

WYMONDHAM COLLEGE PREP SCHOOL



NEW STARTER INFORMATION PACK RECEPTION 2024-2025



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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,

A handwritten signature in black ink, appearing to read 'S. Underhill', written in a cursive style.

Mr. Simon Underhill

Headteacher

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

Term Dates 2024-2025

Autumn Term	
First day of term	5th September 2024
1st Exeat	Friday 27th September 2023 - Sunday 29th September 2024
Half Term holiday	26th October 2024 – 3rd November 2024
2nd Exeat	Friday 22nd November 2024 - Sunday 24th November 2024
Last day of term	20th December 2024
Christmas holiday	21st December 2024 – 7th January 2025 inclusive
Spring Term	
First day of term	8th January 2025
1st Exeat	Friday 24th January 2025 - Sunday 26th January 2025
Half Term holiday	15th February 2025 – 23rd February 2025
2nd Exeat	Friday 14th March 2025 - Sunday 16th March 2025
Last day of term	4th April 2025
Spring holiday	5th April 2025 – 22nd April 2025 inclusive
Summer Term	
First day of term	23rd April 2025
1st Exeat	Friday 2nd May 2025 - Monday 5th May 2025
Half Term holiday	24th May 2025 – 1st June 2025
2nd Exeat	Friday 20th June - Sunday 22nd June 2025
Last day of term	22nd 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

Wednesday 26th June	Notification of Reception classes
Monday 1st July	Information Evening for new Reception Parents/Carers (18:00-19:00)
Tuesday 2nd, Wednesday 3rd, Thursday 4th July	1:1 'Getting to Know You' sessions – a 15 minute per pupil appointment with class teacher(s) - at school. (<i>Children and parents/carers</i>)
Friday 5th July Or Tuesday 9th July	Reception Taster morning (09:15-11:30) (<i>Children only</i>)
Thursday 5th September	First day of Autumn Term
Thursday 5th September – Wednesday 11th September	Children will start by doing half days up to and including Wednesday 11 th September. Morning sessions will run from 08:45-11:15 and afternoon sessions will run from 12:30-15:00
Thursday 12th September and Friday 13th September	All Reception children will have a morning session and stay for lunch. Sessions will run from 08:45-13:15
Monday 16th September	Reception full days to commence. Children to be dropped off between 08:30-08:45 and picked up 15:15
Monday 23rd September	Wrap around care option (breakfast club and extended stay) made available for Reception children

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

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

Stevensons School Uniform Outfitters

67 Ber Street, Norwich, NR1 3AD

Tel: 01603 622355

Email: 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 Reception - Year 2

Item	Status	Seasonal	Retailer
Navy bookbag with school logo Branded Item	Required	All Year	Stevensons or Birds of Dereham
Jade sweatshirt with white logo Branded Item	Required	All Year	Stevensons or Birds of Dereham
Jade polo shirt	Required	All Year	Any
Plain navy cardigan (to be worn with the summer dress/playsuit, if required)	Optional	Summer Term - October Half Term only	Any

PE Kit for All Year Groups

Plain navy-blue tracksuit bottoms or, track pants, joggers or cotton shorts or skirt	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.

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.

For parents with children in Reception, Year 1 and Year 2, 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. Reception pupils will have the opportunity to join the ECA programme from Spring Term 2024, as we find that the extended day is too much for our younger pupils as they settle into school life.

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.

Details of how to book onto the ECA programme will be shared with you at the end of the Autumn Term in preparation for your child beginning their ECA journey in the Spring.

Premier Education Wraparound Care

For those working parents who require it, wraparound care is offered by an external company, Premier Education from 7:45am – 8:30am and 3:15pm – 6:00pm. Pupils can be booked into this provision whenever parents require it, and this can be from 3:15pm or 4:00pm if they have an ECA. You just book what sessions you require each week. Pupils are transferred from their classroom or ECA to the Wraparound Care provision by a member of staff.

Further details and costs can be obtained from their website: <https://www.premier-education.com/parents/>. Bookings for September 2024 will open in June 2024. You will need to register and then select 'book a course'. Premier Education also run holidays camp dates at school and communications for these camps will be sent via the weekly News Roundup.

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

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, which we strongly encourage all children to enjoy. You will find a copy of our menu on the school website: <https://www.wymondhamcollegeprepschool.org/1473/school-meals-1>. Pupils are asked to state if they are having a school meal at registration each morning.

Children in Reception to Year 2 receive free meals as part of the Universal Free School Meals scheme. For all other children, there will be a cost of school dinners per meal which must be paid for in advance at the start of each week. You can of course pay for meals further in advance, if preferred. We will share details of how to pay for these at the start of the Autumn Term. Please be aware that we operate a cashless office so payments should be made online only.

If you choose to send your child into school with a packed lunch, please provide a healthy balanced lunch and avoid fizzy drinks and confectionery such as chocolate bars and sweets. We are strictly a NUT FREE school. Packed lunches must not include any products containing nuts, including peanut butter and Nutella due to the **life-threatening risk** to children have a severe allergy. For this reason, pupils are not permitted to swap food items.

Please use the links below to learn more about healthy food in school, healthy packed lunch ideas, the NHS Eatwell guidelines and managing food allergies in school:

- [School Food Standards](#)
- [NHS Healthy lunchboxes](#)
- [NHS Eatwell guide](#)
- [Food allergies in school](#)

Pupil Premium & Free School Meals

All children in Reception, Year 1 and Year 2 are offered universal free school meals. This is regardless of your household income and you do not need to apply. However, 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;">School Wymondham College Prep School</p>	<p style="text-align: center;">Parent Carer Parent/Carer _____</p>	<p style="text-align: center;">Child Child's name _____</p>
<p>Our school will:</p> <ul style="list-style-type: none"> • Provide your child with a high standard of education, implemented by rigorous national guidelines, within a balanced curriculum. • Ensure that our learning environment is stimulating and challenging. • 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 • Provide the scaffolding needed to enable your child to achieve their full potential. • Care for your child's safety and well-being through observation and listening. • Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need. • 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. • 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. • Provide information to you about our school, including relevant policies, meetings, workshops, activities, newsletters and Open Days. • 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. • 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. • Provide information and helpful training sessions for you that will give you confidence to support your child. 	<p>As a Parent/Carer I will:</p> <ul style="list-style-type: none"> • 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. • Do my very best to provide a safe, secure and happy environment at home for my child, acknowledging that they learn at home. • 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. • Support the school by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community. • 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. • Support and work with you to ensure that the behaviour management policies of the school are maintained, particularly with my child. • 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. • Read all information sent home as this gives me important details of relevant policies, meetings, workshops, activities, newsletters and Open Days. • Support the school by making sure that homework tasks are completed and returned on time. • Use my talents and experiences to enhance my child's learning at home. 	<p>As a pupil of Wymondham College Prep I will:</p> <ul style="list-style-type: none"> • Work hard. • Be kind. • Respect other people's culture, race, feelings, beliefs and values. • Accept responsibility for the things that they do. • Be responsible for their school and homework. • To raise their hand to ask for help if they need it • To show endeavour through trying their best in all that they do. • Speak politely to everyone in school. • Take good care of the building, equipment and school grounds. • Behave in a safe way. • Be helpful. • Be honest. • Tell a member of staff if they are worried or unhappy. • Ensure they have the right equipment in school. • To come to school promptly, properly equipped and properly dressed. • To follow the instructions given by staff to safeguard their safety and ensure that they learn properly.
<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 pupil feels unwell while at school, they should speak to their teacher if in class, or supervising member of staff if not in class. They will be looked after in school and be assessed by a paediatric first aider. The trained paediatric first aider will assess the child and if it is decided that the child is too unwell for school the parents/carers 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 Prep School does not generally give medication to day pupils. However, if required (e.g. for a course of antibiotics or other chronic condition), arrangements can be made. A 'Consent to Treatment' needs to be completed and the appropriate medication bought into the Prep School. 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 Prep School.

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>

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

If you wish to access your personal data, or that of your child, then please contact the School Office Manager 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
Tel: 01603 223839

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

Website: 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.