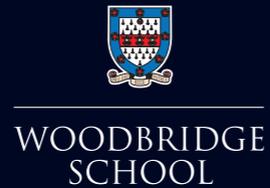




WOODBRIDGE
SCHOOL

INFORMATION
FOR APPLICANTS



Welcome

It gives me great pleasure to welcome you to Woodbridge. It is so important that every parent finds out what makes our School so unique and why it is such an exceptional place for your children to learn and achieve. Our aim is that this booklet will answer some of the initial questions you may have about becoming part of our community.

Thank you for considering Woodbridge School and I know you will not be disappointed. Here at Woodbridge we provide a warm and nurturing atmosphere where every child is comfortable at being themselves, a stimulating and challenging education so every pupil exceeds their academic potential growing into a balanced young person with the essential abilities acquired inside and outside of the classroom.

Passing a GCSE or an A Level is one skill out of many. At Woodbridge, we are not purely preparing pupils to pass examinations, rather, inculcating the essential attributes and dispositions that will enable them to lead fulfilling and successful lives in their chosen careers beyond their time at Woodbridge. We know our 'Learning @ Woodbridge' is a bold and exclusive approach that enables every pupil to be the very best they can be academically but also actively develops many other essential skills such as leadership, communication, adaptability, problem solving and resilience.

We endeavour to make the process of applying to Woodbridge School as smooth and informative as possible. Choosing a school for your child at any stage of their school career is a very important decision and we are here to reassure you every step of the way.

If you have not yet already done so, please arrange a tour of the School to talk to some of our wonderful pupils and meet with me, or with Mrs Nicola Mitchell (Head of Woodbridge School Prep). The Admissions Team is constantly available to answer any queries or questions you may have and will always be happy to help in any way they can.

I look forward to welcoming you to Woodbridge School in the very near future.

Miss Shona Norman
Acting Head

We hope to make the process of applying to Woodbridge School as smooth and enjoyable as possible. We hope the following information will answer any questions you may have about how to apply for a pupil place at Woodbridge School.

Please do not hesitate to contact us at any time.

Admissions Office, Woodbridge School
Burkitt Road, Woodbridge, IP12 4JH
01394 615041 | admissions@woodbridgeschool.org.uk



WOODBRIDGE
SCHOOL

Contents

- 6 How to apply for a place
- 7 A guide to financial assistance
- 8 Financial assistance - awards
- 9 Financial assistance - bursaries
- 10 Other useful information
- 11 Fees and payment
- 12 How to find us
- 14 Woodbridge School bus routes

How to apply for a place

The first step for a child of any age is for parents to complete the Application Form. Please call us anytime and a member of the School's Admissions Team will then guide you through the rest of the process. We recognise that every child is different and we are here for you and your child, every step of their Woodbridge journey.

Pre-Prep School (4-7 years)

Entry to Woodbridge School's Pre-Prep School, is by assessment at 4+, 5+ and 6+, together with report from the applicant's previous school or nursery.

Prep School (7-11 years)

Entry to Woodbridge School's Prep School, is by taster day and assessment. A reference from the applicant's current school is also sought.

Senior School (11-16 years)

Every child is invited to attend a Taster Day to find out what is unique about Woodbridge and why it is such a wonderful school to join.

Entry to the Senior School at 11+, 12+ and 13+ is also by examination in January, prior to entry, plus interview and reference from the applicant's current school. There are tests in English, Mathematics and Verbal Reasoning. Sample Mathematics and English papers, for all age groups, are available to the parents of registered candidates. Verbal Reasoning practice papers can be easily purchased from bookshops.

In most years approximately half of the pupils accepted into the Senior School at 11+ have come from Woodbridge School Prep School and approximately half from local maintained or preparatory schools. The vast majority of Woodbridge School Prep School pupils do successfully progress to the Senior School as they have a reserved place.

Entry at 14+ is by Taster Day and school reference. If Year groups are full, potential applicants will be placed on a waiting list.

Sixth Form (16-18 years)

Entry to the Sixth Form is by a series of interviews and school report, and is provisional on GCSE results. Internally, transfer to the Sixth Form from Year 11 is automatic. It is assumed pupils will complete their Sixth Form education at Woodbridge School unless a full term's notice has been given in writing.

Entrance Exams

The entrance exams are the same for all pupils, whether they are applying for a place or an award. Late applicants may be tested at other times of the year and it is possible to take pupils at other ages to those mentioned providing there is a vacancy.

Potential Award holders will be compared to those who are already Award holders.

Academic and All-round Awards are offered automatically by merit based on results in the annual Entrance Exams or by interviews and report in the Sixth Form.

Non-academic Awards in Art, Chess, Drama, Music and Sport can be applied for at 11+, 13+ and 16+. Internal candidates and current Award holders are automatically reassessed at 13+ and 16+. There is no need for a separate application.

A guide to financial assistance

We will attempt to help any pupil from any background who could benefit from a Woodbridge School education.

Financial assistance at Woodbridge School is a criterion-based approach. For some it will be because your child has exceptional academic potential, is already in the top two or three of their primary or prep schools and needs the stretch provided by high quality teaching. For others it may be because Woodbridge School provides the opportunity to develop their child's talents in a culture in which music, drama or sport are integral rather than added extras. Financial support comes in two ways:

Awards

These are made to pupils who demonstrate significant talent or potential in a variety of areas of Art, Academia, Chess, Music and Sport. There is also an All-round Award. More details are described on page 8.

Bursaries

Bursaries are means-tested and in some cases they will make the difference between affordability and unaffordability, and in others, they will allow pupils to attend Woodbridge School with full assistance. Once at the Senior School, a Bursary can be held in parallel to an Award. There should never be any embarrassment about applying for financial support and all parents are very welcome to come and talk confidentially to the Bursar or a member of his team at any time. It may be a life-changing conversation. The detail is described on page 9.

Awards

- Academic
- All-round
- Art
- Chess
- Music
- Available to apply for at 11+, 13+ and 16+

The Awards Policy may be viewed on the School website:
www.woodbridgeschool.org.uk

Bursaries

The Bursaries Policy may be viewed on the School website:
www.woodbridgeschool.org.uk

Financial assistance | awards

Academic Awards

These are available to candidates entering the Senior School at 11+, 13+ and 16+. Academic Awards are based on the results of the Entrance Exams and there are no separate papers. At 16+ Awards are offered on the basis of interviews and are provisional on GCSE results.

All-round Awards

An All-round Award is intended to recognise those candidates who are talented in one or more areas. These Awards are based on the results of the entrance papers, or provisional GCSE results, as well as the candidate's interview and achievements in areas such as Sport, Music, and/or Art.

Art Awards

Art Awards are available on entry at 11+, 13+ and 16+ to pupils with considerable artistic ability who also have a definite commitment to Art at school.

Art Award holders must study GCSE or A Level Art as appropriate. Candidates are required to submit a portfolio containing examples of their Art works created over the last school year.

Chess Awards

Chess Awards are available to candidates with considerable ability who also have a definite commitment to Chess at school and who have satisfied the general 11+, 13+ or 16+ entrance requirements of the School.

The present level of expertise is important but is not necessarily the overriding factor in selecting an Award holder. Potential and experience are both taken into account.

Drama Awards

Drama Awards are available on entry at 11+, 13+ and 16+ to applicants with considerable dramatic ability.

Pupils will be considered on the basis of:

- Involvement in theatre productions both inside and outside school
 - Drama workshop/audition at Woodbridge School
- Drama Award holders must study Drama to at least GCSE level.

Music Awards

Music Awards are available on entry at 11+, 13+ and 16+ to candidates with considerable musical ability who also have a definite commitment to music at school. They will also have satisfied the general entrance requirements of the School.

Music Award applicants are expected to show a general level of expertise on two instruments, as well as musical awareness and potential to develop further. Music should also be studied to at least GCSE level.

Sport Awards

Sport Awards are available to both boys and girls for entry at 11+, 13+ and 16+. In making these Awards, the School is ideally looking for candidates who excel in two or more team sports played at county or regional levels, although excellence in individual sports may be considered too.

All candidates applying for Awards in any of the disciplines on this page, must also have satisfied the general entry requirements of the School.

Current internal candidates and Award holders are considered and reassessed for all Awards (Academic, All-round, Art, Chess, Drama, Music and Sport) at 13+ and 16+. There is no need for a separate application.

For further details on all Awards including Entrance Exams, audition dates, and requirements, visit:
www.woodbridgeschool.org.uk
or contact:
admissions@woodbridgeschool.org.uk

Financial assistance | bursaries

Bursaries

These are offered on entry to Woodbridge School Prep School at 7+ (Year 3) and on entry to the Senior School at 11+, 13+ and 16+ (Years 7, 9 and 12) and on occasion in other Years of entry in exceptional circumstances. The amount of the Bursary depends on parents' financial circumstances and is competitive. At the Senior School, a pupil is permitted to hold both an Award and a Bursary and, in some instances, as a result could attend on a fully funded place.

Bursaries Policy (extract)

The Governors are committed to maintaining the breadth of access to Woodbridge School by offering eligible parents/guardians means-tested financial support for payment of the School's fees. Any Bursary is dependent upon academic performance and financial need. Such support is known as a Bursary and these may be provided in the form of a discount of up to 50% on tuition fees payable at The Prep School and 100% on tuition fees payable at the Senior School, depending on the financial, compassionate or other pertinent circumstances of applicants. In a few rare cases an amount may also be awarded to cover extras and uniform.

Bursary Selection Criteria

The granting of Bursaries is on the recommendation of the Headmaster. The total number of Bursaries given, and their value, is at the discretion of the Governors.

The selection of pupils for recommendation is decided by the Headmaster in discussion with the with the Bursar and other appropriate senior staff.

Bursaries are competitive and pupils will be ranked on the following criteria:

- Excellent performance in the appropriate entrance assessments (Woodbridge School Prep School and/or Senior School).
- Potential to benefit from the key strengths of the School in Music, Sport, Drama.
- Need to benefit from the School's exceptional pastoral care.
- Commitment to the School's ethos.

The Bursaries Policy and application procedure may be viewed on the School website:
www.woodbridgeschool.org.uk

Other useful information

Applications from outside the UK

We welcome applications from pupils who are at school outside the UK. It is understood that it may not be possible for applicants to make a specific visit to the School before entry however, families are warmly invited to visit should they be planning a trip to the UK. For further information regarding applications from outside the UK, please request a copy of the boarding brochure from our Admissions Office.

Applicants whose first language is not English must be able to prove that they have the academic potential to complete the chosen course of study and their English is adequate for the subjects they wish to study. Pupils' English as an Additional Language needs will be assessed in advance of entry and lessons timetabled if appropriate. This may involve a request for a Skype interview.

Woodbridge School insists that every pupil whose parents are resident abroad must have an AEGIS-registered guardian living in the UK. Guardians must be over 25 years of age and live within reasonable distance of Woodbridge School.

Learning Support Policy

The parents of all entrants with a known Specific Learning Difficulty (SpLD) must provide the School with a current Educational Psychologist's report which gives a detailed assessment of learning difficulties and recommendations made. This report should be provided at least **one month** prior to taking the relevant entrance assessments, but ideally should be given at the time of registration.

Pupils entering the School with a diagnosed condition which may affect educational progress

Some pupils, whilst not having a specific learning difficulty which requires academic support, may have been diagnosed as having a condition which prevents them from reaching their full potential without some form of support and monitoring. For example, Attention Deficit Disorder (ADD), Chronic Obsessive Behaviour Disorder, Asperger's Syndrome etc.

Any background information, assessment reports from relevant specialists, Statements of Educational Needs, and/or information regarding previous support must be sent to the School **at the initial enquiry stage**. The School must have this information so that it can make a decision on the offer of a place in the full knowledge of any difficulty. Unless the full picture is known it is impossible to tell whether the School can adequately educate a pupil and cater for all his/her needs.

Rules and Discipline

Pupils at Woodbridge are expected to attain the very highest standards in line with the core aims of the School. The basic requirement of every pupil is that they show kindness, respect, courtesy and are hard-working. They must always uphold the reputation of the School.

An up-to-date copy of the School Rules is available on the School website: www.woodbridgeschool.org.uk under 'Policies'.

Uniform

School uniform requirements for each part of the School are clear and must be adhered to, consistent with a very high standard of appearance. A complete clothing list is sent to parents, with other information, before a pupil's first term. Uniform is available from Coes of Ipswich Ltd and there is a nearly new uniform shop on the Senior School site which is run by parent volunteers. It is the responsibility of all pupils to ensure that they wear their uniforms smartly both inside and outside of school.

Catering

All pupils have school lunch which is included as part of the school fees. Weekly menus are available for viewing on the School's website.

Fees and payment

A registration fee of £50 (£100 for overseas applicants) is payable by all on initial application and is non-refundable.

Tuition and boarding fees are reviewed at least annually by the Governors for implementation of new rates in September.

The fees include tuition, lunches, all whole Year and compulsory school trips and activities, textbooks, and other items. For full details please see the School's website.

Fees are payable on the first day of the term to which they relate. Parents who have opted to join the Fees Refund Scheme may recover the fees paid pro rata if their child is absent through sickness. The charge for this (1% of fees for boarders, 1.5% for day pupils) is made in advance and will be added to the end of term account as an optional extra where parents have opted into the scheme.

Charges arising during the term ("extras") are charged in arrears, and are payable by the first day of the following term. These include public examination fees, charges for membership of clubs (e.g. CCF), Music, Chess or LAMDA lessons etc. For the more expensive items, such as major trips and expeditions, parents will be asked for payment in advance.

Woodbridge School Prep School hosts an after school club 'T-Club' each weekday for pupils. There is a charge for this service and further information may be found on the School's website.

The preferred method of fee payment is by direct debit from a UK bank account. A termly fee account is still sent to parents prior to the collection date which will provide details of the amount due.

There are two direct debit options for fee payment:

- Termly direct debit – the fees for each term will be collected in full on, or shortly after, the first day of term.
- Monthly direct debit – the fees for each term are collected over three equal monthly instalments.

Collection dates are:

Michaelmas term: 1st day of September, October and November

Lent term: 1st day of January, February and March

Trinity term: 1st day of April, May and June

Other forms of fee payment are bank transfer or cheque. Payment must be received in cleared funds on, or before, the start of term. The bank details for payment are included on your fee account or can be obtained from the Income & Fees Administrator.

Woodbridge School does not accept cash as payment for fees. Parents of international pupils are able to settle their fee accounts by using Flywire, an organisation which allows a customer to pay from almost any country and any bank. It also offers excellent foreign currency rates, allowing international parents to pay in their home currency (in most cases) and save money, compared to traditional banks. Further information about Flywire and details on how to use this service can be found on the School's website under the section 'Fees'.

For a schedule of fees for the current academic year please visit: www.woodbridgeschool.org.uk

Parents who wish to pay fees in advance for several terms or years in a capital sum are asked to contact the Bursar, who will be able to give details and provide an illustration.

How to find us

Woodbridge School is located in the historic market town of Woodbridge in Suffolk and is well served by all major road, rail and air links.



By Road

Woodbridge School is situated in the picturesque rural Suffolk town of Woodbridge, which is conveniently located on the A12 to the northeast of Ipswich, making it easily accessible via the UK motorway and road network.

By Rail

Woodbridge has its own mainline station, with regular services from London Liverpool Street, Ipswich, Norwich, Cambridge, and Peterborough. The station is a 10 minute walk from the Senior School through Woodbridge town centre.

By Bus

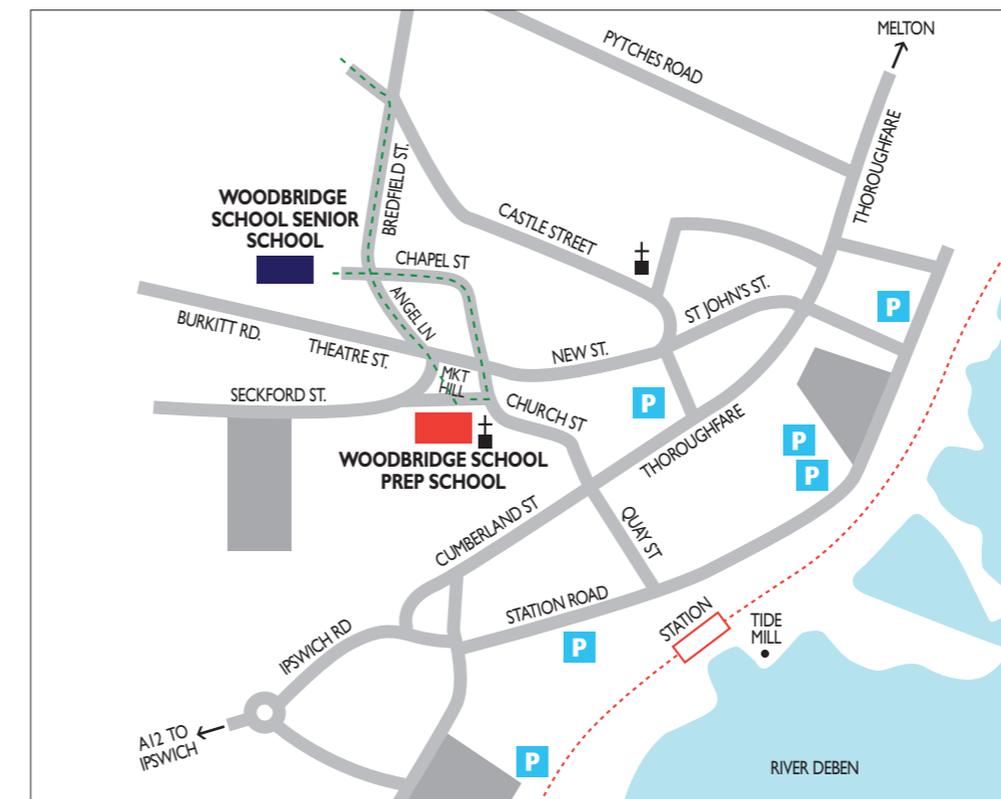
All bus services from outlying Woodbridge areas stop in the town centre, with many stopping on Burkitt Road close to the Senior School entrance.

By Air

Five major airports are within easy reach of Woodbridge. Journey times by road are approximately: Stansted 1 hour, Norwich 1 hour, Luton 2 hours, Heathrow 2 hours and Gatwick 2 hours.

How to find us | site locations

Senior School and Woodbridge School Prep School are both located within close proximity in Woodbridge town.



Woodbridge School Senior School

Burkitt Road, Woodbridge, Suffolk
IP12 4JH
 Tel: 01394 615000

Woodbridge School Prep School

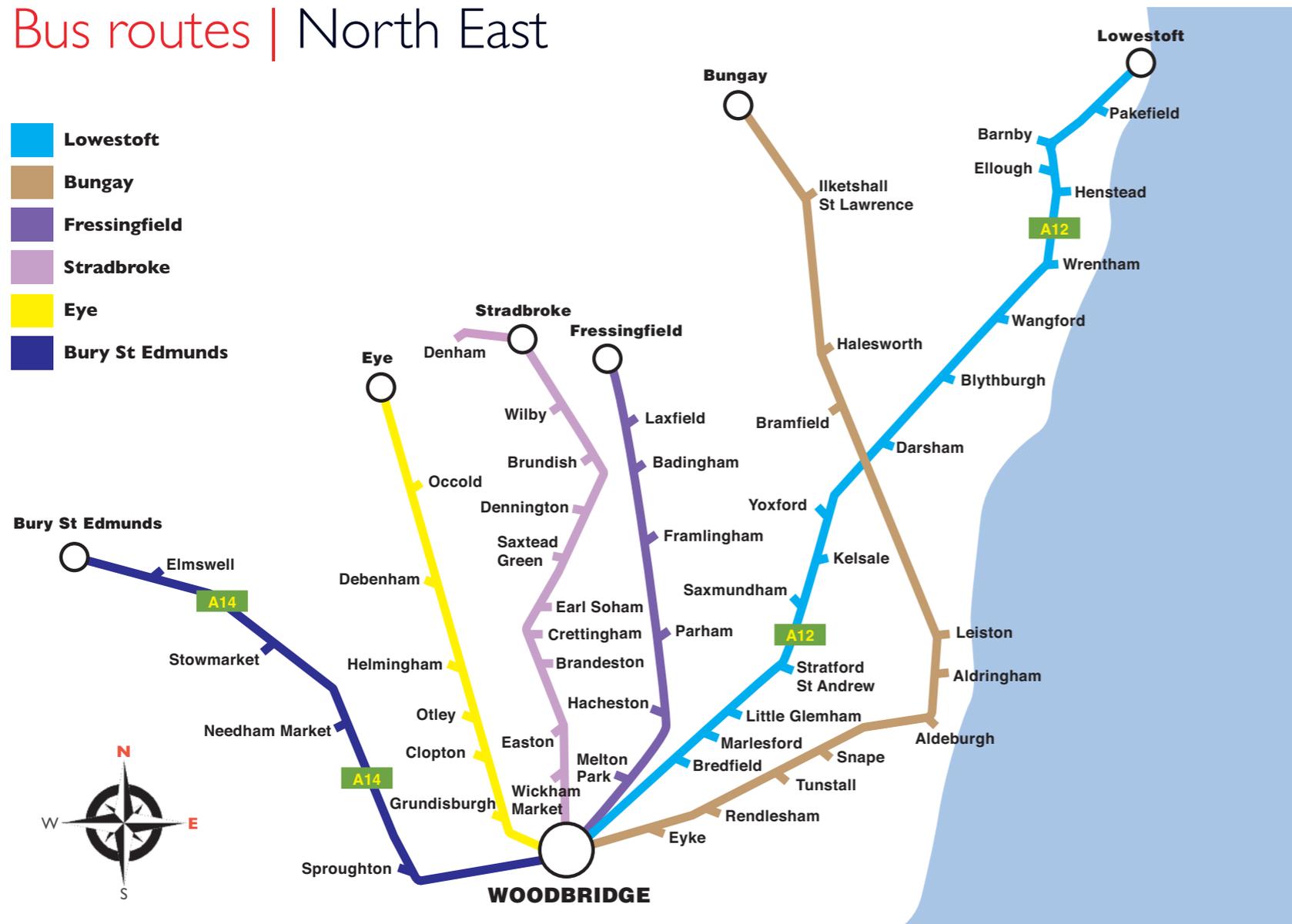
Church Street, Woodbridge, Suffolk
IP12 IDS
 Tel: 01394 382673

Admissions

Tel: 01394 615041
admissions@woodbridgeschool.org.uk

Bus routes | North East

- Lowestoft
- Bungay
- Fressingfield
- Stradbroke
- Eye
- Bury St Edmunds



Bus routes | South West

- Felixstowe
- Trimley
- Ardleigh
- Colchester
- Bures
- Stoke-By-Nayland
- Ipswich
- Sudbury
- Lavenham



All buses stop at Woodbridge School and The Prep School

For further information on the bus routes and charges, please contact the Administration Office
 Tel: 01394 615006/615033
 adminoffice@seckford-foundation.org.uk

The bus routes are subject to change.
 For updated bus routes, please visit www.woodbridgeschool.org.uk



WOODBIDGE SCHOOL

Woodbridge School | Burkitt Road Woodbridge Suffolk IP12 4JH
Tel: +44 (0) 1394 615041 | Fax : +44 (0) 1394 380944
admissions@woodbridgeschool.org.uk | www.woodbridgeschool.org.uk

A PART OF THE SECKFORD FOUNDATION, REGISTERED CHARITY NO. 1110964
A LIMITED COMPANY IN ENGLAND NO. 5522615 REGISTERED OFFICE:
MARRYOTT HOUSE, BURKITT ROAD, WOODBRIDGE, SUFFOLK IP12 4JJ