

Woodbridge School
WORRIED AT WOODBRIDGE?
To pupils from the Headmaster

1 Policy statement

If you are anxious, concerned, unhappy ... you will soon find that Woodbridge is a School where anybody: other pupils, teachers, secretarial staff and others, will be ready to help you.

The lesson that you must learn very quickly is that no problem is too trivial for anyone to help you with. There are a number of people who might perhaps provide faster and more efficient help than others but, in general, you ought to feel free to approach anybody at any time.

2 Procedure

The first person to speak to should almost certainly be either your **Tutor** or your **Housemaster/Mistress**. You will find them very easily, either in the Houserooms or in the Common Room at break or lunch time. If you cannot find either of those people, then you can speak to the **Deputy Headmaster**, the **Senior Master/Mistress**, or, of course, at any time to **me**. I hope all pupils will always feel very welcome to come to see either of us. Another useful and sympathetic person to speak to is the **Chaplain**. He is best found by asking at the Common Room, finding him in his classroom (next to the Houserooms) and he is always in the Chapel between 1330 and 1415 on Wednesdays.

Sometimes the problems or worries that you have are ones that you would rather not discuss with a teacher. Whom should you ask? Probably you ought to start with your **Head of House**; all you need to do is to go to the Sixth Form Centre and ask to speak to him or her. Almost all of them started School at the age of 11 and know exactly how you feel; you will find them very sympathetic. If they cannot give you an immediate solution, they will certainly tell you the best person to go to. Or there is a specialised **Pupil Listening Group**. Details are posted around the School. Another very useful source of help will be the secretarial staff. Most of them have children of their own, and some of those have been to Woodbridge, so they too will be well aware of the type of difficulty that you might have. You will find them in the room next to my Study. Again, just knock and go in. Lastly, the School Matron(s) can sometimes give advice, particularly if you feel that there is a medical problem.

I hope very much that if you do have any worries you will go straight to any of the above people and that your problems will be quickly dealt with. **However, the most important people to talk to, of course, are your parents**. It is reassuring for them to know that you are being properly looked after at the School.

However, if you feel that you have been unfairly treated; perhaps you are being bullied, or somebody is mistreating your property, perhaps you feel you are being picked on by another pupil or even a teacher, then you must speak to somebody very quickly. Your **parents** are obviously the best people to inform initially, but your **Housemaster/Mistress** or **Tutor**, the **Deputy Headmaster** or **I** will also be very willing to listen to you. None of us want this kind of behaviour at Woodbridge School and we will treat everything you say with sensitivity. I hope you realise after being here for a few weeks that everybody associated with the School considers the welfare of all the pupils to be of the utmost importance. However, we are a community of over 900 boys and girls and occasionally things do go wrong. The sooner difficulties are spoken about, the sooner they can be sorted out.

Finally, if you have a complaint regarding your welfare and do not feel that you can talk to anyone at school about it, you can contact the School Governor with responsibility for welfare: Dr Jane Wright. Please contact her at jeaw@essex.ac.uk or on 01473 333336.

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