



WYMONDHAM COLLEGE

An Outstanding State
Boarding and Day School

Senior School

New Student's Guide
& Welcome Pack

2024/25

Pride ♦ Passion ♦ Positivity



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Welcome to Wymondham College

Welcome

Welcome to the start of your Wymondham College journey, an experience that will enrich your life and create long lasting friendships. This guide is designed to provide new students and their parent(s)/carer(s) with important information about the College and to help prepare for their arrival in September.

We cannot possibly cover everything in one guide and you will receive further information in your first few days at the College from your House.

Please note that some arrangements set out in this guide may change. If this is the case, your House staff will inform you in the first week. Some of the information in this guide differs for boarders or day students, some of whom may be Day Boarding students, so please ensure you read all information relevant to you.

Transition Weekend

All Year 7 students starting in September 2024 will be invited to participate in our Transition process. We ask that all students participate if possible. Where transition is held on site, Boarders attend Thursday evening and stay until Saturday. Day and Day Boarding students attend on the Friday and Saturday daytime only.

First Week of Term

The Autumn Term starts on Thursday, 5 September 2024.

Information about international arrivals, first day information and drop off points will be communicated with you before the start of term.

Please note that the first weekend of term is usually a 'Big Weekender'. All boarders are encouraged to stay and take part in the activities which can be a valuable part of the 'settling in' process.

House Allocation and Colours

House allocations are made at the discretion of the Principal and whilst certain convention will be followed (e.g., siblings being placed in the same House, where possible), no guarantee can be given that it will be possible to allocate a student to a particular House. Students will be informed on their House allocation so that parent(s)/carer(s) have the opportunity of ordering correct uniform. House colours are:

- Cavell HallLight Blue
- Fry HallYellow
- Kett HallGreen
- New HallRed
- Peel HallPurple



Contacting the College

Addresses

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

Boarders' post should be addressed as follows:

Name of Student
Name of Boarding House

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.

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 during 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 the College Office which is a single dedicated point of contact, available throughout the year to make communication with the College easier for parent(s)/carer(s). The College Office has a direct dial number alongside an extension number if calling via the switchboard/Main Reception. It also has an email. All details are as follows:

Telephone: 01953 609000 and choose College Office from the menu.

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

College website: www.wymondhamcollege.org

Facebook and Twitter

We have accounts on Facebook, Instagram and Twitter 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](https://www.instagram.com/wymondhamcollege)

Twitter: [@wymondhamcol](https://twitter.com/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:

Cavell Hall: 01953 609030; cavell@wymcol.org

Fry Hall: 01953 609032; fry@wymcol.org

Kett Hall: 01953 609019; kett@wymcol.org

New Hall: 01953 609036; newhall@wymcol.org

Peel Hall: 01953 609038; peel@wymcol.org

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.

Where Day Boarding students and 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 attendance@wymcol.org or phoning the College on **01953 609000** and **choosing Attendance Senior School from the menu.**

Please do not phone the House; all absences are recorded by the Attendance Office.

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, inform us of the predicted date of return.



Contacting the College

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 Attendance Team using the [Leave of Absence Form](#). Students leaving school during the school day must sign out at the Attendance Office.

LOAs should be submitted seven days before the start of the proposed absence. The Governors' policy of Leave of Absence 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.

Locker and Keys (Day students only)

All Day students are provided with a locker in House to keep schoolbooks and other equipment in. Students are required to provide a padlock and key. Spare keys can be kept in the House office.

Student Leadership

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.

The Student Council acts as a voice for all students. It is comprised of representatives from the Principal's Council, House Councils and other Student Leadership Teams, such as the Anti-Bullying ambassadors. They meet fortnightly to discuss issues concerning both academic and boarding life.

Any student can raise an issue for discussion at the Student Council meetings via their House Council reps or by email at studentcouncil@wymcol.org. The Student Council works collaboratively with staff and students to address the issues raised and pass that information onto the Senior Leadership Team. Recent projects include Student Wi-Fi access and Anti-Bullying initiatives.

Every Boarding House in the College has a student led House Council. The House Council is comprised of students from a mixture of year groups, genders and Day Boarding students from that House. They discuss issues affecting the running of the Boarding House.

They are closely involved in making decisions on issues such as décor, equipment, activities and the running of charity events.

There are many other student leadership roles available to all students in Senior School.

The student leaders are responsible for organising social, sporting and charitable events. They also act as mentors to new students entering the College; showing them around and making sure they enjoy a smooth transition into College life. Students involved in the leadership roles develop skills in communication, confidence and responsibility.



Term Dates: Academic Year 2024/25

Autumn Term 2024	
From Thursday, 5 September Boarders return Wednesday, 4 September between: 16:30-17:30 (In School Uniform)	To Friday, 13 December Students depart: 15:45
1st Exeat From: Friday, 27 September Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	1st Exeat To: Sunday, 29 September Boarders Return: 19:00-20:00
Half Term From: Friday, 18 October Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	Half Term To: Sunday, 3 November Boarders Return 19:00-20:00
2nd Exeat From: Friday, 22 November Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	2nd Exeat To: Sunday, 24 November Boarders Return: 19:00-20:00
CPD Days: Monday 2, Tuesday 3 and Wednesday, 4 September	

Spring Term 2025	
From Wednesday, 8 January Boarders return Tuesday, 7 January between: 16:30-17:30 (In School Uniform)	To Friday, 4 April Students depart: 15:45
1st Exeat From: Friday, 24 January Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	1st Exeat To: Sunday, 26 January Boarders Return: 19:00-20:00
Half Term From: Friday, 14 February Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	Half Term To: Sunday, 23 February Boarders Return 19:00-20:00
2nd Exeat From: Friday, 14 March Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	2nd Exeat To: Sunday, 16 March Boarders Return: 19:00-20:00
CPD Days: Monday 6 and Tuesday, 7 January	

Summer Term 2025	
From Wednesday, 23 April Boarders return Tuesday, 22 April between: 16:30-17:30 (In School Uniform)	To Friday, 11 July Students depart: 15:45
1st Exeat From: Friday, 2 May Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	1st Exeat To: Monday, 5 May (inc bank hol) Boarders Return: 19:00-20:00
Half Term From: Friday, 23 May Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	Half Term To: Sunday, 1 June Boarders Return 19:00-20:00
2nd Exeat From: Friday, 20 June Depart Day/Day Boarders: 15:45 Depart Boarders: 16:15	2nd Exeat To: 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.





The College Day (Day, Day Boarding and Boarders)

Day Routine

Monday to Friday (All Students)

- 08:30 - 08:40: Registration with Tutor
- 08:40 - 08:55: Chapel/Assembly/Tutor Group
- 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 - 13:35: Lunch
- 13:40 - 14:40: Period 4
- 14:45 - 15:45: Period 5
- 15:45 - 17:00: Wymondham Life 1
- 17:15: Day students attending clubs and activities depart for the day

Saturday (All Students)

- 08:30 - 09:35: Registration and Period 1
- 09:40 - 10:40: Period 2
- 10:45 - 11:00: Break
- 11:00 - 12:00: Period 3
- 12:00: Day students depart for the weekend

Sunday - Boarders Only

- 10:00 - 10:45: Chapel Service

Evening Routine

Monday to Friday (Day Boarding and Boarding Students)

- 17:20 - 18:20: Evening meal
- 18:30 - 19:30: Prep time in House (All years)
- 19:30 - 20:20: Wymondham Life 2 activities (Years 7-9)
Prep/House activities (Years 10-13)
- 20:45: Year 7 Bedtime and Year 7 Day Boarding students depart
- 20:45 - 21:20: Wymondham Life 3 activities (Years 10-13)
House activities (Years 8-9)
- 21:00: Year 8-11 Bedtimes (in 15 minute intervals)
- 21:30: Latest departure for all Day Boarding students (Years 8-13)
- 22:15: Years 12-13 Bedtime

Saturday-Sunday (Boarders only)

- 14:00 - 16:00: Weekend Boarder activities

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.



Registration

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

Chapel, Assemblies and Tutor Time

- At 08:40 – 08:55 you will either be in:
 - House assembly led by the House staff, SLT or Principal
 - Chapel service led by the Chaplain
 - Tutor time in their designated tutor room

All students must attend Chapel and Assemblies 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.

Teaching and Learning

The Curriculum

We offer a broad and balanced curriculum throughout Years 7 and 8. We develop students' knowledge in core subjects as well as offering new academic experiences.

Learning key skills and cross curricular activities are central to their learning experience. Most classes are mixed ability in Year 7. Year 8 students will choose their GCSE options to begin studying in Year 9. We run a three-year programme throughout Years 9, 10 and 11 with the GCSE examinations being taken at the end of Year 11. Personal, Social, Health and Careers Education (PSHCE) and a Tutorial programme tackle wider issues of education such as Health Education and Citizenship. The teaching day consists of five one hour lessons with three lessons on Saturday mornings.

College Journal

Students are issued with a Student Journal each year, via their Tutor or Head of House. This is a useful tool as it contains information personal to the student such as lesson timetable, prep timetable, clubs, and fixtures. The journal should be used daily to record and plan prep. There are lots of helpful pages in the journal that will aid different subjects.

Tutorial Arrangements

The College operates 'family' or vertical tutor groups within the Boarding Houses. Students meet with Tutors each day for registration and a programme of activities designed to aid learning, social skills and educational progression is delivered.

Special Education Needs

The SEND department is here to help those

students who would benefit from additional academic support, available every lunch time and in lessons where needed. Together with an '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 down any educational support needs the student has on the 'Parental Consent form'.

The Library

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

Information Technology (IT)

The IT department is well equipped with four dedicated IT suites and excellent specialist teaching staff. In Years 7 and 8 all students have two IT lessons each fortnight where the full IT curriculum is delivered. Lessons include using Office software, image manipulation, control software and game making. Computers are available for student use in House.

Consultation Evenings for Parents/Carers

Annual consultation evenings for parent(s)/carer(s) are held throughout the year for each year group. These are published online so parent(s)/carer(s) will have access.

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, our College 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.

Uniform

Uniform is available from our suppliers, Birds of Dereham and Stevensons. You will be advised of which House the student is to be allocated, so that you can order uniform accordingly. School bags or backpacks must be used to carry books to lessons.

Birds of Dereham:

www.birdsofdereham.com
 Unit D, 13 Yaxham Road
 Dereham
 Norfolk NR19 1HB
 01362 692941 | 01362 699130
 enquiries@birdsofdereham.com

Stevensons:

www.stevensons.co.uk
 67 Ber Street
 Norwich
 Norfolk NR1 3AD
 01603 622355
 norwichbranch@stevensons.co.uk

Uniform

Uniform Requirements

Parents will need to ensure that uniform follows the school requirements which are provided below and can also be found on our website.

Item	Status	Branded	Retailer
Navy blue blazer	Required	Yes	Birds of Dereham/Stevensons
Navy blue V necked jumper (house colour trim)	Optional	Yes	Birds of Dereham/Stevensons
Black tailored trousers	Required	No	Any Retailer/Birds of Dereham/Stevensons
Grey pleated knee length skirt	Required	No	Any Retailer/Birds of Dereham/Stevensons
White long sleeve shirt or blouse	Required	No	Any Retailer/Birds of Dereham/Stevensons
White short sleeve shirt (Summer)	Optional	No	Any Retailer/Birds of Dereham/Stevensons
House ties	Required	Yes	Birds of Dereham/Stevensons
School bag	Optional	Yes	Birds of Dereham/Stevensons

Our PE uniform requirements are listed below:

PE Uniform	Status	Branded	Retailer
Black / white hooped rugby / games shirt with college logo (boys)	Required	Yes	Birds of Dereham/Stevensons
Girls Navy blue / Saxe blue games shirt with college logo (girls)	Required	Yes	Birds of Dereham/Stevensons
College cricket shirt with logo	Optional	Yes	Birds of Dereham/Stevensons
Navy blue PE Hoody with logo (boys and girls)	Optional	Yes	Birds of Dereham/Stevensons
PE holdall	Optional	Yes	Birds of Dereham/Stevensons
White Polo shirt (boys and girls)	Required	No	Any Retailer
Navy/Sky hooped football/hockey socks (Girls)	Required	No	Any Retailer
Black/White hooped Rugby/football socks (Boys)	Required	No	Any Retailer
White indoor/outdoor ankle socks	Required	No	Any Retailer
Outdoor black sports shorts (boys)	Required	No	Any Retailer
White sports shorts (boys)	Required	No	Any Retailer
Outdoor navy blue skort/shorts (girls)	Required	No	Any Retailer
Cricket jumper	Optional	No	Any Retailer
Navy Blue sun cap	Optional	No	Any Retailer
Cricket Trousers	Optional	No	Any Retailer

PE Uniform continued on the next page



Uniform

PE Uniform	Status	Branded	Retailer
Navy blue jogging bottoms or tracksuit trousers (boys and girls)	Optional	No	Any Retailer
Navy blue PE Hoody plain (boys and girls)	Optional	No	Any Retailer
Athletic Vest	Optional	No	Any Retailer
Black base layer top for boys	Optional	No	Any Retailer
Navy base layer top for boys	Optional	No	Any Retailer
Black base layer bottoms	Optional	No	Any Retailer
Navy base layer bottoms for girls	Optional	No	Any Retailer
Navy PE sweatshirt	Optional	No	Any Retailer
Black swim hat	Required	No	Any Retailer
Black swimsuit	Required	No	Any Retailer
Black swim shorts	Required	No	Any Retailer
Football boots	Required	No	Any Retailer
Hockey boots	Required	No	Any Retailer
Shin pads	Required	No	Any Retailer
Gum shields	Required	No	Any Retailer
Rugby headguard	Optional	No	Any Retailer

Wearing the Uniform

Wymondham College requires all students to wear a school uniform. Our school uniform helps our students to feel part of our College community and has been chosen to be comfortable and appropriate for the activities students will undertake at school. Students should wear uniform correctly and with pride, recognising that to do otherwise reflects poorly on them and the College.

- Students must dress in accordance with the College Dress Code. Clothing must be clean, neat, tidy and be worn modestly. Hair must be of an acceptable style and long hair must be tied back when required. Hair must be a natural colour.
- Jewellery: wristwatch, 1 plain pair of stud earrings only.
- Makeup, where worn, must be un-ostentatious.
- Full school uniform must be worn by students sitting examinations.
- All students must follow the reasonable requests of staff with regard to appearance.
- Shoes must be clean.

Representative and Colour Ties

College Colour ties may be worn in place of the

House tie by a student to whom Colours have been awarded. The Principal may at their discretion approve the wearing of a tie denoting sporting or other distinction at least equivalent to County Representational Honours.

“Shirt Sleeve Order” in the Summer

The wearing of blazers is optional when the Principal announces “Shirt Sleeve Order”, except for Speech Day and any other formal event, when representing the College or otherwise when directed by a member of staff. Long sleeves of shirts and blouses should be worn neatly rolled up above the elbow.

Short sleeved white shirts/blouses may be worn as an alternative. Ties must always be worn properly with top buttons fastened and shirts and blouses must be tucked in at the waist.

Sanctions

It is a condition of attendance at the College that these uniform protocols are observed. Boarders failing to comply will be referred to their Head of House.

Any student who persistently refuses to comply with these protocols will be subject to the College disciplinary procedures.



Classroom Equipment List for All Students

All students are expected to have basic equipment ready for school. The basic equipment required includes:

- Pencil case with essentials; pen, pencil, highlighter, rule (15cm is fine) sharpener, eraser.
- Casio GT Plus Scientific Calculator (these can be purchased from the Maths Dept).

Students may also find it beneficial (especially Boarding students) to include:

- Small glue (such as a Pritt stick)
- Basic colouring pens and pencils
- Black fine liner
- Green biro for feedback in classes
- 2B, HB, 2B pencils

- Plain notebook for recording information
- USB Memory Stick, ideally named electronically and on the stick
- Protractor
- Compass
- Highlighters
- Language Dictionary (depending on which language they are studying)

Please note that Tippex is a banned item.

Boarding students will have access to scissors, A4 lined, graph and plain paper within Houses during prep time. All students will be handed out scissors, 30cm rules, glue, etc, where required during lessons.

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.

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.

Core Values

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

By **PRIDE** we mean that everyone:

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

By **PASSION** we mean that everyone:

- ◇ is enthused and excited by learning, taking initiative and allowing others to do the same, so that every lesson counts;
- ◇ embraces the wealth of leadership and Wymondham Life activities on offer, so that growth continues both inside and outside of the classroom; 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.



Behaviour

Nothing must be done by any member of the College community that will adversely affect the right of any other member of the community to enjoy and benefit from being a member of the College, or which may expose them to harm.

Students have a responsibility to do what they can to safeguard their own health and safety and that of others at the College. In particular, the College will not tolerate:

- ◇ Bullying in any form, whether physical, verbal, or emotional.
- ◇ Rudeness, violence, or disorderly conduct.
- ◇ Theft or damage to the property of others.
- ◇ Disruption of any kind to lessons or other activities.
- ◇ Insolence or disobedience towards those in authority.
- ◇ Tampering with fire safety or security equipment.

Smoking is not permitted at any time and students must not have cigarettes, vapes, matches, lighters or associated materials in their possession or be in the company of anyone who is smoking.

Students must not bring alcoholic drinks onto College premises or consume alcohol.

Sexual activity involving students is a breach of the College rules. Any student entering an area of the College designated for the use of the opposite sex or introducing a visitor into such an area is liable to permanent exclusion from the College.

Students must not possess or use an illegal drug. Any student who becomes involved with illegal drugs in any capacity is liable to be permanently excluded from the College. The College reserves the right to apply jurisdiction beyond the College premises to the extent that it is reasonable to do so, as outlined above.

Students must remain in House or designated House areas unless attending lessons and meals or, unless their absence has been approved by a member of staff. Students must keep within bounds at all times.

The College boundaries for students are displayed in each House.

Students must respect the privacy of others within the Boarding House and elsewhere.

Promoting Positive Behaviour

Wymondham College is committed to providing an environment where every student feels safe and valued and where they can make outstanding progress academically, personally and socially, preparing them for life beyond the College gates.

At the heart of this, we want students to demonstrate our three core values of **PRIDE**, **PASSION** and **POSITIVITY** in all that they do.

When this does happen, whether this is inside the classroom or outside the classroom, whether this is in the Boarding House or on the sporting field, whether this is in a Wymondham Life club or on a school trip, we want to capture and celebrate this endeavor.

All students begin the academic year with 1000 behaviour points. As students accrue points for their good deeds, milestones will be reached initiating different reward packages. At 1250 points (Bronze level), a certificate is awarded, a postcard is sent home and the student is given five perk point tokens to spend at the weekly perk point market. In addition, they will be able to sign up to a Bronze Level experience during Rewards week, the final week of each term. This might be anything from afternoon tea and cakes with the Principal, to Easter egg decorating with the Food Technology Department to spending an hour on the Ninja Warrior course with the PE Department.

Reward packages are triggered at Silver level (1500 points), Gold level (1750 points) and Platinum level (2000 points).

While praise and recognising and rewarding achievement at all levels remains the priority of the College, there are times when consequences need to be administered, when the standards we expect of all, are not met. These will always seek to understand what has led to the shortfall and, where possible, take a restorative approach.

Classroom Conduct

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

- ◇ They must come to lessons promptly, properly equipped, prepared to work and properly dressed.
- ◇ They must enter the classroom in an orderly fashion and take care of the classroom and equipment.
- ◇ They must respect each other and each other's property.
- ◇ They must raise their hands when they needed help or to seek permission to speak.
- ◇ They must work quietly when required to do so and complete tasks to the best of their ability.
- ◇ They must follow the instructions given by staff to ensure their safety and ensure that they learn properly.

Behaviour

Students' Property

Students have a responsibility to safeguard their own property as well as respecting the property of others. All property and clothing must be clearly marked with the name of the owner. Lost property is currently sent to House or College Office. Lost property cannot be stored indefinitely and will be donated to charity if unclaimed.

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

Students may not bring to the 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 a pornographic, defamatory or otherwise offensive nature. Vapour inhalers (other than for medical purposes) are also banned.

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

Students may not buy and sell possessions except

with the approval of the Head of House or as part of an approved College activity.

Students may not lend or borrow money or valuable items other than in exceptional circumstances and with the approval of the Head of House.

College Premises

All students must take care of the College buildings and grounds and do nothing to cause avoidable damage. The writing of graffiti is forbidden. If damage occurs, it must be reported at once to the College Office or the Head of House, if in a Boarding House.

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

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

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

The chewing of gum is strictly prohibited.

Food and Drink

Students must attend all meals to which they are entitled. Queuing for meals must be orderly and good manners must be observed once inside the Refectory. Food, cutlery and crockery must not be removed from the Refectory.

Food and drink may not be consumed outside the Refectory or Boarding House except with permission on special occasions. With the permission of the class teacher, students may consume drinking water from a clear plastic bottle with a sports cap in lessons.



Dietary Requirements

Special dietary requirements are organised via the College Medical Centre. If your child has special dietary requirements, you will be asked to provide documentation which shows your child's dietary requirements or any food allergies. Refectory staff will be informed and will soon get used to recognising those students who have special dietary requirements. Houses will also receive a copy of this information.

Tuck and the Tuck Shop

There is a tuck shop in each House, and this is open Monday to Friday lunchtimes and after school from 16:00-17:00. We encourage healthy eating and there is always fruit available in Houses.

Students can bring tuck back to the College to keep and store personally. Any carrier for the tuck will suffice. We request that any tuck brought back is non-perishable.

Information Technology

Students are issued with their own College Office 365 email address which can be used both at College and offsite. Students must use the Information Technology infrastructure of the College responsibly and according to the Safer Use of 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 Technology infrastructure of the College in any way which jeopardises the privacy or safety of others.

Every care must be taken to avoid introducing viruses or causing any other damage to the College network.

Mobile phones (and other communications equipment) must be kept switched off during assemblies, lesson times, activities, prep and after lights out. They must not be used anywhere on site except in the Houses. Mobile communications equipment may only be brought onto the College site and used, subject to the College Acceptable Use Agreement.

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

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



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.

Medical Care for Day and Boarding Students

To avoid any unnecessary risks to students, all parent(s)/carer(s)/guardians 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. 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 the Houses. They will be sent to the Medical Centre. An appointment will be made

to see a nurse at the Medical Centre at break or lunchtime, unless the situation requires immediate attention.

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 DoF 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 brought into the Medical Centre. The medication provided must be in the original container and include 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 the Houses. If they are in House and the problem is minor, matron 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 matron is concerned the student may be referred to the Medical Centre. As with the Day students, if they feel unwell during lessons, they should inform their teacher. If the nurse decides that the student is too unwell for school, they can rest on a bed in the Medical Centre. We have 5 male and 5 female beds.

If a student is admitted overnight parent(s)/carer(s)/guardians will be informed where possible. If a student is likely to be off school for several days the parent(s)/carer(s)/guardians 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 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 Matron 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 these appointments during the holidays.

Wymondham Life

There is a lot for new students to remember but there are ways in which life can be made easier. College routine, uniform, term dates and event dates can be found on the website. Students will also be issued with a Student Journal in which to record their timetables for lessons and the prep they have been set. It is a good idea to put the times of music lessons, sports fixtures, Wymondham Life clubs and other extra-curricular activities they need to remember in the journal. Staff will help where they can, but the responsibility lies with the student.

Wymondham Life Programmes

Wymondham Life is the name we use for our extra-curricular activities. There are three programmes of Wymondham Life.

Wymondham Life 1

Available to all students: Lunchtime and immediately after school.

Wymondham Life 2

Available to Day Boarding students and Boarders: Years 7, 8 and 9 at 19:30 – 20:30

Wymondham Life 3

Available to Day Boarding students and Boarders: Years 10, 11 and 12 at 20:30 – 21:20

Full programmes are available on our website. All Day Boarding and Boarding students are expected

to take part in a minimum of two activities a week.

Wymondham Life incorporates a full and diverse programme of activities to give opportunities that meet the interests of our young people. Wymondham Life is always evolving, dependent on student interests ranging from weekend trips to the beach, London Dungeons and Winter Wonderland, to a general shop at the supermarket or clothes and hobby shops in Norwich.

Also, throughout the week, the College offers an extensive range of general sporting clubs and activities through to extreme activities, as well as kayaking, horse riding and high altitude (trampoline world). General sport information is supplied in the next few pages.

We aim to offer alternative interests such as cooking for fun, quiz nights, Minecraft, yoga, movie nights and much more.

Wymondham Life is constantly changing throughout the year and many opportunities arise. To ensure that you fully understand how to sign up for activities and not miss out on a single thing, all information will be sent to parent(s)/carer(s) by email. These emails will give full detail of timings, activities and information around external visits. Wymondham Life aims to give students the opportunities that they would normally have at home and more.



Wymondham Life

Trips Away from College

Many trips are organised by members of staff. Forms will be available to parent(s)/carer(s) from the department staff organising the trip when appropriate.

There are also activity trips for Boarders organised on a number of Sundays throughout term time. These are organised centrally and forms for these are available in Houses. Places are allocated on a first come/first served basis. Places will be secured upon return of the form and payment for the activity. Payment is made through the online Wisepay system with log in details sent to parent(s)/carer(s) at the start of term. Please note that places may be spread across Houses.

College Sport

During the Autumn Term the main sport for girls is Hockey on grass and astro-turf pitches and the main sport for boys is Rugby.

In the Spring Term the main sport for girls is Netball and the main sport for boys is Football.

In the Summer Term the attention turns to Athletics for both boys and girls with Cricket as a main sport for both boys and girls.

There are many other sports organised and played throughout the year for both boys and girls including gymnastics, swimming, badminton,

basketball, cross country, tennis, rounders and general fitness.

All full programme of inter-school matches play on Saturday afternoons and during the week after school throughout the year for all main sports. parent(s)/carer(s) are welcome to come and support the students on these occasions both home and away.

Students who are selected to represent the College must understand that fulfilling the commitment is an absolute priority in all but the most extreme cases. Failure to take part in a side for which a student has been selected undermines the effort of others and seriously compromises the College's sporting reputation.

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 that take music tuition participate in the various ensembles the College provides. Support for music practice is available in the Boarding Houses for Boarders.



Transport to the College

For Overseas students, travel information can be found in the Overseas Students (Extra Information) section.

Public Transport

For details of public transport to the College, please log on to the Norfolk County Council website www.norfolk.gov.uk. Click on 'Travel and Transport' and then click on 'Travelling to School of College'. First Bus currently operates two services, the number 13C bus from Norwich to the College in the morning and return in the evening and the number 13 bus from Attleborough to the College in the morning and return in the evening. Further information can be found on the First Bus website: <https://www.firstbus.co.uk/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 exeat. However, minibuses are provided to transport boarders to Wymondham Train Station immediately after school finishes. Students must book their seat on the transport for the departure and return via the College Office. Taxi services can be booked through House by parent(s)/carer(s) of overseas students.

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](#).

Cycles

Parent(s)/carer(s) should be aware that, at present there is no dedicated pavement or cycle path along the road that fronts the College in either direction. This road is heavily used by traffic, including many delivery vehicles, and is in a poor state of repair in many places. We hope that this situation will soon improve. A cycle shelter is provided for students to use.

A protocol for students cycling to College can be found on the school system. Students wishing to cycle should seek permission from the Principal.

Motorcycles/Cars

Parent(s)/carer(s) of Day Boarding and Day students are requested to use the car park at the Reception of the College to drop off and collect their children. Parent(s)/carer(s) of Boarders who collect their children at Exeat weekend or end of term are requested to follow the direction shared by the College beforehand and during pick-up times. The car parks on campus get very busy at peak times. Please drive with consideration to road signs and instructions given by staff.





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. Boarders arrive and stay in uniform on these occasions.

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.

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

Uniform and Sports Kit

Item	Suggested number of items to bring
Navy blue blazer	1
Navy blue V necked jumper (house colour trim)	2
Black tailored trousers	3
Grey pleated knee length skirt	2
White long sleeve shirt or blouse	6
White short sleeve shirt (Summer)	3
House ties	1
Black or Navy Socks	6
Black or Navy tights	6
Black or blue hair bands (for students with long hair only)	10
School shoes which must be black and polished, neither trainers or ballet pump style. Heels must be no more than 2.4 cms.	1
Black belt for trousers	1
Black or navy blue mid length coat – with no overt symbols or branding	1
College scarf or blue/black plain scarf	1
School bag	1

PE Uniform	Suggested number of items to bring
Black / white hooped rugby / games shirt with college logo (boys)	1
Girls Navy blue / Saxe blue games shirt with college logo (girls)	1
College cricket shirt with logo	1
Navy blue PE Hoody with logo (boys and girls)	1
PE holdall	1
White Polo shirt (boys and girls)	1
Navy/Sky hooped football/hockey socks (Girls)	1
Black/White hooped Rugby/football socks (Boys)	1
White indoor/outdoor ankle socks	1
Outdoor black sports shorts (boys)	1
White sports shorts (boys)	1
Outdoor navy blue skort/shorts (girls)	1
Cricket jumper	1
Navy blue jogging bottoms or tracksuit trousers (boys and girls)	1
Navy blue PE Hoody plain (boys and girls)	1
Navy Blue sun cap	1
Cricket Trousers	1
Athletic Vest	1
Black base layer top for boys	1
Navy base layer top for boys	1
Black base layer bottoms	1
Navy base layer bottoms for girls	1
Navy PE sweatshirt	1
Black swim hat	1
Black swimsuit	1
Black swim shorts	1
Football boots	1
Hockey boots	1
Shin pads	1
Gum shields	1
Rugby headguard	1

Please see the **uniform** section on dress code, policy, uniform suppliers and other information regarding the uniform.

Boarding at the College (UK and Overseas Students)

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.
- ◇ 3 pairs of pyjamas/nightwear.
- ◇ 2 Bath towels.
- ◇ 1 Swimming towel.
- ◇ Toiletries – **NO AEROSOLS**
- ◇ Shoe cleaning kit
- ◇ Large laundry bag for soiled clothing (non pop-up variety)
- ◇ 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 (support is provided to Boarders to launder these). 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.

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.



Laundry

Boarders have a timetabled rota to put their washing out and it is their responsibility to make sure that they remember their own rota. Younger students are helped with their laundry, but older students are expected to be self-reliant.

Pocket Money

Parent(s)/carer(s) are advised to open a bank account for their child/children, as students have access to a cash machine on site should they need cash for purchases, trips or tuck.

Big Weekenders

A programme of extended activities for Boarding on selected weekends has been designed to encourage students to stay at the College at weekends and further develop the experience of boarding. The extended programme for each "Big Weekender" will include more activities. All the planned "Big Weekenders" are listed on the College website and Schoolbase calendars.

Prep

Boarding students' complete prep in their Boarding House with the support of teaching staff and Graduate Boarding Assistants. There are also opportunities for guided prep in the technology building giving further access to teaching facilities.

Years 7-9 complete supervised prep from 18:30-19:30 downstairs in their Boarding House. Years 10-11 are allowed upstairs to complete prep between 18:30-20:30.

Sixth Form students complete prep in Lincoln Hall between 18:00-20:30 and also on a Saturday morning between 09:00 and 12:00.

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 only when 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 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).





Overseas Students (Extra Information)

- ◆ To inform the College in writing about all travel arrangements and to provide all the necessary 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 to 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. Prior to term/Exeat breaks, 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 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)

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 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 the tickets at least three to four days in advance to allow enough time for postage.

Coach

Coach tickets for National Express services can be purchased online from 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 923 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

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 pay a £2,000 non-refundable deposit when they accept a Senior School boarding place at the College. This amount will be deducted from the last term's fees (less any debts to the College) when the student leaves the College.

Where a Senior School full boarding place has been offered to a student whose main residence is outside the UK (except HM Forces), parent(s)/carer(s) are required to make a non-refundable deposit of £4,055 at the time of acceptance. This is deducted from the last term's fees (less any debts to the College) when the student leaves the College.

Boarding

Parent(s)/carer(s) of Boarders are required to sign the College Boarding Agreement which is a legally binding contract setting out the terms and conditions under which the boarding place is offered, including the financial obligations of 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 Charges

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 these methods, please remember to quote your child's account reference which can be found on the top, right hand corner of the invoice. Fees may also be paid by cheque, either by post or delivered to the College Finance Department on the day that the student returns at the start of a term.

The Finance Department remains open to receive payments on those evenings.

Child Care Vouchers/Working Tax Credits

Parent(s)/carer(s) whose employers offer the Childcare Voucher Scheme may be able to use these to offset some of the Boarding or Day Boarding fees. In such cases, the element of the fee that may be covered by the childcare voucher is paid directly to the College by the voucher provider with the balance of the fee being paid by the parent/carer. If you feel this might apply to your circumstances, please contact the Finance Department for further information.

Parent(s)/carer(s) in receipt of the Working Tax Credit (WTC) can 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 can apply to HMRC Tax Credit Office with details of their fees to support their claim. It is important to establish that the College charges fees for childcare and not for education when seeking to claim WTC.

Day Student Lunch Charge

This charge is invoiced termly in advance to all Senior School Day students except those who are exempt from this charge.

This charge not only covers the cost of lunch but also reflects the fact that day students may arrive at the College from 08:15 and can stay until 17:15 making full use of the boarding house facilities downstairs and taking refreshments during the day alongside Boarders and Day Boarding students.

Other Charges

Any Day student who takes any other meals to which they would not normally be entitled will be charged for an occasional meal. Students are required to sign a register in their House. Such fees will be charged termly in arrears.

The Governors' full charging policy is available on the College website. This includes the provision to charge parent(s)/carer(s) for any damage attributed 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

Support and Guidance

It is possible that at some stage in any student's life something may go wrong. The development of the whole student both academically and socially is important to us at Wymondham College and great emphasis is placed on pastoral care. All students are allocated a House, where experienced staff are on hand. All students will be in Tutor groups and the role of the Tutor is vital to the wellbeing of all students.

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

Referrals can be sent to our Wellbeing Team via Heads of Houses

Child Protection

Wymondham College is committed to Safeguarding and Child Protection. The Designated Senior Leader for Child Protection has responsibility for the coordination 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 the College Main

Reception on 01953 609000 and ask to speak to a member of the Safeguarding Team.

Complaints

Naturally, we hope you will be happy with the way in which we work with you and your child 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 you may 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 College Website.

Annual Formal Events Calendar

For details of the full College Calendar see website.

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 Senior School 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.

Founders' Day Service - Summer Term

All Year 7 students are invited to our annual service to give thanks for the foundation of the College. Parent(s)/carer(s) are also able to attend this service subject to seating being available in the Chapel.

Speech Day - Summer Term

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

*Event dates subject to change

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

Events

The PSA arranges 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

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. Booking forms will be emailed as events approach by the College office; 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
*Event dates subject to change

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. We have a small changing room so students can 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. 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.





Parent Staff Association

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

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 and sign up 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 in excess of £3,783.

Matched Giving and Payroll Giving

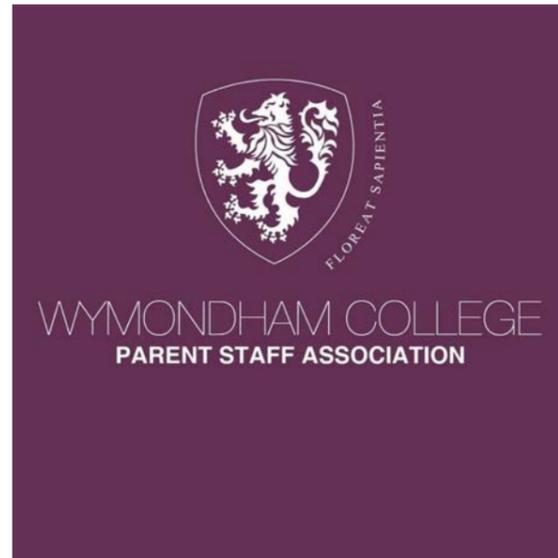
If you work for an organisation that has a match funding policy, any money you raise could be matched by your employer. Companies may match the fundraising total for an event, or for the stall that their employee is working on. Let us know if your company has a scheme?

Bag2School

We organise a bi-annual collection of unwanted used clothing and shoes. For more information, please go to www.uk.bag2school.com.

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 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 please follow us on Facebook and Twitter or send us an email:

- Facebook:** www.facebook/WymondhamCollegePSA
- Twitter:** @WymondhamColPSA
- Email:** 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, 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.

The Old Wymondham's has responsibility for its website; 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 us 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
Telephone: 01603 223839

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

Website: 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 | 01953 609000

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