



WYMONDHAM COLLEGE



NEW STUDENTS' GUIDE

2018/2019





INTRODUCTION

This guide is designed to provide new students and their parents/carers 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. This can be accessed via the VLE (page 5). We cannot possibly cover everything in one guide and you will receive further information at the following times:

Welcome information from the houses and information about your first few days at the College will be sent out during August.

Please note that we may have to change some of the arrangements set out in this guide before September but we will tell you if this is the case. Some of the information in this guide differs for boarders or day students some of whom may be **day boarders**, so please make sure you are reading the right part.

INDUCTION

PREVIEW WEEKEND

All Year 7 students will be invited to attend Preview Weekend on Friday 6th and Saturday 7th July 2018. We ask that all UK resident students attend this event. Students from overseas are also encouraged to attend if practical.

- Boarders attend from late afternoon on Friday 6th July and stay overnight.
- Day boarders and day students attend on Saturday 7th July only.
- Preview weekend ends at 12 noon on Saturday.

New boarding students into Year 9 will attend the College for a sleepover in their boarding houses. We will advise you of the precise date in due course.

FIRST WEEK OF TERM

Term starts on Wednesday 5th September.

- New boarders and their parents/carers are asked to arrive at the College between 16:00 and 16:30 on Tuesday 4th September, in full school uniform.
- New day boarders and day students should arrive at the College on Wednesday 5th September at a time to be advised in the August mailing.

Please note that the first weekend of term is a 'Big Weekender' (see page 7). 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 allocation are made at the discretion of the Head of School and whilst certain convention will be followed (e.g. siblings being places 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 house kit in the same mailing.



HOUSE COLOURS

Cavell Hall - Blue



Fry Hall - Yellow



Kett Hall - Green



New Hall - Red



Peel Hall - Purple



CONTACTING THE COLLEGE

THE ADDRESS

Wymondham College, Wymondham, Norfolk, NR18 9SZ

ADDRESS FOR BOARDERS' MAIL

Boarders' mail should be addressed to: Name of Student, Name of Boarding House, Wymondham College, Wymondham, Norfolk, NR18 9SZ.

Please take care to ensure that the correct postage is applied to boarders' mail. Incorrect postage can lead to delays in delivery and great inconvenience to recipients and the College staff. Students are also given their own email address which they may access on site and at home.

COMMUNICATION WITH PARENTS AND CARERS

Until the end of the Summer Term on Friday 13th July, your main point of contact remains the Registrar's Office. They can be contacted on 01953 609014 or by email at: admissions@wymondhamcollege.org

The College is then closed until September but if you have an urgent request you can contact the College Reception (01953 609000) who will try to help.

The College operates a 'Parent and Staff Support Office' (PSSO) which is a single dedicated point of contact, during term time, to make communication with the College easier for parents/carers. This is different to the main College switchboard. From September your main point of contact will be the PSSO or the Head of House.

The Parent and Staff Support Office telephone number is 01953 609075 or 01953 609000 ext 4375, email: contact@wymondhamcollege.org.

The Parent and Staff Support Office is staffed during term time as follows:
Monday - Friday: 8.00 - 16.00. Outside these times, calls will be directed to the main reception.

For non-student related enquiries, the standard College contact details are:
College Switchboard: 01953 609000, Email: enquiries@wymondhamcollege.org, Fax: 01953 603313.

The College website can be found at www.wymondhamcollege.org.



FACEBOOK & TWITTER

We have a profile on both Facebook and Twitter in which you can keep up to date with news and events around the College. Our usernames are:

Facebook - Wymondham College

Twitter - @wymondhamcol

SCHOOLBASE

Access to your son or daughter's assessment information behaviour, attendance, the College calendar and some common documents is through SchoolBase. Details as to how to access this will be available in due course.

VLE

The VLE has further information such as College policies, agendas and minutes of Parents'/Carers' Forums and College forms. The VLE can be found by typing vle.wymondhamcollege.org into the browser or going to the College website and clicking on the tab on the top right hand side "College Calendar and Useful Links" and VLE on the menu.

The username is: parentportal and the password: fifteen88. This is a generic login only for use with the VLE.

Should you require any further assistance with logging into either SchoolBase or VLE, please contact reporting@wymondhamcollege.org.

Members of the Senior Leadership Team are on call during out-of-hours. In case of emergencies, contact 01953 609080. Heads of House should be the first port of call for any non-emergency issues.

COLLEGE ROUTINE

TERM DATES, HALF TERMS AND EXEATS 2018 - 2019

AUTUMN TERM 2018 (WEDNESDAY 5 SEPTEMBER - FRIDAY 14 DECEMBER)

1st Exeat:	Friday 21 September	-	Sunday 23 September
Half Term:	Friday 12 October	-	Sunday 28 October
2nd Exeat:	Friday 16 November	-	Sunday 18 November

SPRING TERM 2019 (WEDNESDAY 9 JANUARY - THURSDAY 4 APRIL)

1st Exeat:	Friday 25 January	-	Sunday 27 January
Half Term:	Friday 15 February	-	Sunday 24 February
2nd Exeat:	Friday 15 March	-	Sunday 17 March

SUMMER TERM 2019 (WEDNESDAY 24 APRIL - FRIDAY 12 JULY)

1st Exeat:	Friday 3 May	-	Monday 6 May (Inc. May Day Bank Holiday)
Half Term:	Friday 24 May	-	Sunday 2 June
2nd Exeat:	Friday 21 June	-	Sunday 23 June

Students leave for Exeat and Half Terms after lessons finish at 15:45. Students leave at the end of full terms after College assembly which finishes at approximately 12:30.



BOARDERS RETURN

Autumn: 16:30 - 17:30 Tuesday 4 September 2018
Spring: 16:30 - 17:30 Tuesday 8 January 2019
Summer: 16:30 - 17:30 Tuesday 23 April 2019

BOARDING SIGNING OUT AND IN TIMES

Except for weekend leave, boarders leave College 30 minutes later than day students to help ease traffic congestion on the site.

END OF TERM AND START

(Start of the Academic year/ Christmas/ Easter/ End of academic year).

Signing out between 12:30 - 15:00 in full school uniform.
 Signing in between 16:30 - 17:30 in full school uniform.

EXEAT WEEKENDS AND HALF TERM HOLIDAYS

Signing out between 16:15 - 17:00 Fridays.
 Signing in between 19:00 - 20:00 Sundays.

(Exceptionally between 08:00 - 08:20 Monday - with Head of House approval).

WEEKEND LEAVE

You will be asked to complete a form at the beginning of each term, indicating your weekend leave requirements. Any exceptions to this should be agreed with the Head of House.

Signing out between 12:00 noon and 12:30 Saturday.
 Signing in between 19:00 - 20:00 Sunday.

(Exceptionally between 08:00 - 08:20 Monday).

REGISTRATION

Registration takes place each morning at 08:30. Students must attend promptly or may be marked "late" or "absent" by their Tutor. If arriving late, students should report to the Parent and Staff Support Office to sign in.

DAY TIMETABLE

MON -	08:30	08:40	09:00	10:05	11:05	11:25	12:25	13:40	14:45
		- 08:55	- 10:00	- 11:05	- 11:20	- 12:25	- 13:40	- 14:40	- 15:45
FRI	Regist- ration	Assem- bly	Period 1	Period 2	Break	Period 3	Lunch	Period 4	Period 5



SAT	08:30	09:40	10:40	11:00
	-	-	-	-
	09:35	10:40	10:55	12:00
	Period 1	Period 2	Break	Period 3

Wake up Time Monday - Saturday 07:00.

CHAPEL AND ASSEMBLIES

Each weekday morning begins with an act of collective worship of a broadly Christian nature. This will either take the form of a House assembly led by the House Team; SLT or an Assembly with the Head of School, a Chapel Service led by the Chaplain or in their designated tutor rooms with their Tutor. All students must attend Chapel and Assemblies unless their parent/carer has informed the Head of School in writing that he/she wishes to exercise his/her right to withdraw their child from acts of collective worship.

ABSENCE FROM THE COLLEGE

It is the responsibility of parents/carers to ensure that they attend 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 be disadvantaged by the time taken by a teacher to bring a returning student up to date with work missed.

Where day boarders and day students are unable to attend school, parents/carers should inform the College of a student's absence as soon as possible and normally on the first day of the absence by phoning the Parent and Staff Support Office, not the House.

A letter explaining the absence should be given to the student's Tutor on return or sent to the Tutor after three days if the absence continues. 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, then parents/carers should inform the House Office prior to signing in time. A note to the Tutor is also required after three days or on the student's return to the College if sooner.

Requests for Leave of Absence should be made to the Head of House using the forms available from the House Office and on the VLE, not less than seven days before the start of the proposed absence. The Governors' Policy on 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.

BIG WEEKENDERS

A programme of extended activities for boarders on selected weekends has been designed to encourage more to stay in at weekends and further develop the experience of boarding for those



who do stay at weekends. The extended programme for each of these “Big Weekenders” will include more activities. All the planned “Big Weekenders” are listed on the College website and Schoolbase.

COLLEGE RULES

WEEKEND LEAVE FOR BOARDERS

Please note that the first weekend of term is 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 and of course it is a great way to make new friends! You will be asked to complete a form at the beginning of each term, indicating your weekend leave requirements. Any exceptions to this should be agreed with the Head of House.

Any College commitment, for example, sport, music or drama, takes priority over weekend leave requests.

EXEAT WEEKENDS

The College closes once each half term for an Exeat weekend. International boarders can remain in the College and participate in an activities programme organised by the Exeat house. Other places for the Exeat weekends must be booked in advance with the International Centre Secretary. There is a charge for this additional provision.

MOBILE PHONES AND ELECTRONIC DEVICES

The College has an Acceptable Use Agreement for all laptops, mobile phones and other portable electronic equipment.

Students are not permitted to bring their devices to school unless the AUA has been signed by parents/carers and students. The use of mobile phones by students is controlled under the terms of an Acceptable Use Agreement, which will be sent to parents/carers in the August mailing. All electronic equipment must be registered with the Head of House and be submitted to regular PAT testing. Any equipment which fails a PAT test or which is not submitted for testing may be confiscated by the Head of House and disposed of at his/her discretion.

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.

INTRODUCTIONS

Wymondham 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 the three Cs:

Care
Consideration
Courtesy

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 reasonably be associated with it.

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 drink onto College premises or consume alcohol except under the supervision of a member of staff at a meal where the Head of School has approved the serving of alcohol. Students may consume no more than two units of alcohol at such an event.

Sexual activity involving students is a breach of the College Rules. Any student entering an area of the College designated for the use only 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 not bring any substance known as Novel Psychoactive Substances (NPS) “Legal Highs” onto the College grounds.

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 bounds for students are displayed in each house.

Students must respect the privacy of others within the boarding house and elsewhere.

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 properly.
- They must raise their hands when they need 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 safeguard their safety and ensure that they learn properly.

APPEARANCE

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.

Highly bleached or unnaturally dyed hair is not permitted.

Makeup and jewellery, where worn, must be un-ostentatious.

All students must accede to the reasonable requests of staff with regard to appearance.

STUDENTS' PROPERTY

Students have a responsibility to safeguard their own property as well as to respect the property of others. All property and clothing must be clearly marked with the name of the owner. Lost property should be handed to the Parent and Staff Support Office where all losses should be reported.

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

Students may not bring to 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 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 Bursar or to 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 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. Food, cutlery and crockery must not be removed from the Refectory.

Food and drink may not be consumed outside boarding houses except 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 must use the Information Communication Technology infrastructure of the College responsibly and according to the Information Communication 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 Communication 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 mobile communications equipment) must be kept switched off during assemblies, lesson times, activities, prep and after lights out. They must not be used in the Refectory or the Library or at any time when forbidden by a member of staff. 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.

DRIVING

Students who are legally permitted to drive are able to bring a car or motorcycle to the College subject to the following conditions:

- a) That it can be shown that it is necessary to use private transport to travel between home and the College and that a car permit is applied for and granted by the Head of House.
- b) That the vehicle is only used in accordance with the conditions set out on the car permit.
- c) That the vehicle is parked in an approved place on site and that the speed limit in the College grounds is respected.
- d) That the keys are left for safe-keeping with the Head of House or Deputy Head of House when not in use.

PLAGIARISM

Students must not copy, or attempt to copy, material from another pupil 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.

SANCTIONS

No form of physical sanction is allowed in the College.

All sanctions imposed by staff must be recorded.

All sanctions imposed must be fair and proportionate. An appeal against a sanction may be made to the Head of School but an appeal does not prevent a sanction taking effect immediately it has been imposed.

The Head of School has the authority to exclude a student from the College either temporarily or permanently or to exclude a boarder or day boarder from the boarding accommodation of the College. A student may be subject to an internal exclusion for serious breaches of classroom discipline.



COLLEGE LIFE

There is a lot for new students to remember but there are ways in which life can be made easier. Times for lessons, meal-times and evening routines are on the website. Students will also be issued with a Student Journal in which to record their timetables and the prep that is set. It is a good idea to put the times of music lessons, sports fixtures, Wymondham Life Club and anything else that they need to remember in the journal as well. Staff will help but responsibility lies with the student.

EXTRA-CURRICULAR ACTIVITIES - WYMONDHAM LIFE

There is an extensive programme of extra-curricular activities from 16:00 to 17:15 Monday to Friday. Details for these are shown on schoolbase and via notices in assemblies.

All boarders and day boarders 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, winter wonderland to a general shop at the supermarket or clothes shopping in Norwich. Also available throughout the week the College offers general sporting activities all the way to more extreme activities such as kayaking, horse riding and high altitude (trampoline world). We aim to offer alternative interests such as cooking for fun, quiz nights, minecraft, yoga, movie nights and much more.

Wymondham Life is constantly changing throughout the year and many opportunities arise. In order 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. Wymondham Life wants to give students the opportunities that they would normally have when at home.

TRIPS AWAY FROM COLLEGE

Trips are organised away from College by some members of staff and forms will be available to parents/carers from the department/house when appropriate. There are also boarder activities which usually take place on a Sunday during the term. These are organised centrally and forms for these are available in houses. Places are allocated on a first come/first served basis for which payment is required, which secures the place followed by return of the form. Payment is made through the online payment system (currently Scopay). Please note that places maybe spread across houses.

MEALS AND DIETARY REQUIREMENTS

Special dietary requirements are organised via the College Medical Centre. If your child does have special dietary requirements you will be asked to provide two photographs of them attached to the relevant form in the enclosed pack which shows that your child is vegetarian or has food allergies. Staff in the Refectory will then be informed and will soon get used to recognising those children on special diets. Houses are also informed.

TUCK AND THE TUCK SHOP

Students are allowed to bring tuck back to College, but do not need tuck boxes - a carrier bag will suffice. There is a tuck-shop in each house, and this is open on Monday to Friday lunchtimes and from 16:00 to 17:00. We encourage healthy eating and there is always fruit available in houses, so we would request that any tuck brought back is non-perishable.



COLLEGE SPORT

During the Autumn Term the major sport for girls is hockey on grass and astro pitches whereas the boys play rugby. In the Spring Term boys take part in football and girls play netball. After Easter, attention turns to athletics for both boys and girls along with cricket for the boys and rounders for girls. This is supplemented throughout the year by other physical activities such as gymnastics, swimming, basketball, badminton, cross country, tennis and fitness.

A full programme of inter school matches are played on Saturday afternoons and during the week throughout the year across the major sports and parents/carers are very welcome to come and support on these occasions.

Students who are selected to represent the College must understand that fulfilling that commitment is an absolute priority in all but the most extreme of 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.

INSTRUMENTAL MUSIC 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 and these can be arranged through the Director of Music. We hope all students that take instrumental lessons will participate in the various ensembles the College provides. Support for music practice is available in the boarding houses for boarders.

MEDICAL CARE

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. allergies, asthma, migraine etc.

Day Students: If a day student feels unwell while at school, they should speak to their teacher if in class, and matron or house staff if in the houses. They will be sent to the Medical Centre if they are fit enough to walk there unaided. The nurse will assess the student and if it is decided that he/she is too unwell for school the parents/carers will be contacted to collect them. The College cannot give any medication to day students unless by prior arrangement. Day and/or day boarders may have conditions which occasionally require medication e.g. migraine.

In this instance the Medical Centre should be informed. A consent to treatment has to be completed and the required medication given to the Medical Centre. This needs to be in the original container with the student's name, the name and dose of the drug 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 accident the parents/carers will be informed by the Medical Centre.

Boarding Students: If a boarding student feels unwell while at school, they should speak to their teacher if in class, and matron or house staff if in the houses. If they are in house and the problem is minor, their Matron is likely to be able to deal with the problem.

They can give over the counter medication e.g. cough medicine, paracetamol etc. If the problem is



more complicated or their Matron is concerned the student may be referred to the Medical Centre. As with the day students, if they feel unwell during lessons, they should inform their teacher. If the nurse decided 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 parents/carers will be asked to take their children home.

In the case of an accident the parents/carers will be informed. Any medication prescribed while not at school should be handed to the house Matron. These need to be in the original contains with the student's name, the name and dose of the drug and how often it is to be given. Any non-prescription 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 and parents/ carers are, therefore, requested to make arrangements for their children to be examined by a dentist and optician during the holidays.

Medical Centre: The Medical Centre is staffed by a Registered Nurse. On boarders' return days the Medical Centre is open for return times and at the end of term one hour after the end of school.

During their 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 doctor.

All boarding students are registered with the school doctor - unless especially requested to stay with 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 school 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 parents/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 inhalers run 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.



LOCKER AND KEYS

All students are provided with lockers downstairs 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. In addition, boarders also have a lockable safe in their room to secure valuable items. Instructions for use are available from the house office. All money should be placed in the house bank pocket money system.

STUDENT VOICE/STUDENT COUNCIL

Student involvement is central to the success of Wymondham College. The College aim is that all students can voice their opinions and have reasonable influence on the policies 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 the learning of themselves and others.

The Student Council act as the voice for all students. It is comprised of representatives from Principal'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 and Student Council via their House Council reps or by email at 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 a students from a mixture of year groups, genders and day/boarders 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, to name a few.

There are many other student leadership roles available to all students from Yr7-11. 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.

BOARDING MATTERS

SETTLING IN

On arrival it is suggested that boarders and their parents/carers go together to the dormitory in order to unpack and make up their bed. It is important to do this together so that your child knows where everything is and 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 prolonged 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 their sons/daughters except at the beginning and end of each full term. Boarders arrive and stay in uniform on these occasions.

There is no hard and fast guide as to how long it takes children to get used to boarding life. Some adapt very quickly whilst others take longer. 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 educational



opportunities that boarding provides. If children are having some initial difficulty settling it can be very tempting for parents/carers to overuse the mobile phone to try 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!). Calls just before bedtime can be unsettling as this is the time when boarders are most tired. Please feel free to chat with the Head of House and house staff if you have concerns.

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.

LAUNDRY

Boarders have a timetabled rota to put their washing out and it is their responsibility to make sure that they remember. 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 (currently ScoPay) 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.

UNIFORM AND CLOTHING

UNIFORM LIST

Uniform is available from our single supplier, Birds of Dereham. The June mailing will advise you of which house your son/daughter has been allocated, so that you can order uniform in the correct house colour. 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. They will also be present at the Preview Events.

CASUAL CLOTHES

Boarders who are in College at the weekend will need a set of smart clothes for Chapel. For boys this means a shirt and optional tie and smart trousers (no jeans or combat trousers) and for girls, smart skirts/trousers and tops, or dresses. Please note that there is limited storage space for clothes. It is important that all items are securely and clearly named including socks, underwear, shoes and trainers.

TEACHING AND LEARNING

THE CURRICULUM

We offer a broad and balanced curriculum throughout Key Stage 3 (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, though Maths will set before Christmas. Year 8 students will choose their GCSE options to begin studying in Year 9. We run a 3 year programme throughout Years 9, 10 and 11, leading to GCSE examinations which are usually taken at the end of Year 11. Personal, Social, Health, 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 College Journal each year, via their Tutor or Head of House. This is a vital document as it contains information such as lesson and prep timetables. The Journal is used on a daily basis to record and plan prep and is also where personal information such as merits and commendations is kept. It is instrumental in the process of student self assessment.

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 team is here to help, available every lunch time and in lessons where needed. Together with this 'open door' approach, a formal register is provided to all teaching staff of students with specific learning difficulties, aiding staff in their teaching practices. Please note any educational support needs your son / daughter has on the enclosed 'Parental Consents 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 at break, lunchtimes and after lessons as well as during curriculum time.

INFORMATION AND COMMUNICATIONS TECHNOLOGY

The ICT department is well equipped with 4 dedicated ICT suites and excellent specialist teaching staff. At Key Stage 3 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 even game making. Computers are available for student use in Houses.

REPORTING ON PROGRESS

CONSULTATION EVENINGS

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

PROGRESS REVIEWS

Progress reviews are issued to parents/carers five times per academic year. This is a teacher assessment of the current level students are working at, along with Target and Attitude to Learning (AtL) grades.



ENHANCED PROGRESS REVIEWS

One of the Progress Reviews each year is called an Enhanced Progress Review. This contains written comments from teachers as well as the grades. There is also a comment from the Head of House. The purpose of the Enhanced Progress Review is to promote a student's learning during the rest of the year.

IF THINGS GO WRONG

SUPPORT AND 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 well being of all students.

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

CHILD PROTECTION

Wymondham College is committed to Safeguarding and Child Protection. The Designated Senior Person for Child Protection has responsibility for the co-ordination 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 Reception direct (01953 609000) and ask to speak to a member of the safeguarding team.

COMPLAINTS

Naturally, we hope that you will be happy with the way in which we work with you and your son or daughter 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 that you 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 Head of School setting out the reasons for your complaint and providing any supporting documentation. The Head of School 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 to the Head of School or if your complaint is about the actions of the Head of School, 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 www.wymondhamcollege.org.

COLLEGE EVENTS

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 airmen for whom the College site was a hospital between 1942 and 1945. All students and their parents/carers are welcome to attend.

CHRISTMAS CAROL SERVICE

The College's Christmas celebrations include a splendid service of Nine Lessons and Carols featuring the College Choir and Orchestra. All students and their parents/carers are welcome to attend.

HOUSE CHRISTMAS FESTIVITIES AND 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 Inter House 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.

THE ROYAL NORFOLK SHOW

The College is well represented at the Royal Norfolk Show and parents/carers and other friends of the College are welcome to visit the College marquee. Students are allowed to attend on specific days as part of their 'Enrichment Week' programme.'

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.

INVOLVEMENT BY PARENT/CARERS

PARENT STAFF ASSOCIATION (PSA)

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 ranging from our Chilli & Quiz Night, through to Comedy Nights, and our fabulous Winter Fayre and sales in our on-site PSA Shop, 200 Club Lottery, Easyfundraising and Bag2School Clothes/Shoes Fundraising Scheme. All families are automatically members of the PSA when their student joins the College. Membership is free, but donations can be made via Wymondham College Scopay. 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 and apply for grants.



Our Trustees are:

President of the Association
Chairman
Vice Chairman
Secretary
Treasurer

Mr Dan Browning, Head of School
Corinna Pharaoh, Parent
Rachel Birtwell, Parent
Ellen Leary, Parent
Frankie Rogers, Parent

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 for events you are interested in us sourcing, or you would like us to arrange, please get in touch by email 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. Booking forms will be emailed as events approach by the PSSO office ps.supportoffice@wymondhamcollege.org

KEY DATES

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

PSA UNIFORM, SPORTS EQUIPMENT & TOILETRIES SHOP

PSA volunteers run a new and second-hand uniform, sports equipment/footwear, mouthguards and toiletries shop. 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 are welcome to come along and try items with or without 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 email psa@wymondhamcollege.org. 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 and students alike.

PSA UNIFORM DONATION BINS

We have PSA Uniform Donation Bins in each of the Houses, (either in the foyer or nearby, please ask at the House Office if you can't see them), ready to gratefully receive clean uniform items you've finished with - this can include sports equipment/footwear too. We are also happy to accept donated items when the PSA Shop is open.

PSA 200 CLUB LOTTERY

PSA volunteers run the 200 Club Lottery; limited to 200 places and a monthly draw with guaranteed cash prizes of £75 and £30 and a chance to win up to £2,000 and £1,000 in the September Jackpot!* By joining our lottery for £5 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 educational projects such as buying new library computers as we did in 2016. You can sign up to our lottery by email psa@wymondhamcollege.org *current prize levels.



EASYFUNDRAISING

You can also help us raise money for free every time you shop online, go to www.easyfundraising.org.uk/causes/wymondhamcollege/ and sign up to support us while you shop with one of the 3,214 high street shops and sites who belong to the scheme. So far, 83 of our incredible supporters have raised an amazing £3,012.63!

BAG2SCHOOL CLOTHES AND SHOES FUNDRAISING COLLECTION

We organise a bi-annual collection of unwanted used clothing and shoes www.uk.bag2school.com

PSA GRANTS AWARD

The PSA fund equipment, projects and experiences that enhance students 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 for Fun and Cooking for University Club's, 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 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 please follow us on Facebook and Twitter or send us an email:

Facebook: www.facebook/WymondhamCollegePSA

Twitter: @WymondhamColPSA

Email: psa@wymondhamcollege.org

HELPING WYMONDHAM 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/collegecharitabletrust, contact the Secretary to the Trust on 01953 609000 or email bursar@wymondhamcollege.org.

OLD WYMONDHAMIANS

The Old Wymondhamians is the association for all former students, staff, governors and other friends of the College. The Old Wymondhamians 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 and will be a one off payment. To register, email alumni@wymondhamcollege.org

The Old Wymondhamians has responsibility for its website; www.wcreminded.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.

TRANSPORT TO THE COLLEGE

PUBLIC TRANSPORT

For details of public transport to the College, please log on to the Norfolk County Council website: www.norfolk.gov.uk Click on 'Travel and Transport' Click on 'Travelling to School or College'. First bus currently operate 2 services, The 13C bus from Norwich to the College in the morning and a return journey in the evening and the 13 bus from Attleborough to the College in the morning and a return journey in the evening. For further details please view the First bus website 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 at Exeats. However, minibuses are provided to take boarders to Attleborough railway station and the National Express/Jetlink coach stop immediately after school finishes. Coach tickets should be booked in advance to guarantee a seat. Taxi services can be booked through the College by parents/carers of overseas students.

INTERNATIONAL STUDENTS

The International Centre Secretary, Mrs Sarah Wright is available to assist parents/carers of international students of the services parents/carers can find for boarders travelling in the UK. She can be contacted on wrightsa.ad@wymondhamcollege.org.

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 a large number of 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 VLE. Students wishing to cycle should seek permission from the Head of School.

MOTORCYCLES/ CARS

Parents/carers of day boarders and day students are requested to use the car park at the front of the College (main entrance) to drop off and collect their children. Parents/carers of boarders who collect their children at either Exeat weekends 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 earlier in this booklet. The College continuously reviews ways of improving the management of traffic on the campus.

FEES

REGISTRATION

Parents/carers of UK boarders are required to forward a £500 non-refundable deposit when they accept a boarding place at the College. This amount will be deducted from the last term's fees. Where a main school full boarding place has been offered to a student whose main residence is outside the UK (except HM Forces), a nonrefundable deposit of £3,000 will be required 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 BOARDING

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

Parents/Carers who have responsibility for payment of the Day Boarding fee are required to sign the Day 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.

PAYMENT OF FEES

Payments may be made by direct bank transfer or direct debit. If you chose 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 Office on the day that the boarding students return at the start of a term. The Accounts Office remains open to receive payments on those evenings.

Parents/Carers are welcome to contact the Accounts Office at any time if they have a query with regards to the payment of boarding fees. Email accounts@wymondhamcollege.org. Please note that under the School Pupil Registration Regulations any boarder for whom fees remain due at the end of a term will be removed from the College Roll.

DAY STUDENT LUNCH CHARGE

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



The 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 boarders.

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 attributable to the wilful or negligent acts of students and for the loss of College property.

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 boarding fee. 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. 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 boarding 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.

INSURANCE

The College does not provide insurance cover for student's personal possessions. Parents/carers may wish to consider if they have adequate cover for any valuable items brought onto the College site.



WYMONDHAM COLLEGE

Wymondham, Norfolk, NR18 9SZ

Tel: 01953 609000

Email: enquiries@wymondhamcollege.org

Social Media:

www.facebook.com/WymondhamCollege

www.twitter.com/WymondhamCol