing, relationships, and living in the wider world. These themes provide the context to develop concepts, skills and attributes that are aimed to enable our students to stay safe, be responsible British and international citizens, and have a positive impact to their community and more widely.

# Teaching Arrangements

## Teaching time per subject

Teaching contact time for Sixth Form classes is as follows:

Lower Sixth Classes: 4 hours 15 minutes per week per subject (four lessons)

Upper Sixth classes: 5 hours 30 minutes per week per subject (five lessons)

In a very small number of cases, a student may be taught a subject individually. Teaching contact time for a subject taught individually is 3 hours per week.

## Timetable arrangements

The teaching day begins at 8.35am and students can access the Sixth Form building from 8:00 am.

- There is no assembly or form group each morning. Students go directly to their first timetabled class of the day where they will register. Attendance is recorded in every class throughout the day.
- The teaching day is divided into sessions of 60 or 75 minutes.
- Lunch break is 35-50 minutes long depending on an individual student's timetable.
- The main teaching timetable ends at 4.20pm on every day, except for Tuesdays.
- On Tuesdays, teaching ends at 2.00pm and the afternoon is devoted to sports and activities. There is also an activity slot on Thursdays from 11.30am-12.30pm. It is compulsory for all Year 12 students to take part in an activity during at least one of these times (and they can opt for both). Participating in an activity is compulsory for Year 13 students in term one, although we expect that many students will choose to carry on their involvement beyond this.
- A variety of after-school activities, such as subject workshops, super-curricular options, visiting speakers, drama rehearsals etc. may be scheduled on any day of the week between 4.30 and 5.45pm. Students will be notified as and when these are arranged.
- Classes run from Monday to Friday. There are no classes on Saturday.

## Homework and marking

You can see a copy of our Homework and marking policy [here](#).

### *Coursework deadlines*

Coursework tasks form part of the A-level specifications in some subjects. These invariably require a considerable time commitment. To help students plan their time effectively departments will set a series of interim deadlines by which specific sections or tasks must be completed.

A final internal school deadline is set by which all coursework must be completed and handed in.

We set this deadline carefully in order to ensure that coursework is completed efficiently and does not intrude unduly on students' preparation for their written examinations. We will communicate this date to students in due course and ask all students to adhere strictly to this internal deadline.

**Please note that the internal coursework deadline is strictly enforced. We cannot guarantee to mark or submit coursework that is handed in after the internal submission deadline.**

### **Formative and Mock examinations**

There is, in our view, no better preparation for public examinations than the kind of full scale 'dress rehearsal' that is provided by formative and mock examinations in which students are presented with papers that replicate the format, structure and time-constraints of the real thing – followed by careful feedback on their performance and specific advice on how it can be improved.

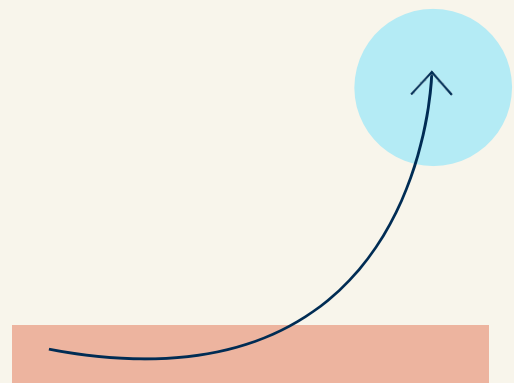
For this reason, we give our students several opportunities to tackle exam-based work using formative and mock examinations. Dates for these are listed in the earlier Calendar section.

### **Teaching during examination periods**

In order to prepare students as effectively as possible we continue teaching and running revision classes right up to the last examination in each subject. As such we do not operate study leave. We urge students to make the most of this time by attending lessons regularly. Students are expected to attend all lessons with the exception of morning classes where there is an afternoon exam. Where they have a morning exam students will be expected to attend their afternoon classes on that day.

### **Online teaching & learning**

The intention is that there will only be online teaching and learning during a national or local lockdown (or other enforced school closure). Online teaching will not be provided for students who do not arrive at school for the start of term or if they leave early at the end of term. If a student is unwell, their priority should be rest and recovery and, to support this, we do not provide online lessons for students who are absent due to illness.





## Native Language Courses

We have a number of students each year who choose to study their native language in the first year of Sixth Form in addition to their usual study programme.

They do this to maintain, and develop, their skills in their own language but also to gain an extra A-level qualification. Most students finish the course with a grade A or A\*. This can be beneficial for a number of their university applications. For example, the University of Oxford states "it accepts A-levels in an applicant's native language or a language they have spoken on a daily basis for other reasons (for example while living abroad)."

Our native (near-native) language courses are a one-year course in the first year of Sixth Form leading to an A-level examination. All places are subject to assessment when students arrive; this ensures students would benefit from this accelerated course and that it fits with their overall study programme.

Where there is a group of 3 or more students studying their native (or near native) language the fee for this course will be £1000. This will include a minimum of 35 hours of group contact time.

If a student chooses a language where a group of 3 people is not possible, they will be assessed and a suitable programme of tuition agreed, if this is feasible for the school to deliver.

Please note:

- This does not refer to English as an Additional Language (EAL) which is a separate course you will have been assessed for.
- This programme is in addition to the usual 4 A-level subjects that students take in the first year of sixth form.
- For guidance as to 'language level', please refer to the table below:

CEFR level	FLTU module	Approximate equivalence
A1	Beginner	
A2	Elementary	GCSE A*-C
B1	Lower intermediate	AS Level A*-C
B2	Upper intermediate	A Level A*-C
C1	Advanced	
C2	Advanced Plus	Near-native fluency

## IT for Learning

We issue students with a Microsoft 365 account that grants students full access to Microsoft's productivity suite, including; Word, PowerPoint, Excel, OneNote, Teams, Outlook and OneDrive. Our Microsoft license allows students to use either the cloud-based version of this suite operating in a browser window, or to download the full desktop suite, granting them the full functionality of the desktop applications. Microsoft 365 is used extensively throughout the school across all lessons and students are expected to make full use of these tools.

### Computer Hardware Advice

d'Overbroeck's operates a 'Bring Your Own Device' (BYOD) policy across our three sites. As such we ask that students bring a computing device with them into school daily.

Specifically, we ask that the devices that students bring, as a minimum, meet the following requirements:

§Windows operating system (Windows 10 or 11)

§Has a touchscreen and a stylus supporting inking

We strongly advise against Macbooks as they do not meet the above criteria, having neither a touchscreen or stylus.

We also advise against iPads as the subtle differences in software can cause complications in the classroom, and limits the degree to which our IT staff can provide technical support.

For Sixth Form students we currently recommend the **Surface Pro 9**. Surface Pro 9 pricing typically starts at £999 for the base model + £99.99 for the keyboard type cover + £99.99 for the Surface pen.

(Note the surface Pro 7 or 8 may be available for less and would also be a suitable device). For all students, a suitable carry case is also recommended.

Further details on these devices can be found at [www.microsoft.com](http://www.microsoft.com). Further details relating to our approach to enhancing teaching and learning through Digital technologies is available on the school website.

If you have any questions, or would like to discuss the suitability of a device you are considering purchasing, or have already purchased, please contact the **Director of Digital Strategy**.

## Progression to Year 13

On acceptance into Sixth Form, we expect all students will make good progress academically over the two years. We monitor students' progress very carefully to ensure that sufficient ability and application are being demonstrated, to indicate that they will eventually obtain successful results. Monitoring involves a range of indicators, including attendance, performance in homework assignments and formatives and mocks held at various points in the year. We place particular importance on May exams in Year 12.

Where progress is not as strong as expected we will communicate closely with parents/guardians throughout the year, in order to bring about better outcomes. This could include consideration of whether or not it is in the student's best interest to continue into Year 13.

## Reporting and Monitoring

### Reports and Parents' Evening

Subject reports are intended to be detailed, frank and informative. They are also written as much for students to see as they are for parents. Directors of Studies, who will go through reports and discuss them individually with each of their students.

Once you have received a set of reports, if you have any queries or if there are any issues that you would like to discuss in more detail, please contact the relevant Director of Studies at the earliest opportunity.

The schedule of reports and Parent's Evenings can be found near the front of this handbook. Please remember that a student's Director of Studies is available to discuss progress at any point in a term.

### Monitoring progress

Students' progress is closely monitored throughout the Sixth Form and we keep parents fully informed of developments. Predicted grades on reports are our best judgement regarding the grade which a student will achieve at the end of the two-year course if they continue with their current approach and trajectory. The predictions will always take the form of 'split grades' (eg, B/C or B/A). Please note that the leading grade is considered the more likely – so A/B is a higher prediction than B/A.

## Educational Visits

At d'Overbroeck's we believe that learning outside the classroom is an important component of our curriculum. Our educational visits are many and varied, they offer our students unique opportunities to develop their resourcefulness and initiative, to extend their learning and to spend time together in an informal environment.

Our full [Educational Visits](#) policy can be found on the school website.

Please note there is usually an additional charge associated with educational visits. Below is a summary of our consent process.

(A) Trips for which further parental consent will be sought:

- any visit which involves a stay in overnight accommodation;
- any activity for which a charge of more than £50 will be made;
- some more adventurous sports and activities (e.g. skiing).

For the above, the Trip Leader will confirm that parents/guardians have understood the purpose, estimated cost and arrangements for the visit and give permission for their child to go on the visit.

parents/guardians are also requested to provide up to date emergency contact and medical information so that the appropriate first aid arrangements can be put in place.

(B) Trips for which we shall not seek further consent (unless deemed necessary by the Educational Visits Co-ordinator or Head of Sixth Form):

- day trips in the local area, within school hours and which do not involve a significant cost (see above) or risk such as investigating habitats in a local park, visiting an Oxford art gallery, visiting a local manufacturer, etc.

For most of the above, parents/guardians will be notified but not required to give written consent.



## **Co-Curricular – Sport and Activities Programme**

There is an extensive and wide-ranging programme of regular activities that encompasses sport, drama, music, the Duke of Edinburgh Award scheme – and much more besides. Some 50 or so activities are on offer throughout the year, and we hope that the range and variety will mean that there is something for everyone.

Activities take place throughout the week but predominantly on Tuesday afternoon and Thursdays before lunch, when there are no timetabled lessons. Sports fixtures run throughout the week as arranged.

### **Participation in the Activities programme**

In Lower Sixth, students will be given the opportunity to take part in activities in two activity slots. We hope most of them will choose to do this, although it will only be compulsory for them to do activities in one slot. Students may choose freely from the full range of options on offer, subject only to their first-choice activity not being over-subscribed.

When they reach Year 13, it is compulsory to attend one club in term 1. In terms 2 and 3 students are free to decide whether or not to take part in the Activities programme. Although participation continues to be valued and encouraged, and we hope that most students will carry on with their chosen Activities throughout the Sixth Form.

### **Activities - Cost and Consent**

Most of the weekly activities incur no additional cost, and we will not seek consent for your child to participate. The exception to this is:

- if there is a supplementary cost for the activity of more than £50 per term
- if the activity is deemed to have a higher risk (e.g. horse riding)

In these circumstances we will write to those parents/guardians, requesting consent for their child to participate. For activities where there is a small supplementary cost of less than £50 per term, we will not seek consent, but in most cases parents/guardians will be notified.

Parents/guardians who have reservations about any aspect of our standard provision - and who may for whatever reason wish to withdraw their child from a trip or activity - are welcome to contact us.

## Sports Clothing

As part of the co-curricular programme, we have many physical activity clubs available. Some will involve representing d'Overbroeck's in the school teams and others are more for recreational, health and fitness purposes. If you intend on taking part in any of the activities listed below you will need the following school sports kit.

Sport/Activity	Kit requirement
Badminton	Midlayer or Hoodie Performance T-shirt Any style of bottoms you choose
Basketball	Midlayer or Hoodie Performance T-shirt Shorts or Tracksuits
Football	Midlayer or Hoodie Performance T-shirt Shorts or Tracksuits Blue socks Shin pads Football boots
Hockey	Midlayer or Hoodie Performance T-shirt Skort or shorts Red socks Mouth guard Shin pads
Netball	Midlayer or Hoodie Netball Dress Leggings or Tracksuits
Tennis	Midlayer or Hoodie Performance T-shirt Any style of bottoms you choose
All Other Physical Activities	Midlayer or Hoodie Performance T-shirt Any style of bottoms you choose  <i>(Other activities includes Athletics, Boxercise, Circuits, Dance, Gym, Pilates, Rounders, Running, Spinning, Yoga)</i>

Students can try on samples at the Activities Fair and in the Sports Office at school.

All of these items, plus optional extras can be purchased from: [d'Overbroeck's Sixth Form](#)

## Getting Involved in the Dramatic and Musical Life of the School

Whether or not a student takes Music or Drama at A-level, they are actively encouraged to take part in these aspects of the school life.

The Music Department usually runs two larger ensembles (an orchestra and a chamber choir) and a number of smaller ensembles (vocal groups, bands, string groups, chamber music groups and a jazz band) and students are encouraged to form their own groups. There are numerous concerts throughout the year that students can audition for, and which reflect the diverse musical interests of our students.

The Drama team produces a school performance each year. Students from across the whole school can opt to be part of this either backstage or as one of the performers. Details of auditions will be available in the first week of term. All students who audition will be given a part to play in the performance – we welcome everyone, regardless of experience! More details can be obtained from the Director of Drama.

### Instrumental Music Tuition

For students who want one-to-one instrument or singing lessons we have a large team of Visiting Music Staff, and lessons are scheduled during free periods. The Music department is happy to arrange instrumental tuition in a wide range of instruments including voice for any student whether or not they are studying Music at A-level. Instrumental tuition is charged at £51.00 per 35-minute session, and we aim to give 30 lessons each academic year (c. 10 lessons/term, depending on the length of each term).

If you would like us to arrange some instrumental tuition for your son or daughter and have not previously completed the Vocal and Instrumental Lessons Form, please contact the Director of Music for more information.

## Higher Education and Careers Guidance

There is a wide-ranging programme of university and careers events throughout Year 12. This includes UCAS support for parents and students with students beginning their UCAS application in the summer term of Year 12. Parents will receive a termly Careers and Higher education newsletter throughout the two years of Sixth Form.

Students will receive advice and support on university applications (UK and abroad), gap years, apprenticeships and careers. Our students work very closely with their Director of Studies throughout the UCAS application process.

We provide specialist support programmes for students applying to competitive institutions and courses including Oxbridge, Medicine and Law. Students also have access to our academic super curriculum. This allows our students to enhance their breadth and depth of academic interests in order to support their application and prepare for university life.

Students can receive updates on everything related to careers and higher education on the Careers and Higher Education Hub on Microsoft Teams. The Knowles Library in The Sixth Form also contains further information.



## **Fees and Other Bursary Matters**

### **Bursary contact details**

If you have any queries concerning your school account or need to communicate with Bursary concerning payment of a bill, please contact [fees@doverbroecks.com](mailto:fees@doverbroecks.com)

### **Payment details**

Termly fees and other charges can be paid by bank transfer. The School's bank details are as follows:

Bank:	NatWest, 43 Cornmarket Street, Oxford OX1 3HA
Account Name:	d'Overbroeck's Ltd
Sort Code:	54-21-23
Account Number:	24886734
IBAN Number:	GB42 NWBK 54212324886734
Swift Reference Number (BIC):	NWBKGB2L
By cheque:	Please make cheques payable to d'Overbroeck'

### **Late payments**

Please note that interest will be charged on late payments.

### **Notice in the event of withdrawal**

A full term's notice is required before the withdrawal of a student. Notice must be given in writing before the first day of the term at the end of which it is intended the student will leave. A full term's fees are payable in lieu of notice if less than one full term's notice is given. Parents should refer to the Terms and Conditions on the website.

### **Insurance Schemes**

d'Overbroeck's has partnered with Howden's, the UK's leading provider of independent school insurance packages, to provide insurance options to parents and guardians of our students for the upcoming academic year. The following insurance options are available:

- § Personal Accident Insurance – all students are automatically covered
- § Personal Possession Insurance – available to purchase by all students
- § Pupil Absence Insurance – available for UK students only
- § International Pupil Insurance – available for international students only

Information about the insurance options can be found on our website: [d'Overbroeck's Policies](#) or by emailing: [registrar@doverbroecks.com](mailto:registrar@doverbroecks.com)

## Health and Welfare

### Contact details of students and their parents held by the school

When you completed the Acceptance Form, you will have given us contact information and details on any health or medical issues in relation to your child. It is your responsibility to ensure that you inform us immediately should this information change. We will request an update on this information annually, but you should inform us of any subsequent changes. It is essential that we hold accurate contact details for all our students, their parents, and guardians.

Please ensure you inform the Sixth Form Office of any change in your postal address, email or telephone contact details or those of the guardians (email [sixthformoffice@doverbroecks.com](mailto:sixthformoffice@doverbroecks.com) or call on 01865 688600).

### Appointing a Guardian

The School is committed to ensure that all students are safe, and that each student's living arrangements in and outside School and in particular, guardianship arrangements, promote the physical and emotional wellbeing of the student.

In order to help us to promote and safeguard the welfare of every student at the School, we require parents to appoint an education guardian (Nominated Guardian) if the student: (A) is sponsored by the School whether or not their parent is living in the UK and has a UK address (other than in the case of a 'Parent of a Child Student'); or (B) if the student is not sponsored by the School but their parents or those with parental responsibility: (1) do not live in the United Kingdom (that is, they live overseas); or (2) live in the UK but reside further than 3 hours' drive from the School or (3) are away for any period during term time of more than one (1) week. This applies to all students irrespective of their nationality or age and is in accordance with the Children Act (1989), the Protection of Children Act (1999) and the Care Standards Act 2 (2000). These legislative acts protect the rights of children to receive 'proper and appropriate care'. During term time the School is responsible for the students' welfare and takes on delegated parental responsibilities while students are at the School. However, there are times when the School needs to be able to hand over these parental responsibilities to another adult, such as when the boarding houses are closed for holidays or other reason, and in emergency situations such as in the case of accident, illness, suspension, exclusion or need for other urgent support.

There is further details and information on our [Guardianship and Living Arrangements Policy](#).

### Health and medical information

It is essential that we hold accurate medical details for all our students. In addition, we would also like to draw to your attention the following statement which features in the School's Terms and Conditions:

'If your child requires urgent medical attention while under the school's care, we will if practicable attempt to obtain your prior consent. However, if it is not practicable to contact you, we will make the decision on your behalf if, for example, consent is required for urgent treatment recommended by a doctor or other medical practitioner including anaesthetic, an operation or a blood transfusion (unless you have previously notified us in writing that you object to blood transfusions).'

## Registering with a doctor

It is important that all of our students have access to medical attention promptly and easily, if and when they need it. All new students who are not already registered with a GP in or near Oxford will need to be registered with the school's medical practice. This applies to both international and UK students.

We make all the necessary arrangements for this to happen quickly and easily at the start of the academic year. Your child will be given a form to fill in. This will then be sent to the school's General Practitioner. Your child will need to fill this in as soon as possible after they receive it.

Please note that boarders are not allowed to keep medication in their rooms, (with the exception of salbutamol inhalers or EpiPens). At the start of the academic year they will need to hand in any medication they have with them to a member of the boarding staff to be safely stored in line with our Administrations of Medication policy which you will [find on our website](#).

The contact details for the school's medical practice are:

The Banbury Road Medical Centre, 172 Banbury Road, Oxford OX2 7BT  
Telephone: 01865 515731

## International students and the National Health Service

Our international students can get free basic health treatment under the National Health Service (NHS) from the beginning of their stay providing they have registered with a doctor (General Practitioner). All international students will have paid the '[Immigration Health Surcharge](#)' as part of making their visa application. On arrival in the UK, international students will be issued with a Biometric Residency Permit (BRP) card which they should keep somewhere safe. They may need to produce it in order to be able to access healthcare in the UK.

## Dental Treatment

Boarding students who need to see a dentist at short notice should make an appointment with a local dental practice as quickly as possible.

We recommend the Summertown Dental Practice, which is on the Banbury Road, not far from our Sixth Form building.

Summertown Dental Practice, 279 Banbury Road, Oxford OX2 7JF  
Telephone: 01865 512467

Please note this is a private dentist so you will need to pay for this service.

## Seeing an Optician

There are a number of opticians within easy reach of our Sixth Form building. Please speak to your boarding staff if you need help with this.

## Boarding arrangements

Information relating specifically to boarding arrangements is detailed in the Boarding House Handbook that is sent to families of boarding students separately by boarding staff. Details of the relevant notice arrangements, should you wish to request a change in the course of the year, can be found in the School's general terms and conditions. Please feel free to contact Hannah Mungall, Emma Jenkins or Emma Brett if you have any queries or if there are any issues you would like to discuss regarding your child's boarding arrangements.

The contact details for the Boarding team are as follows:

Head of Boarding (for boarding house queries)

Hannah Mungall [hannah.mungall@doverbroecks.com](mailto:hannah.mungall@doverbroecks.com) 01865 688482

Assistant Head of Boarding

Emma Jenkins [emma.jenkins@doverbroecks.com](mailto:emma.jenkins@doverbroecks.com) 01865 688482

Head of Non-Residential Boarding (for host family queries)

Emma Brett [emma.brett@doverbroecks.com](mailto:emma.brett@doverbroecks.com) 01865 688640

**Boarding Emergency Mobile 07990 076248 (for urgent out of hours queries)**

### ***Are boarders allowed to go away for weekends?***

Boarders are allowed to leave Oxford at weekends provided we have received authorisation from parents in advance. It is very important that we know where our boarders are at all times. The frequency with which students are able to leave boarding will be impacted by their visa status. More information is available in the Boarding Handbook.

### ***What information do parents/guardians have to provide if students are going away for the weekend?***

We must know exactly when students are leaving and returning to boarding and details of where the student will be spending the weekend, the name of the adult who is responsible for them together with a contact number for them. We also need to have information on how student will travel and copies of public transport tickets and if they are leaving the country we must have copies the flight details (airports, flight number and times).

### ***Can I leave Oxford just for the day on Saturday or Sunday?***

Yes, but require further details including; where they are going, how they are travelling, times they are leaving an returning boarding and who they are travelling with or meeting. Students will also need to register online at the usual registration points so we know they are safe.

### ***Can students make their own accommodation arrangements?***

Please note, we do not allow our students to live in independent accommodation without adequate adult supervision. This applies to all students, regardless of whether or not they are over 18. Such arrangements almost invariably have a seriously detrimental effect on the work and academic achievement of the students concerned.

Further information can be found in our [Guardianship and Living Arrangements Policy](#).

# **Behaviour, Rules, Rewards and Sanctions**

## **General Expectations**

At the core of our ethos in the Sixth Form is a desire to maintain an environment in which students are treated as young adults rather than as schoolchildren – an environment characterised by trust and mutual respect in which students are encouraged to take responsibility for themselves and for their own academic progress and personal development. d'Overbroeck's, therefore, is not a place that has lots of rules and sanctions. At the same time, clear boundaries and expectations are important, and those rules that we do have are especially important.

## **Rewards**

Successes and outstanding achievements, be they academic or extra-curricular, are celebrated through direct verbal feedback to students and parents, progress reports, entries on the website, blogs and newsletters, etc.

## **Sanctions**

Where there are issues of behaviour that cause us concern, these are addressed with the student by their Director of Studies in the first instance. More serious and/or persistent issues will be dealt with as appropriate by the Senior Leadership Team or the Principal. Parents will usually be involved.

We aim to address all such issues in sympathetic and constructive ways with the aim of achieving a positive outcome. However, we do, of course, reserve the right to resort to more serious sanctions where the circumstances make such a response unavoidable.

Please also refer to the full text of the school's Behaviour, Rules, Rewards and Sanctions policy. [Behaviour, Rules, Rewards & Sanctions Policy](#)

## **Dress Code**

There is no uniform or particular dress code in our Sixth Form. Students are welcome to wear the clothes in which they feel at ease – provided that they are decent and presentable. Students must also wear clothing appropriate to what they are doing taking into consideration things like movement in Drama and practical experiments in Science-related disciplines.

Please note that students are not allowed to wear T-shirts and any other items of clothing with images or messages that could, in any way, be offensive to others. This includes, swearing, and political slogans in any language.

## **Smoking and Vaping**

Smoking and vaping (or the possession of smoking materials) by students is not allowed either in school, in the local surroundings (including in Summertown) or in any other place where that student could be linked to or associated with d'Overbroeck's. This policy also covers vaping e- cigarettes. Further information is available in our [smoking policy](#).

## **Student Transport Policy**

## Policies and Further School Information

We have sought to keep the information contained in this handbook to a manageable level. A comprehensive compendium of all school policies can be found on the website [d'Overbroeck's Policies](#).

You should take the time to familiarize yourself with all the policies relevant to your child's time at d'Overbroeck's. These include:

- our Educational Aims and School Ethos
- our Terms and Conditions
- our Health and Safety Policy, including those for health and safety on school trips and activities,
- our Curriculum Policy
- our Attendance Policy
- our Behaviour, Rules, Rewards and Sanctions Policy
- our Anti-Bullying Policy
- our Safeguarding Policy and how we promote the welfare of children
- our Disability Inclusion Policy and current accessibility plan
- our Relationships and Sex Education Policy
- our E-Safety Policy
- our Complaints Procedures
- our Admissions and Exclusions policies

Parents who would like to receive further information or paper copies of our school policies and procedures are very welcome to request these from the Sixth Form Office.

Past inspection reports can be found also be found on the above web page.

## **Safeguarding and Child protection issues**

Welfare is important- all trained to listen to concerns.

In addition, the following members of staff form part of a team who have designated responsibility for issues relating to safeguarding and child protection at d'Overbroeck's:

- Patrick Horne- Principal
- Jo Croft- Pastoral Director
- Tracy Cummings- Designated Safeguarding Lead
- Andrew Colclough- Head of Sixth Form
- Hannah Mungall- Head of Boarding

Concerns over safeguarding and child protection issues may be communicated to any of the above members of staff who will deal with them according to the school's [Safeguarding and Promoting the Welfare of Children](#) policy.

If you have any questions about any of the information in this handbook, please contact your child's Director of Studies in the first instance.

## School Contact details

333 Banbury Road  
Oxford, OX2 7PL, UK

Telephone: +44(0) 1865 688 700

Email: [senior@doverbroecks.com](mailto:senior@doverbroecks.com)

School Website: [www.doverbroecks.com](http://www.doverbroecks.com)

