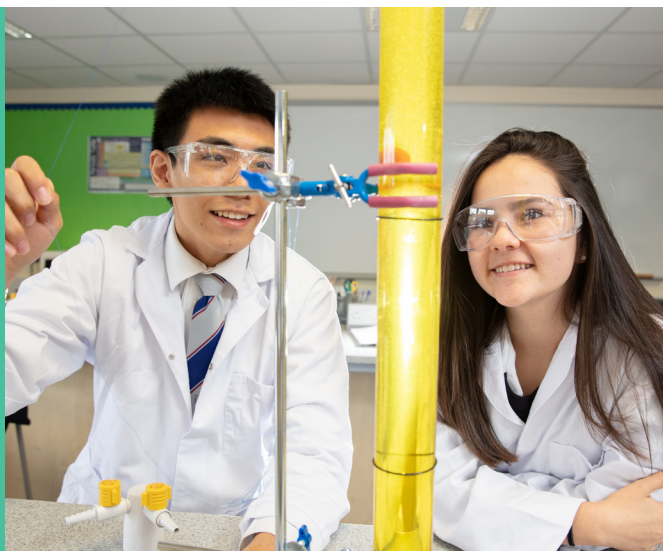




TAUNTON

SCHOOL
INTERNATIONAL



TAUNTON SCHOOL INTERNATIONAL

Parent Handbook



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Welcome from the Principal

At Taunton School International we strongly believe that we have a unique offering: an International Middle School (TSIMS) located in a beautiful, traditional manor house, providing a stepping stone into British Education for 8 – 14 year olds, and an International Senior School (TSI) offering GCSE/Pre-IB as well as Pre-Foundation/ Foundation programmes for students aged 14-18.

We are passionate about meeting students' individual needs and preparing them academically, socially and pastorally for their next school, university, their career and the endless possibilities that lie ahead of them in the twenty-first century.

Our aim is to challenge every student to reach their full potential. Academically, students are taught by our subject-specialist teachers, all of whom are experienced in delivering English as an Additional Language (EAL) as well as their individual subjects. They are here to help our students develop confidence, independence and lifelong skills.

Socially, our students have a wide range of activities on offer to them and we encourage them to participate in the wider community outside of their lessons. Some of the many activities offered include music, drama, art, swimming, football, hockey, volleyball, horse riding, Model United Nations, CCF, ballet, volunteering and debating. They also join the Taunton School boarders for a full programme of social events and cultural excursions in the evenings and at weekends.

Pastorally, students get a huge amount of individual support and care from our dedicated and caring house staff (our student to staff ratio is 3:1). We have over 25 years of experience in caring for international students at Taunton School International and we continue to focus on nurturing them throughout their journey.

If you would like to visit and see for yourself, please get in touch with our admissions team.

We very much look forward to welcoming your child to Taunton School International.



Adrian Hallworth B.Sc. (Hons.), P.G.C.E, DELTA, M.Ed.
Principal, TSI and TSIMS



Important Information & Joining Forms

Before starting at Taunton School International, it is important that parents complete and return a number of forms (see below) which provide the school with important information about your child. We must have all forms completed and returned to school at least one month before your child's start date. Your co-operation in this matter is much appreciated.

1. Medical Information

Please [read the letter](#) from the Sister in Charge, read our [Health Care information](#) and complete the [Medical Questionnaire](#). Please return your completed Medical Questionnaire to admissions@tauntonschool.co.uk at least one month before the start of term.

2. Indemnity and Consent

Please read and complete our Consent form which is included in your joining email. Please send the completed Indemnity & Consent form back to admissions@tauntonschool.co.uk at least one month before the start of term.

3. Guardianship

All international boarding students must appoint a UK-based guardian for the duration of their education at Taunton School. It is the role of the guardian to assist with organising your child's travel and transport to and from the school.

For our full Guardianship Terms & Conditions please [click here](#).

Once the student's guardian has been confirmed please [click here](#) to complete the guardianship form.

Please return this form to admissions@tauntonschool.co.uk at least one month before the start of term.

4. Special Educational Needs

To assist the school in providing the best possible educational provision for your child, please [click here](#) to complete the questionnaire covering any special educational needs your child might have.

5. Music Tuition Request

For more information on our music tuition please [click here](#). If you wish to register your child for private music tuition please [click here](#) to complete our request form, please return the form to tsi@tauntonschool.co.uk

6. School Policies and Rules

All of our school policies and rules, including Safeguarding and Child Protection, can be [accessed here](#).

TSI Vision & Values

Our Vision:

To provide a safe, happy and respectful environment in which we nurture, challenge and inspire young people of diverse nationalities to enable them to achieve their full potential.

Our Mission Statement:

To prepare students aged 14-18 for successful entry into the British education system at IB, A-level or Undergraduate level through the provision of GCSEs and a Foundation Programme.



Key Contacts



Mr Adrian Hallworth

Principal & Director of
International Recruitment
+441823 703200

adrian.hallworth@tauntonschool.co.uk



Mrs Camilla Bryden

Head, TSI
+441823 703200

camilla.bryden@tauntonschool.co.uk



Ms Laura Brayley

Assistant Head Pastoral
+441823 703200

laura.brayley@tauntonschool.co.uk



Mr Ian Stevens

Boys' Housemaster
+441823 703211

ian.stevens@tauntonschool.co.uk



Miss Holly Scrivener

Girls' Housemistress
+441823 703200

holly.scrivener@tauntonschool.co.uk



Mrs Elaine Oakley

PA to Senior Management
Team
+44 1823 703200

tsi@tauntonschool.co.uk



Ms Leona Bransfield

Travel Coordinator
+44 1823 703218

tsitravel@tauntonschool.co.uk



Miss Nia Wylie

Receptionist & School
Secretary
+441823 703200

tsi@tauntonschool.co.uk



Miss Sarah Jamieson

International Admissions
Manager
+44 1823 703737

admissions@tauntonschool.co.uk



Emergency Contact Information

In the case of an emergency, Monday to Friday from 8am to 5pm please contact Miss Nia Wylie on +441823 703200.

In the case of an emergency outside of the above times, please contact:

Girls' Housemistress - Miss Holly Scrivener
Telephone: +441823 703212 or +4477869 066967

Boys' Housemaster - Mr Ian Stevens
Telephone: +441823 703211 or +447413 107460

Health Centre
Telephone: +441823 703161

School Address & Travel Information

The full address for Taunton School International is:
Taunton School International, 210 Greenway Road, Taunton, Somerset, TA2 6LJ.

Useful travel information and taxis:

Taunton School International is based in the heart of the South West of England, and is only a 2-3 minute drive from Taunton train station. There are many direct trains to Taunton from London Paddington and the best website for information and bookings is: www.thetrainline.com.

Bristol Airport is our nearest international airport with many flights in and out of Europe. Bristol airport is only 45 minutes by car and you can find a list of our recommended taxi firms be below:

Al Ace Taxis: +441823 32211
Taunton Taxi Services: (www.taxis-in-taunton.com) +441823 248248

If you require assistance with booking your child's transport please contact tsitravel@tauntonschool.co.uk





School Term Dates & Arrival / Departure Rules

TSI Term Dates for 2023/2024 academic year are:

Term dates	Arrival day	Half Term	Departure day
Autumn	4th September 2023	18th October 2023 – 29th October 2023	9th December 2023
Spring	3rd January 2024	9th February 2024 – 18th February 2024	22nd March 2024
Summer	15th April 2024	24th May 2024 – 2nd June 2024	21st June 2024

There is also an optional Reading Weekend on Saturday 18th November and Sunday 19th November 2023. Students can depart school during this weekend.

On arrival days students must arrive to TSI between **12.00pm and 19.00pm.**

On departure days students must depart TSI between **07.00am and 12.00pm.**

Please ensure that the student's appointed UK guardian is aware of the term dates as well as our arrival/departure times. It is the responsibility of the parents/guardian to organise the student's full travel arrangements.

Once again, all travel information including taxi/train bookings, flight numbers and hotel information must be sent to our Travel Coordinator who will email you with instructions and an online form to complete. We have to collate this information for both safeguarding and compliance purposes and we ask that the information is returned at least two weeks before the arrival/departure day.





Shape of the Day 2023/24

Time	Mon	Tue	Wed	Thu	Fri	Sat
08.30 - 08.50	Assembly	1:1 Mentoring	Chapel	1:1 Mentoring	1:1 Mentoring	House Meeting
08.50 - 09.50	Lesson 1	Lesson 1	Group Tutorial	Lesson 1	Lesson 1	Lesson 1
09.50 - 09.55	Break	Break	Break	Break	Break	Break
09.55 - 10.55	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10.55 - 11.10	Break	Break	Break	Break	Break	Break
11.10 - 12.10	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
12.10 - 13.40	Lunch/Clinics/ IT Workshop	Lunch/Clinics	Lunch/1:1 Mentoring	Lunch/Clinics	Lunch/Clinics	Lunch
13.40 - 14.40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Matches/Free Time
14.40 - 14.45	Break	Games	Break	Games	Break	
14.45 - 15.45	Lesson 5		Lesson 5		Lesson 5	
15.45 - 16.00	Break		Break		Break	
16.00 - 17.15	Clubs - Art	Clubs - Art or Independent Study	Quiet Time/ Independent Study		Clubs - Art or Independent Study	
17.20 - 18.05	Prep	Prep	Prep	Prep	Prep	
18.10 - 18.40	Supper	Supper	Supper	Supper	Supper	
18.45 - 19.30	Prep	Prep	Prep	Prep	Prep	
19.30 - 19.45	House Meeting	Wellbeing Meeting - Foxcombe East	Wellbeing Meeting - Foxcombe West	House Meeting	Free Time	



Absence from School

Your child must attend all lessons throughout the school term (lessons end on Saturdays at 12.10pm). If your child needs to leave school/miss lessons for an emergency, the absence must first of all be authorised by the Head of TSI, Mrs Camilla Bryden. If you wish to submit an absence request for your child, please email the full absence information to your child's Housemaster or Housemistress, please refer to page six for their email addresses.

Whilst away from school the child must remain with an adult over the age of 25 for the duration of their absence (please refer to our guardianship policy [here](#) for further information).

The school reserves the right to refuse or withdraw an absence request, however we always try to be as accommodating as possible.

To enhance your child's overall pastoral experience, all students are requested to remain in school throughout the weekends during term time (excluding the optional reading weekend).

Please note that if your child is studying in the UK on a Child Student Visa, it is a requirement that their attendance remains above 80% each academic year. Should your child's absence fall below 80% then we are required to inform UK Visa & Immigration who may then withdraw your child's right to enter and study in the UK.

School Uniform

GCSE students

You do not need to bring/organise your child's uniform before you arrive as during their first week we will take them to the school uniform shop where they can collect all of the uniform and sports kit (the cost is approximately £275 and this will be added to the school bill).

Foundation students

Foundation students do not wear a uniform, however they must wear formal tailored clothes appropriate for the workplace.

For further information on our school uniform shop and uniform lists please [click here](#).



Packing Lists

All boarding students also need to bring the following items with them:

- Toiletries
- Casual clothes
- Underwear
- X 2 Laundry bags for underwear
- X 2 Bath size towels
- X 2 Hand towels
- X 2 Pyjamas or nightdresses
- X 1 Dressing gown
- X 1 Pair of slippers
- X 1 2-in-1 device (please see device specification on the following page)
- X 1 Mobile phone (please note that the house staff can help your child get a UK telephone number)
- X 5 Plain black or grey socks/tights
- X 1 Black shoes (flat heeled and polishable)
- X 2 Trainers (for indoor & outdoor use)
- X 1 Football/studded boots
- X 1 Gum shield
- X 1 Coat (navy blue or black and unbranded)
- X 1 Alarm clock

Please do not allow your children to bring designer clothes and shoes to school as these cannot be covered by the school insurance. Alternatively, you may wish to consider purchasing additional insurance for any item of clothing or footwear over £150.

The school provides all bedding, but should the student require hypo-allergenic bedding or wish to buy their own this is also possible.

Students are not allowed the following in the boarding houses: desktop computers, fans, heaters, cooking equipment, fridges.

Please ask the relevant Housemaster or Housemistress if you are not sure.



Stationery & Equipment for Learning

Upon joining Taunton School International students will be given a full stationery and equipment pack, which includes all essential items such as pens, pencils, compass, workbooks etc. Students are welcome to bring their own stationery if they wish to.

Students must bring their own 2-in-1 device with them as this will be used frequently in lessons. Please refer to the specification below.

MINIMUM DEVICE SPECIFICATIONS

Hardware / Accessories	
Screen Type	The device must have a touchscreen with the ability to fold flat whilst working.
Screen Size	Must be minimum 12" for all devices.
Headphones	The device must support headphones. Students should have small, in-ear headphones.
Battery Life	Battery must last a school day having been charged fully (i.e. 10 hours).
Keyboard	The device must have a full keyboard (an integrated, on-screen keyboard is not suitable).
Camera & Microphone	The device must have a front facing camera and an in-built microphone.
Antivirus	The device must be maintained with up-to-date antivirus software (n/a tablets).
Stylus	Students must have a precision stylus, compatible with the device, and suitable for digital inking.
Case	A solid protective case that protects the whole device including keyboard is essential.
Operating System	
Windows 10 and 11	Most recent release & updates (Home, Pro, Education and Enterprise versions) are essential.
Software	
The school will provide a licensed copy of Microsoft Office with access to Microsoft 365 for the duration of a student's time at school.	
Internet	
Connection to the internet must be wireless through the network 'TS-X'. The device must be able to access one of the following web browsers: Chrome, Edge &/or Firefox.	
Name	
Student's name and house must be indelibly displayed on the outside of the device.	



Medical Care

Taunton School Health Centre is located on the school campus and is open 24 hours a day, 7 days a week during term time. When pupils join the school we will explain how they can access the services in the Health Centre. They will be well looked after by a dedicated team of Nurses, Doctors, Physiotherapists, Counsellors and Mental Health Nurses. If your child is unable to stay in the boarding house due to illness they may stay in the Health Centre overnight and throughout the weekends if necessary, and a nurse will stay with them for the duration of their stay.

Please note that if students contract infectious illnesses such as chicken pox, they may be required to stay with their guardians until the infectious period has ended. In more serious situations your child will be taken to the local hospital called 'Musgrove Park Hospital' with a member of staff – you will always be notified if your child visits the hospital.

For further information on our Health Centre and the medical support available please [click here](#).

To ensure the best possible care it is vital that we receive accurate medical information about your daughter/son prior to their arrival, please ensure that the Medical Questionnaire ([click here](#) for online access) is fully completed and returned to admissions@tauntonschool.co.uk at least one month prior to your child joining the school.

Medication

The school **must** be notified, before your child's arrival, if they have any prior medical conditions and/or are taking any medication and consequently if they suffer from any ongoing medical conditions, including allergies. Full information on medical conditions and medication **must** be given to the school prior to your arrival by completing the separate Medical Questionnaire form ([click here](#)).

If your child is in possession of medication this must be handed in to the boarding house staff upon arrival at the school with a full English translation/explanation of what the medication is and how often the medication needs to be taken.

Please note the school has a supply of Paracetamol which can be prescribed to your child by a staff member as and when required. **Students are not allowed to use their own supplies of Paracetamol.**





Electronic Devices & Contact Guidelines

Phones

Students are encouraged to bring a phone with them. The house staff can assist your child with getting a UK mobile phone number. Please ensure your child has access to one mobile phone.

For GCSE students, all electronic devices are handed in to the house staff by 22.00pm to ensure your child gets an undisturbed night's sleep. Phones are not allowed during lesson times or breaks between lessons. Students have access to their phones before lessons begin and at the end of the school day.

Sixth Form students are permitted to keep their electronics overnight.

All students are subject to our Acceptable Use, Online Safety & Device Use policies, please [click here](#) for further details.

Internet/wifi is available across the whole of the Taunton School campus, including boarding houses, however all internet access is restricted from 22.30pm every night. The school wifi is filtered and certain websites and platforms are blocked.

Contact with your child

If you need to contact your child during the school day please call the School Receptionist on +44 1823 703200.

Parent Portal

Our Parent Portal gives you quick and easy access to information about your son/daughter attending Taunton School including:

- Timetable
- School reports
- Exam results
- Billing

Once your child has joined Taunton School International, you will be sent an activation email to enable you to log in. Please read the parent user guide for instructions on using the portal: [click here](#).

If you have any problems accessing the Parent Portal once you have been sent the activation link, please email mishelpdesk@tauntonschool.co.uk for assistance.



Billing & Finance

Each term's school fee/bill is due before the first day of each term. The school bill and any other additional charges is uploaded to the Parent Portal approximately 2 – 3 weeks before the start of that term.

We ask for all international payments to be made to the school via Flywire, please [click here](#) and go to section titled 'Overseas Payments' for access to the school's Flywire site.

The school does not accept payment in cash.

Please ensure that these bills are paid promptly before the start of term. The school reserves the right to remove the child from the school if school fees are not paid.

Please note that fees in lieu of notice will be charged if the school is not given a full term's notice or a decision to withdraw your child from school.

The school fees include tuition, full-time boarding, food, laundry, wifi, as well as many clubs and after school activities. A contribution towards House Trips and events will be charged at a standard rate of £110 per term.

Additional charges may include:

- 1:1 tuition/coaching
- Examination costs
- Course books
- School trips e.g. to London, skiing
- Pocket money
- Uniform
- Guardianship
- Visa
- Music Lessons



Other Important Information

Assessment & Reports

Students receive assessment and effort grades throughout each term and a tutor and house parent report each term. A full academic report is written after each mock examination period. These are placed on the Parent Portal. The grading on the reports ranges from 9 - 1 for achievement and 5 - 1 for effort.

Co-curricular Activities & The Horizons Programme

There is a wide array of co-curricular clubs at the school. Every pupil participates in sport during games on a Tuesday and Thursday. During the first term Year 11 and Sixth Form pupils can choose the sports they play: this will be organised when they arrive at the school. If they wish to play rugby or hockey they must have a mouthguard. Mouthguards can be purchased through the school shop or they must bring their own to school.

If a pupil wishes to join other clubs and societies they can do so with the help of their tutor. This will all be explained to them when they arrive. Clubs and Societies available at Taunton School can be viewed in the Horizons programme ([click here](#)).

Food

The school provides three hot meals a day from our central kitchens. There is plenty of choice and the food is excellent. Vegan and Vegetarian options are provided; other dietary requirements should be advised in advance. We also provide 'tea' each afternoon and snacks in the evening.

Boarding pupils are able to cook their own food following our clear rules around food preparation. Students are allowed to bring a small amount of non-perishable food with them, but please do not send students with large parcels of food, as we do not have appropriate storage facilities.

There is also a school tuck shop called "Griffins". Griffins is open at various points throughout the day, including weekends, and serves a variety of food and snacks via cash or card payments.

Insurance

Personal Accident Insurance

All students are covered for £600,000 Personal Accident Insurance. The policy details can be found by [clicking here](#) and this cover is provided free of charge.

Personal Effects and Pupil Absence Cover

There is a charge for these insurances. Policy details can be found below.

- Personal Effects Insurance Scheme £10.20 per term: [click here](#)
- Fees Refund Scheme 1.5% of day fee, 1.1% of boarding fee: [click here](#)

Please read our **Privacy Policy** in conjunction with these insurances: [click here](#).

Should you wish to take out the above insurance, please complete the opt-in form ([click here](#)) or contact the Finance Office on +44 1823 703140 or email fees@tauntonschool.co.uk. (Please note: the insurance detailed in this section is correct for the academic year 2022/23)



Laundry

Students can get all their laundry cleaned at school. A dry cleaning service is also available, which the pupils will be charged for.

Please ensure that all items of clothing brought by your child from home are clearly labelled near the collar with their full name using name labels/tapes or a waterproof marker pen. Name tapes will be sewn on to all items of school uniform after purchase from the School Shop at the start of term.

Lost & Damaged School Property

Parents are reminded that students will be charged if school books and other school equipment are lost or damaged, although students are not charged for fair wear and tear. These charges will appear on the school bill. Parents of any child who wilfully damages school property will be charged for the cost of repair on the following term's school bill.

Music, Dance & Extra Lessons

We have a fantastic music school at Taunton which encourages students to not only continue with any musical passion and abilities they may have, but also try new instruments! For further information on our music school provision including the many different performance opportunities available please follow [this link](#).

Individual music lessons can be arranged by the school at parents' request and will be added as an extra to the school bill, please [click here](#) to complete the music tuition request form and return to Miss Nia Wylie on tsi@tauntonschool.co.uk. For further information on music tuition including costs please [click here](#).

We also offer dance tuition in a range of dance styles including ballet, tap, jazz, lyrical, street and contemporary. Please [click here](#) to complete the dance tuition request form and find further information on costings etc. Once completed, please return the form to Miss Nia Wylie on tsi@tauntonschool.co.uk

Lessons in other subjects not offered as part of the curriculum may also be arranged at extra cost with parental permission.

Pocket money

It is recommended that students have approximately £250 pocket money per term. All money brought back to school must be handed in to house staff. We have a responsibility to ensure that students are spending their pocket money sensibly and parents are asked to support the house staff in limiting excessive spending by their child. Students will be asked to keep £50 in House Bank for emergencies and small charitable contributions which they should bring in cash at the start of each term.

We recommend that all students have their own UK bank account. Parents who wish to open a bank account on behalf of their son/daughter should do this via their UK based guardian.

If parents wish to make payment to the student via their school account, please use the school's online Flywire payment system by [clicking here](#) and going to the section titled 'Overseas Payments'.

Scholarship Applications

Taunton School International offers a range of scholarships. For further information, including application deadlines, please [click here](#).



Site Map

Please [click here](#) to view our campus map.

Social Media

Please follow Taunton School on our [Twitter](#), [Facebook](#) and [Instagram](#) pages.

Website

You may find it useful to access the school's website for latest news and policy updates. Please [click here](#) to access the TSI section of the website.

Weekend Activities

Every student has lessons on a Saturday until 12.10pm. After this there are many school trips to UK-based attractions as well as sports games and matches.

On Sundays, there are a number of trips and activities organised throughout the school year or students may prefer to go into town or relax with their friends around the school campus.

Safeguarding

The safety and wellbeing of all our students is of paramount importance to us and at Taunton School we have robust systems in place to ensure our safeguarding procedures and practice are of the highest order.

In all schools in the UK, there must be one person who has overall responsibility for the safeguarding of children under the care of the school and this person is called the 'Designated Safeguarding Lead' (DSL). We not only have a DSL but we also have two Deputy DSLs who support with safeguarding matters.

Parents are welcome to approach the Designated Safeguarding Lead (or Deputy DSLs) if they have any concerns about the welfare of any child in the school. If preferred, parents may discuss concerns in private with the child's Housemaster, Housemistress, Tutor or the Principal who will, where appropriate, notify the DSL in accordance with these procedures. If the Designated Safeguarding Lead is unavailable, his duties will be carried out by one of the Deputy DSLs.

For further information on the school's safeguarding team, including DSL and Deputy DSLs, as well as our school's full safeguarding policy please [click here](#).



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