

# WYMONDHAM COLLEGE PREP SCHOOL



## NEW STARTER INFORMATION PACK Boarding Pupils 2024-25



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## Welcome to Wymondham College Prep School

Wymondham College Prep School is one of only two primary state boarding schools in the UK. We believe that we offer a unique experience for our pupils. Our motto is 'Try hard, Be kind, Be You' and we place emphasis on these three core values in equal measure.

We are ambitious for each and every one of our pupils in the classroom. We put relationships, wellbeing and creating that all important sense of belonging at the heart of what we do so that children's learning can flourish. We believe that all children can thrive if they are nurtured and guided with patience and understanding to love the challenge of learning. We want the children to know and understand that getting things wrong and making mistakes is a vital part of the learning process, whether that's in an academic context or in a social context in the playground or on the sports field.

We are extremely ambitious for each and every one of our pupils, both inside and outside the classroom. We are at an advantage in the way our curriculum benefits from the use of subject specialist teachers from Wymondham College who work with Year 5 and Year 6, as well as making use of the impressive facilities on offer across the College campus. The children's personal development is also central to our holistic education offer, providing a rich and varied programme that runs during and after school.

Our boarding provision for Year 5 & Year 6 pupils adds another special dimension to our learning community. Offering homely, modern accommodation, Underwood Hall is a place where our boarders benefit from all the amenities and facilities Wymondham College provides whilst preparing students for life as secondary school boarders.

Our vision is to foster a community of life-long learners, with children knowing who they are and how they can flourish, having experienced a curriculum connected through local, national, and global perspectives.

I am hugely ambitious, extremely passionate, and very excited about the future of Wymondham College Prep School. My responsibility is to ensure that our aims are met and that our vision exceeds expectations. I encourage you to join us on this journey.

I look forward to meeting you and your child very soon,

Mr. Simon Underhill

**Headteacher**

*'Ever tried. Ever failed. No matter. Try again. Fail again. Fail better.'* Samuel Beckett, playwright

# Term Dates 2024-2025

<b>Autumn Term</b>	
<b>Boarders Return</b>	4 <sup>th</sup> September (from 6pm) 2024
<b>First day of term</b>	5 <sup>th</sup> September 2024
<b>1st Exeat</b>	<i>Friday 27<sup>th</sup> September 2023 - Sunday 29<sup>th</sup> September 2024</i>
<b>Half Term holiday</b>	26 <sup>th</sup> October 2024 – 3 <sup>rd</sup> November 2024
<b>2nd Exeat</b>	<i>Friday 22<sup>nd</sup> November 2024 - Sunday 24<sup>th</sup> November 2024</i>
<b>Last day of term</b>	20 <sup>th</sup> December 2024
<b>Christmas holiday</b>	21 <sup>st</sup> December 2024 – 7 <sup>th</sup> January 2025 inclusive
<b>Spring Term</b>	
<b>Boarders Return</b>	7 <sup>th</sup> January (from 6pm) 2024
<b>First day of term</b>	8 <sup>th</sup> January 2025
<b>1st Exeat</b>	<i>Friday 24<sup>th</sup> January 2025 - Sunday 26<sup>th</sup> January 2025</i>
<b>Half Term holiday</b>	15 <sup>th</sup> February 2025 – 23 <sup>rd</sup> February 2025
<b>2nd Exeat</b>	<i>Friday 14<sup>th</sup> March 2025 - Sunday 16<sup>th</sup> March 2025</i>
<b>Last day of term</b>	4 <sup>th</sup> April 2025
<b>Spring holiday</b>	5 <sup>th</sup> April 2025 – 22 <sup>nd</sup> April 2025 inclusive
<b>Summer Term</b>	
<b>Boarders Return</b>	22 <sup>nd</sup> April (from 6pm) 2025
<b>First day of term</b>	23 <sup>rd</sup> April 2025
<b>1st Exeat</b>	<i>Friday 2<sup>nd</sup> May 2025 - Monday 5<sup>th</sup> May 2025</i>
<b>Half Term holiday</b>	24 <sup>th</sup> May 2025 – 1 <sup>st</sup> June 2025
<b>2nd Exeat</b>	<i>Friday 20<sup>th</sup> June - Sunday 22<sup>nd</sup> June 2025</i>
<b>Last day of term</b>	22 <sup>nd</sup> July 2025
<i>Disclaimer: The Prep School reserves the right to amend these dates in the light of unforeseen circumstances and takes no responsibility for any financial implications.</i>	

## Transition Dates 2024-2025

<b>Thursday 4<sup>th</sup> July 2024</b>	Year 5/6 New Boarder induction welcome in Underwood Hall 6:30pm – 7:30pm
<b>Friday 5<sup>th</sup> July 2024</b>	Year 5 Transition Day 9am – 2:45pm New Year 5/6 parents meeting 2pm – 3pm
<b>Friday 5<sup>th</sup> July – Saturday 6<sup>th</sup> July</b>	Year 5/6 New Boarders Induction Sleepover 3:15pm – 9:00am
<b>Thursday 5<sup>th</sup> September 2024</b>	First day of Autumn Term

## Trips, Visits & Events 2024-2025

We have a number of exciting trips, visits and events lined up for our year 5's for the academic year. You can find further information and costs associated with these below. We appreciate that during a cost of living crisis, this can seem like a lot, however, once we have set you up on our payment system, it is possible to make payments for the larger amounts via smaller instalments over a period of time. Further communications will be shared with you in due course.

<b>27<sup>th</sup> September 2024</b>	Mike Culley	Space Day – Mike Culley will be visiting the school for a whole day of space workshops. The cost of this visit would be around £5 per pupil
<b>1<sup>st</sup> October 2024</b>	Eaton Vale	An exciting teambuilding day at Eaton Vale including raft building and grass sledging. We estimate the cost of this day trip to be approx. £40 per pupil
<b>11<sup>th</sup> December 2024</b>	Panto – Aladdin	After huge success last year, Whole school trip to the Norwich Theatre Royal for their annual Christmas Panto. The cost of this trip is £18 per pupil
<b>January 2025</b>	Young Voices at the O2 - TBC	Attending the O2 London to take part in the largest children's choir concert in the world. Estimated costs for this trip is £50 per pupil which includes entry to the event, return coach travel and a souvenir t-shirt
<b>May 2025</b>	Y5 Residential	Details of the residential are TBC. We aim for the cost of this to be approx. £200 per pupil. This will include return coach travel, accommodation & full board for 3 nights.

# Uniform and Equipment Guide

## Uniform Policy:

Our uniform policy can be found on our website:

<https://www.wymondhamcollegeprepschool.org/1470/school-uniform-1>

## Uniform Supplier Information

Our chosen local specialist suppliers, with both online and retail shops, who supply school uniform all year round are detailed below:

### **Birds Of Dereham**

13 Yaxham Road, Dereham, NR19 1HB

Tel: 01362 692941

[enquiries@birdsofdereham.com](mailto:enquiries@birdsofdereham.com)

<https://www.birdsofdereham.com/>

### **Stevensons School Uniform Outfitters**

67 Ber Street, Norwich, NR1 3AD

Tel: 01603 622355

Email: [norwichbranch@stevensons.co.uk](mailto:norwichbranch@stevensons.co.uk)

<https://www.stevensons.co.uk/>

On the uniform page of our website you will also find links to a range of alternative retail and supermarket suppliers. Stock availability with these suppliers may vary depending on the supplier and time of year.

## Uniform Quantities

When making decisions about how much uniform and PE kit to purchase, please be aware that pupils wear their PE Kit to school on the days that they do PE (twice per week) and on any days that they are doing an active ECA.

## Uniform for All Year Groups

Item	Status	Seasonal	Retailer
Plain, warm and waterproof navy blue or black coat	Required	As required	Any
Charcoal grey tailored shorts or permanent press, waisted, non-flared grey trousers or pleated pinafore dress or box pleated skirt	Required	All Year	Any
Black polished shoes (not trainers) with no open toe, heel or platform.	Required	All Year	Any
Navy ankle or knee-high socks, with no frills, detailing or turn down or navy tights	As required	With all but the summer dress	Any
White ankle socks with no frills, detailing or turn down	As required	To be worn with the summer dress	Any
Navy blue button up front gingham dress or navy blue gingham playsuit (to be worn with a plain navy cardigan, if required)	Optional	Summer Term - October Half Term only	Any
Navy blue fleece or woollen hat	Optional	As required in the winter months	Any
Navy blue peaked cap or legionnaires style hat	Optional	As required in the summer months	Any
Navy blue hair bands and accessories	Optional	All Year	Any

## Uniform Specific for Year 3 – Year 6

Item	Status	Seasonal	Retailer
Navy blue Blazer with Jade embroidered badge <b>Branded Item</b>	Required	All Year	Stevensons or Birds of Dereham
Navy school tie with jade shield logo <b>Branded Item</b>	Required	All Year except if wearing summer dress	Stevensons or Birds of Dereham
Plain coloured rucksack	Required	All Year	Any
Plain navy blue cotton rich or wool/wool acrylic knitted v- neck cardigan or v-neck jumper (no v neck sweat jumpers or cardigans)	Required	All Year	Any
Plain white collared shirt or blouse (short or long sleeve) no jersey material, rounded or embellished collars.	Required	All Year	Any

# PE Kit for All Year Groups

Plain navy blue tracksuit bottoms or, track pants, joggers or cotton shorts or skort	Required	All Year	Any
Plain jade sweatshirt (current colour but no logo)	Required	All Year	Any
Plain jade polo shirt (current colour but no logo)	Required	All Year	Any
White Sports socks	Required	All Year	Any
Supportive, non-marking trainers suitable for sport (not fashion trainers) that can be independently done up	Required	All Year	Any
For health and safety reasons, children are not permitted to wear earrings for P.E, Games or Dance lessons. Your child's timetable will identify when these lessons take place so that stud earrings can be removed. Members of staff are not permitted to remove earrings. If your child wears stud earrings into school they should be able to remove these or parents are requested to tape their ears before school.			

## Further Uniform Guidance

- Items which are not on the specified Items list may be obtained from any retailer. They must be plain and have no visible logos or trim.
- Ties must always be worn properly with top buttons fastened and shirts and blouses must be tucked in at the waist.
- All school uniform and Sports kit MUST be named. Children can become upset as a result of lost clothing, please help us by naming everything.
- Clothing must be clean, neat, tidy and be worn modestly.
- Children's hair must be a natural colour and should be worn in an appropriate style that doesn't interfere with any type of school activity. Hair shoulder length or longer should be tied back with blue hair accessories so that it is off the face.
- Jewellery; wristwatch, 1 plain pair of stud earrings only. Children are required to remove any items during PE, Dance or Games lessons to prevent them from causing injury. Please note: members of staff are not permitted to remove earrings.
- Make up and nail varnish is not to be worn to school.
- Pupils are not required to provide a pencil case, stationary or equipment, unless specific items are requested by the class teacher.
- All pupils must follow the reasonable requests of staff with regard to appearance.
- If a parent/carer has difficulties for any reason with fulfilling the uniform requirements, they are asked to speak confidentially to the Headteacher to discuss the issues they are facing. Parents/carers should be assured that we will do all we can to help.



# Packing Guide for Boarders

**IT IS IMPORTANT THAT ALL ITEMS ARE CLEARLY NAMED INCLUDING SOCKS, UNDERWEAR, SHOES AND TRAINERS.**

All boarders are provided with fitted bed sheets, and we are able to provide duvet covers and pillowcases, however our experience tells us that children prefer their own bedding, so we recommend you supply duvets, duvet covers and pillowcases from home where this is possible. Mattress protectors are provided, mattress toppers are not, so if you would like one of these please bring it with you. The Prep School will have a supply of bed linen available for those who do not have their own. The Prep School can also provide additional pillows but it is necessary for parents/carers to supply additional pillowcases.

## Boarders Kit List

A copy of this is reproduced at the end of the handbook for ease of printing. We recommend that this is printed off and included with your child's packing, as this will help when they pack at the end of term to ensure the right amount comes home.

Quantities indicated per item are a minimum and it is suggested that parents of boarders may wish to purchase additional high wear items.

The quantity of clothing that each boarder has must be such that everything will comfortably fit into drawers and wardrobes. Please note that each boarder is provided with ample wardrobe and drawer space.

You will want to bring all of the above items in large suitcase or trunk. There is storage in Underwood Hall allowing for large suitcases or trunks to be stored.

**ITEMS in Bold and CAPITALS are specified items and only available from the Prep School suppliers Stevensons and Birds of Dereham**

	<b>Minimum Quantity</b>	<b>Notes</b>
<b>Items for your bedroom</b>		
Dressing gown	1	<i>To use be used for decency and in the event of a fire alarm at night.</i>
Slippers	1	<i>Sliders or Crocs are permitted</i>
Pyjamas	3 sets	
Teddy bear	1	
Blanket	1	<i>Optional</i>
Bath towels	2	
Swimming towel	1	
Pictures, photographs, posters etc.		<i>To personalise your space – be as creative as you’d like</i>
Board pins and Blu-tac		
Single duvet	1	
Single duvet covers	2	
Pillows	1 or 2	
Pillowcases	2 sets	
Fitted bottom sheet (single)	2	<i>Optional – item can be provided by the school</i>
Mattress protector (single)	1	<i>Optional – item can be provided by the school</i>
Mattress topper (single)	1	<i>Optional</i>
Small wallet or purse	1	
Small backpack for trips	1	<i>Could be their school rucksack</i>
Coat hangers	10	<i>Wooden ones do work best</i>
<b>Casual clothes</b>		
Hoodie or jumper	2	

Jeans	1	
Jogging bottoms	1	
Tops, t-shirts, polo shirt	5	
Shorts	2	
Swimming trunks or costume	1	
Outdoor trainers or walking shoes	1	
Indoor trainers	1	
Casual shoes	1	
Wellies	1	<i>Can be the same pair as for Forest School</i>
Waterproof coat	1	
Walking trousers	1	
Hat, scarf, gloves, sun hat or cap	1 of each	
Underclothes	8	
Socks	8	
Boarders at the Prep School at the weekend will need a set of smart clothes for chapel.	1	
<b>School uniform</b>		
<b>BLAZER WITH PRE-EMBROIDERED BADGE</b>	1	
Navy jumper or cardigan	2	
<b>SCHOOL TIE</b>	1	
Charcoal grey tailored shorts or permanent press, waisted, non-flared grey trousers or pleated pinafore dress or box pleated skirt	2	<i>Or Navy blue button up front gingham dress or navy blue gingham playsuit (to be worn with a plain navy cardigan, if required)</i>
Plain white collared shirt or blouse (short or long sleeve) no jersey material, rounded or embellished collars.)	5	

Navy ankle or knee-high socks, with no frills, detailing or turn down or navy tights	5	<i>White ankle socks with no frills, detailing or turn down (As required, to be worn with the summer dress)</i>
Plain, warm and waterproof navy blue or black coat	1	
Navy blue hair bands and accessories	5	<i>If hair is long enough to need tying back</i>
Black polished shoes (not trainers) with no open toe, heel or platform.	1	<i>With no open toes, heel, platform or logos.</i>
Black belt for trousers or shorts	1	<i>Optional</i>
Wellies	1	<i>For Forest School</i>
Navy blue fleece or woollen hat	1	
Navy blue peaked cap or legionnaires style hat	1	
Plain coloured rucksack	1	
<b>Sports Kit</b>		
Plain navy blue tracksuit bottoms or, track pants, joggers or cotton shorts or skort	1	
Plain jade sweatshirt (current colour but no logo)	2	
Plain jade polo shirt (current colour but no logo)	2	
White Sports socks	3	
Supportive, non-marking trainers suitable for sport (not fashion trainers) that can be independently done up	1	
Plain navy blue tracksuit bottoms or, track pants, joggers or cotton shorts or skort	1	
Plain jade sweatshirt (current colour but no logo)	1	

Non-marking trainers	1	<i>That can be independently done up</i>
White ankle socks	3	
<b>Personal Items</b>		
Body wash, shower gel	1	<p>You are more than welcome to provide spares.</p> <p>However, all of these items can be obtained from the Underwood Hall store which will then be added to your termly bill.</p>
Hand and face soap/wash	1	
Sun cream	1	
Lip salve (optional)	1	
Deodorant (roll-on <b>NO AEROSOLS</b> )	1	
Shampoo	1	
Face cloth/sponge	1	
Toothbrush	1	With charger if electric
Toothpaste	1	
Hairbrush	1	
Nail care kit	1	
Large drawstring, net laundry bag	1	To include clippers, not scissors
Shoe cleaning kit	1	
Large washbag or shower caddy	1	
Spare name tapes	25	
<b>Lockable</b> tuck box	1	In a shoebox sized, named, plastic container/DIY box or similar
<b>Items that you might like to bring</b>		
Board game to play with others	1	
Cards, Uno	1	
Small suitcase/bag	1	For exeat weekends or weekends at home

**EVERY ITEM OF BELONGINGS TO BE CLEARLY NAMED & SPARE NAME TAPES TO BE SUPPLIED. CHILDREN CAN BECOME UPSET AS A RESULT OF LOST CLOTHING, PLEASE HELP US BY NAMING EVERYTHING.**

## Electrical Items

For Health and Safety reasons, all electrical goods on the premises have to be checked and approved. The Prep School provides fridges, microwaves, kettles, irons and TVs in the boarders' common rooms and/or kitchens. **Many electrical items are not permitted in dorms – please see “What not to bring”.** Parents are asked to ensure that any electrical items are in a safe condition – the Electrical Items Disclaimer Form was included in the Joining forms. The Prep School tests pupils' electrical items once a year.

## What not to bring

Pupils are not permitted to bring the following items onto the Prep School campus:

- Fridges, toasters, sandwich or popcorn makers or any form of hot plate or cooker, kettles and rice boilers
- Two pin plugs without 3 pin adaptors
- Electric blankets
- Irons
- Heaters or radiators
- 3 way multi point plug adaptors
- Televisions
- Home built computers
- Any electrical equipment that is not in good condition or is being constructed or adapted
- Indoor or outdoor fireworks
- Door fitting pull /chin up bars
- Incense burners or candles
- Laser pens
- Bleach or similar cleaning materials
- Pets

The following items may be allowed into Prep School subject to Head of House approval and restrictions:

- Scooters, skateboards and roller skates - restricted area use and suitable protective clothing being worn (helmet, knee and elbow pads).
- Afro combs are not allowed to be used or carried outside the boarding house, other than when departing from or arriving on the campus.

There are a number of items (alcohol, smoking materials (including e cigarettes, matches and lighters), drugs, new psychoactive substances, sharp implements and weapons of any description) offensive media such as violent or pornographic material in any form are categorically prohibited. Full details of these can be found in the Behaviour, Discipline and Rewards Policy on the Prep School's website [here](#).

## Is there an item you'd like to bring which is not listed above?

The list above is quite detailed. However, if you have favourite items that you want to bring which are not listed above, please do ask us if you can it bring it with you!

## Laundry

In a boarding house, laundry is like rocket science! However, it will always work smoothly so long as every single item of clothing is properly named.

# The Curriculum in UKS2

Your child will be taught a wide range of subjects in Year 5 and Year 6, with subject specialist teachers deployed where possible:

English	Mathematics	Science
History	Geography	Religious Education
PE	Games	Music
Art & Design	Design and Technology	Computing
French	Personal Social Health Education	

## Enriched Curriculum Activities

Our school's *ECA Enriched Curriculum Activities (ECA) Programme* is a central piece of our 'Prep Life' provision, similar to the College's 'Wyndham Life' offer. As our school grows, we will strive to continue offering a wide range of opportunities and experiences for our pupils to explore and enjoy.

The purpose of our ECA programme is to provide your child with the opportunity to try new things they are curious about or for them to follow their current passions and interests. It is an opportunity for children to further enrich the curriculum they experience in school. It should be a time that they look forward to and can't wait to tell you about on the way home.

It is vital that your child has ownership of which ECAs they would like to do. Our ECA programme is not for the purpose of providing after school childcare. When selecting ECAs with your child, please ensure they are genuinely interested in attending and avoid selecting an ECAs out of convenience. We are trying to make a clear distinction between our After School Wraparound Care and our ECA 'Prep Life' offering.

It is important to remember that school days are long – learning is hard work. An ECA at the end of the day for some children might be a stretch too far and a 3.15pm finish may well be in their best interests.

ECAs are provided by a mixture of internal staff members and external providers. Those provided by an external provider will be paid for activities and you will be required to pay for the ECA in advance of the term starting. We have a reduced offering of a small number of paid ECAs on a Tuesday as this is the evening when staff engage with Professional Learning.

The ECAs run from 3:15pm – 4:00pm during the core part of each term. ECAs do not run for the first and last weeks of the Autumn, Spring & Summer Terms or on the Friday of an Exeat weekend.

The Autumn Term ECA programme will start on Monday 23<sup>rd</sup> September. Details of how to book onto the ECA programme will be shared with you at the start of the Autumn Term.

# Website, Twitter and Facebook

I wish to draw your attention to our [website](https://www.wymondhamcollegeprepschool.org) (<https://www.wymondhamcollegeprepschool.org>) where you will find a great deal of information that will help you get to know the School in preparation for September. We would be grateful if you could share the contents of the [staff page](#), which will be updated ahead of the new academic year, with your child, as this is a way for you all to begin to familiarise yourselves with some of the people you'll meet this September. You will also find our school calendar on the website which you can link directly to the calendar on your mobile or you can create a shortcut on your mobile homepage. For more information on how to do this, please contact the school office on [office@wymcolprep.org](mailto:office@wymcolprep.org)

We also have two Twitter pages and a Facebook page that will be used to post updates and share information about the Prep School. If you have Twitter and/or Facebook accounts, then please do follow these as they will be another source that we will share information about the Prep School during your child's time at the school. The relevant Twitter handle is [@WymondhamPrep](#) and our Facebook page is <https://www.facebook.com/WymondhamPrep>

## School Meals

Our meals are cooked on site using fresh ingredients. We offer a Hot School Meal to all boarders, and they can choose what they wish to eat daily. You will find a copy of our menu on the school website: <https://www.wymondhamcollegeprepschool.org/1473/school-meals-1> .

## Pupil Premium & Free School Meals

Although your child's meals are including in your boarding fees, if you receive one of the benefits below, you can apply for the Prep School to receive extra funding from the government; this extra funding is called Pupil Premium:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Registering could raise extra money for the Prep to fund valuable support like extra tuition, additional teaching staff or after school activities. This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, please apply online using the link below and then using the green '*Apply for free school meals*' button. All information submitted will be treated in the strictest confidence and will only be used for Local Authority purposes.



<https://www.norfolk.gov.uk/education-and-learning/schools/school-meals-and-milk>.

If you would prefer a hard copy form please contact the school office and we can email a copy to you. For further information about Free School Meals please visit the Norfolk County Council website above.

## Friends of Wymondham College Prep School (FOWCP)

Friends of Wymondham College Prep (FOWCP) is made up of parents, carers, guardians and other community members working closely with the school to raise additional funds. When your child joins the school you automatically become a member.

FOWCP is about much more than simply fundraising. It exists to provide closer links between home and school and it is an excellent way to bring everyone together in support of the school working towards a common goal.

FOWCP invite you to join **Classlist**, a tool they use to communicate with parents and a useful tool for parents to communicate with each other. We encourage you to use Classlist to ask any questions you may have that can be answered by our current parent community. A parent representative of our current YR class will act as an interim contact on Classlist. It also has a second uniform sale area and is the school's preferred method of communication to class WhatsApp groups.

*How does Classlist work?* You can watch a quick 1-minute video tour here: <https://www.classlist.com/how-does-it-work>

*To join Classlist please follow this link:* <https://classlist.page.link/CZ7eUsLGg3FEVbCM8>

More information about FOWCP can be found on our website: <https://www.wymondhamcollegeprepschool.org/1837/friends-of-wymondham-college-prep-school>

# 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) or carer(s).

This Home-School Agreement is a reminder of the respective responsibilities of all of us. It is not a legally binding document.

<p style="text-align: center;"><b>School</b> Wymondham College Prep School</p>	<p style="text-align: center;"><b>Parent Carer</b> Parent/Carer _____</p>	<p style="text-align: center;"><b>Child</b> Child's name _____</p>
<p>Our school will:</p> <ul style="list-style-type: none"> <li>• Provide your child with a high standard of education, implemented by rigorous national guidelines, within a balanced curriculum.</li> <li>• Ensure that our learning environment is stimulating and challenging.</li> <li>• Celebrate your child's academic and personal achievements including an annual report for you showing your child's progress and attainment in all subjects taught</li> <li>• Provide the scaffolding needed to enable your child to achieve their full potential.</li> <li>• Care for your child's safety and well-being through observation and listening.</li> <li>• Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need.</li> <li>• Encourage your child to become an active member within our community and help them to see that they can have an impact on the world around them.</li> <li>• Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support them in their areas for development.</li> <li>• Provide information to you about our school, including relevant policies, meetings, workshops, activities, newsletters and Open Days.</li> <li>• Be very happy to welcome you if you would like to contribute to our school's broader curriculum. We recognise that the community of Wymondham College Prep School holds a wealth of talent, experience, diversity and enthusiasm that our school could benefit richly from.</li> <li>• Set challenging and achievable homework to extend the curriculum and provide the opportunity for independent learning. Clear information will be provided so that you will be able to help your child if required.</li> <li>• Provide information and helpful training sessions for you that will give you confidence to support your child.</li> </ul>	<p>As a Parent/Carer I will:</p> <ul style="list-style-type: none"> <li>• In order to help my child gain the most of their education, make sure my child arrives at school by 8:45am prepared to start their lessons. They will be wearing named school uniform or Sports Kit depending on the day.</li> <li>• Do my very best to provide a safe, secure and happy environment at home for my child, acknowledging that they learn at home.</li> <li>• Let the school know of any concerns or worries that may be affecting my child's learning, behaviour or ability to do homework, as this can then be resolved quickly.</li> <li>• Support the school by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community.</li> <li>• Attend meetings with my child's teacher and other staff, aiming to be positive and productive, working towards moving my child on in their learning.</li> <li>• Support and work with you to ensure that the behaviour management policies of the school are maintained, particularly with my child.</li> <li>• Encourage a positive attitude towards my child's education and our school. If I have any concerns, I will come and discuss them with you as it is much healthier to work out solutions and move on.</li> <li>• Read all information sent home as this gives me important details of relevant policies, meetings, workshops, activities, newsletters and Open Days.</li> <li>• Support the school by making sure that homework tasks are completed and returned on time.</li> <li>• Use my talents and experiences to enhance my child's learning at home.</li> </ul>	<p>As a pupil of Wymondham College Prep I will:</p> <ul style="list-style-type: none"> <li>• Work hard.</li> <li>• Be kind.</li> <li>• Respect other people's culture, race, feelings, beliefs and values.</li> <li>• Accept responsibility for the things that they do.</li> <li>• Be responsible for their school and homework.</li> <li>• To raise their hand to ask for help if they need it</li> <li>• To show endeavour through trying their best in all that they do.</li> <li>• Speak politely to everyone in school.</li> <li>• Take good care of the building, equipment and school grounds.</li> <li>• Behave in a safe way.</li> <li>• Be helpful.</li> <li>• Be honest.</li> <li>• Tell a member of staff if they are worried or unhappy.</li> <li>• Ensure they have the right equipment in school.</li> <li>• To come to school promptly, properly equipped and properly dressed.</li> <li>• To follow the instructions given by staff to safeguard their safety and ensure that they learn properly.</li> </ul>
<p>Signed _____ Date _____</p>	<p>Signed _____ Date _____</p>	<p>Signed _____ Date _____</p>

# Health Information

To avoid any unnecessary risks to students, all parents/carers should inform the Prep School, via the school office, of any specific medical needs of the pupils e.g. allergies, asthma, migraine etc.

If a boarding pupil feels unwell while at school, they should speak to their teacher if in class, or supervising member of staff if not in class. If they are in House and the problem is minor, matron (who is paediatric first aid trained) is likely to be able to deal with the problem. If the problem is more complicated or matron is concerned the pupil may be referred to the Wymondham College Medical Centre. If the trained paediatric first aider decides that the pupil is too unwell for school, they may rest on a bed in the Prep School.

If a pupil is admitted overnight the parents/guardians will be informed where possible. If a pupil is likely to be off school for several days the parents/carer 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 matron. These need to be in the original container with the pupil'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 Matron in order to keep a complete record of what the pupil is taking and the parental request for treatment form completed. The Prep School makes no routine provision for dental treatment or eye tests for its pupils and parents are, therefore, advised to make arrangements for their children to be examined by a dentist/optician during the holidays.

Further information can be found in the First Aid Policies section of our website:

<https://www.wymondhamcollegeprepschool.org/1460/key-policies/category/65/first-aid>

## Wymondham College 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 pupils 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 pupils are registered with the school doctor – unless especially requested to stay with home GP, (e.g. for ongoing complex health needs). If a pupil needs to see a doctor while at home they should be seen as a temporary resident.

If a pupil 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 pupil. Pupils 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.

The nurse, assistant or appropriate member of boarding staff will accompany the pupil as patient advocate. During surgery appointments, pupils under 16 will be advised that their parents/carers will be telephoned and informed of findings/treatments prescribed, except where the pupil is deemed to be "Gillick competent" and requests that this does not occur.

# Privacy Notice

Please find below the 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 Prep School 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 pupils teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well the school as a whole is doing.

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 School's website:

- [https://wymondprepschool.s3.amazonaws.com/uploads/key\\_information/FINAL-Privacy-Notice-at-Wymondham-College-Prep-School.pdf?t=1626342945](https://wymondprepschool.s3.amazonaws.com/uploads/key_information/FINAL-Privacy-Notice-at-Wymondham-College-Prep-School.pdf?t=1626342945)

If you wish to access your personal data, or that of your child, then please contact the School Secretary on 01953 609000 (option 3)

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 & 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)

Tel: 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)

Email: [http://www.education.gov.uk/help/contact us](http://www.education.gov.uk/help/contact-us)

Tel: 0370 000 2288.

### Wymondham College Prep School Instrumental Lessons Request Form

Through our relationship with the College, we are able to offer individual instrumental lessons and singing lessons, subject to teacher availability, with highly trained and professional peripatetic music teachers. The chosen instrument should be suitable for the child's age and physical size and parents are responsible for providing this.

At present, lessons cost £195.00 for ten half hour lessons. Lessons take place during curriculum time but are worked on a rota basis so that pupils don't miss the same lesson each week. If you would like to request individual music lessons for your son, or daughter when they attend the Prep School, please complete the form below.

**Once you have requested lessons you will be liable for a termly fee. If notice is then given prior to taking up the lessons, a half term fee will be charged. If lessons have already commenced, written cancellation must be submitted at least six weeks before the end of term and the full fee will be due for that course of lessons.**

<b>Pupil Name:</b>									
<b>Year:</b>									
<b>Tutor:</b>									
<b>State which instrument (including voice) you require:</b>									
<b>Playing status: (please tick)</b>	Beginner	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Parent/Guardian Name:</b>									
<b>Home Address/Billing Address:</b>									
<b>Contact Tel Nos:</b>									
<b>E-mail Address:</b>									
<b>Parent/Guardian Signature:</b>									

Lessons are currently offered to pupils Y2 – Y6. The following instruments are available for lessons; Piano, Violin, Singing, Guitar, Brass, Cello, Flute, Woodwind, Double Bass, Drums

Please return to the school office via [office@wymcolprep.org](mailto:office@wymcolprep.org)

Your request will then be forwarded on to the College's Director of Music for processing.