

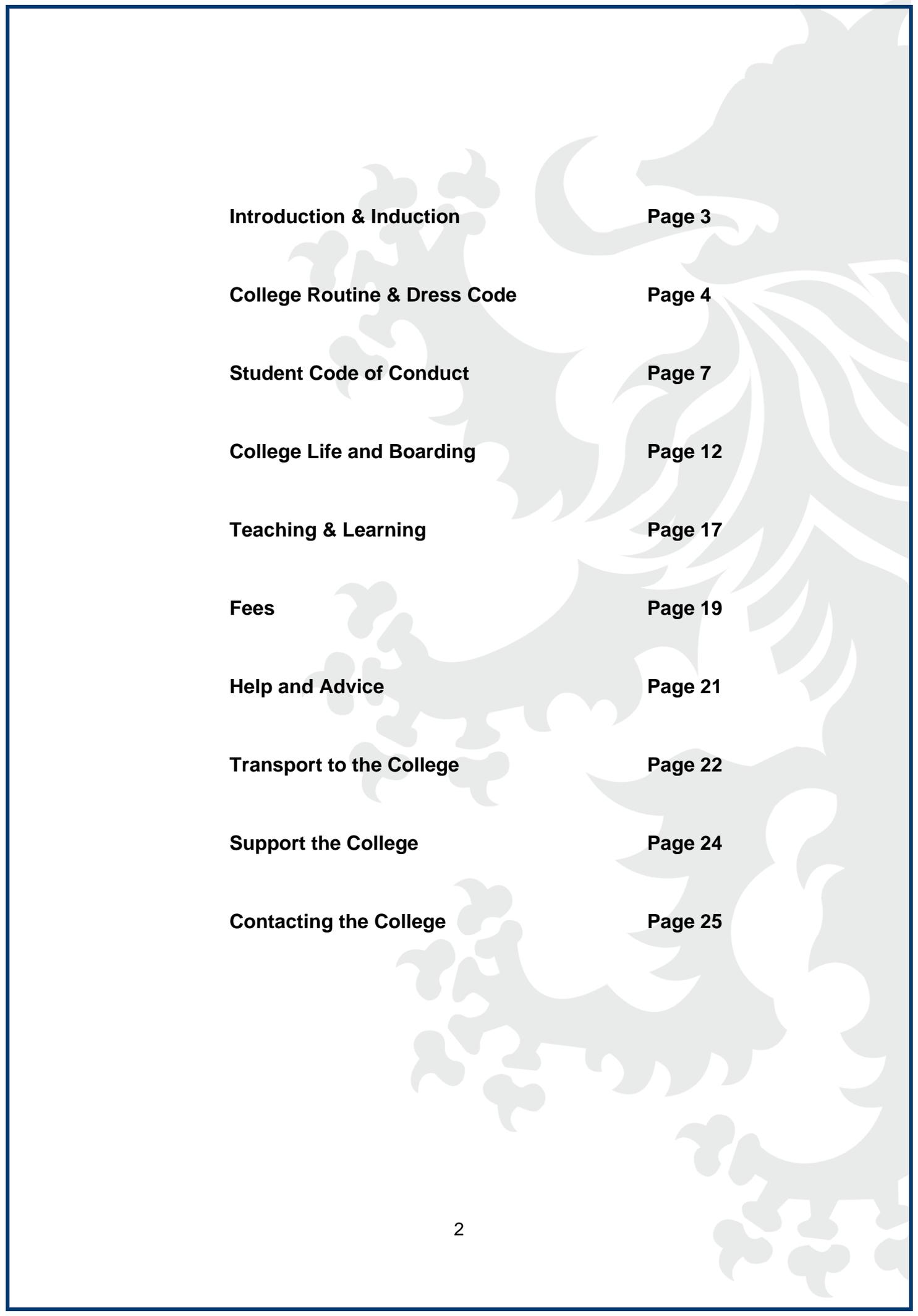
WYMONDHAM  
COLLEGE



FLOREAT SAPIENTIA

# **Sixth Form New Student's Guide**

2021/22



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Welcome to Wymondham College Sixth Form. This guide is designed to provide new Students and their parents/carers with important information about the Sixth Form and to help prepare for their arrival in September. Due to the Corona Virus, some of these details may be different in the short-term.

For boarders, more comprehensive information can be found in the Boarding Manual.

## **Start of term**

### **Boarding Students**

Year 12 Boarding Students should arrive at the College the day prior to the first day of term: All Students will be met by Boarding House staff and given time to complete and hand in all necessary paperwork. Dinner will be served from approximately 17:15. During the first evening in boarding there will be opportunities to meet House staff and fellow Year 12 and Year 13 Students. A selection of activities will be arranged, details of which will be given in the initial meeting with the Head of House.

### **Day, Day+ Students**

Day+ Students may arrive for breakfast each day from 07:00 and remain in Lincoln until 21:00. Day+ Students will also be entitled to the use of a locker downstairs.

## **Enrolment Day – First Day of Term – Monday 6 September**

As a condition of full enrolment, and to secure their Sixth Form place, Students new to Wymondham College must bring a photocopy of their GCSE results with them on the first day of term, if not previously sent via e-mail, and hand in at the College Office.

Y12 Day Students should arrive at the College from 08:00 onwards, in formal Sixth Form dress and go to Lincoln Hall.

Y13 Day Students returning to the College should register in Lincoln.

Tutor time will be held between 08:30 and 11:05 where timetables will be issued, other relevant paperwork distributed, and introductions made.

Break time is from 11:05 until 11:25, after which Students will then attend their period 3 lesson.

Lunch will be held in the Lincoln Refectory from 12:25. Further details will be given on the first day.

Afternoon lessons resume at 13:45. Lessons end at 15:45 each day.

# College Routine

## Registration

Registration takes place each morning at 08:30. Students must attend promptly or will be marked “Late” or “Absent” by their Tutor. If arriving late, Students should report to Mrs Welsby at the Lincoln Reception desk.

## Sixth Form Day Timetable

08:30	08:40 – 08:55	09:00 – 10:00	10:05 – 11:05	11:05 – 11:20	11:25 – 12:25	12:25 – 13:40	13:40 – 14:40	14:45 – 15:45
Registration	Assembly / Tutorial	Period 1	Period 2	Break	Period 3	Lunch	Period 4	Period 5

## Student Emails

All Sixth Form Students have their own College email address and must check their emails daily.

## Chapel and Assemblies

Year group assemblies will take place in house team, led by the House team, SLT or the Headteacher.

Sunday Chapel services will be held on a rota system throughout the year, each Sunday.

Over the course of a week, Students will be involved in Tutor Activities led by their Form Tutor.

All Students must attend Chapel and Assemblies when required to do so, 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

It is the responsibility of parents/carers to ensure that Students attend College regularly and promptly and that absence is kept to an absolute minimum. Good attendance is directly linked to good academic progress.

If Day Students are unable to attend College; parents/carers should inform of their absence as soon as possible on the first day of the absence by emailing: [attendance6@wymondhamcollege.org](mailto:attendance6@wymondhamcollege.org) or telephoning 01953 609000 extension 3450.

If absence is due to illness, parents/carers are required to inform us of the type of illness.

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. Requests for Leave of Absence should be made to the Head of House using the forms available from the House Office. Requests should be made no 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 during term time and, in particular, assumes that parents/carers will take advantage of the longer College holidays to plan family holidays.

## Sixth Form Dress Code

Students must dress in accordance with the College Dress Code for Sixth Form. All clothing must be clean, neat, tidy and be worn modestly.

The basis of the Sixth Form Dress Code is Smart Business Wear:

- Tailored suit with a formal button fronted collared shirt and tie.
- Tailored skirt or smart tailored trousers with a jacket and smart formal top or a smart tailored dress. Skirts should be modest in length, approximately a maximum 3 inches above the knee.
- No tight trousers or tight/stretchy skirts are allowed.
- Footwear must be formal and dark in colour. No trainers, canvas shoes or open toe shoes.
- Smart jumpers may be worn under suit jackets in cold weather.
- Coats may be worn outdoors in winter months, over jackets and be dark in colour.
- No casualwear, beachwear, leathers, denim, trainers, military wear, sweatshirts, branded items, hoodies nor baggy jumpers are permitted.
- Make up and jewellery, where worn, should be subtle. No facial piercings are permitted.
- Hair should be of a natural colour.

Refusal to adhere to the Sixth Form Dress Code will be considered a breach of College rules.

### Lanyards

All Sixth Form Students will be issued with an identity card on a lanyard displaying name and photograph. **These must be worn at all times on the Campus** in line with Safeguarding requirements. The cards are linked to the photocopying/printer system and cashless till system for meals. Lost or stolen cards will incur a replacement fee and must be reported immediately to ensure the card is cancelled.

## **Wymondham College 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 gleaming pleasure from the achievements of others;
- has a deep sense of loyalty and commitment to our community, to our Houses, to 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;
- is afforded the opportunity to lead, drive and shape the community in which we all thrive.

By Positivity 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;
- will foster positive and collaborative relationships with all members of the community.

## **Behaviour and Conduct**

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, emotional or cyber.
- 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 all 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 and Vapour inhalers (other than those issued for medical purposes).

Students must not bring alcoholic drink on to College premises or be under the influence of alcohol when at the College.

Students must not be in possession of, or use, an illegal drug or an un-prescribed legal drug whilst on College premises. This includes those substances known as Novel Psychoactive Substances (NPS) "Legal Highs".

House staff must be informed of all prescribed/un-prescribed drugs used by Students as these should be stored and administered by staff. All medication taken by boarding Students will be managed by the on-site Medical Centre. 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.

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 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 College bounds at all times. (The College bounds for sixth form Students are displayed in Lincoln House.)

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

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

- Students must come to lessons promptly, properly equipped, prepared to work and properly dressed.
- Students must enter the classroom in an orderly fashion and take care of the classroom and equipment.
- Students must respect each other and each other's property.
- Students must work quietly when required to do so and complete tasks to the best of their ability.

- Students must follow the instructions given by staff to safeguard their safety and ensure that they learn effectively.

## **Sanctions**

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

The Headteacher 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.

## **Food and Drink**

Lincoln has its own dining room as well as space for packed food to be eaten. Queuing for meals must be orderly and good manners must be observed. Food, cutlery and crockery must not be removed from the Dining area.

Food and drink may not be consumed outside boarding houses except with permission on special occasions. Students may consume drinking water from a lidded bottle in lessons. The chewing of gum is prohibited.

Special dietary requirements are organised via the College Medical Centre. If your child does have special dietary requirements, you will have been asked to provide two photographs of them attached to the relevant form which shows that your child has food allergies and/or special dietary needs. Staff in the Refectory and in Lincoln House will then be informed and will soon get used to recognising those Students on special diets.

Boarding Students are expected to attend all meals to which they are entitled, as dining together is considered an important part of House life. Boarders' kitchens upstairs offer a range of facilities for storage and preparation of light snacks. Takeaways should only be ordered with prior staff consent and should arrive before 21:00.

Day Students may bring packed food or pay for a College meal. If eating a College lunch, the price currently is £3.20. Lunches must be paid for in advance using the online Wisepay system which transfers to the cashless till system which should always be in credit.

There is a Food Committee representative on the JCR who reports to the School Council. Students can give comments/requests to its members or place these in the suggestion box.

## **Students' Property**

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

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. We currently have no facility to store lost property and if it is not collected it will be disposed of.

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 safe keeping.

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.

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.

## **Mobile Phones and Electronic Devices**

The College has an Acceptable Use Agreement (AUA) 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 the Student. The use of mobile phones by Students is controlled under the terms of an AUA, which will be sent to parents/carers prior to joining. 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.

Mobile phones (and other mobile communications equipment) must be kept switched off during assemblies, lesson times, activities, prep, around the school site and after lights out.

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

## **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.

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

## **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 Head of House or a member of the Senior Leadership Team (SLT):

- 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.

## **Alarms**

If a fire is discovered the alarm must be raised by operating a call point. If the fire alarm is sounding, you are required to evacuate immediately and report to the designated assembly point. If at any point of the day the alarm goes off, you must leave the House immediately and line up appropriately in the assembly area between Lincoln and Peel Halls. The system is very precise and indicates which sensor has triggered the alarm. Our Students' safety is extremely important, so alarm situations need to be responded to maturely by all.

## **Plagiarism**

Students must not copy, or attempt to 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.

## **College Life & Boarding**

### **Lincoln House Office & Boarding**

This is an important place for information, signing in and out, or making contact with duty staff. It is also where Students can deal with pocket money, deposit valuables or other important items, such as passports, and hand in forms. The House Office is situated in the centre of the building between the dining room and the Atrium. There is a reception counter where folders for signing in and out will be situated. If arriving late, all Day Students should sign in at the House Office with the Attendance and Welfare Officer to ensure they are registered.

### **Prep**

This is the evening private study session for Boarders and Day + Students. It runs from 18:00-20:30 Monday to Thursday and 18:00-20:00 on Fridays (with some variations for sports and other activities), and from 09:00-12:00 on Saturday mornings. There should be a quiet, working atmosphere during these times. Students will often need to work at other times as well, which is made easier for boarders by having study space in their bedrooms. Please respect the need for a quiet space for all. The evening prep time is supervised and monitored by duty staff, who are also available to give academic support.

### **Wymondham Life**

Wymondham Life activities are constantly changing throughout the year offering various new opportunities to Students. All information will be sent to parents/carers by email. These emails will give full details of timings, activities and information around external visits. Wymondham Life aims to give Students the opportunities that they would normally have when at home.

A full and diverse programme of activities is available to provide 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.

### **Clubs, Societies and Activities**

There is a huge range of clubs and societies with which you can become involved, and there are many opportunities to take on leadership roles. Sixth Form Students are encouraged to

bring their own ideas and talents to the fore as well as to help with a range of clubs and activities across the College, thereby ensuring that their experience here is rich and diverse.

### **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 (Wisepay). Please note that places may be spread across Houses.

### **College Sport**

On Wednesday afternoons, all Year 12 Students must sign up for sports or private study for both periods 4 and 5. Some of the sports options will be for squads aspiring to College representation and some will be more recreational. The range of alternative activities varies from year to year. Clothing for sport should be appropriate for the activity chosen. If you have an interest in playing for a College team in any sport, then there is a set PE uniform that will be required. Students studying A Level PE must have the required kit and will be sent the details automatically. Being selected to represent the College is considered an honour and the Sports Department value those Students who commit fully in this regard. Weekend leave for boarders should therefore only take place once this commitment has been met. Attendance to after school training sessions, as well as Wednesday afternoon games, forms part of the profile of a reliable team member.

During the Autumn Term the major sports are hockey, rugby and football. In the Spring Term netball is added to the programme and after the Easter break, attention turns to athletics, cricket and rounders. These are all 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 throughout the year across the major sports and parents/carers are always welcome to come along and show their support.

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 College 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 house 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. Parents and/or Students must notify the Head of House of all medicines brought into the College, including those for which no prescription is required. In the Sixth Form we allow self-medication unless there is a specific need for this to be administered by a qualified adult. Please advise the Head of House if this is the case. Boarding House Managers have a safe medical store and there is a fully equipped medical centre on site.

**Day Students:** If a day Student feels unwell whilst at College, they should speak to their teacher if in class, or to House staff if in House. 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. 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 College, they should speak to their teacher if in class, or to House staff if in House. House staff can give over the counter medication e.g., cough medicine, paracetamol, etc. If the problem is more complicated, 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 decides that the Student is too unwell for lessons 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. If a Student is likely to be away from lessons 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 College should be handed to the House Boarding House Manager/Deputy Boarding House Manager. These need to be in the original containers 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 the Boarding House Managers 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:** Our on-site 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 and one hour after the end of lessons.

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., use of 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 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 (Blood Clinic), Tuesday (Nurse), Wednesday (GP) and Thursday (Nurse Practitioner). Every other Thursday a Teenage Health Clinic is run remotely. 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.

### **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.

In Sixth Form the Student representative body is the Student led Junior Common Room (JCR12 and JCR13). They meet weekly to discuss issues concerning both academic and boarding life. Any Student can raise an issue for discussion by emailing [jcr@wymondhamcollege.org](mailto:jcr@wymondhamcollege.org). The JCR and Headteacher's Council, both made up of Sixth Formers, work collaboratively with staff and Students to address the issues raised and pass that information on to the Senior Leadership Team. Recent projects include Student Wi-Fi access and anti-bullying initiatives. The JCR is comprised of Students from a mixture of genders and day/boarders from Lincoln. They discuss issues affecting running of the 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.

Within the Sixth Form, Students are encouraged to take on a number of positions of responsibility, which provide valuable personal development. As well as the Headteacher's Council and JCR (included below), amongst these are:

- Headteacher's Council
- Junior Common Room (JCR)
- Transition Mentors
- International Student Ambassadors
- Student Subject Leaders
- Prep Assistants
- Presidents and Officers of Clubs and Societies

If there are sixth form Students who have a Royal Life Saving Society National Pool Lifeguard Qualification (RLSS NPLQ) we can offer paid lifeguarding opportunities, to cover the Wymondham Life swimming pool sessions. Please see the College Recruitment and Staff Liaison Officer in the Main College Office when you arrive, to register your interest.

### **Absits – Mid Week**

There is no specific College transport for this purpose and Students must use one of the following travel options: the bus to Norwich; drive themselves if they have a car or be driven by another Student. All of these options are dependent on prior parent/carer's consent and the approval of Lincoln staff. It is unlikely that absits will be available to Year 12 Students for at least the first half-term, until they have settled well. In all cases, parental/carer's approval must be confirmed. The use of the public bus during winter hours is not permitted, as this involves walking down the unlit Golf Links Road and is considered unsafe.

### **Absits – Saturday and Sunday**

Boarders are also customarily entitled to Saturday and Sunday absits to Norwich, which last from 12:00 until 21:30 on Saturdays and 11:00 until 19:00 on Sundays. School activities, such as sporting fixtures, take priority over absits and weekend leave, and all College rules naturally apply.

# Teaching and Learning

## The Curriculum

We offer a broad and balanced curriculum throughout Key Stage 5 that includes studying 3 A Level subjects with 11 hours of teaching time per subject, per fortnight. There is also the opportunity to study Further Maths (subject to GCSE Maths grade) and the Extended Project Qualification (EPQ) in a subject of choice. The teaching day consists of five one hour lessons. All lessons including Futures, PSHE and Tutor Time are compulsory.

## Special Needs Education

The SEND team are 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/ward has on the 'Parental Consents Form'.

## The Library

All Students are enrolled as members of the College library automatically on joining. The Library is available for Students to study in during lessons and contains study desks and computers.

## ICT Facilities

Computers are available for Student use in Lincoln House in the Computer Suite and the Common Room. The ICT department is well equipped with 4 dedicated ICT suites. Furthermore, computers are also available to use in the library, any free classrooms and Students also have the option to work on their own laptops in areas around Lincoln.

All Students have access to College computers. There is a suite of computers in Lincoln as well as a large, dedicated suite on the ground floor in Ralphs. You may also use the Tech Block computers after school and during prep, subject to availability. Students have their own password and can access the Internet and email free of charge. This will be arranged during Enrolment in September. It is against the College Code of Conduct to let others know your password, or to allow others to access your computer whilst you are logged on, as this can lead to the loss of work and false accusations.

## Private Study

Students are given specific timetabled private study periods each fortnight to enable effective study and must be used for this purpose only. Boarders and Day + Students may work upstairs in their dorms. Day Students and Day + Students may work in other appropriate House areas such as the College Library, Departmental study areas or other area of the College, available at that time.

Private study time is a key part of the path to success whilst studying A levels must be crucial that is used effectively and constructively. For each hour of lesson time, Students are expected to complete at least one hour of independent work, research, revision or prep. Students must remain on the campus from 08:30 to 15:35, Monday to Friday for all lessons and study periods and, only with the express permission from the Head of House of Sixth Form, will a Student be allowed to leave the campus.

## **Student Progress and Reports**

### **Schoolbase**

Access to Students' Progress Reviews (PRs), behaviour log, attendance, College calendar is through SchoolBase. Details on how to access SchoolBase will be sent at the start of the Autumn Term. Parents/carers will receive an email once PRs are released throughout the year. It is essential that these documents are read and discussed. Students of academic concern will receive intervention from departments and Sixth Form Staff where appropriate.

### **Consultation Evenings**

Annual Parents'/Carers' Consultation Evenings are normally held for each year group during the academic year. Dates for these events are published on the website and parents/carers are emailed the details nearer to the time.

## **Fees**

### **Boarding**

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 full boarding place has been offered to a Student, whose main residence is outside the UK (except HM Forces), a non-refundable 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. If a Student does not make the MQS (Minimum Qualifying Standard) to join the Sixth Form the deposit will be returned. If a Student boarded at the College in main school, that deposit can be carried over to Y12 and 13.

Parents/carers of boarders must 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.

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 +**

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 choose either method, please remember to quote your child's account reference which can be found on the top right-hand corner of the invoice. Fees can 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 –

[wc-fees@se-trust.org](mailto:wc-fees@se-trust.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.

### **Other Charges**

Most of the facilities within Lincoln/Ralphs are funded by the boarding fees that boarding parents pay as we do not receive any Government funding for this building or its contents. This has in the past included such items as new IT machines and furniture for the communal atrium area all funded by boarding fees. We therefore ask all parents of Sixth Form Day Students to pay an annual facilities fee of £100, which helps to contribute to the maintenance and up-keep of these spaces which are solely available to all Sixth Form Students.

Payment for these facilities can be made via Wisepay.

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.

## **Help and Advice**

### **Working Tax/Universal Credit**

Parents/carers in receipt of Working Tax Credit (WTC) may be able to claim for the childcare element of the WTC against the Boarding or Day Boarding fee. Parents/carers who satisfy the above qualifying conditions should check with the HMRC.

## **16-19 Bursary Fund**

The Government has allocated each school with limited funds, introduced for the purpose of providing targeted support to individuals who are struggling with financial costs, associated with participating in learning. For example, help with the cost of lunches, travel, books, equipment, trips, etc. Receipt of the bursary is conditional on the Student meeting agreed standards as set by the College. The funds are paid termly and are for the Student only. Application forms and/or further details can be obtained from the College Office: Email [collegeoffice@wymondhamcollege.org](mailto:collegeoffice@wymondhamcollege.org) or telephone 01953 609007. Forms are also downloadable via the College website.

## **Support and Guidance**

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. The Sixth Form is fortunate to have its own Attendance and Welfare Manager for Students and Parents/carers to turn to, should they feel the need. Contact can be made either via telephone 01953 609000 ext 3450 or email: [attendance6@wymondhamcollege.org](mailto:attendance6@wymondhamcollege.org) 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 is Assistant Headteacher - Safeguarding, Miss Julie Marsh. She 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 Miss Julie Marsh, Assistant Headteacher - Safeguarding.

## **Transport to the College**

### **Public Transport**

For details of public transport to the College, please log on to the Norfolk County Council website: <https://www.norfolk.gov.uk/education-and-learning/school-and-college-transport>

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](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 at Exeats. However, minibuses are provided to take boarders to Wymondham Railway Station immediately after school finishes and Students must book their place for College transport. 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.

### **Private Transport**

The College provides pre-arranged transport for Sixth Form Students for £5 per Student per day. Routes, based on current demand, are:

**Route 1/Bus 8 – Loddon to Wymondham College**

Via Loddon – Framingham Earl – Poringland – Stoke Holy Cross – Newton Flotman – Mulbarton – Bunwell

**Route 2/ Bus 9 – Stradbroke High School to Wymondham College**

Via Stradbroke High School – Harleston – Pulham Market – Long Stratton – Banham

**Route 3/Bus 6 - Watton to Wymondham College**

Via Great Ellingham - Hingham - Deopham

**Route 4/Bus 7 – Litcham to Wymondham College**

Via Swanton Morley- North Tuddenham – Dereham – Mattishall

**Terms of service provision:**

- a) The transport is a paid service, charged at £5.00 per College day (to include return journey), regardless of pickup points.
- b) Discounts are not available.
- c) Fees are payable termly in advance via Wisepay regardless of whether the service is used or not.
- d) The service may be withdrawn if fees are not paid within the correct timescales.
- e) Notice to stop using the service must be provided at least a full half term in advance, otherwise charges will be made in lieu.
- f) Please be aware that pickup points are subject to change to meet demand.

If you would like to express formal interest in our transport provision, please register via our Transport Registration Form. You will need to confirm which bus route you would like to join. Individual centralised stops along routes will be finalised once Students' places have been confirmed by the College and accepted by the Student later in the year after GCSE results.

## Cycles

Parents/carers should be aware that, at present, there is no dedicated pavement or cycle path along Golf Links Road, off which the College is located. This road is heavily used by traffic, including delivery vehicles, and is in a poor state of repair in many places. A cycle shelter is provided for Students to use and Students are asked to ensure they have a cycle lock. A protocol for Students cycling to College can be found on the website. Students wishing to cycle should seek permission from the Headteacher in the first instance.

## Motorcycles/Cars

Day Students who are legally permitted to drive, are permitted to bring a car or motorcycle into the College car park, subject to the following conditions:

- a) A car permit is applied for and displayed in the vehicle;
- b) The vehicle is only used in accordance with the conditions set out on the car permit;
- c) The vehicle is parked in an approved place on site and that the speed limit within the College grounds is respected;
- d) 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.
- e) That the vehicle is parked in an approved place on site and that the speed limit in the College grounds is respected. Day Students should park in Lincoln Car Park.
- f) That the keys are left for safe-keeping with the Head of House or Deputy Head of House when not in use.

## Supporting the College

### Wymondham College Trust

The Wymondham College Trust is an independent charitable organisation that 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 visit: [www.wymondhamcollege.org/collegecharitabletrust](http://www.wymondhamcollege.org/collegecharitabletrust) or contact the Secretary to the Trust on 01953 609000.

### 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.

To register, email [collegeoffice@wymondhamcollege.org](mailto:collegeoffice@wymondhamcollege.org)

The Old Wymondhamians 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.

## Contacting the College

### College Address

Wymondham College, Golf Links Road, Wymondham, Norfolk NR18 9SZ  
Boarders' mail should be addressed to: **Name of Student**, Lincoln Ralphps, Wymondham College, Golf Links Road, Wymondham, Norfolk NR18 9SZ

### Communication with Parents/carers

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

During the summer holidays, please direct any enquiries to College Office, by email at [collegeoffice@wymondhamcollege.org](mailto:collegeoffice@wymondhamcollege.org). If you have an urgent request, please contact the College Reception on 01953 609000 who will try their best to help.

Main points of contact in Sixth Form during term time:

- Parents/Carers of BOARDERS should contact the House Office: 01953 609028 (07:00-22:15)
- Email: [lincoln@wymondhamcollege.org](mailto:lincoln@wymondhamcollege.org)
- Attendance and welfare matters for ALL Sixth Formers - contact the Attendance & Welfare Officer: 01953 609000 ext 3450 (08:00-16:00) [attendance6@wymondhamcollege.org](mailto:attendance6@wymondhamcollege.org)
- For all other enquiries Parents/Carers of Students should contact the College Office: 01953 609007 (08:00-16:00) [collegeoffice@wymondhamcollege.org](mailto:collegeoffice@wymondhamcollege.org)

### Complaints

Naturally, we hope that you will be happy with the way in which we work with you and your son/ daughter or ward 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 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 to the Headteacher 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 [www.wyomondhamcollege.org](http://www.wyomondhamcollege.org).

## Contact Details

### House Office /House Duty Staff

01953 609028 (07:00- 22:15hrs) [lincoln@wymondhamcollege.org](mailto:lincoln@wymondhamcollege.org)

### Assistant Headteacher – Sixth Form

Mrs S Hockley 01953 609000 [hocklesu.staff@wymondhamcollege.org](mailto:hocklesu.staff@wymondhamcollege.org)

### Assistant Headteacher - Head of Lincoln Hall

Mr R Smith 01953 609028 [smithri.staff@wymondhamcollege.org](mailto:smithri.staff@wymondhamcollege.org)

### Deputy Head of House – Out of Hours

Mr P Willett 01953 609028 [willetpa.staff@wymondhamcollege.org](mailto:willetpa.staff@wymondhamcollege.org)

### Deputy Head of Sixth Form - Progression

Mr D Thresh 01953 609082 Ext. 3334 [threshda.staff@wymondhamcollege.org](mailto:threshda.staff@wymondhamcollege.org)

### Deputy Head of Sixth Form - Achievement

Mrs S Buckton 01953 609000 Ext. 3353 [bucktosa.staff@wymondhamcollege.org](mailto:bucktosa.staff@wymondhamcollege.org)

### Attendance & Welfare Officers

Mrs E Giddings 01953 609000 Ext. 3450 [attendance6@wymondhamcollege.org](mailto:attendance6@wymondhamcollege.org)

### Ralphs Boarding Manager– Year 13 Boys

Mrs T Summers 01953 609028 [summertr.ad@wymondhamcollege.org](mailto:summertr.ad@wymondhamcollege.org)

### Ralphs Boarding Manager – Year 13 Girls

Mrs V Cook 01953 609028 [cookvi.ad@wymondhamcollege.org](mailto:cookvi.ad@wymondhamcollege.org)

### Lincoln Deputy Boarding Manager - Year 12 Girls

Miss H Watt 01953 609028 [watthe.ad@wymondhamcollege.org](mailto:watthe.ad@wymondhamcollege.org)

### Lincoln Deputy Boarding Manager - Year 12 Boys

Mrs S Booty 01953 609028 [bootyso.staff@wymondhamcollege.org](mailto:bootyso.staff@wymondhamcollege.org)

### Relief Deputy Boarding Manager

Mr E Larter 01953 609028

### MACs & Student Supervisors

Mrs J Welsby (MAC), Mr J Anderson (Student Supervisor), Graduate Boarding Assistants  
01953 609028 [lincoln@wymondhamcollege.org](mailto:lincoln@wymondhamcollege.org)

## Schoolbase

Access to your son or daughter's assessment information, behaviour, attendance, the College calendar and some common documents is through SchoolBase. Details of how to access this will be available at the start of the Autumn term.

Should you require any further assistance with logging into SchoolBase, please contact [reporting@wymondhamcollege.org](mailto:reporting@wymondhamcollege.org).

Please be assured that all the information we hold is regulated with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any organisation other than the College.

## International Students

Your travel arrangements should be submitted to the College Office via the online travel form, which will be sent out before the start of each term to ensure Students whereabouts are recorded whether returning overseas or staying with guardians.

Telephone 01953 609000, or email: [collegeoffice@wymondhamcollege.org](mailto:collegeoffice@wymondhamcollege.org)

For Students with English as a second language, or Students without English GCSE, wishing to study at a UK University we recommend the I.E.L.T.S qualification.

Please email – Mr C Padreddii [padredch.staff@wymondhamcollege.org](mailto:padredch.staff@wymondhamcollege.org) and Mrs S Browning [brownisa.staff@wymondhamcollege.org](mailto:brownisa.staff@wymondhamcollege.org) for more details.

Wymondham, Norfolk, NR18 9SZ

Tel: 01953 609000

Sixth Form: 01953 609007

Email: [attendance6@wymondhamcollege.org](mailto:attendance6@wymondhamcollege.org)

[sixthform@wymondhamcollege.org](mailto:sixthform@wymondhamcollege.org)

### Social Media:

[www.facebook.com/WymondhamCollege](http://www.facebook.com/WymondhamCollege)

[www.twitter.com/WymondhamCol](http://www.twitter.com/WymondhamCol)