

Wymondham
College



Cavell Hall

Essentials for Pupils

House Address:

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

Reception Tel. (01953)609000

House Phone (01953)609030

College Fax. (01953)609313

Welcome to Cavell!

Cavell is one of six day/boarding houses. Each one is different but all have the same overall aims.

They are here to provide a safe and happy environment where you can work, rest and play. This can be achieved if we all remember that as members of a community we should;

- (i) Respect each other and their property.
- (ii) Protect the weak against the strong.
- (iii) Remind the casual and the thoughtless of their obligations to the school and the house community.

We hope you will make lasting friendships whilst you are here and that you will prosper, making the most of your talents.

Staff

Head of House	Mr R Smith
Deputy Head of House	Mrs P Atkin
Assistant Head of House	Mr J Bayston
Resident Boarding Tutors	Ms J Moore Mr L Summers
Senior Matron	Mrs M. Colman
Matron	Ms N Donelan
Relief Matron	Ms T Colman
Weekend matron	Mrs A Childs
Non Resident Tutors	Ms L Wilson Mr P Garton Mr J Street Mr A Day Mr D Griffith Ms J Allan

Tutors

Each pupil has a tutor. You will soon find out who this is. They will register you each morning at 8.40 a.m. in the house. They will be responsible for monitoring your progress whilst at the school. Please try to help your tutor by telling him/her about anything you have achieved or any worries you may have. They are there to help and support you.

House Office

This is an important place for finding information or making contact with duty staff. It is also where you can take pocket money cheques, valuables, forms which have to be handed in or any other important item such as passports.

Other sources of information

The notice boards, white board, TV message system, calendars and prep journals all contain a lot of information. Have a look at them all so you know where to find information when you need it.

Rules and regulations

College rules and regulations apply at all times.

Where can and can't you go?

A detailed set of rules is listed on the notice board and in your calendar. The out-of-bounds areas are displayed in the House.

There are times when you can and can't go upstairs or leave the house.

In general you should not leave the house after tea unless you have permission from the staff on duty.

The House is locked during lesson time so you should not return to try to get anything you have forgotten. Years 8-10 are not allowed upstairs between 8.30 a.m. and 3.45 p.m. nor between 5.15 p.m. and bedtime during the week. Y11 pupils are allowed upstairs at lunchtime. Day pupils are not allowed upstairs at all.

This means that you will have to be organised. You must plan ahead and leave school books in your locker downstairs.

Mail and Money

Letters can be posted in the grey box outside reception. Stamps and phone cards can be purchased at the tuck shop. Pocket money can be kept safe in the house bank. Cheques should be made payable to Wymondham College.

Pocket money is given out at the times listed in the House Office. A mail list is posted for you to check at the office.

Telephone

This is in the booth near one of the courtyard entrances. It uses phone cards obtainable at tuck shop. Ask if you cannot find the phone.

Emergency phone calls can be made at the house office.

The house office phone can accept incoming calls if urgent or if you have problems contacting relatives from abroad but this should not happen during prep time and should not be commonplace.

Damage to House Fabric and Facilities

The main policy is that all damage should be reported. We shall then consider the circumstances and deal with it in a fair manner. The intention is the damage should be repaired and paid for if necessary.

Mobile phones, Music Systems and Personal Computers

All pupils are allowed mobile phones if they wish but they must sign the school licence issued to them. This refers to conditions for use and a record of the telephone number. We recommend that all phones are named and protected by a PIN code. It is unwise to lend phones or leave them in your room. Misuse of phones can lead to withdrawal of the licence. Music systems with speakers are only allowed for Year 11. Large and loud systems are not allowed. We reserve the right to confiscate, and have sent home, systems which are played too loudly. We should not be able to hear them behind closed doors.

Year 11 can bring laptops into the House. They are stored in a locked cupboard downstairs and cannot be taken upstairs. Younger pupils who have a particular reason, e.g. dyslexia, can ask permission to keep computers in school. A licence agreement has to be signed for such computers and we reserve the right to confiscate them if they are misused.

Fire Alarms

If the fire alarm goes off you must leave the House immediately and line up in the assembly area on the basketball court between Cavell and Fry. Be quiet and be quick but do not run. There will be a check that everyone is accounted for. It is very important that you sign out and in when leaving and returning to the House so that missing people can be located quickly. The Fire Brigade will attend and so false alarms must be avoided.

Exeats

There is an exeat in the middle of each half term. All pupils leave on the Friday and return on the Sunday. Times are published in the school calendar and the school handbook. It is essential that you give us the exeat/half term/end of term arrangements form at the start of each term. You must have a guardian in this country whatever your age if your parent(s) /guardian(s) are living abroad. Staff cannot make travel arrangements but there is a minibus which transports pupils to/from Attleborough station and the Jetlink coach at the end and start of exeats/holidays.

At the end of term the dormitories have to be emptied; personal items have to be taken home. For overseas students there is a limited storage facility by arrangement with Matrons.

Weekend leave

We do not expect pupils to go home on the first weekend of the Autumn term. This helps everyone to settle in. The second weekend is closed for Year 7 to 10. After this there is a strict system for giving permission. This protects you. Weekend leave forms should be handed to the Head of House by 8.30am on the Monday before the weekend in question.

Absits

Year 11s may ask for a Saturday afternoon Norwich absit from 12 noon until 5.30pm. This does not apply to the first two Saturdays. Any individual may have up to two absits per half term and the number from each House is limited to six.

School activities take priority over absits and weekend leaves and school rules (no smoking, alcohol etc) apply.

Medical Matters

If you are unwell in a lesson, let your teacher know. At other times during the school day, tell the duty member of staff or find one of the Matrons on duty. Except in an emergency, your contact with the Medical Centre should be through the Matrons.

If you are unhappy with your treatment then see another member of staff: someone you feel you can confide in. Do not suffer in silence. All medicines should be passed to a Matron for safe keeping, including over the counter medicines.

Using School Computers

All pupils have access to school computers. All pupils have their own password and can access internet and email free of charge. It is unwise to let others know your password. It can lead to loss of work and false accusations. There is a house booking system in the evenings and at weekends. You can use the Tech. Block computers after school and at certain times

during prep at the request of teaching staff. Some computers are reserved for schoolwork only.

Prep

This is homework time. Times are 6.30-7.30pm Year 8; 6.30-8.00pm Year 9/10; 6.30-8.30pm Year 11.

Washing clothes

The laundrette is used on a rota basis by different year groups. The system will be explained to you by Matron. You need to have your own washing powder.

Food

All meals are compulsory. If you do not like the food and are not eating as a result then please see a member of staff. There is a Food Committee which meets twice each term and for which you can volunteer or you can give comments to its members. You can buy sweets and snacks from the tuck shop. Its opening times are displayed outside. Biscuits and drinks are provided at break, after school and in the evening. You can make toast and heat food in the house kitchen area. This must be eaten downstairs in the prep room. All food eaten in house must be consumed in the prep room or kitchen areas. All tuck for Year 8 & 9 should be kept downstairs or with the matrons.

Banned items

Laser pens, aerosols, knives, chewing gum, TVs, fireworks and other items as stated in school rules.

Reward and Punishments

We have a house credit system. This takes the form of a raffle ticket towards a termly prize. Pupils with the most tickets have the most chance. These tickets can be given by staff for helpful and thoughtful behaviour. We do occasionally have to punish pupils for wrongdoings. Various sanctions are available to staff which often revolve around community service.

Pupil Duties

All pupils carry out house duties on a rota basis. These mainly involve some house cleaning and tidying. Older pupils have a general responsibility to maintain order and provide support for younger pupils in the house and should set a good example at all times.

Unhappy or worried?

If you are unhappy or worried then talk to someone. The staff are all able to keep confidences unless there is a compelling reason why they have to tell someone. If you cannot speak to a member of the house staff then any member of staff will do! Otherwise use the help line contact numbers on the notice board.

Above all else do not suffer in silence.

Routines

Times for lessons, meal-times and times for everything else are in the calendar and published on the House notice boards. If in doubt ask a member of staff or go to reception, there is bound to be someone there who can help you out. They should at least be able to contact your Tutor, or other House staff.

House visiting

You may visit friends in other Houses at the following times

Weekdays – 4.00-5.15pm

Saturdays - 4.00-5.15pm, 7.00-9.00pm

Sundays - 2.00-5.15pm, 7.00-9.00pm

Remember to sign in, asking permission from the staff on duty.

Long hair and jewellery

For reasons of safety and hygiene, long hair, both boys' and girls', must be tied back in lessons and in the refectory.

In years 7-11 one pair of small, plain ear-rings and a watch is the only jewellery permitted during the school day.

Lockers

You will be issued with a lockable locker on payment of a £2 key deposit. Use your locker for your books; they may be confiscated if left lying around! Be careful with your valuables.

House Councils

Students are elected to sit on House Councils; this is the body where House issues are discussed with the House staff. We attempt to get a rep from each year group on the Council. Reps are encouraged to sit on the Boarding Committee as well.

Edith Cavell



Edith Cavell (1865-1915) was a British nurse serving in Belgium who was executed on a charge of assisting Allied prisoners to escape during World War One.

Born on 4 December 1865 in Norfolk, Cavell entered the nursing profession while aged 20. Moving to Belgium she was appointed matron of the Berkendael Medical Institute in Brussels in 1907. During her brief career in Belgium she nevertheless succeeded in modernising the standard of Belgian nursing.

With war in 1914 and the subsequent German occupation of Belgium Cavell joined the Red Cross; the Berkendael Institute was converted into a hospital for wounded soldiers of all nationalities.

Many of the captured Allied soldiers who were treated at Berkendael subsequently succeeded in escaping - with Cavell's active assistance - to neutral Holland. Cavell was arrested on 5 August 1915 by local German authorities and charged with having personally aided in the escape of some 200 such soldiers.

Kept in solitary confinement for nine weeks the Germans successfully extracted a confession from Cavell which formed the basis of her trial. She, along with a named Belgian accomplice Philippe Baucq, were duly pronounced guilty and sentenced to death by firing squad.

The sentence was carried out on 12 October 1915 without reference to the German high command. Cavell's case received significant sympathetic worldwide press coverage, most notably in Britain and the then-neutral U.S. Such coverage served to harden current popular opinion regarding supposed routine German barbarity in occupied Belgium.

Cavell, who is buried at Norwich Cathedral, is also commemorated in a statue near Trafalgar Square.

June 2009 edition