

Woodbridge School
WORRIED AT WOODBRIDGE?
To pupils from the Headmaster

As a boarder in School House it is important that you know that there are a number of people that you can see for help in any way.

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.

The first person to speak to should almost certainly be either your **Form Tutor** or your **Houseparents Mr & Mrs Lubbock or Mr & Mrs Brous**. You will find them very easily, either in the Houseroms or in the Common Room at break time or lunch time. If you cannot find either of those people, then you can speak to the **Deputy Head Mr Streat**, the **Senior Master, Dr. Broaderwick** or **Mistress, Mrs Richardson**, or, of course, at any time to **the Headmaster, Mr Cole**. We 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, Reverend Wilson**. He is best found by asking at the Common Room, finding him in his classroom (next to the Houseroms) and is always in the Chapel between 1.30 and 2.15 p.m. 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, Mrs Wilson** or the **School Doctor Dr. Lynch** can sometimes give advice, particularly if you feel that there is a medical problem.

We 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.

If you feel though that you have been unfairly treated; perhaps you are being bullied, perhaps 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 tell initially, but your **Housemaster/mistress** or **Form Tutor**, the **Deputy Head** or **myself**, will also be very willing to listen to you. None of us want this kind of behaviour at Woodbridge and we will treat everything you say with sensitivity. We hope you realize 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 obviously occasionally things do go wrong. The sooner difficulties are spoken about, however, the sooner they can be sorted out.

If you have a complaint regarding your welfare and do not feel that you can talk to anyone at school about it, you are free to contact Ofsted direct via the Complaints tel. 08456 40 40 40; enquiries@ofsted.gov.uk; or in writing to: The Complaints Manager, Ofsted National Business Unit, Royal Exchange Buildings, St Ann's Square, Manchester M2 7LA.