



# WYMONDHAM COLLEGE

An Outstanding State  
Boarding and Day School

## Sixth Form

New Student's Guide  
& Welcome Pack

**2024/25**

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Pride ♦ Passion ♦ Positivity





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# Welcome to Wymondham College Sixth Form

This guide is designed to provide new and existing students and their parent(s)/carer(s) with important information about the Sixth Form.

## Start of Term

The Autumn Term starts on Thursday, 5 September.

## Boarding Students

Boarding students should arrive at the College from 16:30 on Wednesday, 4 September.

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 18:15. 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 Students

Year 12 and Year 13 Day students should arrive at the College from 08:00 on Thursday, 5 September, in formal Sixth Form dress as detailed in this Guide and go straight to the Lincoln Atrium.

## Day Boarding students

Day Boarding students may arrive for breakfast each day from 07:00 and remain in Lincoln until 21:00.

## For all Students

At 08:30, Year 13 should go to their tutor rooms, while Year 12 will remain in Lincoln for an assembly.

At 09:00, Tutors will escort their Year 13 students to assembly and collect their Year 12 students to go to Tutor rooms.

Normal lessons will commence from period 3.

Tutor time and assemblies 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 from 12:50 for Year 12 students in the Lincoln Refectory and from 12:25 for Year 13 students.

Afternoon lessons resume at 13:40. Lessons end at 15:45 each day.

**Please note**, 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, and hand them in at the College Office, if not previously sent via e-mail.



# Contacting the College

## Addresses

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

Boarders' post should be addressed as follows:

**Name of Student**  
**Lincoln / Ralphs Hall**  
Wymondham College  
Golf Links Road  
Wymondham  
Norfolk NR18 9SZ

Please take care to ensure that the correct postage is applied to Boarders' post. Incorrect postage can lead to delays in delivery to students.

## House Office

**House Duty Staff**  
01953 609028 (07:00- 22:15hrs)  
lincoln@wymcol.org

**Assistant Principal - Head of Lincoln**  
Mr R Smith  
01953 609028 or Extension 3101

r.smith@wymcol.org

**Director of Sixth Form Achievement**  
Mrs S Buckton  
01953 609000 Extension 3353  
s.buckton@wymcol.org

**Sixth Form Aspirations and Progression Lead**  
Dr F Cook  
f.cook@wymcol.org

**Welfare Officer**  
01953 609000 Ext. 3450

**Ralphs Boarding Manager**  
Mrs T Summers  
01953 609028 / t.summers@wymcol.org

**Deputy Boarding Manager**  
Mrs V Cook  
01953 609028 / v.cook@wymcol.org

**Management Attendance and Care**  
Mrs J Welsby  
01953 609028 / attendance6@wymcol.org







# Contacting the College

## Communication with the College (for parents/carers)

Until the end of the Summer term, your main point of contact remains the External Relations Department. They can be contacted on 01953 609014 or by email at admissions@wymcol.org.

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

From September/the first day of term, your main point of contact will be as follows:

- Parent(s)/carer(s) of BOARDERS should contact the House Office: 01953 609028 (07:00-22:15) Email lincoln@wymcol.org
- Attendance and welfare matters for ALL Sixth Formers - contact the Welfare Officer: 01953 609000 ext 3450 (08:00-16:00) or Attendance attendance6@wymcol.org; Telephone: 01953 609028
- For all other enquiries parent(s)/carer(s) of students should contact the College Office: Telephone: 01953 609000 and choose College Office from the menu or email: collegeoffice@wymcol.org The College Office is open during term time from Monday to Friday 08:00-16:00. Calls will be directed to Main Reception at all other times.

For non-student related enquires, the College contact details are:  
Telephone: 01953 609000 (Main Reception);  
Email: enquires@wymcol.org

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

## Social Media

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

**Facebook:** Wymondham College  
**Instagram:** wymondhamcollege  
**'X' (formerly Twitter):** @wymondhamcol

## Schoolbase and Wisepay

The College Schoolbase system will provide you with the most up-to-date information about activities at the College, important documents, student activities and progress. This system is the primary method that the College uses to communicate with parents. Access to the system is web based and requires a unique and secure username and password combination to view student information.

In addition, students will be registered with the College's online payment system, Wisepay. This system will allow you to pay for such things as trips and learning resources. Details on to how to access both these systems will be provided prior to the student starting at the College.

## Emergency Contact

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

**Lincoln Hall**  
01953 609028;  
lincoln@wymcol.org



# Term Dates: Academic Year 2024/25

## Autumn Term 2024

<b>From Thursday, 5 September</b> Boarders return Wednesday, 4 September between: 16:30-17:30 (In School Uniform)	<b>To Friday, 13 December</b> Students depart: 15:45
<b>1st Exeat From:</b> Friday, 27 September Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	<b>1st Exeat To:</b> Sunday, 29 September Boarders Return: 19:00-20:00
<b>Half Term From:</b> Friday, 18 October Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	<b>Half Term To:</b> Sunday, 3 November Boarders Return 19:00-20:00
<b>2nd Exeat From:</b> Friday, 22 November Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	<b>2nd Exeat To:</b> Sunday, 24 November Boarders Return: 19:00-20:00
<b>CPD Days:</b> Monday 2, Tuesday 3 and Wednesday, 4 September	

## Spring Term 2025

<b>From Wednesday, 8 January</b> Boarders return Tuesday, 7 January between: 16:30-17:30 (In School Uniform)	<b>To Friday, 4 April</b> Students depart: 15:45
<b>1st Exeat From:</b> Friday, 24 January Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	<b>1st Exeat To:</b> Sunday, 26 January Boarders Return: 19:00-20:00
<b>Half Term From:</b> Friday, 14 February Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	<b>Half Term To:</b> Sunday, 23 February Boarders Return 19:00-20:00
<b>2nd Exeat From:</b> Friday, 14 March Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	<b>2nd Exeat To:</b> Sunday, 16 March Boarders Return: 19:00-20:00
<b>CPD Days:</b> Monday 6 and Tuesday, 7 January	

## Summer Term 2025

<b>From Wednesday, 23 April</b> Boarders return Tuesday, 22 April between: 16:30-17:30 (In School Uniform)	<b>To Friday, 11 July</b> Students depart: 15:45
<b>1st Exeat From:</b> Friday, 2 May Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	<b>1st Exeat To:</b> Monday, 5 May (inc bank hol) Boarders Return: 19:00-20:00
<b>Half Term From:</b> Friday, 23 May Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	<b>Half Term To:</b> Sunday, 1 June Boarders Return 19:00-20:00
<b>2nd Exeat From:</b> Friday, 20 June Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	<b>2nd Exeat To:</b> Sunday, 22 June Boarders Return: 19:00-20:00

**Autumn Term 2025 commences: Thursday, 4 September 2025**

(Boarders return Wednesday, 3 September 2025)

*NB these return dates are to be confirmed*

**Disclaimer:** The College reserves the right to amend these dates in the light of unforeseen circumstances and takes no responsibility for any financial implications.







# 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 the Lincoln Desk to sign in.

## Sixth Form Day Timetable

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

## Equipment and stationery

Students must bring an A4 ring binder and dividers for each course subject, paper, pens, scientific/graphic calculator (if necessary for their subjects), plus an A4 ring binder for Floreat sessions. It is the student's responsibility to look after their equipment. Lockers will be available for Day students, who must bring their own padlock. Textbooks will usually be provided except for set texts for the English Literature course and some other subjects. There is a small charge for some subject materials (such as sketch books in Art).

## Student Emails

All Sixth Form students have their own College email address and must check their emails daily. They may download the Outlook app on their phones to make this easier.

## Chapel and Assemblies

All students must attend Chapel and Assemblies when required to do so, unless their parent(s)/carer(s) have informed the Principal, in writing, that they wish to exercise their right to withdraw their child from acts of collective worship.

Sunday Chapel services will be held each Sunday for Year 12 Boarders at 10:00.

## Exeat Weekends

The College closes once each half term for Exeat weekend. Overseas Boarders may book to remain

in the College and participate in an activities programme organised by the Exeat house. Please see the Overseas Students (Extra Information) section for more details on how to book this.

## Student Absence

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

Where Day students are unable to attend school, parent(s)/carer(s) must inform the College of a student's absence as soon as possible and normally on the first day of the absence by emailing attendance6@wymcol.org or phoning the College on 01953 609000 and choosing Attendance Sixth Form from the menu.

If absence is due to illness, parent(s)/carer(s) 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, parent(s)/carer(s) should inform the Boarding House office prior to signing in time.

Requests for Leave of Absence (LOAs) should be submitted to the College Office using the [Leave of Absence Form](#). This can also be found under 'Useful Links' on the College website. LOAs are sent to the Attendance Team. Students leaving school during the school day **must sign out** at the Lincoln Reception.

LOAs should be submitted seven days before the start of the proposed absence. Wymondham College discourages all but the most essential absence in term time and, in particular, assumes that parent(s)/carer(s) will take advantage of the longer College holidays to plan family holidays and not request Leave of Absence in term time for this purpose.

## Student Voice/Student Council

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

have on their learning or the learning of others.

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@wymcol.org. The JCR and Principal'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 has a representative from each tutor group and 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, the running of charity events and organizing the Lincoln Formal.

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 Principal's Council and JCR (included below), amongst these are:

- ◆ Principal's Council
- ◆ Junior Common Room (JCR)
- ◆ Transition Mentors
- ◆ Student Subject Leaders
- ◆ Prep Assistants (Boarders only)
- ◆ 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.





## Teaching and Learning

### The Curriculum

We offer a broad and balanced curriculum throughout Key Stage 5 that includes studying three 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 Floreat Lectures, Tutorials and Tutor Time are compulsory.

**Study periods must be on site and used for study – Students may not leave the College Campus during the working day without prior permission.**

### Tutorial Arrangements

The College operates 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 Needs Education

The SEND Department 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'. Mrs Lucy Thomas is the SENDCO at the College (l.thomas@wymcol.org)

### Information Technology (IT)

All students have access to College computers

as well as a large dedicated suite on the ground floor in Ralphs. The IT department is well equipped with four dedicated IT 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.

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.

### The Library

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

### Private Study

Students are given specific timetabled private study periods each fortnight. Boarding students can work upstairs in their study bedrooms. Day students can work in other appropriate House areas such as the College Library, Departmental study areas or in Senior School Houses with permission. Private study time must be used effectively and is a key part of the path to success whilst studying A-Levels. For each hour of lesson time, students are expected to complete at least one hour of independent work, research, revision or prep.

## 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.

Parent(s)/carer(s) 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 for parent(s)/carer(s)

Annual consultation evenings for parent(s)/carer(s) are held throughout the year for each year group. These are published online and available to all.

### Progress Reviews

Progress Reviews are issued to parent(s)/carer(s) during the academic year. This is a teacher assessment of the current level students are working at, along with Target and Attitude to Learning grades based on Pride, Passion and Positivity, the College's core values.

## Home School Agreement

The welfare of all students and the ultimate success of their education depends upon a strong and mutually supportive relationship between the College, the student and his/her parent(s)/carer(s).

The Home-School Agreement seeks to clarify the part we all play in ensuring students flourish at the College. It is not a legally binding document.

### Wymondham College will:

- ◇ Use its best endeavours to ensure that students have the best possible education;
- ◇ Do everything possible to safeguard the welfare of students;
- ◇ Promptly inform parent(s)/carer(s) of issues concerning their son/daughter;
- ◇ Provide an opportunity every year for parent(s)/carer(s) to meet those who teach their son/daughter at a Parent Consultation Evening;
- ◇ Inform parent(s)/carer(s) of the progress of their son/daughter through Progress Reviews and the Annual report;
- ◇ Inform students' parent(s)/carer(s) of events at the College and other matters of interest through regular newsletters and the College website;
- ◇ Ask for the views of parent(s)/carer(s) both formally and informally on a regular basis as part of the College's self-evaluation and improvement procedures.

### As Parents/Carers, I/we will:

- ◇ Ensure that our son/daughter attends the College regularly as required unless he/she is ill or an absence has been authorised by the College beforehand;
- ◇ Provide him/her with the correct uniform (or Sixth Form dress) and all necessary equipment;
- ◇ Support his/her learning when at home;
- ◇ Support and uphold the Code of Conduct for Students as it applies to our son/daughter;
- ◇ Inform the College of any issues or difficulties that arise;
- ◇ Where possible, attend Parent Consultation Evenings.

### As a Student of Wymondham College, I will:

- ◇ Abide by the Code of Conduct for Students;
- ◇ Adhere to the standards of dress and appearance required by the College;
- ◇ Treat fellow students and staff with care, courtesy and consideration;
- ◇ Contribute to the community life of the College;
- ◇ Uphold and enhance the reputation of the College;
- ◇ Work to the best of my ability at all times.





## Sixth Form Dress Code

The basis of the Sixth Form Dress Code is smart, modest, 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 appropriate in length.
- ◇ 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. No slogans or logos.
- ◇ Coats may be worn outdoors in winter months,
- ◇ over jackets and be dark in colour.
- ◇ No casualwear, beachwear, leathers, denim, trainers, military wear, sweatshirts, hoodies or 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.
- ◇ Lanyards must be worn around the neck at all times on site apart from for sport.
- ◇ All students must follow the reasonable requests of staff regarding appearance. Refusal to adhere to the Sixth Form Dress Code will be considered a breach of College rules and will be sanctioned.



## Classroom Equipment List for all Students

All Sixth Form Students are expected to bring all of their own equipment for all of their lessons. This includes:

- ◇ Pencil case, pens, pencils, coloured pens/pencils, ruler, sharpener, eraser, highlighters, post it notes, A4 lined paper, A4 ring binders, dividers, memory stick, scissors, glue stick,
- ◇ Casio Scientific Calculator (where applicable for chosen subjects), Casio classwizz and/or

Casio graphics calculator for students studying Maths or Further Maths.

- ◇ Students studying English Literature will need to purchase the texts they are studying-more information will be given about this once they begin the course.

Please ensure all large/valuable items of equipment and stationery are named.

**Please note that Tippex is a banned item.**

## 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 has been established which can be found on our website at the following [link](#).

The Introduction is set out as below:

### Introduction

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 our core values of Pride, Passion and Positivity.

## Core Values

A core value is a central belief, clearly understood and shared by every member of the College. Our three core values of PRIDE, PASSION and POSITIVITY say something of our culture, our ethos and our priorities. As such, they help us to define the type of College we strive to be. They speak also about the kind of young people we wish to send into the world.

### By PRIDE we mean that everyone:

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



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

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

### By PASSION we mean that everyone:

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

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



# Student 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, 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 and vapour inhalers (other than those issued for medical purposes).

Students must not bring alcoholic drink onto 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 Boarder's House. 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 Principal but an appeal does not prevent a sanction taking effect immediately it has been imposed.

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

## 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.

Students may not bring to College any weapons, solvents, fuel or other dangerous articles. 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 an abusive, 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 parent(s)/carer(s) and the student. The use of mobile phones by students is controlled under the terms of an AUA, which will be sent to parent(s)/carer(s) 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 an abusive, 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 Estates Manager or to the Head of House.

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

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

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

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







## 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 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.

## Food and Drink

Lincoln has its own Refectory 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 Refectory.

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.

Boarding students are expected to attend all meals to which they are entitled, as dining together is considered an important part of House life. In addition to the main meals of the day, sweets and snacks are available from the Lincoln tuck shop. Boarders' kitchens upstairs offer a range of facilities for storage and preparation of light snacks. Takeaways should only be ordered with prior staff consent at the weekend and should arrive before 21:00.

Day students may bring packed food or pay for a College meal. If eating a College lunch, a lunch ticket should be purchased in advance, at £4.95 per meal, via our online payment system Wisepay.

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.

### Dietary requirements

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 documentation relevant 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.

## Medical Care for Day and Boarding Students

To avoid any unnecessary risks to students, all parent(s)/guardian(s) should inform the College, via the Medical Centre, of any specific medical needs of the students; e.g. allergies, asthma, migraine etc.

### Medical Centre

The Medical Centre is staffed 24 hours a day during term time. The Medical Centre team consists of five school nurses and three medical assistants, two of whom also cover overnight duties. 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. Appointments are made with the doctor for students with significant medical histories or those requiring prescriptions.

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.

If a student has prescribed routine medication, e.g. for asthma, hay fever or acne, a supply can be requested for at home as well as for the student in school. 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.

At present the school doctor or medical officer is Dr Helen Vanston from Wymondham Medical Practice, Postmill Close, Wymondham, Norfolk NR18 0RF. Surgeries are held at the College every Monday, Wednesday and Friday. Monday's surgery tends to be Dr Vanston, alternating with Dr Simon Findlay. Wednesday Surgery is taken by Nurse Practitioner Julie Hatton or Nurse Practitioner Mary Bedford. Friday's clinic is either a GP or a practice Nurse. A teenage health clinic is held on alternate Thursdays. Students can request to see the doctor alone, but routinely the nurse or assistant will accompany them as patient advocate. During surgery appointments, students under 16 will be advised that their parent(s)/carer(s) will be telephoned and informed of findings/treatments prescribed, except where the student is deemed to be "Gillick competent" and requests that this does not occur.

### Day Students

If a Day student feels unwell while at school, they should speak to their teacher if in class, or House staff if in Lincoln. They will be sent to the Medical

Centre. The nurse will assess the child and if it is decided that the child is too unwell for school the parent(s)/carer(s) will be contacted to collect them.

**Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so (as per Supporting Pupils at School with Medical Conditions DofE 2014).**

The Medical Centre does not generally give medication to Day students. However, if required (e.g. for a course of antibiotics, for treatment of migraine or other chronic condition), arrangements can be made. A 'Consent to Treatment' needs to be completed and the appropriate medication bought into the Medical Centre. The medication provided must be in the original container and include the instructions for administration and dosage.

First aid and/or emergency treatment will, of course be given. In the case of an accident the parents 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, or House staff if in Lincoln. If they are in House and the problem is minor, the MAC is likely to be able to deal with the problem. They can give over the counter medication: e.g. paracetamol, antihistamine, etc. If the problem is more complicated or the MAC is concerned, the student may be referred to the Medical Centre. If the nurse decides that the student is too unwell for school, they can rest on a bed in the Medical Centre. We have five male and five female beds.

If a student is admitted overnight the parent(s)/guardian(s) will be informed where possible. If a student is likely to be off school for several days the parent(s)/guardian(s) may be asked if they would like to take their children home, (e.g. when there is a need for isolation for 48 hours after symptoms cease).

Any medication prescribed/started while not at school must be handed to the House staff. These need 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. Any non-prescription medication, such as vitamins should also be handed in to the MAC in order to keep a complete record of what the student is taking and the parental request for treatment form completed. The College makes no routine provision for dental treatment or eye tests for its students and parents are, therefore, advised to make arrangements for their children to be examined by a dentist/optician during the holidays.





# College Life and Boarding

## Lincoln House Office and Boarding

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

## Prep

This is the evening private study session for Boarders and Day Boarding 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 parent(s)/carer(s) 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 and movie nights. 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 House.

## 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 parent(s)/carer(s) from the department/house when appropriate. 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 either 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. Competitive team training and fixtures



take place during Games and one evening a week from 16:00 to 17:00.

There is no compulsory kit, but kit should be of sporting attire and appropriate for the activity undertaken (no jeans, crocs, sliders, etc). Specific sports teams will often give students the opportunity to purchase training/ playing kit. Being selected to represent the College is considered an honour and the Sports Department value those students who commit fully in this regard. 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 parent(s)/carer(s) 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.

## Musical Tuition

Lessons are 30 minutes in duration and are taught on a rota basis during normal lesson time. Students are expected to catch up with their academic work in their own time. The cost of the lessons is payable directly to the teacher concerned, in advance on receipt of an invoice. At present, it costs £195.00 per school term for ten lessons. The lessons can be arranged with the Director of Music.

We hope that all students who take music tuition will participate in the various ensembles the College provides. Support for music practice is available in the Boarding Houses for Boarders.

## Absits – Mid Week

There is no specific College transport for this purpose and students must make their own travel arrangements. Students must have parent(s)/carer(s) consent and the approval of Lincoln staff before leaving. Until they have settled in, absits will not be available to Year 12 students for at least the first half-term. In all cases, parent(s)/carer(s) approval must be confirmed.

## Absits – Saturday and Sunday

Boarders are also customarily entitled to Saturday and Sunday absits to Norwich, from 12:00 until 19.00 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.



## 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/education-and-learning/school-and-college-transport](http://www.norfolk.gov.uk/education-and-learning/school-and-college-transport). First Bus currently operate two 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 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 parent(s)/carer(s) of overseas students.

### Cycles

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 Principal in the first instance.

### Motorcycles/Cars

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 car permit is applied for and displayed in the vehicle.
- The vehicle is only used in accordance with the conditions set out on the car permit.
- The vehicle is parked in an approved place on site and that the speed limit within the College grounds is respected.
- 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.
- Students should park in Lincoln Car Park.
- That the keys are left for safe-keeping with the Head of House.

## Day Boarding

Day Boarding is the offer that we make to current Day students that gives an additional four hours of support and enrichment at the College after the normal day has finished. They can also come to the College early and join their House for breakfast. Day Boarding students can also enjoy access to a dorm, where they can get changed and store possessions (subject to availability).

This includes:

- ◇ Collaborative learning
- ◇ Supported independent learning
- ◇ Access to Wymondham Life 1 and 2 or 3
- ◇ Breakfast, lunch, supper and refreshments
- ◇ Specialist support

Day Boarding fees and other information can be found [here](#).



## Boarding at the College (UK and Overseas Students)

### Settling In

On arrival it is suggested that Boarders and their parent(s)/carer(s) go together to the dormitory to unpack and make up their bed. It is important to do this together so that your child knows where everything is but of course some children may prefer to do this for themselves. Once this is done, it is a good idea to leave as soon as possible as prolonging goodbyes can make it more difficult for your child to settle. Please note that to preserve the privacy of other Boarders, parent(s)/carer(s) are not permitted upstairs with the student except at the beginning of each full term.

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

If children are having some initial difficulty settling in, it can be very tempting for parent(s)/carer(s) to overuse the mobile phone to provide reassurance and support. Unfortunately, this is often counterproductive and can often exacerbate feelings of homesickness. The best approach is to maintain regular but decreasingly frequent contact during the first two weeks, reassuring your

child that homesickness is a natural part of getting used to being away from home for many children (and adults too). Calls just before bedtime can be unsettling as this is the time of day when boarders are most tired. Please feel free to chat with the Head of House or house staff if you have any concerns.

### What to Pack

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

### General

- ◇ College wear – see Dress Code
- ◇ Winter coat – see Dress Code
- ◇ Smart casual items for evenings
- ◇ Sleepwear & dressing gown
- ◇ Personal toiletries & towels
- ◇ Sports clothing and equipment
- ◇ Swimming costume (one-piece)
- ◇ A mug & side plate/bowl (for use in the Common Room)
- ◇ Water bottle



# Boarding at the College (UK and Overseas Students)

- ◇ Classroom stationery – folders, paper, dividers, punched pockets, pens & pencils in a pencil case, calculator (if required for your subject)
- ◇ Mobile phone
- ◇ Headphones for use with electronic media
- ◇ Watch
- ◇ Alarm clock
- ◇ Hair dryer & styling wands/irons
- ◇ Documentation of any medical conditions
- ◇ Pictures of family and friends; things to personalise your dorm. (Fairy lights should be battery operated only and therefore you will need a supply of batteries).
- ◇ Duvet cover set
- ◇ Study lamp
- ◇ Coat hangers
- ◇ Washing pods/capsules/tablets
- ◇ Small laundry basket/bag

Please ensure that your items are named so in the event of you misplacing something, it can be clearly identified as yours.

### Non-School clothing, nightwear and other essentials

Please note there is limited storage for non-school clothing so please bring a minimum amount.

- ◇ Dressing gown/bath robe – to use between the dorm and bathroom and for decency in the event of a fire alarm at night.
- ◇ Pyjamas/nightwear.
- ◇ Bath towels.
- ◇ Swimming towel.
- ◇ Toiletries – **NO AEROSOLS**
- ◇ Shoe cleaning kit
- ◇ Large laundry bag
- ◇ Hair bands for students with long hair
- ◇ Batteries for safe 4 x AA
- ◇ Minimum non-school casual wear, (limited storage) and able to do laundry regularly - Boarders who are in College at the weekend will need a set of smart clothes for Chapel
- ◇ Lockable tuck box (plastic tool/DIY box or similar)
- ◇ No over counter medicines necessary – vitamins etc. Medical Centre need to be aware

### Bedding

All Boarders are provided with fitted bed sheets but are asked to supply duvet covers and pillowcases (laundering of these is their responsibility). Duvets, pillows, and mattress protectors are all provided.

Mattress toppers are not, so if you would like one of these please bring it with you. The College can provide bed linen on request for those who do not have their own. The College can also provide additional pillows, but it is necessary for parent(s)/carer(s) to supply additional pillowcases. We do however, like to encourage the use of own bedding, mattress toppers, duvets and pillows.

### Laundry

There are two very effective launderettes, one in Lincoln and one in Ralphs, for Boarders to use. They are open all day and students are expected to be self-reliant with their laundry. Students are expected to provide their own washing pods/capsules/tablets.

### Electricals

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

For Health and Safety reasons, all electrical goods on the premises have to be checked and approved to ensure they are safe, before they are brought to the College. Any item found to be unsafe will be removed to avoid any risk of injury or fire hazard. The College provides fridges, microwaves, kettles, irons and TVs in the Boarders' common rooms and/or kitchens and there is a limited number of study lamps should they be required. **Many electrical items are not permitted in dorms** – please see the What not to Bring! section. Parents are asked to ensure that any electrical items are in a safe condition – please note the Electrical Items Disclaimer in the Consent Form. The College tests students' electrical items once a year.

### What not to Bring!

Students are not permitted to bring the following items onto the College campus:

- ◇ Alcohol, drugs or new psychoactive substances.
- ◇ Smoking materials including e-cigarettes, matches and lighters.
- ◇ Indoor or outdoor fireworks.
- ◇ Knives – a knife such as for cutting a cake may be allowed with the agreement of boarding staff.
- ◇ Blades and scalpels- if required by students for modelling, permission must be obtained from the Head of House. Restrictions may be imposed as to where kept.
- ◇ Electric blankets.
- ◇ Fridges, toasters, sandwich makers or any form of hot plate, kettles and rice boilers other than in kitchens or kitchenettes.

- ◇ Door fitting pull /chin up bars.
- ◇ Candles. Birthday cake candles may be permitted with the agreement and under the control of a member of the boarding staff.
- ◇ Incense burners.
- ◇ Two pin plugs without 3 pin adaptors.
- ◇ 3 way multi point plug adaptors.
- ◇ Darts, arrows, catapults or weapons of any type.
- ◇ Skateboards and roller skates. May be used subject to Head of House approval, in a safe area and a helmet being worn.
- ◇ Weights lifting bars and weights. May be used subject to Head of House approval and restrictions.
- ◇ Laser pens.
- ◇ Bleach or similar cleaning materials.
- ◇ Any electrical equipment which is not in good condition or is being constructed or adapted. Some electronics or similar hobbies may be permitted with the Head of House approval after consultation with the Health and Safety Officer.
- ◇ Afro combs are not allowed to be used or carried outside the Boarding House, other than

- when departing from or arriving on the campus.
- ◇ Plug in electric air fresheners.

### Departing the College

#### End of Term/Half Term/Exeats

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

### Arriving back at the College

#### Exeats/Half Term

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

#### Start of Term

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

#### Early Arrivals

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





## Overseas Students (Extra Information)

The College is closed for all students including Boarders during the published holiday and Exeat times identified in the annual term dates published by the Governors in the autumn term prior to the next academic year.

It is the responsibility of the parent(s)/carer(s) of each Boarder to make their own guardianship arrangements for their daughter or son which may be necessary when the College is closed. This typically applies to Overseas Boarders at Exeats and half term holidays. These guardian arrangements must be submitted to the College prior to entry (via the Consent Form) and any subsequent changes must be notified in the same way. Annex 9 is an addition to the Child Protection and Safeguarding Policy and also expands on the expectations of guardians.

### ANNEX 9 - Travel arrangements for overseas (international) students (and others undertaking significant unaccompanied travel within the UK)

The College is proud to have a significant cohort of overseas students from many different countries. It is recognised that these students face challenges which many other Boarders do not. To promote and safeguard the welfare of overseas students, it is essential that the following is adhered to:

- ◇ All overseas students must have a guardian appointed by parents who will be the College's point of contact in mainland Great Britain should an emergency arise. The guardian is also expected to accommodate any overseas student who is ill as the College's medical centre only deals with short-term ailments. **The guardian must be at least 25 years old, be available to act at short notice and live within a reasonable travelling distance of the College.**
- ◇ The guardian is a point of contact throughout the College term and must be ready to accommodate students at short notice in case of an emergency, crisis, periods of illness or during other short-term absence from the College, for example for disciplinary reasons.
- ◇ Unless accompanied by their parent(s)/carer(s), overseas students in their first term at the College must be collected at the airport by their guardian and be transported to the College by them. The guardian (or parent(s)/carer(s) must also take personal responsibility for collecting overseas students at Exeats and half term during the first term. At the end of the first term, overseas students must be collected and signed out by their guardian or parent/carer and transported to the airport.
- ◇ Thereafter, at Exeats and holidays (including half term holidays), parent(s)/carer(s) must have suitable transportation and accommodation arrangements in place. The College normally expects guardians to take charge of overseas students at this time, but if this is not possible, it is the responsibility of the parent/carer to put in place a robust travel and accommodation plan and notify the Head of House of the arrangements in writing at least one week in advance of departure.
- ◇ Students under the age of 16 must have the explicit permission of parent(s)/carer(s) or guardians to leave the College and travel unaccompanied. It will not normally be acceptable for students under the age of 14 to make long or complicated unaccompanied journeys by public transport.
- ◇ Parent(s)/carer(s) should note that National Express coaches do not carry passengers younger than 14 unless they are accompanied by a responsible person aged 16 or over.
- ◇ National Rail offers the following guidance to parents when planning journeys for unaccompanied children:
  - ◇ *Young children are safer if they travel with an adult or friends, but you can prepare your child for travelling by train by explaining:*
    - Train times and the details of the stations that they need to change at.
    - That it's best to travel in busier coaches, so that they can get help if needed.
    - How dangerous the railway can be - stand back from the platform edge, never try to get on or off a moving train, don't run on platforms and to mind the gap or step when getting off the train.
    - That announcements at stations and on the train will help make their journey easier.
    - The dangers of talking to strangers.
    - Who to approach if they are in difficulty or are lost.
    - How to recognise railway staff and the Police.
- ◇ It is the responsibility of the parent of an overseas student to book the correct airline ticket and to ensure they have fully acquainted themselves with their particular carrier's rules regarding unaccompanied minors. Many airlines require a responsible adult to be present at departure and upon arrival to collect the unaccompanied minor. Particular regard should be paid to code-share flights when one airline's rules may be different from the carrier through which the ticket was booked.



- ◇ The College has a senior manager who is always available in emergency situations. All overseas students (and their parents) should store the emergency contact number on their mobile phones. It should also be carried with travel documentation. The emergency contact number is +44 (0)1953 609080. It may be used where an overseas student runs into serious difficulty when travelling to or from the College or when staying with guardians in the UK at weekends or Exeats. This service is not a substitute for making adequate arrangements, including insurance, for overseas students at this time.
- ◇ Where it seems to the Principal or the senior manager on duty, that adequate arrangements have not been made by a parent/carer or guardian to safeguard the interests of a student, the College reserves the right to intervene and to make arrangements for the safe transportation and accommodation of students. If this is necessary, the College will levy a charge of £500 per night for accommodation and £1000 per 24 hours (or part thereof) of staff time against the students' boarding fee account. It may also be necessary to make a referral to the Children's Services.

### Guardianship Arrangements

The College cannot recommend or arrange guardianship services. The College strongly recommends that parents appoint a reputable guardianship organisation that is accredited by AEGIS (the Association of Educational Guardians for Overseas Students). AEGIS is the national body for monitoring and regulating the welfare of overseas students and provides accreditation of guardianship organisations in line with the National

Minimum Standards for Boarding and guidance from Ofsted.

The website for AEGIS is: [www.aegisuk.net](http://www.aegisuk.net) where you will find a list of accredited member agencies.

All overseas students at Wymondham College are expected to have a guardian who will undertake the following responsibilities:

- ◇ Provide a point of contact throughout the College term and be ready to accommodate my son / daughter at short notice in case of an emergency, crisis, periods of illness or during other short-term absence from the College, for example for disciplinary reasons.
- ◇ To provide suitable accommodation for my son /daughter and an appropriate degree of care and supervision during Exeats, half term breaks and longer holidays, unless the parents have put in place other arrangements.
- ◇ Collect overseas students at the point of entry to the United Kingdom and bring them to the College, at least for the first term.
- ◇ Collect overseas students from the College at holiday periods and transport them to the airport, at least for the first term.
- ◇ If travel arrangements do not coincide with beginning / end term dates to provide stopover care.
- ◇ To make suitable alternative arrangements if unable to accommodate my son / daughter and to inform the Head of House of any such arrangements.
- ◇ To be ready to liaise with Head of House on my behalf in any matters relating to my son /daughter's welfare (e.g. academic progress, uniform and equipment).
- ◇ To inform the College in writing about all travel arrangements and to provide all the necessary



## Overseas Students (Extra Information)

details prior to my son / daughter leaving the College for a weekend or a longer holiday period.

- ◇ To be ready to attend important parent/teacher meetings or any other special meeting at the school on my behalf.
- ◇ Familiarise themselves with the selected airline's conditions of travel for unaccompanied minors and comply with them.

### Exeat House

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

### Transport Information

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

Overseas students must have a UK resident guardian appointed by parent(s)/carer(s) who will be available to assist at short notice and live within a reasonable travelling distance from the College. During their first term students should be collected by their parent(s)/carer(s) or guardian.

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

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

- ◇ End of Term, Exeat and half term departure times are normally from 16:00. Confirmation of times will be sent to House and students from the College Office.

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

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

All the following information is a guide to travel

options in the UK. This information is for use to arrange travel for your child.

### Train

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

### Coach

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

### Taxi

We are unable to recommend individual taxi companies but can provide parent(s)/carer(s) with the current local authority approved list of taxi companies. Some parent(s)/carer(s) will arrange taxis to be shared with other students and with permission, parent(s)/carer(s) details can be shared.

### Bus

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

### English Support

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

### Parents Evening Support

Students may request a buddy from their Boarding House who will accompany them to appointments and encourage completion of a feedback form. This is scanned and emailed to parent(s)/carer(s) the next day.

### Contacting Home

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

### Luggage Storage

During the College holidays, overseas students may store up to two suitcases. All suitcases/luggage must be identified with the student's name.

## Fees

### Registration

Parent(s)/carer(s) of UK Boarders are required to forward a £2,000 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 £4,055 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.

### Boarding

Parent(s)/carer(s) 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 parent(s)/carer(s).

Parent(s)/carer(s) (or the relevant Fee Payer) who have responsibility for payment of the boarding fees are required to (also) sign the Boarding Agreement. If both parent(s)/carer(s) (or Fee Payers) are signatories to the agreement they are held to be jointly and severally liable for the payment of the boarding fee.

### Day Boarding

Parent(s)/carer(s) of Day Boarding students 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 parent(s)/carer(s).

Parent(s)/carer(s) (or the relevant Fee Payer) who have responsibility for payment of the Day Boarding fee are required to sign the Day Boarding Agreement. If both parent(s)/carer(s) (or Fee Payers) are signatories to the agreement they are held to be jointly and severally liable for the payment of the Day 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 Finance Department on the day that the Boarding students return at the start of a term. The Finance Department remains open to receive payments on those evenings.



Parent(s)/carer(s) are welcome to contact the Accounts Office at any time if they have a query with regards to the payment of boarding fees – [fees@wymcol.org](mailto:fees@wymcol.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, or if unable to pay on-line via cheque, made payable to Wymondham College. If paying by cheque, please write the student name on the reverse and return it to the Sixth Form office.

The full charging policy is available on the College website. This includes the provision to charge parent(s)/carer(s) for any damage attributable to the willful or negligent acts of students and for the loss of College property.

### Insurance

The College does not provide insurance cover for students' personal possessions. Parent(s)/carer(s) may wish to consider if they have adequate cover for any valuables.





# Help and Advice

## Working Tax/Universal Credit

Parent(s)/carer(s) 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. Parent(s)/carer(s) 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 calculated termly and are for the student only. Application forms and/or further details can be obtained from the College Office.

Email: collegeoffice@wymcol.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 Welfare Manager for students and parent(s)/carer(s) to turn to, should they feel the need. Contact can be made either via telephone 01953 609000 ext 3450 or email attendance6@wymcol.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 Vice Principal - Safeguarding, Attendance and Wellbeing, 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 Mrs Julie Marsh

## 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 Principal setting out the reasons for your complaint and providing any supporting documentation. The Principal 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 Principal or if your complaint is about the actions of the Principal, your complaint should be addressed to the Clerk to the Trustees at the College address.

The full text of the Complaints Policy is available on the Wymondham College website at: [www.wymondhamcollege.org](http://www.wymondhamcollege.org)



# Annual Formal Events Calendar

For details of the full College Calendar see website [www.wymondhamcollege.org](http://www.wymondhamcollege.org)

## Remembrance Sunday - Autumn Term

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, to pay tribute to the sacrifice of the American airman for whom the College site was a hospital between 1942 -1945. All students and their parent(s)/ carer(s) are welcome to attend.

## Christmas Carol Service - Autumn Term

The College's Christmas celebrations include a Service of Nine Lessons and Carols featuring the College Choir and Orchestra. All students and their parent(s)/carer(s) are welcome to attend.

## House Formals - Spring Term

Each House organises its own events, including a 'formal'.

## The Lincoln Lecture - Spring Term

All parent(s)/carer(s) are welcome to apply for tickets to the Lecture which takes place in the Spring Term.

## The Mair Cup - Spring Term

The Mair Cup is the annual Interhouse music competition which takes place during the Spring Term. Admission is by ticket only and all students and their parent(s)/carer(s) are welcome to attend.

## Speech Day - Summer Term

Speech Day is the opportunity for the College to recognise the achievements of it's students. Prizes are usually presented by an eminent guest speaker. Speech Day is by invitation only.







# Parent Staff Association

## About us

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

## Events

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

We value the support of the entire College community.

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

## Event Key Dates

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

## PSA Hub

PSA volunteers run a new and second-hand Hub selling uniform, sports equipment/footwear, mouthguards and toiletries. The PSA Hub is located at the top end of the Cavell Car Park (reached via the Tom Eaton Entrance) and is open every Tuesday in term time for 15:30-16:30 and Saturday in term time from 11:15-12:15. We accept either cash or cheque for payment. We have a small changing room so students can come along and try items with parent(s)/carer(s). We also sell tea towels in House colours and PSA branded shopping bags. A mail order service is available for out-of-hours by emailing [wymondhamcollegepsashop@gmail.com](mailto:wymondhamcollegepsashop@gmail.com). The income generated by the PSA Hub supports a wide variety of educational projects for students within the College and is a very useful service for parent(s)/carer(s) and students alike.



## PSA Uniform donations

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

## 200 Club Lottery

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

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

## Amazon Smile and EasyFundraising

You can also help us raise money for free every time you shop online. Shop via Amazon Smile and nominate us as your charity. Also sign up to [www.easyfundraising.org.uk/causes/wymondhamcollege](http://www.easyfundraising.org.uk/causes/wymondhamcollege) to support us while you shop with one of over 3,000 retailers including food shopping, clothes, books, music, films, insurance, holidays, flights, office supplies, and many more items. Retailers will donate, at no cost to you, every time you buy. So far, our incredible supporters have raised over £3783.38.

## Matched Giving and Payroll Giving

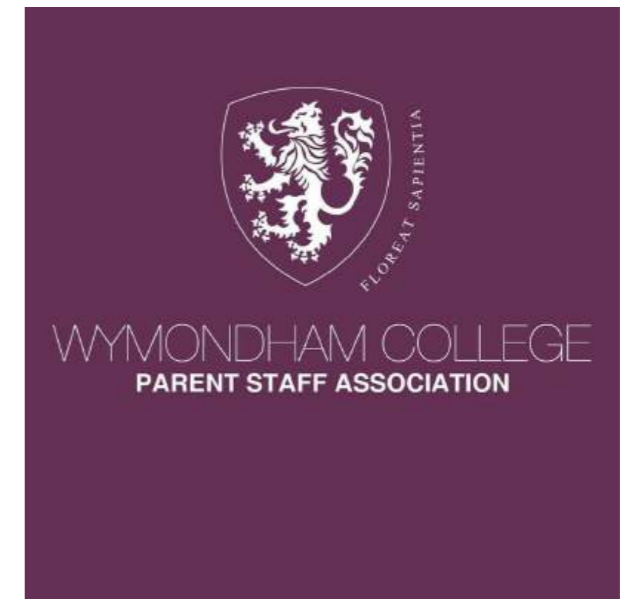
If you work for an organisation that has a match funding policy, any money you raise could be matched by your employer. Companies may match the fundraising total for an event, or for the stall that their employee is working on. Let us know if your company has a scheme?

## Bag2School

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

## PSA Grants/Awards

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



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

## Volunteering

We encourage parent(s)/carer(s) 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 parents evenings, open events and concerts where we serve refreshments (the College catering team do everything else including the baking and the washing up), helping at PSA social events and helping in the PSA Hub, There is no obligation, and you will always be fully supported alongside other experienced volunteers.

## Keep in Touch

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

### Facebook:

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

'X': @WymondhamColPSA

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





## Support the College

### Wymondham College Trust

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

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

### The Old Wymondhamian's

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

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

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

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



## Privacy Notice

### Privacy Notice for pupils in schools, early years settings, alternative provision and pupil referral units

#### Privacy Notice - Data Protection Act 2018

Sapientia Education Trust is the Data Controller for the purposes of the Data Protection Act and Wymondham College is a school within the Sapientia Education Trust. We collect information from you, and may receive information about you, from your previous school and the Learning Records Service. We hold this personal data and use it to:

- ◇ Support its students' teaching and learning
- ◇ Monitor and report on their progress
- ◇ Provide appropriate pastoral care
- ◇ Assess how well the school as a whole is doing.
- ◇ To support your transition to post 16 education/ training

This data includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications, we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

This data may only be used or passed on for specific purposes as allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law. All these are data controllers in respect of the data they receive and are subject to the same legal constraints in how they deal with the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

Full details of the Data Protection Policy and the Privacy Notice may be found on the College's [website](#).

If you wish to access your personal data, or that of your child, then please contact the Bursar on 01953 609000.

If you require more information about how the LA and/or DfE store and use this data, please go to the following websites:



◇ <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/index.htm>

◇ <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, please contact the LA or the DfE as follows:

**Teresa Burdett**  
**Records and File Access Manager**  
**Children's Services**  
 County Hall Room 22  
 Martineau Lane  
 Norwich NR1 2DL

Email: [teresa.burdett@norfolk.gov.uk](mailto:teresa.burdett@norfolk.gov.uk)  
 Telephone: 01603 223839

**Public Communications Unit**  
**Department for Education**  
 Sanctuary Buildings  
 Great Smith Street  
 London SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)  
 Contact form: <http://www.education.gov.uk/help/contact-us>  
 Telephone: 0370 000 2288





Sapientia Education Trust,  
Wymondham College, Wymondham, NR18 9SZ  
[www.se-trust.org](http://www.se-trust.org) | 01953 609000

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