



LOWER SCHOOL HANDBOOK 2025 - 2026

Welcome

We are delighted to welcome you and your family to Oakham School as you begin this exciting new chapter.

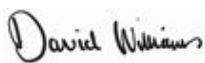
At Oakham, pupils can look forward to a distinctly holistic education that goes far beyond the classroom. With a strong sense of community and a rich co-curricular programme, every child is encouraged to be curious, courageous, and kind - growing into confident individuals who contribute meaningfully and connect deeply with the world around them.

We understand that the summer before joining a new school can bring a mix of excitement and a few nerves - and that's perfectly natural.

This handbook has been designed to help you feel prepared and confident as you get ready to join us. Inside, you'll find helpful information about daily routines, life in the Lower School, and details about both our day and boarding Houses - all aimed at helping you settle in smoothly.

If you have any questions, please don't hesitate to get in touch. We're here to support you every step of the way.

Wishing you a restful and enjoyable summer - I very much look forward to welcoming you to Lower School in September.



David Williams
Head of Lower School

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School Policies

Copies of all School policies, including the School Rules, can be found in the Red Book and on the website. We would be grateful if you could draw your child's attention to the section on 'mobile phones and other digital technology'.

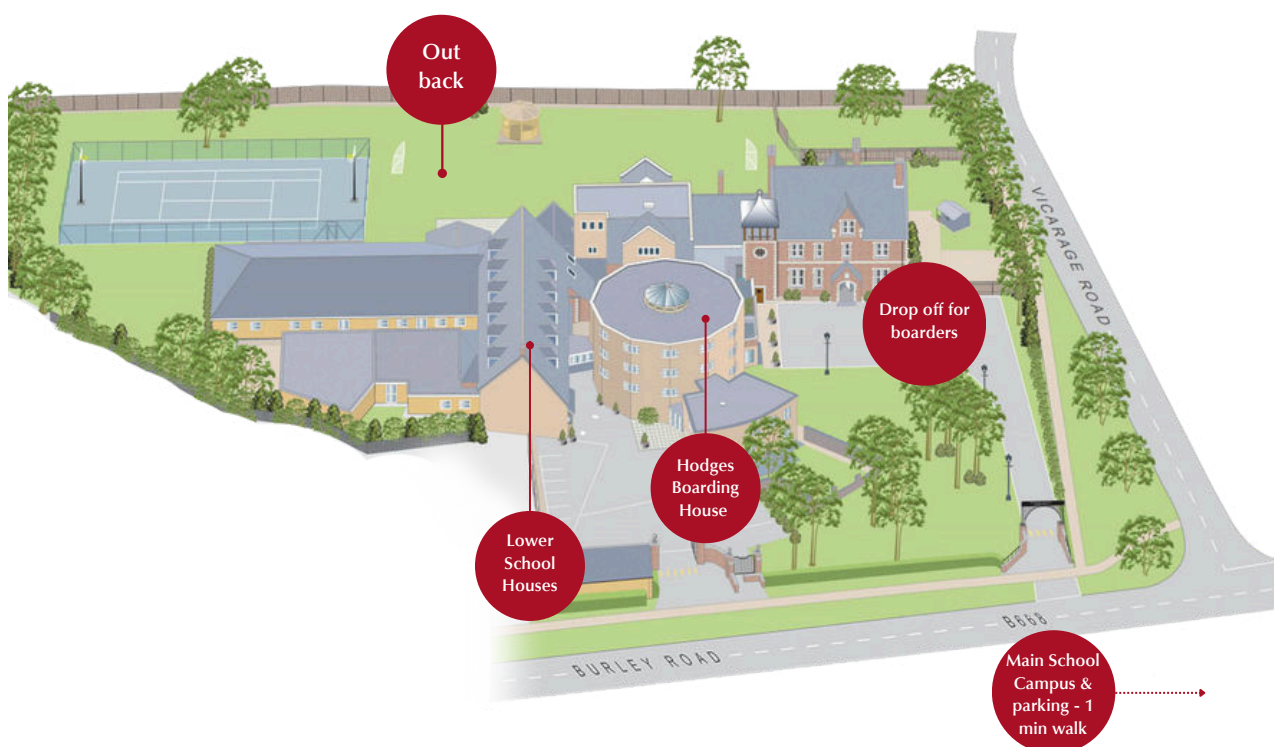
Induction and Settling In

Induction Afternoon

At the beginning of Winter Term, on Sunday 31 August, we will hold an Induction Afternoon.

This event is for all pupils & parents from every year group who are new to the Oakham community, plus all returning pupils & parents of Form 1, Form 3 & Form 6.

Pupils who are boarders may arrive from 2:30pm and should go directly to their Boarding House (NOT to Chapel Close).



At 3:45pm there will be refreshments available for all Day and Boarding families in the marquee on Doncaster Close. This will be followed by a welcome presentation from the Head, Mr Henry Price, and other senior members of staff.

Following these talks, there is a social event, including supper, in the Bunny Guinness Garden.

Returning Boarders

All other returning boarders should arrive at their Boarding Houses from 7:30pm (Form 2) or 8:00pm (Forms 4 to 7).

Returning Day Pupils

Term begins for all pupils on Monday 01 September, and will include time for a whole school welcome assembly as well as essential administration prior to the start of timetabled lessons. Day pupils should arrive at their Houses between 8:15am and 8:30am. Games kit will be needed within the first couple of days so should be brought in and stored in House.

Meet our Deputy Heads



Qin Wiseman

Senior Deputy Head

I joined Oakham School in April 2024 from Wellingborough School, a co-educational 3–18 independent school, where I held the position of Deputy Head (Pastoral) and Designated Safeguarding Lead.

Before that, I have had the pleasure of being a Boarding Housemaster, a Head of Geography, a Sports Coach, and Master in Charge of the Duke of Edinburgh's Award Scheme. I am typically found out on the sports pitch, either coaching or throwing balls of all shapes to my son or daughter, whatever the weather.

PA: Kate Woods Email: kw@oakham.rutland.sch.uk



Dr Leo Dudin

Deputy Head (Academic)

I joined the School in January 2020, having previously been the Head of Science at Uppingham School. I started my career as a Chemistry teacher at Abingdon School, learning much about the dynamics of busy day schools.

Teaching and tutoring in a co-educational boarding school taught me how academic challenge and pastoral care must co-exist, and the centrality of trusting working relationships between pupils and staff. I am committed to fostering a joyful attitude towards learning, helping pupils to be open-minded and optimistic in their academic journey.

PA: Lucy Gilmartin Email: lhg@oakham.rutland.sch.uk



Carly Latham

Deputy Head (Pastoral)

I joined Oakham in 2002 as a teacher of PE and Games and was fortunate enough to take over the running of the department a few short years later. I became Buchanans Housemistress in 2011. I was appointed Senior Housemistress in September 2016 and took on my current role in September 2024. My husband Patrick (Oakham Games coach and Senior Tutor in Clipsham) and I live with our son Harry, and two dogs.

PA: Charlotte Favill Email: crf@oakham.rutland.sch.uk



James Robinson

Deputy Head (Co-Curriculum)

Having joined Oakham in 2013 as Head of German and then being appointed Head of Middle School, I was delighted to be appointed Deputy Head Co-Curricular. Following a career as a professional classical singer, I entered the teaching profession at the age of 30. As a former Head of German, Housemaster and Master in Charge of Rowing at King's Ely, I feel well placed to be overseeing the whole school experience for all pupils. I am married to Kim, who is Housemistress of Rushebrookes House, and we live there with our family. I remain passionate about opera and German Lieder, and maintain a love for skiing and cooking.

PA: Charlotte Favill Email: crf@oakham.rutland.sch.uk

Term Dates

Leave-out / Exeat Weekends

There will be Long and Short Leave-outs during each half of term (see term dates for details). Long Leave-outs start at 4pm on Friday and run until 9pm on Sunday. Short Leave-outs start at 12:30pm on Saturday and run until 9pm on Sunday.

Service Weekend

Many Form 4, 5 and 6 pupils are away on DofE or CCF, and House may remain the base for those whose activity is some sort of Voluntary Action, or service to the community. Form 3 are also normally here as they have lessons and sport as usual.

Prize Giving

This is a celebration of the achievements from the year as a whole; there are whole school prizes awarded, speeches from the Headmaster, Head Boy and Girl and a picnic in House. **All pupils are required to attend.** It is a wonderful opportunity for us to be together as a House community.

Winter Term 2025

New Boarders Arrival	Sunday 31 August (2:00pm)
Existing Boarders Return	Sunday 31 August (6:00pm)
Term begins - all pupils	Monday 1 September (8:15am)
Long Leave-out weekend	Friday 19 September (4:00 pm) - Sunday 21 September
Service weekend	Friday 3 October - Sunday 5 October
Half Term	Saturday 18 October (12:30 pm) - Sunday 2 November
Long Leave-out weekend	Friday 21 November (4:00 pm) - Sunday 23 November
Term ends	Wednesday 10 December (1:00 pm)

Spring Term 2026

Term begins	Monday 5 January
Long Leave-out weekend	Friday 23 January (6:00 pm) - Sunday 25 January
Half Term	Friday 13 February (4:00 pm) - Sunday 22 February
Term Ends	Friday 27 March (1:00 pm)

Summer Term 2026

Term begins	Tuesday 21 April
Short Leave-out weekend	Saturday 2 May (12:30 pm) - Sunday 3 May
Half Term	Saturday 23 May (4:00 pm) - Sunday 31 May
Term ends	Saturday 27 June (1:00 pm)

For the most up-to-date information, please visit our [website](#). Parents are asked to check term dates carefully and make travel plans outside of term time.

Key Contact Information

Lower School Office Monday - Friday 08.00 - 17.00 Saturday 08.00 - 13.00 Mrs Christine Burnett Mrs Melanie Russell	+44 (0) 1572 758700	lowerschool@oakham.rutland.sch.uk
Head of Lower School Mr David Williams	+44 (0) 1572 758700	dw2@oakham.rutland.sch.uk
Ancaster House Mrs Kelly Gibbons	+44 (0) 1572 758609	klg@oakham.rutland.sch.uk
Sargants House Mr Matthew Sutterby	+44 (0) 1572 758610	mrs@oakham.rutland.sch.uk
Senior Pastoral Assistant Mrs Caroline Harmes	+44 (0) 1572 758812	ceh@oakham.rutland.sch.uk
Medical Centre Mrs Abby Oakenfull	+44 (0) 1572 758555	medical@oakham.rutland.sch.uk
Bursary Mrs Yolandi Du Preez	+44 (0) 1572 758708	pupilaccounts@oakham.rutland.sch.uk
Learning Support Dr Emma Stanley Isaac	+44 (0) 1572 758545	esi@oakham.rutland.sch.uk
EAL Support Mrs Jan Irving	+44 (0) 1572 758631	jmi@oakham.rutland.sch.uk
Safeguarding Ms Justine Rimington	+44 (0) 1572 758635	jlr@oakham.rutland.sch.uk
Admissions Mrs Mary Price	+44 (0) 1572 758758	admissions@oakham.rutland.sch.uk
Uniform - School Blazer	+44 (0) 333 7000 703	schoolblazer.com

Contacting Staff

All staff at Oakham School can be contacted by typing their initials followed by
@oakham.rutland.sch.uk

Communication Channels

Communication between parents, pupils and staff, both formally and informally, is valued and is seen as integral to your child's success at Oakham School.

Your Child's Tutor

We encourage you to develop a strong relationship with **your child's Tutor**, and to get in touch with any concerns, queries and, importantly, successes both in and out of school.

They will be in touch with you by phone or email within the first fortnight of the Winter Term to introduce themselves and let you have their contact details. Do contact your child's Tutor at any point if you would like information or have any concerns about their school work.

There will be a **Parent/Tutor** meeting during the week before the start of half-term in the Winter Term to give you early feedback on how your child is settling in to his/her classwork.

Your child's Housemaster/mistress will also be available as the next point of contact.

Progress Reports (PRs)

Progress Reports (PRs) provide regular updates on your child's progress at Oakham School. There are two Progress Reports each term; a short PR which includes comments from each subject teacher and grades every half-term and a longer PR at the end of each term with fuller comments from your child's teachers, Tutor and HM. These are available to view on My School Portal.

Parent/Teacher Meetings

Each year there will be one Parent/Teacher meeting per year group and a letter will be sent to explain this nearer to the event. All of the dates are also published in the Term Dates section of the Red Book.

SOCS

The School publishes an online termly calendar which lists every School event due to take place during each term.

My School Portal (MSP)

My School Portal hosts a wealth of useful information including Progress Reports, rewards and conduct, your child's timetable, the School calendar, parent letters and links to our dedicated sports website. The Portal also contains links to the School rules, discipline, school policies, term dates, and news and events.

Just prior to your child arriving at Oakham School Parents will be sent an email with details of how to access My School Portal. MSP will also allow you to update your contact information if anything changes.



The Parent Directory

The Parent Directory is accessible only to parents. It lists phone numbers, e-mails and addresses. You can use filters to list parents who share the same year group, form or house as your children. As it draws on our current database each time you use it, you will always have the most up to date information available.

To share your details to other parents, you will need to opt-in to the Parent Directory and choose which information, such as your mobile, address or e-mail you want to share. You can at any time choose to opt-out of the Parent Directory through the system.

Parent Directory Terms of use:

The following is an extract from the Parent Directory Terms of Use. Please ensure you read the Terms of Use in full the first time you log into the directory pages:

"The Parent Directory is intended for the private use of parents and staff of Oakham School only. We will only publish contact details of those parents who have asked to be included in the Directory. You may ask us to remove your details at any time.

You may download information from this directory for your own personal use only. You may not use it for any commercial purposes. You are not entitled to pass the information from this directory to third parties for their use. Unauthorised reproduction of its content is forbidden.

You undertake that you have read our Privacy Policy (see link at the foot of the School's website) and are familiar with its contents."

Sports Website

Our dedicated sports website holds details of all our fixtures and results as well as team sheets and useful directions for away fixtures:

www.oakhamschoolsport.co.uk

A web app is also available for the sports website. Instructions on how to add the web app to a mobile phone can be found [here](#).

Emails, Bulletins and Newsletters

We send parents regular emails and newsletters, to ensure that you have all the information that you need for your child as well as news about the wider school community.

Each week during term time we send a bulletin, which contains all the key information for the week ahead.

We produce a twice-termly e-newsletter, which is emailed out to all parents and contains various highlights and achievements from the previous half-term.

The Oakhamian

The *Oakhamian* is the Oakham School magazine and is published once a year in the Winter Term. It contains an overview of all aspects of Oakham School life – from academic achievements to sports team reports – and will give you an insight into the many opportunities on offer to your child, not just in the Lower School but further up the School.

Useful links

School Website

oakham.rutland.sch.uk

My School Portal

oakhamschool.myschoolportal.co.uk/login

Sports Fixtures and Results

oakhamschoolsport.co.uk

Social Media

Main School Instagram

[@OakhamSchool](https://www.instagram.com/OakhamSchool)

Lower School Instagram

[@Oakhamlowerschool](https://www.instagram.com/Oakhamlowerschool)

Upper School Instagram

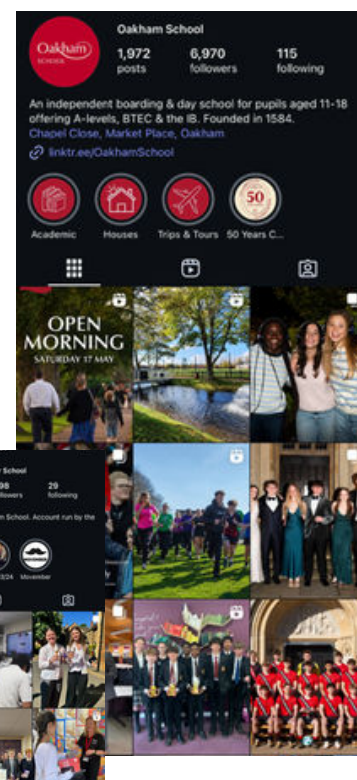
[@oakhamupperschool](https://www.instagram.com/oakhamupperschool)

School LinkedIn

[@Oakham School](https://www.linkedin.com/company/OakhamSchool)

School Facebook

[@OakhamSchool](https://www.facebook.com/OakhamSchool)



Unique House Structure

At Oakham, every pupil – whether boarding or day – joins a House designed specifically for their age group. This structure ensures your child receives tailored academic and pastoral support from a dedicated team.

Each House is led by a Housemaster or Housemistress, who is supported by a Senior Pastoral Assistant, and team of Tutors. These adults get to know your child well and will be key contacts during their time at Oakham.

Your child will also belong to a small tutor group (8–10 pupils), which meets regularly to help with academic planning, wellbeing, and social connection.

Lower School (ages 11–13)

- 2 Houses (1 for girls and 1 for boys) for both day pupils and boarders
- 1 Boarding House for full, flexi and ad hoc boarders

Middle & Upper School (ages 13–17)

10 Boarding and Day Houses (5 for girls and 5 for boys)

Final Year (Year 13)

2 Boarding and Day Houses (1 for girls and 1 for boys)

House Facilities

Every House has study areas, common rooms, a kitchen, and outdoor space – providing a comfortable place for your child to work, relax, and spend time with friends.

Social Life in House

Each House runs regular socials, house family activities and interhouse competitions – from pizza nights to bowling trips, house singing contests to sporting competitions – designed to help your child build friendships across year groups and feel part of a supportive community.

Moving Up from Lower School

In the Summer Term of Form 2 (Year 8), your child will be told which Middle School House they'll be joining in Form 3 (Year 9). We provide plenty of opportunities to visit and get to know their new House and staff ahead of the move.

Weekend overview

After lunch on Saturday, pupils return to their houses to change and unwind following their morning lessons. In the afternoon, they take part in a variety of in-school activities from 2:00pm to 4:00pm. These may include creative sessions in the Art or Design & Technology departments or making use of sports facilities such as the swimming pool. After activities, pupils can enjoy their evening in the boarding house common areas, where they can relax with games like pool and table tennis, or watch television with friends.

Sundays offer boarders a more relaxed start, with the chance to sleep in and enjoy a leisurely breakfast in the house kitchen. The morning is typically spent unwinding, with the option to stroll into Oakham town. After brunch at school, Sunday afternoons feature off-site trips or activities. These range from paintballing with Middle and Upper School boarders, to visits to Gravity trampoline park, pottery painting, and more. These outings play a key role in building a strong sense of community and offer enriching, enjoyable experiences. Sunday evenings are kept quiet and calm to help pupils prepare for the week ahead.



School Timetable

A personalised and comprehensive timetable will be provided to each pupil at the start of the school year.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Roll Call 08:15					
Tutorial	Assembly / House time	Chapel / Tutorial	Congo / House Time	Tutorial	Lesson 1
Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 2
Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	
Break 11:00 (Saturday 10:20)					
Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
Lunch 13:15 (Saturday 12:30) Followed by Academic Enrichment on Tuesday & Thursday.					
Games	Lesson 5	Games & Fixtures	Lesson 5	Games	
	Lesson 6		Lesson 6		
Activities / Enrichment / Supported Study	Music Priority Time / Supported Study / Activities	Chapel Choir	Drama Priority Time / Supported Study / Activities	Activities / Orchestra Enrichment / Supported Study	
Optional Home Time for Day Pupils*					
Supper 18:00 - 18:45					Social Activities
Prep	Prep	Prep	Prep	Prep	
Social Time					

*Day pupils are welcome to stay in School for supper and prep until 7:30pm.

Evening Routines for Boarders

Please note, specific times may vary depending on the day of the week and what's on in the School calendar.

5:30pm Activities and prep times adjusted to suit schedules.

6:30pm House Meeting and Roll Call

6:45pm **Form 1 & 2 (Year 7 & 8)**
Supervised prep, activities and quiet time in House.

8:50pm Off to bedrooms for quiet time.

9:15pm Lights out.

9:30pm
Duty Resident to check the House and lock up.



Weekend Routines for Boarders

Please note, specific times may vary depending on the day of the week and what's on in the School calendar.

Saturday:

For Form 1 & 2 (Year 7 & 8) Saturdays consist of a programme of activities with Roll Calls at 1:30pm and 5pm.

Form 1 & 2 9:15pm bedtime.

9:30pm Duty Resident to check the House and lock up.

Sunday:

For Form 1 & 2 (Year 7 & 8) Saturdays consist of a programme of activities with Roll Calls at 1:30pm and 5pm.

Form 1 & 2 9:15pm bedtime.

9:30pm Duty Resident to check the House and lock up.



Academic Information

Connected Curriculum

Academic



Co-Curricular

Pastoral

Academic

Through our outstanding academic curriculum, we encourage our pupils to become creative, critical and reflective thinkers who can make links across the different subjects they are taught. Like many schools, we are able to help our pupils to achieve outstanding results in their examinations; the Oakham difference is that our genuinely holistic approach to education via our Connected Curriculum teaches our pupils how to take their studies further and rise to the intellectual challenges that they will encounter in their later lives.

Co-Curricular

The Co-Curriculum is an intrinsic part of an Oakham education, with its focus on developing skills and attributes beyond the classroom that help our pupils to become well-rounded individuals who can confidently contribute at Oakham School and beyond.

Transferable skills such as problem-solving, reasoning, critical and creative thinking, communication and teamwork are developed through the many different strands of our Co-Curricular Programme to every age of pupil as part of the weekly timetable.

Pastoral

Through our exceptional pastoral care, we nurture all aspects of our pupils' intellectual, physical, mental and spiritual development. Key to this is our unique House structure, which enables us to provide support tailored to the age of our pupils at every stage of their Oakham journey. This support is given by a caring and experienced team of adults who are passionate about helping children to thrive and be the best versions of themselves they can be.

Organiser

All pupils have an Organiser, which is to be taken to ALL lessons and to tutorial, for noting prep. They are responsible for their own Organiser and should not let another pupil write on it!

Progress Report (PR)

At the end of each half of term you will receive your child's Progress Report. In the interim, there will be briefer Progress Reports and each year you will have the opportunity to meet teachers at the Parent / Teacher Meeting, to which pupils may accompany their parents or guardians.

Stationery

The School provides textbooks, exercise books and paper for writing, but you will need to purchase the following:

- Writing pen. Fountain pens must use a cartridge rather than bottled ink
- Pencil case
- An HB pencil is essential. A soft (B) pencil and a hard (H) pencil are desirable
- Coloured pencils
- Pencil sharpener
- Eraser
- Rulers: one short (15cm/6") ruler and one long (30cm/12") ruler. Metric markings are essential; inches optional
- A pair of compasses
- Circular protractor
- A backpack to carry books in, please ensure it is named. **Compulsory**

Pupils may **not** use liquid correction fluid.

Laptops

From September **2026**, Form 1 and Form 3 pupils will be issued with digital devices by the School. From September **2027**, all remaining year groups will be issued with digital devices.

If parents choose to buy a device for their child in the meantime, we recommend it should be a Microsoft Windows-based computer running Windows 10, as it offers the highest level of compatibility with the School's systems and provides a consistent working environment.

While Chromebook and Apple devices are also acceptable, they must have Microsoft Teams, OneNote, and Office installed, as these applications form the core digital toolkit used by staff and pupils.

All pupils are expected to adhere to the School's acceptable use policy. Further information and guidance on choosing a suitable device can be found [here](#).

Dictionaries

There is no need to bring a dictionary to School – they are supplied in classrooms and school computers provide excellent resources for checking and developing language. Day students need access to a quality dictionary/thesaurus online/paper copy at home.

Translation dictionaries for overseas students whose first language is not English

Please purchase before you arrive in September

- A simple word-for-word electronic bilingual translator or a simple word-for-word bilingual translation dictionary for internal and public examinations. Translators must not be multifunctional or show diagrams or pictures on the screen or give definitions or explanations of words. Simple translators are available on a number of websites, including Amazon.
- You may also buy a multifunctional electronic bilingual translator to use in lessons and prep times, but you will still need the word-for-word model for examinations.

Scientific calculator

The Mathematics Department recommends for Forms 1 to 5, any current version of the Casio FX 83 or 85 family. There is not a great deal of difference between the various models (GT, ES, GTPLUS etc.) other than solar power in addition to battery power. Please ensure your child's name is on both the calculator and its lid.

Prep

Setting and completing prep is part of the weekly routine and an important part of your child's education, helping them to develop independent working and time management skills.

The amount of prep set will vary depending on your child's year group. Your child will be given a prep timetable at the start of the year, which is also posted on the School website.

Day pupils are strongly advised to adopt a routine at home whereby they set aside a certain time for prep. Boarders will have a supervised prep session in the evening. Prep can be started during the school day, as well as during Supported Study sessions.

Learning Support

Oakham School delivers excellent provision for Learning Support through its specialist department of qualified teachers.

Provision and Reasonable Adjustments for SEN

Oakham offers the following arrangements and adjustments to support pupils who come to the School with identified learning difficulties, and for those pupils who are identified as having learning difficulties at some point during their time at Oakham.

As stipulated in the School's Admissions Policy, parents must inform the School of any additional learning needs (SEN) and disabilities at the point of registration.

Included in the School Fees

- Small class sizes for mainstream curriculum lessons
- Group learning support lessons for Forms 1-3
- Weekly drop-in learning support sessions
- Weekly academic subject support sessions with subject teachers
- Preparation, maintenance and communication of Individual Education Plans (IEP)

Not included in the School Fees

Where bespoke, individual diagnosis and support is required, the following are provided at an additional charge to parents:

- One-to-one or small dedicated group support with a qualified learning support specialist teacher
- Assessments for Access Arrangements

Please note that it is not possible to use evidence provided by other assessors or educational psychologists to support applications for access arrangements. Assessments must be carried out by one of our approved assessors following permission from parents.

Terms and Conditions

Prices for one-to-one learning support for the following academic year will be advised in the Financial Information Booklet which is sent out annually over the summer holidays with the Winter Term bill. The Financial Information booklet can also be found on the [website](#).

For some pupils, the School may recommend or stipulate a certain level of chargeable one-to-one support. Offer letters may include a requirement for a certain level of one-to-one Learning Support as a condition of entry. All one-to-one lessons will be chargeable in arrears. Lessons missed or forgotten by pupils will be chargeable unless there is an adequate reason communicated in advance to and supported by the Head of Learning Support, Dr Emma Stanley Isaac. (e.g. school commitment clash and no ability to reschedule, or teacher not available and no ability to reschedule). A register of attendance will be maintained.

Pupils may withdraw from one-to-one lessons at the start of a term providing that notice to withdraw has been made in writing to and supported by the Head of Learning Support. Please note at least half a term's notice (not including holiday time) is required.

In the event charges for one-to-one Learning Support are found to be too onerous, parents will be able to apply for bursary support, which would involve the submission of full financial circumstances and supporting documentation as for bursaries relating to School Fees. Please contact the Finance Bursar in these circumstances.

Contact details

Head of Learning Support, Emma Stanley Isaac
esi@oakham.rutland.sch.uk

Finance Bursar
+44 (0)1572 758600
financebursar@oakham.rutland.sch.uk

English as an Additional Language (EAL)

Oakham School delivers an excellent provision for English as an Additional Language (EAL) through its specialised department of qualified teachers.

Provision and Reasonable Adjustments for EAL

Oakham offers the following arrangements and adjustments to support pupils who come to the School with identified English language needs, and for those pupils who are identified as needing academic language support at some point during their time at Oakham.

Included in the school fees

The following support is included in the school fees:

- Small class sizes
- Drop-in session Tuesday 2.00pm to 5.30pm, to provide revision sessions, subject workshops or individual support
- Preparation and maintenance of the Individual Education Plan (IEP) page for all teachers

Charges to parents for EAL support

Where bespoke, individual assessment and regular support is required, the following is provided at an additional charge to parents:

- One-to-one support with a fully qualified EAL specialist teacher

Parents should note that offers to pupils for places in the School may stipulate a certain amount of EAL support initially, which will have cost implications. Clearly, the amount of EAL support will be kept under close review over time between the pupil's parents and the School.

Terms and conditions

For one-to-one EAL support for the following academic year will be advised in the Financial Information Booklet which is sent out annually over the summer holidays with the Winter Term bill. The Financial Booklet can also be found on the [website](#).

The School may recommend or stipulate a certain level of chargeable one-to-one support for a pupil. All one-to-one lessons will be chargeable in arrears. Lessons missed or forgotten by pupils will be chargeable unless there is an adequate reason (e.g. school commitment clash and no ability to reschedule, teacher not available and no ability to reschedule) with which the Head of EAL, Ms Jan Irving jmi@oakham.rutland.sch.uk, is in agreement. A register of attendance will be maintained.

Notice to withdraw the pupil from one-to-one lessons at the start of a term must be made in writing to the Head of EAL no later than the last day of the preceding term's half-term holiday (Exeat).

The School may be able to accommodate ad hoc one-to-one EAL academic language support, but priority will always be given to pupils with an IEP. In the event charges for one-to-one EAL support are too onerous, parents will be able to apply for bursary support, which would involve the submission of full financial circumstances and supporting documentation as for bursaries relating to School Fees.

For details of how to apply, please get in touch.

Contact details

Head of EAL, Janet Irving
jmi@oakham.rutland.sch.uk

Finance Bursar
+44 (0)1572 758600
financebursar@oakham.rutland.sch.uk

Rewards and Sanctions

At Oakham, we're committed to creating a positive and respectful environment for everyone. We believe that encouragement, praise, and mutual support are key to helping pupils grow and thrive. Our policies around areas like alcohol, vaping, substance abuse, ICT misuse, bullying, and theft are explained in separate sections of the School Rules, and sit outside this Rewards and Sanctions guidance.

Celebrating Achievement

Our rewards system is here to recognise effort, progress, and achievement across all areas of school life - not just academics. Most importantly, we encourage staff and pupils alike to use verbal praise as the primary way of celebrating success. A culture of encouragement, recognition, and support is what truly makes Oakham special.

Teachers, Tutors, Housemasters/mistresses (HMs), and Heads of Department (HoDs) all have their own ways of celebrating achievement—whether through prize work displays, merits, commendations, or House and School prizes. Here are some of the principles we follow when giving rewards:

- We reward effort, progress, and achievement equally.
- We aim to be consistent and fair in recognising success.
- We try to encourage everyone—from those who need extra motivation to those who naturally push themselves.
- Tutors may set goals with pupils and reward them for meeting those targets.
- Good manners, teamwork, and service to the community are just as important as academic results.
- When appropriate, rewards are shared with staff and parents so successes can be celebrated together.

Types of Rewards

- Commendations: Awarded for consistent effort, leadership, service, or teamwork. Pupils who receive a commendation are invited to have tea with the Headmaster in recognition of their achievement.
- House Colours: Given by HMs to pupils who make a significant contribution to their House.
- Sports Colours: Club Colours are for consistent participation, while School Colours are awarded for excellence in school sports.
- Speech Day and Prize Giving Awards: Recognise academic excellence, dedication, and service across the year.

All rewards are recorded on iSAMS by teaching staff.

Responding to Behaviour

While we hope that praise and encouragement are enough, we also recognise that sometimes pupils may need guidance when things go wrong. Our approach to sanctions is thoughtful and age-appropriate, with an emphasis on fairness and learning from mistakes.

Staff are encouraged to understand the reasons behind a pupil's behaviour before deciding on a response. Sometimes a calm conversation is all that's needed. At other times, more formal steps may be appropriate. Teachers can also seek guidance from the HoD or HM if they're unsure how to proceed.

Before a sanction is given, pupils are spoken to and given a chance to improve. In class, this might involve moving seats or a brief time-out to reflect. If expectations are still not met, a formal sanction may follow.

Sanctions are recorded on iSAMS and shared with tutors, HMs, and parents to ensure everyone is aware and working together to support the pupil.

Absence Guidelines

Supporting Positive Behaviour

To help pupils stay on track, we have several support systems in place:

- House Report Card: Pupils carry this to each lesson and receive feedback from teachers. It's checked regularly by their Tutor or HM.
- Head of Section Report Card: Similar to the House card, but monitored by the relevant Head of Section.
- Behavioural Contract: A formal agreement between the school, the pupil, and their parents, signed when more structured support is needed.

Sanctions: A Staged Approach

We use a stepped approach to managing behaviour. Pupils may move through these stages for ongoing issues or serious one-off incidents.

- Recorded Warning: Most issues are addressed with a conversation after class. Staff always explain why a warning is being given.
- Academic Detention or House Sanction: For repeated minor issues, missing lessons, or lateness. These are recorded on iSAMS.
- School Detention or House Gating: For more persistent concerns, like not wearing correct kit, phone misuse, or missing activities without permission.
- Head of Section Detention: Given for serious issues like damage to property, inappropriate behaviour (in person or online), or disrespect to staff.
- Senior Deputy Head's Detention: For significant breaches like fighting, cheating, bullying, smoking, or discriminatory behaviour.
- Internal Suspension: For serious or repeated misconduct. Pupils complete a follow-up programme to reflect and reset behaviour.
- Full Suspension or Behavioural Contract: For the most serious breaches. The length of suspension depends on the situation and is decided by the Senior Deputy Head or Head. In some cases, a pupil may be sent home during an investigation.

In rare cases, a single incident may result in a major sanction such as a Senior Deputy Head's Detention or Suspension. Honesty and cooperation are always taken into account and may lead to a reduced sanction.

Requesting Leave from Lessons or Activities

If you need to miss a lesson or activity, please follow this procedure:

- a. Ask your HM for permission (music lessons are an exception).
- b. Notify the relevant staff at least 24 hours in advance. Ideally, this should be done in person during the lesson or activity prior to your planned absence. If that's not possible, a polite email is acceptable.
- c. Make sure to catch up on any work or prep missed, within a reasonable timeframe.

Unauthorised Absences

If a pupil is absent without explanation, House staff will be alerted. If a pupil is missing for more than two hours, both parents and the Police will be informed.

Extended Absence Requests

If your child will be absent for more than 24 hours, parents must write to the Senior Deputy Head for approval. Pupils should not leave early for Long Leave Outs or holidays - departures before the published date and time on the School website will be marked as unauthorised and followed up accordingly.

School Commitments

Pupils are expected to honour any commitments they are selected for, including after-school or weekend events. If a pupil is unable to attend, they must inform the relevant staff member at least 72 hours in advance (e.g. by Wednesday for a Saturday fixture). Failure to do so will result in a sanction—typically a Heads of Section Detention on Friday evening.

Staying After Hours (Day Pupils)

Day pupils may remain on campus after 18:00 only with permission from their HM.

Evening Expectations (Boarders)

Boarding pupils should be on campus after 18:00 unless they have permission from their HM. They must return to their Houses in time for evening lock-up.

School Uniform and Appearance

We kindly ask that all pupils wear the Oakham School uniform and take care to present themselves neatly while in uniform.

Our priority is for every pupil to feel comfortable and confident in what they wear. We take a thoughtful and inclusive approach and are always happy to support any pupil in choosing the uniform option that feels right for them.

Our Uniform Supplier

Our School uniform and sportswear are supplied through Schoolblazer. You can order your child's uniform online at www.schoolblazer.com.

The Schoolblazer site is bespoke to Oakham School.

It is constructed in sub-sections for each area of the School and indicates which items are compulsory and which are optional for your child. The website also indicates which items can only be purchased through Schoolblazer.

How Schoolblazer works

A helpful guide is available here: schoolblazer.com/how-to-shop

Register as a parent to set up your account, then follow the steps to add your child's details, including sizing, select items to purchase and check out.

Accessories

Schoolblazer also supplies a number of items of sporting equipment and accessories for parents to purchase. These include rugby boots, hockey shin pads, stationery items, towels, laundry bags, and swimming goggles, etc. Select the 'Accessories' tab on the relevant page to view available items.

Sizing

Schoolblazer will ask parents to enter some key measurements of their child: height, chest, waist, etc. From there, their "intelligent sizing" system recommends the best size to buy for each garment. We are aware that some parents want to buy for growth so their sizing guide also shows how the garment will fit in a year's time.



Naming of all Clothing

Each article of clothing must be named with your child's full name and House, and to aid this a name tagging service for each item is provided free of charge by Schoolblazer.

All garments ordered from Schoolblazer will arrive fully name-tagged utilising permanent printed tags. The tags are sewn on at no extra cost, although the company does charge a nominal cost for the tags. During checkout the correct number of name tags to label your items will automatically be added to your basket. Name tags are supplied in multiples of 12: the first 12 cost £3.00 and each additional 12 costs 50 pence. If you purchase name tags with your order, Schoolblazer will sew them into your items. If you do not wish to purchase name tags, these can be removed from your basket prior to checkout.

Positioning of Name Tags

- Trousers/pants/shorts/skorts/tracksuit trousers/leggings: inside waist band at rear
- Socks: vertically at the opening
- Shirts/blouses/sports shirts/jumpers/jackets: inside the collar
- Jackets/coats/tracksuit top: inside the collar
- Shoes: marked inside with permanent marker pen
- Towels: in a hanging loop in the middle of the long side



All items of uniform must be clearly identified. It is essential that the name tape includes your son or daughter's House initial.

S	Sargants House
A	Ancaster House

Delivery and Returns

Uniform will be delivered via courier, with a normal turn-around of 1-2 days for name-tagged garments, but a firm promise of all deliveries within 3 working days. Urgent garments which do not require name-tagging can be shipped in 24 hours on a Fastrack service.

Schoolblazer will offer parents free 120-day online returns, whereby your replacement item is dispatched to you as soon as you notify Schoolblazer of your return. This is designed to minimise waiting and means that the replacement items also arrive name taped.

Delivery for Parents Living Overseas

You can choose any address to have uniform delivered. This will usually be your home address (UK or overseas), but many international parents do choose to have their orders delivered direct to School rather than to their home address. Delivery is free on purchases over £175. Please ensure that deliveries made to School are clearly marked with your child's name and House.

Additional Purchases in Term Time

Items of clothing can be bought during term time from www.schoolblazer.com and can be delivered directly to Houses.

Further Information

If you have a problem or a question about your child's uniform, please contact Schoolblazer. Schoolblazer have their own FAQ webpage which is a useful first point of call: <https://www.schoolblazer.com/faqs>. If the answer is not there, please contact their customer services team on 0333 7000703. Calls from the UK are charged at local rate or email customerservices@schoolblazer.com

Lost Property

Any misplaced uniform, sports kit or school equipment that is found around the School campus will eventually return to the relevant House.

It is therefore essential that all items of school uniform and kit are named so that they can be returned to pupils.

Jewellery

The wearing of a simple watch (not smartwatches) is encouraged. Bracelets may not be worn unless they are charity bracelets which have been approved by the School. One plain gold or silver ring, a plain silver or gold chain, and stud or sleeper earrings (maximum 2 per ear).

Hair

Pupils must be clean shaven: no beards, moustaches, or sideburns. Hair must be tidy and follow the agreed principles:

- All haircuts must be blended (no sudden change of length). Faded haircuts must not be any shorter than Grade 2 and can be at a maximum of 4 fingers above the collar. Any fades on the side of the head must be at a maximum of just above the ear.
- Dying and bleaching of hair is not allowed.
- Lower School pupils need to tie long hair up.

Ancaster House Uniform

Skirt or trousers worn with a blouse and House Pin.

1 Black Crested Blazer*

1 Black V Neck Long Sleeve Pullover (2 for boarders)

6 White Blouses (open-neck revere blouse)

2 Oakham School Tartan Kilts* and/or 2 pairs charcoal grey trousers*

1 Plain Dark Coloured Coat (black, navy or charcoal)

1 House Pin*

6 pairs black 70D tights or 6 pairs black knee length socks (with kilts) **or 6 pairs black ankle socks** (with trousers)

1 Pair Black Leather Shoes - sturdy and capable of being polished (Heel max 5cm. No ballet style pumps or kitten heeled shoes. No suede, nubuck, patent, canvas, coloured laces or buckles)

1 Plain Black Bag for carrying books or Oakham crested rucksack*

1 Refillable Water Bottle (Oakham School branded bottles are available for purchase from the Sports Centre although any refillable bottle is acceptable.)

1 Oakham Lower School Scarf*

**These items can only be purchased through Schoolblazer.*



Ancaster House Games Kit



- 1 Black crested active jacket***
- 1 Black crested midlayer top***
- 1 Black crested fitness t-shirt***
- 2 Black crested games shirts***
- 1 Black crested games skort***
- 1 Black crested PE shorts* (optional)**
- 1 Black crested training pants***
- 1 Black crested baselayer top* (optional)**
- 1 Black baselayer leggings (optional)**
- 1 Black Oakham School crested sub coat (optional)**
- 2 Pairs Oakham School games socks***
- 1 Black crested duffel bag for games clothing***
- 3 Pairs white PE socks**
- 1 Pair trainers with non-marking soles (named on outside)**

- 1 Plain black swimming costume**
- 1 Red crested swimming cap***
- 1 Black crested swimbag***
- 1 Large Towel**
(with tape hanging loop in middle of long side)
- Goggles (optional)**
- 1 Mouthguard**
- 1 Pair shin pads**
- Hockey stick**
- 1 Pair astro trainers (optional)**
- 1 Black crested boot bag* (optional)**
- 1 Stick bag (optional)**

**These items can only be purchased through Schoolblazer.*

Sargants House Uniform

Trousers worn with a shirt and House Tie.

1 Black Crested Blazer*

1 Black V-Neck Long Sleeve Pullover
(2 for boarders)

6 White Shirts

2 pairs charcoal grey trousers* (3 for boarders)
Must be purchased through Schoolblazer

1 Plain Dark Coloured Coat (black, navy or charcoal)

2 House Ties*

10 pairs of black socks

1 Pair Black Leather Shoes-sturdy and capable of being polished (No suede, nubuck, patent, canvas, coloured laces or buckles)

1 Plain Black Bag for carrying books or Oakham crested rucksack*

1 Refillable Water Bottle
(Oakham School branded bottles are available for purchase from the Sports Centre although any refillable bottle is acceptable.)

1 Oakham Lower School Scarf*

**These items can only be purchased through Schoolblazer.*



Sargants House Games Kit



- 1 Black crested active jacket***
- 1 Black crested midlayer top***
- 1 Black crested fitness t-shirt***
- 2 Reversible crested games shirts***
- 2 Black crested rugby shorts***
- 1 Black crested training pants***
- 1 Black crested PE shorts***
- 1 Black crested baselayer top* (optional)**
- 1 Black baselayer leggings (optional)**
- 1 Black crested smock top* (optional)**
- 1 Black Oakham School crested sub coat* (optional)**
- 2 Pairs Oakham School games socks***
- 1 Black crested duffel bag for games clothing***
- 3 Pairs white PE socks**
- 1 Pair trainers with non-marking soles (named on outside)**

- 1 Plain black swimming shorts or jammers**
- 1 Red crested swimming cap***
- 1 Black crested swimbag***
- 1 Large Towel**
(with tape hanging loop in middle of long side)
- Goggles (optional)**
- 1 Mouthguard**
- Headgear (optional)**
- 1 Pair rugby boots (with kitemark safety studs)**
- Black crested boot bag***
- 1 Pair shin pads**
- Hockey stick**
- 1 Pair astro trainers (optional)**
- 1 Stick bag (optional)**

**These items can only be purchased through Schoolblazer.*

Your child's HM will send you details of which items to purchase at the end of the Spring Term.

House Clothes and Laundry for Boarders

Every effort has been made to keep these clothing requirements to a minimum.

Parents of boarders are particularly asked not to pack extra items that are unnecessary and cause storage problems.

A large soft bag or trunk is required for packing and should be clearly marked.

A tuckbox may also be brought to School, but is not essential.

Bed Linen

Bed linen, pillows and a duvet are provided, but boarders may personalise their bedroom by bringing their own duvet covers if they wish.

Towels

Please bring three large towels (not bath sheets), with securely fastened loops for hanging in the middle of one long side.

The School Laundry

All items of clothing (apart from suits and jackets) should be machine washable. All washable home clothes should be suitable for tumble drying.

The School Laundry washes by standard mechanical processes. It does not wash pupils' clothing by hand. All pupils' clothing must be capable of being washed at temperatures between 40° and 60° centigrade, with the exception being badly stained sportswear and Infection Control Measures which are washed at 80° centigrade.

Underwear, socks and swimwear are all washed in House everyday. Pupils will need to purchase at least two net bags, one for light underwear and one for dark. All other laundry is washed and dried in the School laundry. They will need to bring all dirty clothes down to the laundry and put them in the labelled containers. It is vital that all items of clothing are named.

Please note that we cannot accept responsibility for damage caused to garments by the laundry process and request that pupils only bring items of clothing that can be machine-washed and tumble-dried.

A small supply of home clothes, including jeans, shirts, sweaters, etc

2 netted laundry bags with name tags
(a suitable size for all underwear and socks)

10 sets of underwear

2 pairs pyjamas

1 dressing gown

1 pair of slippers

1 set of clothes for outdoor pursuits

1 set of smart casual clothes

1 hairbrush and/or comb

1 wash bag (which can be hung on a peg, containing sponge, toothbrush, toothpaste and roll-on/stick deodorant – no aerosol cans)

2 or 3 large towels (with name tape hanging loops in middle of long side)

Shoe polish (easy application kind)

Handkerchiefs or tissues

2 face flannels (optional)

Alarm Clock (separate to your mobile phone)

Dining at the Barraclough

Our experienced team of catering staff care about giving pupils a balanced, nutritious diet. They understand children's palates and enjoy finding new recipes to fit into their seasonal menus.

Pupils can choose from a wide selection of food at every mealtime, most of which is sourced locally. From breakfast, through to lunch, match teas, House snacks and then dinner, there's always lots of choice. There is a sandwich bar, a pasta bar, a daily choice of different hot dishes, a salad bar, a daily hot vegetarian dish – the list goes on and on. Every effort is made to provide something for everyone.

Breakfast

Day pupils can opt to join the boarders in the main Barraclough Dining Hall for breakfast at no extra charge.

Lunch

Everyone eats in the main Barraclough Dining Hall and the pupils may sit where they wish. They help themselves to food and water in the servery.

There is a wide variety of wholesome and delicious options each day. The catering team can cater for all diets and allergies and take great pride in encouraging the children to eat healthily and enjoy their meals.

The daily lunch and supper menus can be viewed on My School Portal.

Supper

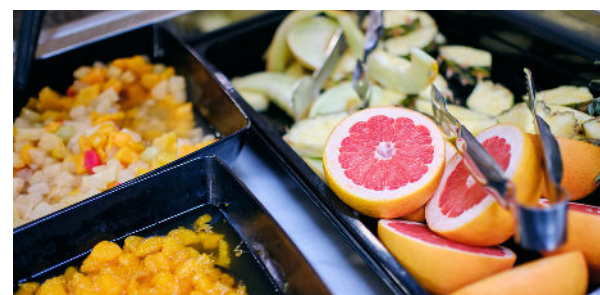
Day pupils can opt to join the boarders in the main Barraclough Dining Hall for supper at no extra charge.

Snacks

Fruit is provided in House at morning break times and biscuits for afternoon breaks. Pupils may choose to bring in additional snacks.

Food Allergies and Dietary Requirements

The catering team will happily cater for children with different dietary requirements. Please make us aware of any allergies or dietary requirements for your child on the Medical Form.



Medical Centre

Oakham School Medical Centre,
15 Station Road, Oakham, Rutland LE15 6QT
+44 (0)1572 758555
medical@oakham.rutland.sch.uk
School Medical Centre Manager:
Mrs Abby Oakenfull

Medical Centre Opening Hours

The School's Medical Centre is open and staffed by qualified nurses from 8:00am to 7:00pm on Mondays and Fridays, and from 8:00am to 6:00pm on Tuesdays, Wednesdays, Thursdays, and Saturdays. Outside of these hours—including overnight and all day Sunday—a nurse is on call and available from home to provide support in case of medical concerns.

Contacting the Medical Centre

If you are ever concerned about your child's health, please don't hesitate to contact the Medical Centre's nursing staff. Pupils who feel unwell are encouraged to speak first with the Senior Pastoral Assistant, or with their Houseparent if they are boarders in Hodges. The Medical Centre works closely with the Houses and is always available to assist with any medical concerns that cannot be managed in-house. Should a pupil need to be admitted to the Medical Centre for further care, parents or guardians will be contacted by the House, who will also keep them regularly informed of their child's progress.

Medical Arrangements for Boarding Pupils

Full boarding pupils are registered with the School Doctor (GP) and receive medical care through the Medical Centre, either from the GP or from the on-site nursing staff. Weekly boarders can choose whether to stay registered with their home GP or register with the School Doctor. To register with the School's GP, parents will need to complete an online form that will be sent separately before their child's arrival.

If a boarding pupil becomes unwell during the school holidays or while at home, they can still be seen by their home GP as a temporary resident. However, it is essential that pupils are not fully re-registered with their home GP, as this can disrupt their access to the School's medical services upon returning to Oakham.

Medical Support for Day Pupils, Flexible Boarders, and Non-Registered Weekly Boarders

Day pupils, flexible boarders, and weekly boarders who are not registered with the School GP can still be assessed and treated by the School Nurses. If further medical care or ongoing treatment is necessary, the pupil will be referred back to their home GP. In situations where a pupil is staying overnight at school and requires medical attention, they may be seen by a doctor as a temporary resident for that specific occasion. If more extensive treatment or hospital care is needed, the School will ask parents or guardians to collect their child and continue treatment at home.

Guidelines on Medication

To ensure the safety and wellbeing of all pupils, medication must not be kept in Houses unless it is stored securely with Senior Pastoral Assistant. Pupils who bring medication to school are required to hand it in to the Senior Pastoral Assistant. Additionally, if a pupil has received any medication at home in the morning, parents should inform the School so that dosages are not accidentally exceeded during the day. All medical information shared with the Medical Centre will be handled with confidentiality.

Skin lotions and inhalers are the only items permitted to be kept by pupils in their rooms. All other medications must be stored in a locked facility and administered under supervision. Pupils are not allowed to self-medicate, and the School cannot accept responsibility for any medication taken without a staff member's knowledge.

What to do if a Pupil Feels Unwell

During the day, pupils who feel unwell should visit Senior Pastoral Assistant for evaluation and care. If a pupil becomes unwell during the night, they should ring the doorbell of the Housemaster or one of the Duty Residents' flats for assistance. The School's on-campus Medical Team will assess the situation and advise on the necessary steps. Should hospital treatment be required, the School will transport the pupil and keep parents informed throughout.

Procedure for Missing Sport or Service Activities

If a pupil is unable to take part in sport or service activities due to illness or injury, they must obtain a 'Leave Off' slip. This document should be presented to the staff member in charge at the beginning of the session. After doing so, the pupil may either return to House—after checking in with the HM, Senior Pastoral Assistant, or Duty Tutor—or remain at the activity session to observe or assist. Pupils are not permitted to excuse themselves from games or activities without first consulting either the Housemaster or Senior Pastoral Assistant.

Minor Illness and Minor Injuries

Our nurses are trained in the assessment of minor illness and injuries. For boarders, it may not be necessary for a pupil to see the school doctor as our nurses can treat a range of minor illnesses, such as earache, tonsillitis, and chest infections.

They also assess and treat injuries and, if necessary, refer on to the pupil's own doctor or to Accident and Emergency.

Sports Injuries

The majority of sporting injuries are treated at the Medical Centre. If a pupil has a suspected fracture, we will send them to hospital promptly for assessment. We also have paramedic cover on rugby match afternoons and 999 would be called in the event of an emergency.

Physiotherapy

Oakham School has its own physiotherapist. There is free triage through the week and appointments can be arranged on Tuesdays and Thursdays.

Dentists and Opticians

There are both private and NHS dentists in Oakham and several opticians, however it can be difficult to get appointments out of school time.

For boarders the Head of Lower School Boarding can make arrangements for your child; however, we advise that routine check-ups are done at home during the school holidays.

Mental Health Provision

Oakham School has a Clinical Psychologist and Mental Health Practitioners, in addition to the School nurses.

All pupils can access this service, whether they are day or boarding, by completing a referral form accessed via the Oakham start page and clicking on the wellbeing icon. Consultations with the counselling service remain confidential. There is a charge to see our Mental Health Practitioners after six sessions.

Further details are available on request from the Medical Staff and costs are outlined in the Bursary Booklet.

Vaccinations

The local NHS Community Immunisation Service comes into School and offers all routine childhood vaccinations.

Travel vaccinations can be arranged through the local pharmacy and recharged back to your school account.

Parental consent for any vaccination will be necessary for all Lower School pupils.

Safeguarding and Wellbeing

At Oakham School, the safety and wellbeing of our pupils is our utmost priority. We are committed to fostering a secure and supportive environment where every child feels valued and protected. Our robust safeguarding policies and practices are designed to ensure that all pupils, whether day pupils or boarders, receive care and guidance that meets the highest standards. We actively promote a culture of vigilance and responsibility, empowering staff, pupils, and parents to play an integral role in safeguarding.

We follow strict procedures to prevent harm and to respond effectively should concerns arise. Our dedicated safeguarding team works closely with external agencies to ensure that best practices are followed. All staff receive regular training to remain informed about current safeguarding issues, reinforcing a shared commitment to pupil welfare. By working in partnership with parents, we aim to create a community where every child can thrive academically, socially, and emotionally in a safe and nurturing environment.

Mobile Phones

Mobile Phones

Pupils may bring phones and other mobile devices to school, but there are clear restrictions on when, where, and how they can be used:

- All pupils must register their mobile phone numbers with their HM.
- Pupils in the Lower and Middle Schools must hand their mobile phones into their HMs at the start of the day. They should not be in their possession during the School day (08:35 – 17:50), unless specific permission has been given by the HM or the medical team. If seen, they will be reprimanded and given a School Detention on iSAMS, for 'inappropriate use of mobile phone'. Their HM and Tutor will then follow up the breach of the School Rules.
- During the School day (08:35 – 17:50) Upper School pupils' mobile phones must not be visible whilst they are walking around the school site. If seen, they will be given a warning and the incident logged on iSAMS. Repeat offenders will have to hand their mobile phones into their HM or Matron for a set period of time (minimum of one week). 'Inappropriate use of mobile phone' will be logged on iSAMS.
- If a pupil walks past a member of staff during the school day with their phone out, they should always expect the phone to be confiscated, for it to be given to the relevant HM or Matron, and for them to be put into a School Detention.
- Mobile phones may be used in Houses following the clear guidance and permission of individual HMs.
- Mobiles may not be used in lessons or activities for pupils in the Lower or Middle School.
- Mobile phones can only be used in lessons or activities in the Upper School with specific permission from the teacher or supervising member of staff.
- They must not be used in the Library or the Barraclough.
- Sending or recording obscene or threatening messages either verbally or online is illegal and is a breach of the Communications Act. Such messages will be regarded as bullying and will be dealt with according to the School's Anti-Bullying Policy.

Inappropriate use is likely to lead to confiscation of the device and sanction. Mobile phones and other electronic devices brought into school are personal property and are not covered by the School's insurance.

Additional Information for Boarders

Phones are handed in during prep time. The best time for telephone calls are:

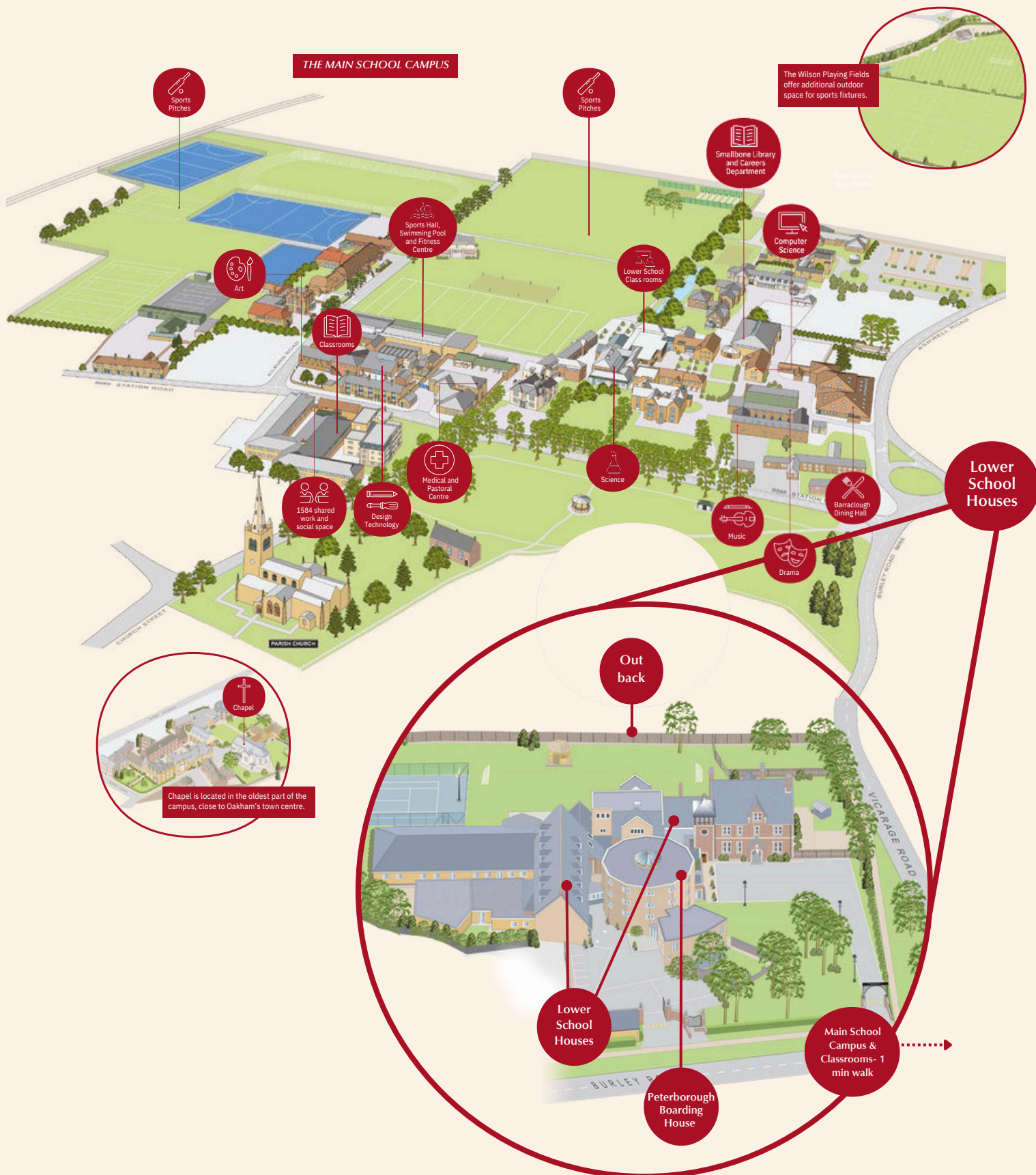
Monday / Wednesday / Friday:
Between 18:00 - 19:00

Tuesday and Thursday: Between 16:30 - 18:00

Please avoid calling between 19:00 – 21:00 as pupils will be in prep and also after 'lights out'; if pupils are caught on their phones after lights out, they will be confiscated, even if they are talking to parents. There is more flexibility over the weekend, so this is also a good time to have contact.



Campus Map



UKVI Sponsorship Requirements

Oakham School has been granted a Sponsor Licence by the UK Home Office and can sponsor a pupil's application for a Child Student visa.

We are required to confirm that all pupils have a right to study in the UK and do this by checking passports at the time of registration. If a pupil does not hold a British or Irish passport, they are automatically subject to immigration control.

A pupil who is subject to immigration control must provide a copy of their visa, proving they have a right to study in the UK.

We continue to check that passports and visas are in date using monthly reporting. When a passport or visa is due to expire, the Admissions Team will contact parents to request a copy of updated documentation.

The School retains the services of Sable International, global immigration specialists, for the process of obtaining a Confirmation of Acceptance for Studies (CAS) and making visa applications. They can also assist with other ongoing visa queries. Should you have any questions regarding your child's visa status, please contact the Admissions Dept. immediately.

Contact details:

Admissions Department

✉ admissions@oakham.rutland.sch.uk

☎ 01572 758758

Guardians and Emergency Contacts

If Parents or Guardians intend to be away from home during term time (whether for holiday or business), they must provide the School with an alternative named contact (including telephone number, e-mail, and address) to be used in case of an emergency. This requirement applies to all pupils, both day and boarding, and it is the sole responsibility of parents to notify the School of these arrangements. For boarders, the following additional requirements apply:

- **All boarders whose parents are based overseas must appoint a UK-based Education Guardian** before the pupil joins the School. This Guardian may be:
 - A family member
 - A close family friend
 - An AEGIS-accredited Guardianship organisation (www.aegisuk.net)
 - A BSA Certified Guardian under the Boarding Schools' Association scheme (www.ukbsa.com)
- The suitability of the chosen Education Guardian must be agreed upon by the School, and the Guardian must remain in place until the pupil leaves Oakham, even if the pupil turns 18 before leaving the School.
- Parents are solely responsible for both appointing the Education Guardian and informing the School of any changes to this arrangement.

Travel and Supervision During School Breaks

The care and wellbeing of our pupils is our priority, and we are proud of the strong culture of pastoral care, which permeates the School.

School Breaks

Houses are closed over half-terms but will remain open over Long and Short Leave-outs. As each break approaches, Matrons will contact parents and guardians of boarders to ask whether or not the pupil is staying in House, and if not, where they are going. When boarders are travelling to and from School, it is imperative that we know their whereabouts at all times. For Child Student visa holders, the conditions of the visa require that parents or guardians provide travel information to the school, along with details of where the pupil will be staying.

In order for there to be a proper weekend activity programme, it is important that Full Boarders are in School. Form 6 are allowed two additional weekends at home in the Winter Term and one in the Spring and Summer Terms (Saturday after commitments until Sunday evening). Forms 3 – 5 are allowed one additional home weekend per term (Saturday after commitments until Sunday evening).

The School will not approve travel plans for any pupil to stay:

- Unaccompanied in any accommodation over Exeats, Leave-out weekends, or other breaks from School
- With other pupils unless supervised by an adult

At all times when pupils are in the UK but not under the care of the School, they must be supervised by an adult aged 25 or over. This requirement applies to all pupils, including those who are 18 or older.

I-GTM for Travel Plans

To make the submission and approval of travel plans as simple as possible we have an easy-to-use online system called I-GTM. This streamlines the process, providing a complete and centralised record of your child's travel arrangements.

To understand how the system works, please view this two-minute introduction video.

<https://www.youtube.com/watch?v=hXJNKc9iYOg>

Key Features and Benefits of I-GTM

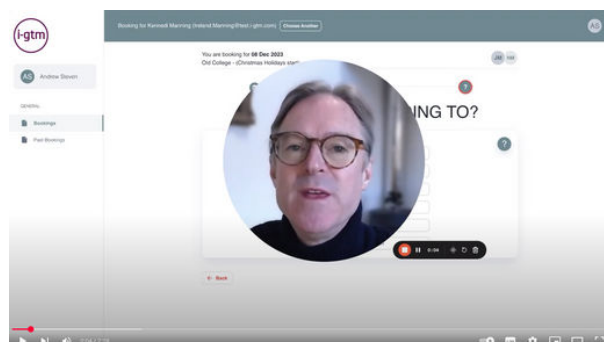
- Links to Train and Flight Databases: Speed up information entry with easy access to train and flight details.
- Automatic Reminders: Receive timely reminders in advance of travel days, allowing you to plan efficiently.
- Security and Compliance: Every record is approved by both parent or guardian and School staff, ensuring security and compliance.
- Capture Various Journeys: Whether it's a simple point-to-point trip or a multi-leg journey, I-GTM can capture all travel details.

Accessing I-GTM

Parents and guardians will need a My School Portal account before they can book travel plans on I-GTM. Parents will be sent an email with details of how to access My School Portal during the summer holidays.

Once you have access, you can book your travel plans here using your My School Portal log-in.

<https://oakham.i-gtm.com/>



Our School Bus Service & Transport

To help our families with their daily commute, we operate nine private bus routes; offering convenient collection points to and from School, Monday to Saturday.

Once we confirm a bus place, we assume that this will be required for the whole of your child's time at Oakham. One term's written notice is required to cancel a place. Should a route be over-subscribed, we will start a waiting list and notify you as soon as a place becomes available.

For bookings and further information, please visit our website: <https://shorturl.at/MFUpQ>, or contact: **Chris Dook, Transport Manager** cdd@oakham.rutland.sch.uk

Local Taxis

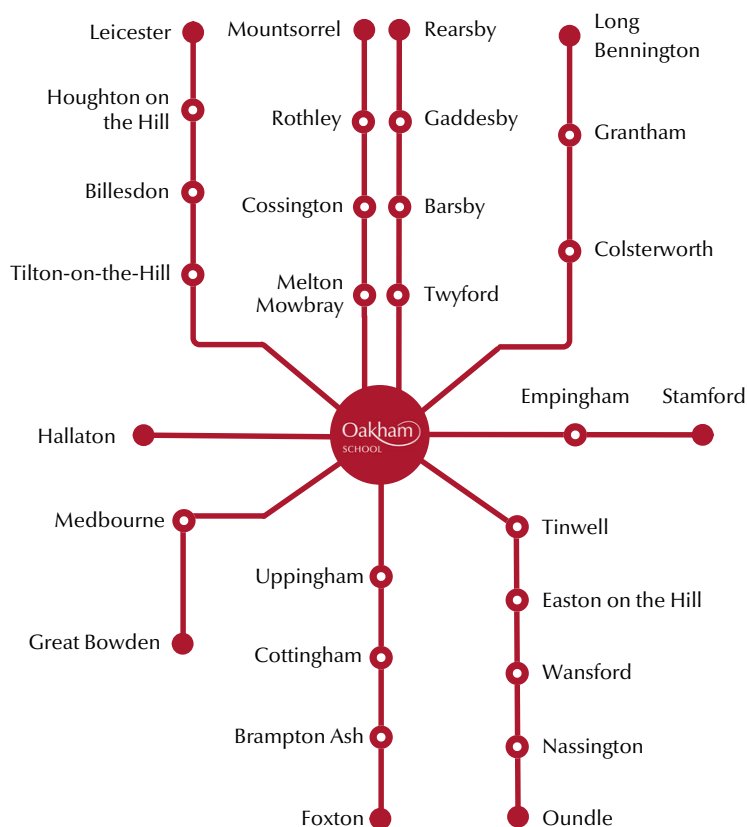
It is possible to take a direct train to Oakham from Stansted airport. Trains from Birmingham International airport to Oakham are also available with a change at Birmingham New Street.

Information on routes, costs and timetables may be found at www.nationalrail.co.uk.

The School is only a few minutes' walk from Oakham station.

Please note that the School does not provide transfers to and from the airports. Parents and Guardians are asked to arrange all transport for pupils and inform the School of the arrangements made.

If you would like to arrange a taxi to collect you from any of the above airports, you will find it cheaper to pre-book a taxi from Oakham rather than getting a black cab from the airport.



Travelling to Oakham

Most convenient airports:

- Birmingham 65 miles 75 minutes' drive
- London Stansted 80 miles 90 minutes' drive
- London Heathrow 100 miles 120 minutes' drive

Local taxi companies include:

Berridge Taxis

0044 (0)1572 756088

www.berridgetaxis.com

Meadows Executive Cars

0044 (0)800 592 036

www.meadowscars.co.uk

Hotel Accommodation

The hotels listed below are just a few of the options available in Oakham and Rutland.

Hotels in Oakham

Wisteria Hotel

4 Catmos Street,
Oakham LE15 6HW
Tel: 01572 722844
Email: enquiries@wisteriahotel.co.uk
wisteriahotel.co.uk

Admiral Hornblower

64 High Street,
Oakham LE15 6AS
Tel: 01572 723004
Email: info@hornblowerhotel.co.uk
hornblowerhotel.co.uk

The George Inn (formerly The Whipper-In Hotel)

Market Place,
Oakham LE15 6DT
Tel: 01572 756971
thegeorgeinnoakham.co.uk



Oakham, the county town of Rutland, is a classic English market town, mentioned in the Domesday Book of 1086.

Please note that these details are provided for information only. Their inclusion does not imply that the School endorses the services offered by the provider.



Rutland features regularly in national publications as one of the best places to live in the UK.

Hotels within 5 miles of Oakham

Hambleton Hall Hotel

Ketton Road,
Oakham LE15 8TH
Tel: 01572 756991
Email: hotel@hambletonhall.com
hambletonhall.com

The Barnsdale

The Avenue,
Exton, Oakham LE15 8AH
Tel: 01572 724678
Email: reception@barnsdalerutland.com
barnsdalerutland.com

Rutland Hall Hotel & Spa

Stamford Road,
Barnsdale LE15 8AB
Tel: 01572 757901
Email: reservations@rutlandhall.co.uk
rutlandhall.co.uk

The Finch's Arms

Oakham Road,
Hambleton LE15 8TL
Tel: 01572 756575
Email: info@finchsarms.co.uk
finchsarms.co.uk

Hotels within 10 miles of Oakham

Stapleford Park Hotel

Stapleford Road,
Melton Mowbray LE14 2EF
Tel: 01572 787000
Email: reservations@staplefordpark.com
staplefordpark.com

Boarding House Life

The House Team

There are lots of people in House who are there to support pupils. The Housemaster (HM), Matron, Tutors, resident staff, and Prefects all play different roles in ensuring everything runs smoothly and that everyone feels cared for. Matron is typically the main point of contact during the day and can help with most matters, especially when the HM is teaching. There is always at least one member of staff on duty in House, with names clearly listed on the noticeboard each day, along with a Duty Prefect who is available to assist. Older pupils and Prefects are also valuable sources of advice and support, and they are usually happy to help with day-to-day questions or settling into routines. Beyond the House, the Medical Centre is another place where someone is always available if needed. Altogether, there is a strong team in place to help ensure that House life is safe, friendly, and enjoyable.

Alarm Clock

Your own personal alarm clock is required, you cannot rely on your phone, especially if it is handed in at night.

Dorms

Pupils change dorms and dorm mates every term. They are able to express a preference for whom they would like to share with, but the HM will decide on the groupings to ensure this is organised fairly.

Pupils can put up pictures and posters in their rooms using blutack as it is a nice way of personalising their space.

Electrical Equipment

All electrical products must conform to UK safety standards. Parents are asked to ensure that all electrical equipment is safe. The House has an annual electrical safety check and any items that do not meet these standards will be removed.

Extension Leads

Only 4-way in-line extension leads are permitted in Boarding Houses and sockets should be accessible at all times on desks, tables, windowsills etc.

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Fairy Lights and LED Lights

MUST be battery powered

Electricals not permitted in rooms (*The list below is not exhaustive*)

- Kettles
- Tea and coffee machines
- Cold drink machines
- Refrigerators
- Timer plugs
- 2 and 3-way plug adaptors
- “Smart” plugs
- Electric blankets

Leave-out / Exeat Weekends

The House is closed over half-terms but will remain open over Long and Short Leave-outs.

All boarding parents, weekly or full, are required to log their child's travel plans on the [I-GTM Parent Dashboard](#) ahead of any Leave-out or holiday.

In order for there to be a proper weekend activity programme, it is important that boarders are in School. Form 6 are allowed two additional weekends at home in the Winter Term and one in the Spring and Summer Terms (Saturday after commitments until Sunday evening). Forms 3 – 5 are allowed one additional home weekend per term (Saturday after commitments until Sunday evening).

Takeaways

Pupils are permitted to have one takeaway at the weekend. House staff do monitor the number of takeaways pupils are having and they must ask permission before ordering.

Town

Forms 3, 4 and 5 are allowed into town between 16:30 – 18:00 on a Tuesday and Thursday, after commitments on Saturday and around trips on a Sunday. They must sign out and be back on campus by 18:00. Form 6 are able to go into town from 14:00 on a Tuesday and Thursday (working around their games commitment). They are also allowed, with permission, to have supper in town on a Saturday evening providing they are back on campus by 20:00.

Weekends

We organise lots of events throughout the term; some for the whole House, some with other Houses or some just as an individual year group.

Do feel free to take your child out for tea / lunch, but please liaise with their HM first – we politely request that you give at least 48 hours' notice.

There might be times when the request is declined due to a House event or if we feel that it will unsettle your child. With that in mind, we advise not doing so for at least the first three weeks of the Winter Term. This will allow them to settle into their new surroundings more quickly.

Godparents, grandparents and other family members can come and take pupils out, but we need parents / guardians to liaise with the HM via email beforehand.

Visits to Leicester or Peterborough

Form 6 may have permission to visit Leicester or Peterborough on a Saturday or Sunday afternoon, as long as parents are happy for them to make their own train travel arrangements. They must travel in groups of two or more and they must agree it with their HM, providing details of their travel arrangements and the mobile phone numbers of everyone in the group.



Faith and Chaplaincy

The Chaplaincy is at the heart of Oakham School, providing opportunities for our boarding and day community to come together for spiritual reflection, as part of the weekly rhythm and routine of School life.

Our full-time Chaplain offers a variety of support to pupils and staff, whatever their religious beliefs. This ranges from full services in our beautiful School Chapel, a place for all year groups to sing, commemorate and celebrate, to more informal gatherings in the relaxed atmosphere of the Boarding Houses.

A familiar and friendly presence around the campus, our Chaplain assists the Oakham community beyond the Chapel, as a teacher, officer in the CCF, and sports coach, not to mention by offering a sympathetic listening ear to anyone in need.

Contact details

Fr Tim Tregunno, Chaplain
tft@oakham.rutland.sch.uk



Chapel Services

Every pupil attends one of the regular Chapel services held on Tuesday and Thursday mornings; there is also a Sunday Evening Chapel service for boarders once a half-term. These services follow a theme, which seeks to address issues of contemporary relevance. Each House takes it in turns to facilitate a Chapel service, providing opportunities to read, lead prayers and steward. The Lower School, Chamber and Chapel Choirs, together with our organist and Director of Music are instrumental in providing the vibrant spiritual atmosphere in which these services are conducted. Chapel also provides the setting for the weekly Congregational practice or 'Congo', as it is affectionately known. This hymn-singing practice is a great informal opportunity for pupils of all Houses to come together on a regular basis. A ten-minute Morning or Evening Prayer which has also been given an affectionate name of 'Deliveroo Chapel' takes place in Boarding Houses over the weekends. They are student led and end with a piece of pop music to aid reflection which has an all too tenuous link to the topic.

Bible Study

Explore is a voluntary Bible study group that meets each week to consider in greater depth the Christian faith. Each meeting involves a group discussion, focusing on a short passage from the Bible and how we could apply it to our own lives.

Through it, pupils are able to explore some of the big questions they have about, life, faith and Christianity, as well as enjoying games, fellowship, support, snacks and an opportunity to pray together.

We are supported by staff from Lymington Rushmore Holidays, a schools-based charity in Oxford, who visit and lead the group most weeks in a youthful and engaging manner. Lymington Rushmore run holiday camps over the summer and revision camps for examination groups over Easter with subject specialists, which is very popular, and many current and Old Oakhamians have attended across the years and some have even gone on to be adult volunteers.

Faith Journey

Oakham is a Christian foundation. It has a Chapel, a Chaplain and the worship is certainly Christian. There is, however, no intention to convert people to Christianity but rather support everyone in their faith journey. Be that for a Bar or Bat Mitzvah, halal or kosher dietary requirements, providing meals during Ramadan, confession times before Easter, authorised time to attend festivals and celebrations such as Holi and being able to attend Mass on Sundays. All of the above are examples from recent years and should there be any specific faith requirements, opportunities or assistance, we will do our utmost to facilitate and support in any way that we are able. Not everyone would describe themselves as having a faith, but it is our hope that all students will feel at ease in Chapel and feel comfortable attending weddings and other celebrations that may happen in churches. To recognise the message of Christ's Love and most importantly know when it is being misrepresented.

Trips and Fixtures

School Trips

Deputy Head Co-curriculum:

Mr James Robinson

+44 (0)1572 758629

jhr@oakham.rutland.sch.uk

Parental Consent

We must have a School Trip Parent Consent form, signed by a pupil's parent or guardian on file before any pupil is allowed to go on any off-site school activity, trip, or away sports fixture. To give parental consent you need to hold legal parental responsibility for the child. New parents must also have completed and submitted the medical section of the New Joiners' Form.

One-day trips

Once you have lodged your signed School Trip Parent Consent form with us, it will be valid for one-day trips taking place within normal school hours such as sports fixtures, department, or house outings for the whole time a pupil is at Oakham.

We will ask parents/guardians for specific consent for any day trip that costs more than £20 per pupil or that takes place out of normal school hours.

Overnight and residential trips

We will ask for consent separately for each overnight or residential trip.

You can find the School's Educational Trips and Visits Policy in the School Policies section on website. Parents should be aware that School Rules apply on all School trips, activities and visits.

Calendar, Fixtures and Trips List

The School website calendar, the Red Book, and the Oakham Sport App list trips and fixtures. Listings include estimated departure and return times.

Trip organisers will send you any further information you may need about a trip and let you know if an early start or late return falls outside normal school hours.



The Wider Community

Parent Prayer Group

The Oakham School Parent Prayer Group (OPPG) meets once every half-term for a coffee and chat as well as for prayer. Its objective is to support the School community – pupils and staff – in prayer and provide the Chaplain, Fr Tim and the work of the Chaplaincy, with prayerful backup to reflect God's love through the School.

For more information, contact Fr Tim

tft@oakham.rutland.sch.uk

The Old Oakhamian (OO) Club

The Old Oakhamian (OO) Club is a vibrant 6,000 strong community that extends to all former pupils and long-serving members of staff. Its purpose is to assist all alumni and help them stay connected with their old school and their fellow OOs. Based in College House, close to the School Chapel, the OO Club, through its dedicated website, [The Oakhamian Connection](#) provides a wealth of news, clubs, events and networking opportunities to support Oakham's alumni community.

Oakham School Foundation

Oakham School has always been a place for deserving scholars to get an exceptional education, regardless of circumstance. In 1584, Archdeacon Robert Johnson founded a 'free school' and opened its doors to 16 young boys.

The Oakham School Foundation has been supporting the School since 2001 by raising funds for various projects including buildings and bursaries. The generosity of many Old Oakhamians and former parents and friends of the School has made possible some of our wonderful buildings and provided the opportunity for talented young people to attend Oakham who would not otherwise have been able to do so.

Over recent years parents of leavers have been encouraged to donate their deposit to the Oakham School Foundation where it will be used to help future generations of Oakham School pupils. We hope that you will consider donating your deposit when your child leaves and so join the tradition of philanthropy to Oakham which has extended for more than 400 years.

To find out more and how to get involved, please email foundation@oakham.rutland.sch.uk



CARE COURAGE CONTRIBUTION CONNECTION

