



**STATUTORY FIRST AID TRAINING, TUESDAY 30TH AUGUST 2022  
REFECTORY**

9.00 am	Meet on the playground for coffee
9.30 am	Training session 1 <i>Ivo MacGreery</i> <i>Sarah Pope</i> <i>Dominic Hudson</i> <i>Emily Auger</i> <i>Polly Sykes</i> <i>Paul Stubbings</i> <i>Zach Jacquart</i> <i>Mikey King</i> <i>Honor Matthews</i> <i>Massimo Campanale</i> <i>Javarilo Scott</i> <i>Jack Johnston</i>
12.30 pm ( <i>approx.</i> )	Sandwich lunch provided
1.00 pm	Training session 2
5.00 pm	End



**FIRE MARSHALL TRAINING, WEDNESDAY 31ST AUGUST 2022  
REFECTORY**

10.00 am – 1.30 pm     *Andrew Fuller*  
*Fatima Nunes Diaz*  
*Fatima Bathan*  
*Molly Nalukwago*  
*Nick Morrell*  
*Jon Jenkins*  
*Juliet Rodger*  
*Emily Auger*  
*Zuzanna Klaus*  
*Kerrian Philips*  
*Goreti Moniz*  
*Trini Woolley*  
*Rachel Bonnet*  
*Ivo MacGreery*  
*Beth Marshall*  
*Dominic Hudson*  
*Sarah Pope*  
*Sophie O'Regan*  
*Zoë de Quintal*

Sandwich lunch provided

**SMT MEETING, THURSDAY 1ST SEPTEMBER 2022, HEAD'S OFFICE**

9.00 am SMT Meeting  
*All SMT*

**BOARDING STAFF INSET, THURSDAY 1ST SEPTEMBER 2022  
REFECTORY**

2.00 pm Welcome to the team – roles and responsibilities  
**Nick Morrell**

*All boarding staff*

- Chorister boarding at WCCS
- Consistency in the boarding house
- Using rewards and sanctions
- National Minimum Standards
- Homesickness – causes, symptoms and strategies
- Tutor Groups
- Vesting & line up: the right frame of mind

2.45 pm Safeguarding  
**Emily Auger**

*All boarding staff*

3.00 pm – 4.00 pm Mental health and wellbeing – Boarding Schools' Association

*All boarding staff*

4.00 pm – 4.45 pm Practical support for boarders age 8 – 13 / Managing stress in the boarding setting – Boarding Schools' Association

4.45 pm – 5.30 pm Preparation of the boarding house

*All boarding staff*

**WHOLE-STAFF INSET, FRIDAY 2ND SEPTEMBER 2022  
CONFERENCE ROOM**

9.00 am	New staff induction with SMT
9.45 am	Whole-staff coffee
10.00 am	Level 1 safeguarding training for all staff (Conference Room) <b>Emily Auger</b> <i>All academic, administrative and domestic staff and VMTs</i>
11.00 am	Fire safety <i>All academic, administrative and domestic staff and VMTs</i>
12.00 pm	Break to allow preparation for, and clearing after, lunch
12.00 pm	Head of Music meeting with VMTs, Gibbs Room <i>All music department staff</i>
1.00 pm	Lunch
2.00 pm	Welcome back / priorities for the year <b>Neil McLaughlan</b> <i>All academic, administrative and domestic staff</i>
2.45 pm	Admissions: a whole-staff approach <b>Lucy Auger</b> <i>All academic, administrative and domestic staff</i>

**ACADEMIC STAFF INSET, MONDAY 5TH SEPTEMBER 2022  
GIBBS ROOM**

9.15 am	Heads of Houses meet their teams
9.45 am	Coffee
10.00 am	WCCS Curriculum Revisited <b>Nick Morrell</b>  <i>All academic staff</i>
10.30 am	Academic administration <b>Jonathan Jenkins</b>  <i>All academic staff, Years 4 – 8</i>
10.30 pm	Class teachers & TAs in Pre-Prep: pastoral care, registers, behaviour, prayers, assemblies, staff briefings, form tutors <b>Juliet Rodger</b> (Classroom)  <i>All academic staff, Reception – Year 3</i>
11.30 am	Coffee
11.45 pm	Form Tutors in Years 4-8: pastoral care, registers, behaviour, prayers, clubs & trips, form tutors <b>Emily Auger</b>  <i>All academic staff, Years 4 – 8</i>
12.30 pm	Lunch
1.30 pm	Departmental meetings
From 3.15 pm	Boarding staff on duty to greet boys & parents
4.00 pm	Deadline for short-term planning & classroom inspection