

WYMONDHAM  
COLLEGE



FLOREAT SAPIENTIA

# New Student's Guide

2021/22

# Welcome

## Welcome to Wymondham College

Welcome to the start of your Wymondham College journey, an experience that will enrich your life and create long lasting friendships. This guide is designed to provide new Students and their parent(s)/carer(s) with important information about the College and to help prepare for their arrival in September.

More comprehensive information can be found in the boarding manual for boarding Students. We cannot possibly cover everything in one guide and you will receive further information in your first few days at the College from your House.

***Please note that some arrangements set out in this guide may change.*** If this is the case, your House staff will inform you in the first week. Some of the information in this guide differs for boarders or day Students, some of whom may be Day+ Students, so please ensure you read all information relevant to you.

## Transition Weekend

All Year 7 Students will be invited to participate in our Transition process. We ask that all Students participate if possible.

Where transition is held on site, Boarders attend from early morning on Friday and stay until Saturday. Day and Day+ Students attend on both days for the day time only.

## First Week of Term

Term starts on Monday 6 September 2021.

Information about international arrivals, first day information and drop off points will be communicated with you before the start of term.

Please note that the first weekend of term is usually a 'Big Weekender'. All boarders are encouraged to stay and take part in the activities which can be a valuable part of the 'settling in' process.

## House Allocation

House allocations are made at the discretion of the Headteacher and whilst certain convention will be followed (e.g. siblings being placed in the same House), no guarantee can be given that it will be possible to allocate a Student to a particular House. Students will be told which House they have been allocated so that parents/carers have the opportunity of ordering correct uniform.

## House Colours are:

Cavell Hall - Light Blue  
Fry Hall - Yellow  
Kett Hall - Green  
New Hall - Red  
Peel Hall - Purple

## Contacting the College

### Addresses

Wymondham College, Golf Links Road, Wymondham, Norfolk, NR18 9SZ.

Boarders' post should be addressed as follows:

***Name of Student***

***Name of Boarding House***

Wymondham College  
Golf Links Road  
Wymondham  
Norfolk  
NR18 9SZ

Please take care to ensure that the correct postage is applied to boarders' post. Incorrect postage can lead to delays in delivery and great inconvenience to recipients and the College staff.

### Communication with the College (for Parents/Carers)

Until the end of the Summer term, your main point of contact remains the External Relations Department. They can be contacted on 01953 609014 or by email at [admissions@wymondhamcollege.org](mailto:admissions@wymondhamcollege.org).

The College is closed at the end of the Summer term until September with limited staff available to speak to. If you have an urgent request in this time please contact Reception, on 01953 609000, who will try to help you with your matter.

From September/the first day of term, your main point of contact will be the College Office which is a single dedicated point of contact, available throughout the year to make communication with the College easier for Parents/Carers. The College Office has a direct dial number alongside an extension number if calling via the switchboard/Main Reception. It also has an email. All details are as follows:

Tel: 01953 609075 or 01953 609000 ext 4375

Email: [collegeoffice@wymondhamcollege.org](mailto:collegeoffice@wymondhamcollege.org)

The College Office is open during term time from Monday to Friday 08:00-16:00. Calls will be directed to Main Reception at all other times.

For non-Student related enquires, the College contact details are:

Tel: 01953 609000

Email: [enquires@wymondhamcollege.org](mailto:enquires@wymondhamcollege.org)

The College website is [www.wymondhamcollege.org](http://www.wymondhamcollege.org)

### **Facebook and Twitter**

We have accounts on both Facebook and Twitter through which you can keep up to date with news and events in and around the College. Please do not use the Facebook messenger service to make enquiries.

Facebook: Wymondham College

Twitter: @wymondhamcol

### **Schoolbase**

Access to the Student's assessment information, behaviour, attendance, the College calendar and some common documents are on SchoolBase. Details on to how to access this information will be provided in due course.

### **Emergency Contact**

Members of the Senior Leadership Team are on call during out-of-hours. In case of emergency, they can be reached on 01953 609080. Your child's Head of House should be the first port of call for any non-emergency issues.

|             |              |
|-------------|--------------|
| Cavell Hall | 01953 609030 |
| Fry Hall    | 01953 609032 |
| Kett Hall   | 01953 609019 |
| New Hall    | 01953 609036 |
| Peel Hall   | 01953 609038 |

### **Student Absence**

It is the responsibility of Parents/Carers to ensure that the Student attends the College regularly and promptly and that absence from the College is kept to an absolute minimum. Any absence inevitably affects not only the education of the absent Student but also that of other Students in the class who may miss opportunities for co-operative work or may be disadvantaged by the time taken by a teacher to bring a returning Student up to date with work missed.

Where Day+ Students and Day Students are unable to attend school, Parent(s)/Carer(s) must inform the College of a Student's absence as soon as possible and normally on the first day of

the absence by phoning the **College Office on 01953 609075**. Please do not phone the House, all absences are recorded by the College Office.

If absence is due to illness, Parents/Carers are required to inform the nature of the illness and, if able to do so, the predicted date of return.

Where Boarders are unable to return to their House due to illness, after a holiday, EXEAT or weekend leave, Parents/Carers should inform the Boarding House office prior to signing in time.

Requests for Leave of Absence (LOAs) should be submitted to the College Office using the [Leave of Absence Form](#). This can also be found in the Letters Home section and forms category on the website at <https://www.wymondhamcollege.org/375/letters-home>. LOAs are sent to the Head of House for authorisation. Students leaving school during the school day **must sign out** at the College Office.

LOAs should be submitted seven days before the start of the proposed absence. The Governors' policy of Leave of Absence discourages all but the most essential absence in term time and, in particular, assumes that Parents/Carers will take advantage of the longer College holidays to plan family holidays and not request Leave of Absence in term time for this purpose.

## Term Dates

### Autumn Term 2021

Boarders Return Sunday 5 September between 16:30-17:30

|                             |                           |   |                           |
|-----------------------------|---------------------------|---|---------------------------|
|                             | <b>Monday 6 September</b> | - | <b>Friday 10 December</b> |
| <b>1<sup>st</sup> Exeat</b> | Friday 24 September       | - | Sunday 26 September       |
| <b>Half Term</b>            | Friday 15 October         | - | Sunday 31 October         |
| <b>2<sup>nd</sup> Exeat</b> | Friday 19 November        | - | Sunday 21 November        |

### Spring Term 2022

Boarders Return Wednesday 5 January between 16:30-17:30

|                             |                           |   |                         |
|-----------------------------|---------------------------|---|-------------------------|
|                             | <b>Thursday 6 January</b> | - | <b>Tuesday 29 March</b> |
| <b>1<sup>st</sup> Exeat</b> | Friday 21 January         | - | Sunday 23 January       |
| <b>Half Term</b>            | Friday 11 February        | - | Sunday 20 February      |
| <b>2<sup>nd</sup> Exeat</b> | Friday 11 March           | - | Sunday 13 March         |

### Summer Term 2022

Boarders Return Wednesday 20 April between 16:30-17:30

|                             |                          |   |   |
|-----------------------------|--------------------------|---|---|
|                             | <b>Thursday 21 April</b> | - | <b>Friday 15 July</b>                     |
| <b>1<sup>st</sup> Exeat</b> | Friday 29 April          | - | Monday 2 May (this Exeat includes the BH) |
| <b>Half Term</b>            | Friday 27 May            | - | Sunday 5 June                             |
| <b>2<sup>nd</sup> Exeat</b> | Friday 24 June           | - | Sunday 26 June                            |

Departure on Exeat and Half Term for Day/Day+ Students is 15:45 and for Boarders is 16:15.  
Return from Exeat and Half Term for Boarders is 19:00-20:00  
Departure at the end of a Full Term is 12:30

## **The College Day (for Day, Day+, Day++ Students, Boarders & International Students)**

### **Day Routine**

#### **Monday-Friday (All Students)**

|               |  |
|---------------|--|
| 08:30 – 08:40 | Registration with Tutor  |
| 08:40 – 08:55 | Chapel/Assembly/Tutor Group                                    |
| 09:00 – 10:00 | Period 1   |
| 10:05 – 11:05 | Period 2   |
| 11:05 – 11:20 | Break  |
| 11:25 – 12:25 | Period 3   |
| 12:25 – 13:40 | Lunch  |
| 13:40 – 14:40 | Period 4   |
| 14:45 – 15:45 | Period 5   |
| 15:45 – 17:00 | Wymondham Life 1   |
| 17:15         | Day Students attending clubs and activities depart for the day |

#### **Saturday (All Students)**

|               |                                     |
|---------------|-------------------------------------|
| 08:30 – 09:35 | Registration and Period 1           |
| 09:40 – 10:40 | Period 2                            |
| 10:45 – 11:00 | Break                               |
| 11:00 – 12:00 | Period 3                            |
| 12:00         | Day Students depart for the weekend |

#### **Sunday – Boarders Only**

|               |                |
|---------------|----------------|
| 10:00 – 10:45 | Chapel Service |
|---------------|----------------|

### **Evening Routine**

#### **Monday–Friday (Day+ Students and Boarders)**

|               |  |
|---------------|--|
| 17:20 – 18:20 | Evening meal   |
| 18:30 – 19:30 | Prep time in house                                     |
| 19:30 – 20:20 | Wymondham Life 2 activities (Years 7-9)                |
|               | Prep/House activities (Years 10-13)                    |
|               | Wymondham Life 3 activities (Years 10-13)              |
| 20:30         | Year 7 Bedtime   |
| 20:30 – 21:20 | House activities (Years 8-9)                           |
| 21:00         | Year 8-11 Bedtimes (in 15 minute intervals)            |
| 21:30         | Day+ Students leave (or Year group bedtime if earlier) |
| 22:15         | Year 12-13 Bedtime                                     |

#### **Saturday-Sunday (Boarders only)**

14:00 – 16:00      Weekend Boarder Activities

## **Exeat Weekends**

The College closes once each half term for Exeat weekend. International Boarders may book to remain in the College and participate in an activities programme organised by the Exeat house. Please see the International Students section for more details on how to book this.

## **Registration**

Registration takes place each morning at 08:30. Students must attend promptly, or they may be marked 'late' or 'absent' by their Tutor. If arriving late, Students should report to the College Office to sign in.

## **Chapel, Assemblies and Tutor time**

At 08:40 – 08:55 you will either be in:

- House assembly led by the house staff, SLT or Headteacher
- Chapel service led by the Chaplain
- Tutor time in their designated tutor room

All Students must attend Chapel and Assemblies unless their Parent(s)/Carer(s) have informed the Headteacher in writing that they wish to exercise their right to withdraw their child from acts of collective worship.

## **Uniform**

Our Uniform is intended to ensure an appropriate degree of uniformity and a high standard of personal presentation amongst the Student body. The uniform is a symbol that links the Student to Wymondham College and all that it stands for. Students should wear their uniform correctly and with pride, recognising that to do otherwise reflects poorly on them and the College as a whole.

Uniform is available from our supplier, Birds of Dereham. You will have been advised of which House the Student has been allocated, so that you can order uniform accordingly. School bags or backpacks must be used to carry books to lessons.

You can contact Birds of Dereham on 01362 851178, or via their website [www.birdssport.co.uk](http://www.birdssport.co.uk). They are present at the Transition event (when held on site).

The uniform list is as follows:

### **Specified uniform items (only available from our supplier Birds of Dereham)**

- Blazer with pre-embroidered badge
- House tie

- Jumper with house colour trim
- Skirt pre-embroidered

### Non-Specified Uniform items (can be obtained from any supplier)

- White long-sleeved shirt/blouse
- White short sleeved shirt/blouse for summer uniform only
- Black trousers – Must be tailored, straight-legged and full length (reaching the shoe). No tapering (getting thinner) or flaring (widening) towards the ankle. Trousers that are skinny fit/skin tight, denim, made of heavy cotton material, contain lycra or similar stretchy/elastic fabric that would cause them to look skin tight/tapered are not acceptable. Trousers should not have any additional adornments (such as buttons, sequins or studs)
- Black or navy blue socks
- Black or navy blue tights
- Black or navy blue hair bands – for Students with long hair only
- School shoes must be black and polished, neither trainers not ballet pump style, and must have heels of no more than 2.4cm
- Black belt for trousers
- Black or navy blue mid length coat. If a coat is worn it should be black or navy with no overt symbols or branding
- School bag which should not show vulgar or offensive symbols or wording
- College scarf or black/blue plain scarf

### Sports Kit

Items which are not on the specified Items list may be obtained from any supplier. They must be plain and have no visible logos (apart from the College logo where purchased from an approved supplier) or trim.

- Items in **bold** are compulsory.
- Items in *italics* are not compulsory.
- Sports items marked (\*) are also available from Tylers' Sportswear.

### Sports Kit Specified items

- **Badged polo shirt\***
- **Badged white shorts (boys)\***
- **Canterbury black/white hooped and badged shirt (boys)\***
- **Hockey top (girls)**
- **Rugby/Hockey socks**
- **Badged rugby shorts (boys)\***
- **Badged skirt (girls)**

### Sports Kit Non-specified items



- Badged navy sweatshirt\*
- **White socks**
- **Predominantly white indoor non marking training shoes**
- **Black football shorts – (boys)**
- **Football/Rugby boots – (boys)**
- **Astro shoes/Hockey boots – (girls)**
- **Gum shield**
- **Navy blue jogging bottoms or tracksuit trousers**
- **Shin pads**
- **Black swimming shorts/Trunks (boys)**
- **Black swimming costume (girls)**
- **Black swimming cap**
- **Swimming goggles**
- **Towel**
- **Blue or Black sports bag**
- Hockey stick

#### **Sports Kit Additional items for Summer Term only**

- **Predominately white outdoor training shoes**
- **Athletics vest**
- **White cricket shirt\* - (boys)**
- **White cricket trousers\* - (boys)**
- White cricket jumper\* - (boys)
- Cricket bat, pads, helmet, gloves – (boys)
- Tennis racket
- Blue sun hat
- Athletic spikes
- Cricket spikes – (boys)

#### **Wearing the Uniform**

- Students must dress in accordance with the College Dress Code. Clothing must be clean, neat, tidy and be worn modestly. Hair must be of an acceptable style and long hair must be tied back when required. Hair must be a natural colour.
- Jewellery: wristwatch, 1 plain pair of stud earrings only.
- Makeup, where worn, must be un-ostentatious.
- Full school uniform must be worn by Students sitting examinations.
- All Students must follow the reasonable requests of staff with regard to appearance.
- Shoes must be clean.

#### **Representative and Colour ties**

College Colours ties may be worn in place of the House tie by a Student to whom Colours have been awarded. The Headteacher may at their discretion approve the wearing of a tie denoting sporting or other distinction at least equivalent to County Representational Honours.

### **“Shirt Sleeve Order” in the Summer**

The wearing of Blazers is optional when the Headteacher announces “Shirt Sleeve Order”, except for Speech Day and any other formal event, when representing the College or otherwise when directed by a member of staff. Long sleeves of shirts and blouses should be worn neatly rolled up above the elbow. Short sleeved white shirts/blouses may be worn as an alternative. Ties must always be worn properly with top buttons fastened and shirts and blouses must be tucked in at the waist.

## **Student Code of Conduct**

The Welfare of Students at the College, their progress, attainment and development can only be effectively secured in an environment which is safe and well ordered, and where necessary rules and sanctions are applied in a fair, consistent and proportionate manner and where achievement and effort are properly recognised and rewarded.

We are a community that celebrates achievements and rewards hard work. It is about setting personal goals and being the best we can be, both socially and academically.

We reward excellence in many forms and offer various opportunities for leadership. To ensure Students are aware of their expectations a code of conduct is set out.

### **Introduction**

Wyndham College is a community which places a strong emphasis on consideration for others, good manners, smart appearance, hard work and being kind. Being a member of this unique community is a privilege and this privilege brings responsibilities. All members of the College community and others with whom we come into contact deserve respect and appreciation. The attitude of the whole community should be guided by our core values of Pride, Passion and Positivity.

We all have a duty to preserve the good name of the College, to care for the fabric of the College buildings and the appearance of the College grounds and to act in an environmentally responsible manner.

The Code of Conduct for Students sets out the basis of how those responsibilities are to be discharged. These apply at all times when Students are in the care of the College and at other times when they may be associated with it.

### **Core Values**

A core value is a central belief, clearly understood and shared by every member of the College. Our three core values of **PRIDE**, **PASSION** and **POSITIVITY** say something of our culture, our

ethos and our priorities. As such, they help us to define the type of College we strive to be. They speak also about the kind of young people we wish to send into the world.

***By PRIDE we mean that everyone:***

- has a deep appreciation and respect for our heritage, our history and our unique boarding community;
- sets exceptional standards, celebrating personal successes and gleaning pleasure from the achievements of others; and
- has a deep sense of loyalty and commitment to our community, to our Houses, to our friendship groups and towards personal journeys.

***By PASSION we mean that everyone:***

- is enthused and excited by learning, taking initiative and allowing others to do the same, so that every lesson counts;
- embraces the wealth of leadership and Wymondham Life activities on offer, so that growth continues both inside and outside of the classroom; and
- is afforded the opportunity to lead, drive and shape the community in which we all thrive.

***By POSIVITY we mean that everyone:***

- welcomes and embraces challenge, accepting that we are at our most productive when stretched;
- recognises that effort will lead to growth, that criticism can drive future success; and
- will foster positive and collaborative relationships with all members of the community.

## **Behaviour**

Nothing must be done by any member of the College community that will adversely affect the right of any other member of the community to enjoy and benefit from being a member of the College, or which may expose them to harm.

Students have a responsibility to do what they can to safeguard their own health and safety and that of others at the College. In particular, the College will not tolerate:

- Bullying in any form, whether physical, verbal, or emotional.
- Rudeness, violence, or disorderly conduct.
- Theft or damage to the property of others.
- Disruption of any kind to lessons or other activities.
- Insolence or disobedience towards those in authority.
- Tampering with fire safety or security equipment.

Smoking is not permitted at any time and Students must not have cigarettes, matches, lighters or associated materials in their possession or be in the company of anyone who is smoking. This rule also applies to e-cigarettes.

Students must not bring alcoholic drinks onto College premises or consume alcohol.

Sexual activity involving Students is a breach of the College rules. Any Student entering an area of the College designated for the use of the opposite sex or introducing a visitor into such an area is liable to permanent exclusion from the College.

Students must not possess or use an illegal drug. Any Student who becomes involved with illegal drugs in any capacity is liable to be permanently excluded from the College. The College reserves the right to apply jurisdiction beyond the College premises to the extent that it is reasonable to do so, as outlined above.

Students must remain in House or designated House areas unless attending lessons and meals or, unless their absence has been approved by a member of staff. Students must keep within bounds at all times.

The College boundaries for Students are displayed in each House.

Students must respect the privacy of others within the Boarding House and elsewhere.

### **Promoting Positive Behaviour**

Wymondham College is committed to providing an environment where every Student feels safe and valued and where they can make outstanding progress academically, personally and socially, preparing them for life beyond the College gates.

At the heart of this, we want Students to demonstrate our three core values of **PRIDE**, **PASSION** and **POSITIVITY** in all that they do.

When this does happen, whether this is inside the classroom or outside the classroom, whether this is in the Boarding House or on the sporting field, whether this is in a Wymondham Life club or on a school trip, we want to capture and celebrate this endeavour. All Students begin the academic year with 1000 behaviour points. As Students accrue points for their good deeds, milestones will be reached initiating different reward packages. At 1250 points (Bronze level), a certificate is awarded, a postcard is sent home and the Student is given five perk point tokens to spend at the weekly perk point market. In addition, they will be able to sign up to a Bronze Level experience during Rewards week, the final week of each term. This might be anything from afternoon tea and cakes with the Headteacher, to Easter Egg decorating with the Food Technology Department to spending an hour on the Ninja Warrior course with the PE Department.

Reward packages are triggered at Silver level (1500 points), Gold level (1750 points) and Platinum level (2000 points).

While praise and recognising and rewarding achievement at all levels remains the priority of the College, there are times when consequences need to be administered, when the standards we expect of all, are not met. These will always seek to understand what has led to the shortfall and, where possible, take a restorative approach.

## **Classroom Conduct**

Students must always behave in a manner which supports their learning and that of other Students and shows respect to staff and guests.

- They must come to lessons promptly, properly equipped, prepared to work and properly dressed.
- They must enter the classroom in an orderly fashion and take care of the classroom and equipment.
- They must respect each other and each other's property.
- They must raise their hands when they needed help or to seek permission to speak.
- They must work quietly when required to do so and complete tasks to the best of their ability.
- They must follow the instructions given by staff to ensure their safety and ensure that they learn properly.

## **Students' Property**

Students have a responsibility to safeguard their own property as well as respecting the property of others. All property and clothing must be clearly marked with the name of the owner. Lost property is currently sent to House or College Office. Lost property cannot be stored indefinitely and may be donated to charity if unclaimed.

Substantial sums of money should not be kept by Students but should be paid into the Finance Office or handed in to the Head of House for safekeeping.

Students may not bring to the College any weapons, solvents, fuel or other dangerous artifices. The possession or use of solvents or other substances for the purposes of intoxication will be considered by the College in the same light as involvement with illegal drugs. Students may not have in their possession any material of a pornographic, defamatory or otherwise offensive nature. Vapour inhalers (other than for medical purposes) are also banned.

Students' property is brought to the College at the risk of the owner and must be insured by Students or their parents.

Students may not buy and sell possessions except with the approval of the Head of House or as part of an approved College activity.

Students may not lend or borrow money or valuable items other than in exceptional circumstances and with the approval of the Head of House.

## **College Premises**

All Students must take care of the College buildings and grounds and do nothing to cause avoidable damage. The writing of graffiti is forbidden. If damage occurs, it must be reported at once to the College Office or the Head of House, if in a Boarding House.

Students are expected to do their utmost to act in an environmentally responsible manner. Students must not drop litter and should take the initiative in clearing up any litter that they see around the College site.

Students must use the facilities provided to recycle recyclable items. Lights and other electrical equipment, including computers, must be turned off when not in use.

Students must respect wall displays in classrooms and corridors and protect them from damage.

**The chewing of gum is strictly prohibited.**

### **Food and Drink**

Students must attend all meals to which they are entitled. Queuing for meals must be orderly and good manners must be observed once inside the refectory. Food, cutlery and crockery must not be removed from the refectory.

Food and Drink may not be consumed outside the Refectory or Boarding Hexcept with permission on special occasions. With the permission of the class teacher, Students may consume drinking water from a clear plastic bottle with a sports cap in lessons.

### **Information Technology**

Students are issued with their own College email address which can be used both at College and offsite. Students must use the Information Technology infrastructure of the College responsibly and according to the Information Technology policy.

Students must not create, possess, transmit, access or attempt to access materials of a pornographic, defamatory or otherwise offensive nature. They must not use the Information Technology infrastructure of the College in any way which jeopardises the privacy or safety of others.

Every care must be taken to avoid introducing viruses or causing any other damage to the College network.

Mobile phones (and other communications equipment) must be kept switched off during assemblies, lesson times, activities, prep and after lights out. They must not be used anywhere on site except in the Houses. Mobile communications equipment may only be brought onto the College site and used, subject to the College Acceptable Use Agreement.

Any use of mobile communications equipment to harass, bully or exploit any other person represents a serious breach of this Code.

Students using their own computing equipment in College are subject to the same rules as those using equipment provided by the College.

## Plagiarism

Students must not copy material from another Student or any other source and represent it as their own unaided work.

Students must respect the copyright of published materials. Any infringement of this rule relating to examination work will be reported to the appropriate awarding body and may result in disqualification from some or all public examinations.

## Wymondham Life and Other Information

There is a lot for new Students to remember but there are ways in which life can be made easier. College routine, uniform, term dates and event dates can be found on the website. Students will also be issued with a Student Journal in which to record their timetables for lessons and the prep they have been set. It is a good idea to put the times of music lessons, sports fixtures, Wymondham Life clubs and other extra-curricular activities they need to remember in the journal. Staff will help where they can, but the responsibility lies with the Student.

### Wymondham Life

Wymondham Life is the name we use for our extra-curricular activities. There are three programmes of Wymondham Life.

#### *Wymondham Life 1*

Available to all Students: Lunchtime and immediately after school.

#### *Wymondham Life 2*

Available to Day+ Students and Boarders: Years 7, 8 and 9 at 19:30 – 20:30

#### *Wymondham Life 3*

Available to Day+ Students: Years 10, 11 and 12 at 20:30 – 21:20

Full programmes are available on our website. All Day+ and Boarding Students are expected to take part in a minimum of two activities a week.

Wymondham Life incorporates a full and diverse programme of activities to give opportunities that meet the interests of our young people. Wymondham Life is always evolving dependent on Student interests ranging from weekend trips to the beach, London Dungeons and Winter Wonderland, to a general shop at the supermarket or clothes and hobby shops in Norwich.

Also, throughout the week, the College offers an extensive range of general sporting clubs and activities through to extreme activities, as well as kayaking, horse riding and high altitude (trampoline world). General sport information is supplied in the next few pages.

We aim to offer alternative interests such as cooking for fun, quiz nights, Minecraft, yoga, movie nights and much more.

Wyndham Life is constantly changing throughout the year and many opportunities arise. To ensure that you fully understand how to sign up for activities and not miss out on a single thing, all information will be sent to Parents/Carers by email. These emails will give full detail of timings, activities and information around external visits. Wyndham Life aims to give Students the opportunities that they would normally have at home and more.

### **Trips away from College**

Many trips are organised by members of staff. Forms will be available to Parent(s)/Carer(s) from the department staff organising the trip when appropriate.

There are also activity trips for boarders organised on a number of Sundays throughout term time. These are organised centrally and forms for these are available in Houses. Places are allocated on a first come/first served basis. Places will be secured upon return of the form and payment for the activity. Payment is made through the online Wisepay system with log in details sent to Parent(s)/Carer(s) at the start of term. Please note that places may be spread across Houses.

### **Meals and Dietary requirements**

Special dietary requirements are organised via the College Medical Centre. If your child has special dietary requirements you will be asked to provide two photographs of them alongside the relevant form which shows your child's dietary requirements or any food allergies. Refectory Staff will be informed and will soon get used to recognising those Students who have special dietary requirements. Houses will also get a copy of this information.

### **Tuck and the Tuck Shop**

Students can bring tuck back to College to keep and store personally. Any carrier for the tuck will suffice. We request that any tuck be brought back is non-perishable.

There is a tuck shop in each house, and this is open Monday to Friday lunchtimes and after school from 16:00-17:00. We encourage healthy eating and there is always fruit available in Houses.

### **College Sport**

During the Autumn Term the main sport for girls is Hockey on grass and astro-turf pitches and the main sport for boys is Rugby.

In the Spring Term the main sport for girls is Netball and the main sport for boys is Football.

In the Summer Term the attention turns to Athletics for both boys and girls with Cricket as a main sport for boys and Rounders as a main sport for Girls.



There are many other sports organised and played throughout the year for both boys and girls including gymnastics, swimming, badminton, basketball, cross country, tennis and general fitness.

All full programme of inter-school matches play on Saturday afternoons and during the week after school throughout the year for all main sports. Parents/Carers are welcome to come and support the Students on these occasions both home and away.

Students who are selected to represent the College must understand the fulfilling that commitment is an absolute priority in all but the most extreme cases. Failure to take part in a side for which a Student has been selected undermines the effort of others and seriously compromises the College's sporting reputation.

### **Musical Tuition**

Lessons are 30 minutes in duration and are taught on a rota basis during normal lesson time. Students are expected to catch up with their academic work in their own time. The cost of the lessons is payable directly to the teacher concerned, in advance on receipt of an invoice. At present, it costs £175.00 per school term for ten lessons. The lessons can be arranged with the Director of Music.

We hope that all Students that take music tuition participate in the various ensembles the College provides. Support for music practice is available in the Boarding Houses for boarders.

### **Medical Care for Day Students (see Boarding Section for Boarding Medical Care)**

The Medical Centre is staffed by a registered nurse.

To avoid any unnecessary risks to Students, all Parents/Carers should inform the College via the Medical Centre of any specific medical needs of the Students e.g. medical conditions, allergies, asthma, migraines, etc.

For medical appointments taking place during the school day, Students must sign out at the College Office and notification of the appointment submitted as a leave of absence.

If a day Student feels unwell at school, they must speak to their teacher if in class, or house staff if in House. They must attend the Medical Centre if they are fit enough to walk there unaided. The nurse will assess the Student and if it is decided that the Student is too unwell for College, the Parents/Carers will be contacted to collect them. Students should not contact Parents/Carers directly as this will be done by the Medical Centre. The College cannot give any medication to day Students unless by prior arrangement.

If a day Student has a condition which occasionally requires medication, the Medical Centre should be informed. A consent to treatment form must be completed and the required medication given to the Medical Centre. It needs to be in the original container with the

Student's name, the name and dose of the medication and how often it is to be given. We can also keep spare inhalers in the Medical Centre under the same agreement.

First aid and/or emergency treatment will, of course, be given in the case of an emergency and the Parents/Carers will be informed by the Medical Centre.

### **Locker and Keys**

All Students are provided with a locker in House to keep school books and other equipment in. Students are required to provide a padlock and key. Spare keys can be kept in the House office.

### **Student Leadership**

Student involvement is central to the success of Wymondham College. The College encourages all Students to voice their opinions and have reasonable influence on the politics and procedures of the College. Staff and Students work together to make the quality of teaching and learning the best that it can be. Students feel a sense of ownership and responsibility for their education. Realising the impact their actions can have on their learning or the learning of others.

The Student Council acts as a voice for all Students. It is comprised of representatives from the Headteacher's Council, House Councils and other Student Leadership Teams such as the Anti-Bullying ambassadors. They meet fortnightly to discuss issues concerning both academic and boarding life.

Any Student can raise an issue for discussion at the Student Council meetings via their House Council reps or by email at [Studentcouncil@wymondhamcollege.org](mailto:Studentcouncil@wymondhamcollege.org). The Student Council works collaboratively with staff and Students to address the issues raised and pass that information onto the Senior Leadership Team. Recent projects include Student Wi-Fi access and Anti-Bullying initiatives.

Every boarding house in the College has a Student led House Council. The House Council is comprised of Students from a mixture of year groups, genders and Day+ Students from that house. They discuss issues affecting running of the boarding house.

They are closely involved in making decisions on issues such as décor, equipment, activities and the running of charity events.

There are many other Student leadership roles available to all Students in Main School.

The Student leaders are responsible for organising social, sporting and charitable events. They also act as mentors to new Students entering the College; showing them around and making sure they enjoy a smooth transition into College life. Students involved in the leadership roles develop skills in communication, confidence and responsibility.

# Transport to the College

(International Students Travel Information can be found in the International section)

## Public Transport

For details of public transport to the College, please log on to the Norfolk County Council website [www.norfolk.gov.uk](http://www.norfolk.gov.uk). Click on 'Travel and Transport' and then click on 'Travelling to School of College'. First Bus currently operates two services, the number 13C bus from Norwich to the College in the morning and return in the evening and the number 13 bus from Attleborough to the College in the morning and return in the evening. Further information can be found on the First Bus website; [www.firstgroup.com/norfolk-suffolk](http://www.firstgroup.com/norfolk-suffolk)

The College cannot take responsibility for the transport arrangements of Students, including boarders travelling home at the end of term, half term, or exeat. However, minibuses are provided to transport boarders to Wymondham Train Station immediately after school finishes. Students must book their seat on the transport for the departure and return via the College Office. Taxi services can be booked through House by Parents/Carers of overseas Students.

## Cycles

Parents/Carers should be aware that, at present there is no dedicated pavement or cycle path along the road that fronts the College in either direction. This road is heavily used by traffic, including many delivery vehicles, and is in a poor state of repair in many places. We hope that this situation will soon improve. A cycle shelter is provided for Students to use. A protocol for Students cycling to College can be found on the school system. Students wishing to cycle should seek permission from the Headteacher.

## Motorcycles/Cars

Parents/Carers of Day+ and day Students are requested to use the car park at the Reception of the College to drop off and collect their children. Parents/Carers of boarders who collect their children at Exeat weekend or end of term are requested to follow the signposted one-way system that will be in place on those days and follow the times mentioned in the departing and arrival times later in this booklet. The car parks on campus get very busy at peak times. Please drive with consideration to road signs and instructions given by staff.

## Boarding and Day+ UK & International Students

### Settling In

On arrival it is suggested that boarders and their Parents/Carers go together to the dormitory to unpack and make up their bed. It is important to do this together so that your child knows where everything is but of course some children may prefer to do this for themselves. Once this is done, it is a good idea to leave as soon as possible as prolonging goodbyes can make it more difficult for your child to settle. Please note that to preserve the privacy of other

boarders, Parents/Carers are not permitted upstairs with the Student except at the beginning of each full term. Boarders arrive and stay in uniform on these occasions.

Some Students adapt very quickly whilst others take longer to settle in. What we do know is that the vast majority of children take the process in their stride and are soon enjoying the camaraderie, the social and the educational opportunities that boarding provides.

If children are having some initial difficulty settling in, it can be very tempting for Parents/Carers to overuse the mobile phone to provide reassurance and support. Unfortunately, this is often counterproductive and can often exacerbate feelings of homesickness. The best approach is to maintain regular but decreasingly frequent contact during the first two weeks, reassuring your child that homesickness is a natural part of getting used to being away from home for many children (and adults too). Calls just before bedtime can be unsettling as this is the time of day when boarders are most tired. Please feel free to chat with the Head of House or house staff if you have any concerns.

## **Day+**

Day+ (previously known as 'Day Boarding') is the offer that we make to current day Students that gives an additional four hours of support and enrichment at the College after the normal day has finished. They can also come to the College early and join their House for breakfast. Day+ Students can access all that our boarding Students enjoy other than having a place in a dorm.

This includes:

- Collaborative Learning
- Supported Independent Learning
- Access to Wymondham Life 1 & 2
- Breakfast, Dinner, Supper & Refreshments
- Specialist Support

Day+ fees, collection times and other information can be found here:

<https://wymondhamcollege.s3.amazonaws.com/uploads/document/Day-flyers.pdf?t=1568797558?ts=1568797558>

## **What to Pack**

This is a guide on what to bring with you when you come to Wymondham College. It is ultimately up to you what you bring, please be aware that some items are not permitted at College so may be confiscated when you arrive.

All clothing and bags need to be named with a clear label.

## **Uniform & Sports Kit**

| Number of items to bring              | Item Name   |
|---------------------------------------|---|
| <b>Specified Items</b>                |   |
| 1                                     | Blazer with pre-embroidered badge   |
| 1                                     | House tie   |
| 2                                     | Jumper with house colour trim   |
| 2                                     | Skirt pre-embroidered with the lettering 'Wym' and College logo   |
| <b>Non-Specified Uniform Items</b>    |   |
| 6                                     | White long sleeved shirt/blouse   |
| 3                                     | White short sleeved shirt/blouse (summer uniform only)  |
| 3                                     | Black trousers - Must be tailored, straight-legged and full length (reaching the shoe). No tapering (getting thinner) or flaring (widening) towards the ankle. Trousers that are skinny fit/skin tight, denim, made of heavy cotton material, contain lycra or similar stretchy/elastic fabric that would cause them to look skin tight/tapered are not acceptable. Trousers should not have any additional adornments (such as buttons, sequins or studs). |
| 6                                     | Black or navy blue socks  |
| 6                                     | Black or navy blue tights   |
| 10                                    | Black or blue hair bands – for Students with long hair only   |
| 1                                     | School shoes which must be black and polished, neither trainers or ballet pump style, and must have heels of no more than 2.4cm   |
| 1                                     | Black belt for trousers   |
| 1                                     | Black or navy blue mid length coat – If a coat is worn it should be black or navy with no overt symbols or branding   |
| 1                                     | School bag which should not show vulgar or offensive symbols or wording   |
| 1                                     | College scarf or blue/black plain scarf   |
| <b>Specified Sports Kit Items</b>     |   |
| 1                                     | Badged polo shirt   |
| 1                                     | Badged with shorts (boys)   |
| 1                                     | Canterbury black/white hooped and badged shirt (boys)   |
| 1                                     | Hockey top (girls)  |
| 1                                     | Rugby/Hockey socks  |
| 1                                     | Badged rugby shorts (boys)  |
| 1                                     | Badged skort (girls)  |
| <b>Non-Specified Sports Kit Items</b> |   |
| 1                                     | Badged navy sweatshirt  |
| 3                                     | White socks   |
| 1                                     | Predominately white indoor non marking trainer shoes  |
| 1                                     | Black football shorts (boys)  |
| 1                                     | Football/Rugby boots (boys)   |
| 1                                     | Astro shoes/Hockey boots (girls)  |
| 1                                     | Gum shield  |

|   |   |
|---|---|
| 1   | Navy blue jogging bottoms or tracksuit trousers |
| 1   | Shin pads                                       |
| 1   | Black swimming shorts/trunks (boys)             |
| 1   | Black swimming costume (girls)                  |
| 1   | Black swimming cap                              |
| 1   | Swimming goggles                                |
| 1   | Towel   |
| 1   | Blue/black sports bag                           |
| 1   | Hockey stick                                    |
| <b>Additional Sports Kit Items (for summer term only)</b> |   |
| 1   | Predominately white outdoor training shoes      |
| 1   | Athletics vest                                  |
| 1   | White cricket shirt (boys)                      |
| 1   | White cricket trousers (boys)                   |
| 1   | White cricket jumper (boys)                     |
| 1   | Cricket bat, pads, helmet, gloves (boys)        |
| 1   | Tennis racket                                   |
| 1   | Blue sun hat                                    |
| 1   | Athletics spikes                                |
| 1   | Cricket spikes (boys)                           |

See the uniform section on dress code, policy, uniform suppliers and other information regarding the uniform.

### **Normal Clothing & Nightwear**

- There is limited storage for normal non-school clothing so please bring a minimum
- Dressing gown/bath robe – to use between the dorm and bathroom and for decency in the event of a fire alarm at night.
- 3 pairs of pyjamas/nightwear.
- 2 Bath towels.
- 1 Swimming towel.

### **Bedding**

All Students are provided with fitted bottom sheets but are asked to supply duvet covers and pillowcases. The College can provide additional pillows, but it is necessary for Parents/Carers to supply additional pillowcases.

### **Electricals**

Students may bring their own phone, laptop, hairdryer and may wish to bring a lamp and alarm clock. Phone and laptops are subject to the acceptable use agreement and Students must be responsible for the safety of their own items.

Any personal electrical items must be new or checked to ensure that they are safe, before they are brought to College. Any item found to be unsafe will be removed to avoid any risk of injury or fire hazard. The College will carry out safety checks on all equipment during the year. There is a list of items that for health and safety reasons are not allowed on site, this list is available from the External Relations Office.

### Other

- Toiletries – **NO AEROSOLS**
- Shoe cleaning kit
- Large laundry bag for soiled clothing (non pop-up variety)
- Hair bands for Students with long hair
- Batteries for safe 4 x AA
- Minimum non-school casual wear, (limited storage) & able to do laundry regularly - boarders who are in College at the weekend will need a set of smart clothes for Chapel
- Lockable tuck box (plastic tool/DIY box or similar)
- No over counter medicines necessary – vitamins etc. medical centre need to be aware

### Laundry

Boarders have a timetabled rota to put their washing out and it is their responsibility to make sure that they remember their own rota. Younger Students are helped with their laundry, but older Students are expected to be self-reliant.

### Pocket Money

Pocket money should be paid via the online payment system, Wisepay, which will be available to Students immediately. Please make sure that pocket money is always paid this way and not left in drawers or pockets upstairs.

### Big Weekenders

A programme of extended activities for boarding on selected weekends has been designed to encourage Students to stay at the College at weekends and further develop the experience of boarding. The extended programme for each “Big Weekender” will include more activities. All the planned “Big Weekenders” are listed on the College website and Schoolbase calendars.

### Prep

Boarding Students’ complete prep in their boarding house with the support of teaching staff and Graduate Boarding Assistants. There are also opportunities for guided prep in the technology building giving further access to teaching facilities.

Years 7-9 complete supervised prep from 18:30-19:30 downstairs in their boarding house. Years 10-11 are allowed upstairs to complete prep between 18:30-20:30. Sixth form Students

complete prep in Lincoln Hall between 18:00-20:30 and also on a Saturday morning between 09:00 and 12:00.

### **Medical Care for Boarders** **(see Other Information for Day Student Medical Care)**

If a boarding Student feels unwell whilst at school, they should speak to their teacher if in class or house staff if in the boarding house. If they are in house and the problem is minor, their Matron is likely to be able to deal with the problem. The Matron can give over-the-counter medication e.g. cough medicine, paracetamol etc.

If the problem is more complicated or the Matron is concerned, the Student may be referred to the Medical Centre. If the nurse decides that the Student is too unwell for school, they can rest on a bed in the Medical Centre. We have 5 male and 5 female beds.

If a Student is admitted overnight the Parents/Carers will be informed where possible. If a Student is likely to be off school for several days the Parent/Carer or Guardian will be asked to take the Student home.

In the case of an accident, the Parent/Carer will be informed. Any medication prescribed whilst not at school should be handed to the House Matron. These need to be in the original container with the Student's name, the name and dose of the medication and how often it is to be given. Any non-prescribed medication, such as vitamins should also be handed in to their Matron in order to keep a complete record of what the Student is taking.

The College makes no routine provision for dental treatment or eye tests for its Students. Parents/Carers are therefore requested to make appointments for their children to be examined during the holidays.

During the first term all new boarding Students are invited to the Medical Centre for a new patient interview. Base recordings are taken and forwarded to Wymondham Medical Centre. If there are any significant details, e.g., they use inhalers for asthma, or they have an ongoing medical need, an appointment will be made for them to see the local Doctor.

All boarding Students are registered with the school Doctor – unless requested to stay with their home GP (e.g. for ongoing complex health needs). If a Student needs to see a Doctor while at home, they should be seen as a temporary resident.

At present the College Doctor or medical officer is Dr Helen Vanston from Wymondham Medical Centre, Postmill Close, Wymondham, Norfolk, NR18 0RF. Tel: 01953 602220.

Surgeries are held at the College every Monday morning, Wednesday afternoon and Friday morning. Every other Thursday evening, a Teenage Health Clinic is run. If Students would rather see a male Doctor, an appointment can be made at Wymondham Medical Centre. Students can request to see the Doctor alone, but routinely the nurse or assistant will



accompany them as a patient advocate. Following a Doctor's appointment, the Parent/Carers of Students under 16 will be telephoned and informed of findings/treatments prescribed etc.

If a Student has been prescribed routine medication e.g. for asthma, hay fever or acne, a supply can be requested for home as well as for in House. Students who use inhalers for asthma are advised to come to the Medical Centre before their inhaler runs out. We hold spare inhalers for them and will use this opportunity to check their asthma. Spare inhalers can be requested to be kept at home.

## **Departing the College**

### **Exeats/Half Term**

Students depart from their boarding house from 15:45; the latest collection is 17:00 and must be agreed with the House.

### **End of Term**

Students depart from their boarding house from 12:30 if not requiring lunch (from 13:30 if staying for lunch). The latest collection is 15:00 and agreed with the House.

## **Arriving back at the College**

### **Exeats/Half Term**

Boarding houses open at 19:00 and the latest arrival should be no later than 21:00.

### **Start of Term**

Boarding houses open at 16:30 and the latest arrival should be no later than 21:00.

### **Early Arrivals**

With more complex travel arrangements, a designated Early House will open for International Students only, from 16:00. Parents must inform the College of the arrival times if they will be returning their child/children at this earlier time.

## **International Students (Extra Information)**

### **International Student Welcome Event**

All boarders are invited to attend an induction weekend as stated earlier in the booklet. In addition to this, new International Students are welcomed earlier in the day than UK boarding Students at the start of the academic year. This gives your child time to get to know other new International Students, meet with current boarding Students from their house and have lunch with their Head of House. There is a presentation from the Headteacher, Head of Boarding

and from the Headteacher's PA who will give introduction into communication with the College, access to reports and finance.

### **Exeat House**

One of the boarding Houses will be host International boarders for the Exeat weekend when travel home is not possible, or they are unable to stay with their UK guardian. Activities are planned by the House which include outings. The current cost for the Exeat weekend is £180 per Student, **non-refundable** with payment made at least one week prior to Exeat. During the year, there may be a three day Exeat weekend which will be £250. The booking must be made via the College finance system, Wisepay, to secure a place.

### **Transport Information for International Students**

At the start of each half term, Parents/Carers are asked to provide their children's travel plans for the forthcoming Exeat weekend, half term or end/start of term. At the beginning of each term Parents/Carers will be required to complete the online travel form. This is to ensure that robust travel plans are in place and parental consent is obtained in advance.

International Students must have a UK resident guardian appointed by Parents/Carers who will be available to assist at short notice and live within a reasonable travelling distance from the College. During their first term Students should be collected by their Parents/Carers or Guardian.

Following the first term, whenever possible Students are encouraged to travel accompanied or as a group (normally Students under the age of 14 will not be able to travel unaccompanied).

Transport is provided to and from Wymondham Train Station for Exeat, half term and end/start of term at set times. Although the following is subject to change a guide for the timings are as follows.

**End of term**, when the College day ends at lunch time, departure from College to Wymondham Train Station is normally 13:30/13:45.

**Exeat and Half Term** departure times are normally 16:15. Confirmation of times will be sent to House and Students from the College Office.

### **Travelling to and from the College (Guide to travel options in the UK)**

For departure and arrival times before and following College holidays please see the Boarding Section.

All the information below is a guide to travel options in the UK. This information is for use to arrange travel for your child.

#### **Train**

Train tickets can be purchased online via [www.nationalrail.co.uk](http://www.nationalrail.co.uk) and these can be emailed or posted to the College. Please ensure that if posted the address details include your child's name, boarding house and the Wymondham College full address (this can be found at the start of this booklet). Please order the tickets at least three to four days in advance to allow enough time for postage.

### **Coach**

Coach tickets for National Express services can be purchased online from [www.nationalexpress.co.uk](http://www.nationalexpress.co.uk). These can be emailed or posted to the College. Please note that National Express do not allow children under the age of 14 to travel alone. Parents/Carers should book a taxi to transport the Student to the coach station.

### **Taxi**

We are unable to recommend individual taxi companies but can provide Parents/Carers with the current local authority approved list of taxi companies. Some Parents/Carers will arrange taxis to be shared with other Students and with permission, Parents/Carers details can be shared.

### **Bus**

The 13C First Bus service operates a limited service between Attleborough and Norwich. For timings please visit the First Bus website [www.firstgroup.com/norfolk-suffolk/routes-and-maps/netwoek-norwich/turquoise-line-13](http://www.firstgroup.com/norfolk-suffolk/routes-and-maps/netwoek-norwich/turquoise-line-13)

## **English Support**

Students meet with the EAL Learning Lead within the first two weeks of arrival at Wymondham College for an assessment and to ascertain the level of support to be provided.

## **Parents Evening Support**

Students may request a buddy from their boarding house who will accompany them to appointments and encourage completion of a feedback form. This is scanned and emailed to Parents/Carers the next day.

## **Contacting Home**

All Houses are equipped with Skype facilities so that Students can contact home in their free time.

## **Luggage Storage**

During the College holidays International Students may store up to two suitcases. All suitcases/luggage must be identified with the Student's name.

# **Teaching and Learning**

## **The Curriculum**

We offer a broad and balanced curriculum throughout Years 7 and 8. We develop Students' knowledge in core subjects as well as offering new academic experiences.

Learning key skills and cross curricular activities are central to their learning experience. Most classes are mixed ability in Year 7. Year 8 Students will choose their GCSE options to begin studying in Year 9. We run a three year programme throughout Years 9, 10 and 11 with the GCSE examinations being taken at the end of Year 11. Personal, Social, Health and Education (PSHE) and a Tutorial programme tackle wider issues of education such as Health Education and Citizenship. The teaching day consists of five one hour lessons with three lessons on Saturday mornings.

### **College Journal**

Students are issued with a Student Journal each year, via their Tutor or Head of House. This is used as a go-to vital document as it contains information personal to the Student such as lesson timetable, prep timetable, clubs, and fixtures. The journal should be used daily to record and plan prep and is also used to keep a track of rewards and sanctions too. There are lots of helpful pages in the journal that will aid different subjects.

### **Tutorial Arrangements**

The College operates 'family' or vertical tutor groups within the boarding houses. Students meet with Tutors each day for registration and a programme of activities designed to aid learning, social skills and educational progression.

### **Special Education Needs**

Is your child's spelling causing them grief? Does reading slow them down? Is mathematics a nightmare or prep a problem? The SEND department is here to help, available every lunch time and in lessons where needed. Together with an 'open door' approach, a formal register is provided to all teaching staff of Students which specific learning difficulties, aiding staff in their teaching practises. Please note down any educational support needs the Student has on the 'Parental Consent form'.

### **The Library**

All Students are enrolled as members of the College Library on their first Library lesson of the year. The Library is available to all Students at break, lunchtime, after lessons and in lesson time for classes or as a study area for Sixth Form.

### **Information and Communications Technology (ICT)**

The ICT department is well equipped with 4 dedicated ICT suites and excellent specialist teaching staff. In Years 7 and 8 all Students have two ICT lessons each fortnight where the full ICT curriculum is delivered. Lessons include using Office software, image manipulation, control software and game making. Computers are available for Student use in House.

### **Consultation and Parents Evenings**

Annual Parents'/Carers' Consultation Evenings are held throughout the year for each year group. These are published on the College calendar.

### **Progress Reviews**

Progress Reviews are issued to Parents/Carers during the academic year. This is a teacher assessment of the current level Students are working at, along with Target and Attitude to Learning grades based on Pride, Passion and Positivity.

## **Fees**

### **Registration**

Parents/Carers of UK boarders are required to pay a £1,500.00 non-refundable deposit when they accept a main school boarding place at the College. This amount will be deducted from the last term's fees (less any debts to the College) when the Student leaves the College. Where a main school full boarding place has been offered to a Student whose main residence is outside the UK (except HM Forces), Parents/Carers are required to make a non-refundable deposit of £3,000.00 at the time of acceptance. This is deducted from the last term's fees (less any debts to the College) when the Student leaves the College.

### **Boarding**

Parents/Carers of boarders are required to sign the College Boarding Agreement which is a legally binding contract setting out the terms and conditions under which the boarding place is offered, including the financial obligations of Parents/Carers.

Parents/Carers who have responsibility for payment of the boarding fees are required to sign the Boarding Agreement. If both Parents/Carers are signatories to the agreement they are held to be jointly and severally liable for the payment of the boarding fee.

### **Day+ Charges**

Parents/Carers of Day+ Students are required to sign the College Day+ Agreement which is a legally binding contract setting out the terms and conditions under which the Day+ place is offered, including the financial obligations of Parents/Carers.

Parents/Carers who have responsibility for payment of the Day+ fee are required to sign the Day+ Agreement. If both Parents/Carers are signatories to the agreement they are held to be jointly and severally liable for the payment of the Day+ fee.

### **Payment of Fees**

Payments may be made by direct bank transfer or direct debit. If you choose these methods, please remember to quote your child's account reference which can be found on the top, right hand corner of the invoice. Fees may also be paid by cheque, either by post or delivered to

the College Accounts Department on the day that the Student returns at the start of a term. The Accounts Department remains open to receive payments on those evenings.

### **Child Care Vouchers/Working Tax Credits**

Parents/Carers whose employers offer the Childcare Voucher Scheme may be able to use these to offset some of the boarding or Day+ fees. In such cases, the element of the fee that may be covered by the childcare voucher is paid directly to the College by the voucher provider with the balance of the fee being paid by the Parent/Carer. If you feel this might apply to your circumstances, please contact the Accounts Department for further information.

Parents/Carers in receipt of the Working Tax Credit (WTC) can claim for the childcare element of the WTC against the boarding or Day+ fee. Parents/Carers who satisfy the above qualifying conditions can apply to HMRC Tax Credit Office with details of their fees to support their claim. It is important to establish that the College charges fees for childcare and not for education when seeking to claim WTC.

### **Day Student Lunch Charge**

This charge is invoiced termly in advance to all main school day Students except those who are exempt from this charge.

This charge not only covers the cost of lunch but also reflects the fact that day Students may arrive at the College from 08:15 and can stay until 17:15 making full use of the boarding house facilities downstairs and taking refreshments during the day alongside boarders and Day+ Students.

### **Other Charges**

Any day Student who takes any other meals to which they would not normally be entitled will be charged for an occasional meal. Students are required to sign a register in their house. Such fees will be charged termly in arrears.

The Governors' full charging policy is available on the College website. This includes the provision to charge Parents/Carers for any damage attributed to the wilful or negligent acts of Students and for the loss of College property.

### **Insurance**

The College does not provide insurance cover for Students' personal possessions. Parents/Carers may wish to consider if they have adequate cover for any valuables.

## **Help and Advice**

### **Support & Guidance**

It is possible that at some stage in any Student's life something may go wrong. The development of the whole Student both academically and socially is important to us at Wymondham College and great emphasis is placed on pastoral care. All Students are allocated a house, where experienced staff are on hand. All Students will be in Tutor groups and the role of the Tutor is vital to the wellbeing of all Students.

The Tutor should be the first point of contact for school issues or boarding staff for boarding issues. More serious problems will be referred via Tutors to their Head of House.

Referrals can be sent to our Wellbeing Team via Heads of Houses

### **Child Protection**

Wymondham College is committed to Safeguarding and Child Protection. The Designated Senior Leader for Child Protection has responsibility for the coordination of all child protection issues throughout the College and will liaise with external agencies as appropriate.

If you have any concerns or issues you would like to discuss, please contact the College Main Reception on 01953 609000 and ask to speak to a member of the safeguarding team.

### **Complaints**

Naturally, we hope you will be happy with the way in which we work with you and your child and will not feel the need to complain. Informal complaints will be recorded by the Head of House. However, we recognise that there may be occasions when you feel you may wish to make a formal complaint.

A formal complaint may be made after informal attempts to resolve the situation have been exhausted. You should write to the Headteacher setting out the reasons for your complaint and providing any supporting documentation. The Headteacher will arrange for your complaint to be investigated and you will be informed of the outcome of your complaint within three school weeks.

If you are dissatisfied with the outcome of your formal complaint, or if your complaint is about the actions of the Headteacher, your complaint should be addressed to the Clerk to the Governors at the College address. The full text of the Governors' complaints policy is available on the College website.

# Annual Formal Events Calendar

For the full College Calendar please see the website.

## Founders' Day Service

All Year 7 Students are invited to our annual service to give thanks for the foundation of the College. Parents/Carers are also able to attend this service subject to seating being available in the Chapel.

## Remembrance Sunday

Our Remembrance Sunday service is another special event in the College Calendar. We remember those who have given their lives in the World Wars and more recent conflicts.

Members of the College are joined by representatives of the United States Air Force, in paying particular tribute to the sacrifice of the American airman for whom the College site was a hospital between 1942 -1945. All Students and their Parent(s)/Carer(s) are welcome to attend.

## Christmas Carol Service

The College's Christmas celebrations include a service of Nine Lessons and Carols featuring the College choir and Orchestra. All Students and their Parent(s)/Carer(s) are welcome to attend.

## House Formals

Each main school House organises its own Christmas events in the last week of the Autumn term, including a 'formal'. There is a great deal of excitement about these events for which planning starts early.

## The Lincoln Lecture

All Parents/Carers are welcome to apply for tickets to the Lecture which takes place in the Spring Term.

## The Mair Cup

The Mair Cup is the annual Interhouse music competition which takes place during the Spring Term. Admission is by ticket only and all Students and their Parents/Carers are welcome to attend.

## Speech Day

Speech Day is the opportunity for the College to recognise the achievements of its Students in a wide variety of fields. Prizes are usually presented by an eminent guest speaker. Speech Day takes place in the Sports Hall and attendance is by invitation only.



# Parent Staff Association

## About us

The Wymondham College Parent Staff Association (PSA), are Parents/Carers and Staff working together to forge connections between us all and raise much needed funds for College equipment, educational projects and Student experiences. We do this by organising social events from our Chilli and Quiz Night, through to Comedy Nights and our fabulous Winter Fayre and sales in our on-site PSA Shop, 200 Club Lottery, Amazon Smile, EasyFundraising and Bag2School Clothes/Shoes Fundraising scheme. All families are automatically members of the PSA when their child/children join(s) the College. The PSA has a committee with elected officers, ordinary committee members and a group of volunteers. We are a charity so we can receive donations from local and national companies, company "Matched Giving" schemes, payroll giving as well as applying for grants. When your child joins the College we encourage parents/carers to make a one-off family donation of £10 in patronage of the PSA. Every time you support the PSA with a cash donation or if you support a sponsored event the PSA can claim the Gift Aid on your contribution. **To make a donation or receive a declaration form, please email [wymondhamcollegepsa@gmail.com](mailto:wymondhamcollegepsa@gmail.com)**

## Events

We arrange a wide variety of social events. Below is a summary of events we hold every year which we would love you to join us for and we are always looking for ideas from the College community, if you would like us to arrange, please get in touch by emailing [psa@wymondhamcollege.org](mailto:psa@wymondhamcollege.org). We value the support of the entire College community.

Tickets for events can be purchased from Main Reception or via BACS by email; [psa@wymondhamcollege.org](mailto:psa@wymondhamcollege.org). Booking forms will be emailed as events approach by the College office; [collegeoffice@wymondhamcollege.org](mailto:collegeoffice@wymondhamcollege.org).

## Event Key Dates

|           |                                |
|-----------|--------------------------------|
| September | Back to College Coffee morning |
| October   | Family Bingo Night             |
| November  | Winter Fayre                   |
| February  | Chilli and Quiz Night          |
| July      | Comedy Night                   |

## PSA Shop

PSA volunteers run a new and second-hand shop selling uniform, sports equipment/footwear, mouthguards and toiletries. The PSA Shop is located next to the Sports Hall and is open every Saturday in term time from 11:30-12:30. We accept either cash or cheque for payment. We have a small changing room so Students can come along and try items with Parents/Carers. We also sell tea towels in House colours and PSA branded shopping bags. A mail order service is available for out-of-hours by emailing [psa@wymondhamcollege.org](mailto:psa@wymondhamcollege.org) or [wymondhamcollegepsashop@gmail.com](mailto:wymondhamcollegepsashop@gmail.com). The income generated by the PSA shop supports a

wide variety of educational projects for Students within the College and is a very useful service for Parents/Carers and Students alike.

### **PSA Uniform donations**

We have PSA uniform donation bins available in each of the Houses (either in the foyer or nearby, please ask at the House office if you cannot find them). These are ready to gratefully receive clean donations of uniform you have finished with – this can include sportswear and footwear too. We are also happy to accept donated items in the shop itself when the PSA shop is open.

### **200 Club Lottery**

PSA volunteers run the 200 Club Lottery. This is limited to 200 places and a monthly draw with guaranteed cash prizes of £75.00 and £30.00. There is also a chance to win up to £2000.00 and £1000.00 in the September Jackpot.

By joining our lottery for £5.00 a month you are supporting the Wymondham College Bursary fund which assists Students with the cost of educational trips which they otherwise wouldn't be able to afford and education projects such as buying new library computers as we did in 2016. You can sign up to our lottery by emailing [\*\*wymondhamcollegepsa200club@gmail.com\*\*](mailto:wymondhamcollegepsa200club@gmail.com).

### **Amazon Smile and EasyFundraising**

You can also help us raise money for free every time you shop online. Shop via **Amazon Smile** and nominate us as your charity. Also sign up to [www.easyfundraising.org.uk/causes/wymondhamcollege](http://www.easyfundraising.org.uk/causes/wymondhamcollege) and sign up to support us while you shop with one of over 3,000 retailers including food shopping, clothes, books, music, films, insurance, holidays, flights, office supplies, and many more items. Retailers will donate, at no cost to you, every time you buy.. So far, our incredible supporters have raised an amazing £ £3268.95.

### **Matched Giving and Payroll Giving**

If you work for an organisation that has a match funding policy, any money you raise could be matched by your employer. Companies may match the fundraising total for an event, or for the stall that their employee is working on. Let us know if your company has a scheme?

### **Bag2School**

We organise a bi-annual collection of unwanted used clothing and shoes. For more information, please go to [www.uk.bag2school.com](http://www.uk.bag2school.com).

### **PSA Grants/Awards**

The PSA funds equipment, projects and experiences that enhance Student's education where there is a strong evidence of need, that involve as wide a range of Students as possible and

are value for money. Grants awarded have included: allotment project, smoke machine, stock market challenge software, astronomy club planetarium, lighting workshop, junior golf sets, robotic sets, rugby scrummage machinery, hockey kit, outdoor gym and seating, cricket bowling equipment, digital camera, minibuses, language plays, indoor cricket nets, visual and performing arts festival, netball team dresses, kitchen equipment for cooking, university clubs, ICT touch screen display, sixth form PA system and library books.

## **Volunteering**

We encourage Parents/Carers to volunteer for an hour once a year and help us make a real difference. We support College events with a pool of volunteers who are coordinated by our secretary. The type of events the volunteers support are serving refreshments at parents evenings, open days and concerts (the College catering team do everything else including the baking and the washing up), helping at PSA social events and helping in the PSA shop, There is no obligation, and you will always be fully supported alongside other experienced volunteers.

## **Keep in Touch**

To find out what we have been doing, for upcoming or recent events, and how our funds are being spent, or if there's anything you would like to raise place follow us on Facebook and Twitter or send us an email:

Facebook [www.facebook/WymondhamCollegePSA](http://www.facebook/WymondhamCollegePSA)

Twitter [@WymondhamCoIPSA](https://twitter.com/WymondhamCoIPSA)

Email [wymondhamcollegepsa@gmail.com](mailto:wymondhamcollegepsa@gmail.com)

## **Support the College**

### **Wymondham College Trust**

The Wymondham College Trust is an independent charitable organisation which exists to support the College. By giving money to the Trust via "Gift Aid", UK taxpayers can benefit the College and claim tax relief at their highest marginal rate.

For more information, please go to [www.wymondhamcollege.org/charitabletrust](http://www.wymondhamcollege.org/charitabletrust), contact the Secretary to the Trust on 01953 609000 or email [bursar@wymondhamcollege.org](mailto:bursar@wymondhamcollege.org).

### **The Old Wymondhamian's**

The Old Wymondhamian's is the association for all former Students, staff, governors, and other friends of the College. The Old Wymondhamian's organise a variety of activities, including reunions, to promote friendship between former members of the College and to support the College.

When Students join the Sixth Form they will be invited to take out a life-time membership of the Old Wymondhamians. The cost for this is £10.00 and will be a one-off payment. To register, email [alumni@wymondhamcollege.org](mailto:alumni@wymondhamcollege.org).

The Old Wymondham's has responsibility for its website; [www.wcremembered.co.uk](http://www.wcremembered.co.uk) which is a source of stories, photographs and data, not only about the College, but also its previous life as a USAF Hospital in WW2.

Funding comes from a monthly 100 club prize draw which we would encourage people to join. The 100 Club is also the source of income for the annual travel award made by the Old Wymondhamians to a Student travelling in a gap year.

