



WYMONDHAM COLLEGE

An Outstanding State
Boarding and Day School

Prep School
New Starter Guide
Boarding Pupils
2025/26

'Try hard, Be kind, Be you'



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Welcome to Wymondham College Prep School

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

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

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

varied programme that runs during and after school.

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

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

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

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

Mr. Simon Underhill
Headteacher

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





Term Dates: Academic Year 2025/26

Autumn Term 2025	
Boarders Return	Sunday 7 September 2025 (from 18:00)
First Day of Term	Monday 8 September 2025
1st Exeat	Friday 26 September to Sunday 28 September 2025
Half Term Holiday	25 October to 2 November 2025
2nd Exeat	Friday 21 November to Sunday 23 November 2025
Last Day of Term	Friday 19 December 2025
Christmas Holiday	20 December 2025 to 6 January 2026 inclusive

Spring Term 2026	
Boarders Return	Tuesday 6 January 2026 (from 18:00)
First Day of Term	7 January 2026
1st Exeat	Friday 23 January to Sunday 25 January 2026
Half Term Holiday	14 February to 22 February 2026
2nd Exeat	Friday 13 March to Sunday 15 March 2026
Last Day of Term	27 March 2026
Spring Holiday	28 March to 13 April 2026

Summer Term 2026	
Boarders Return	Monday 13 April 2026 (from 18:00)
First Day of Term	14 April 2026
1st Exeat	Friday 1 May to Monday 4 May 2026
Half Term Holiday	23 May to 31 May 2026
2nd Exeat	Friday 19 June to Sunday 21 June 2026
Last Day of Term	17 July 2026
Disclaimer: The Prep School reserves the right to amend these dates in the light of unforeseen circumstances and takes no responsibility for any financial implications.	



Transition Dates 2025/26

Transition Schedule	
Thursday 3 July 2025	New Boarder Induction Welcome in Underwood Hall - 18:30 to 19:30
Friday 4 July 2025	New Boarder Transition Day
Friday 4 July to Saturday 5 July 2025	New Boarders Induction Sleepover - 15:15 to 09:00
Monday 8 September 2025 (Boarders Return Sunday 7 September 2025 from 18:00)	First day of Autumn Term



Trips, Visits and Events 2025/26

We have a number of exciting trips, visits and events lined up for our pupils for the academic year. You can find further information and costs associated with these below. We appreciate that during a cost of living crisis, this can seem like

a lot, however, once we have set you up on our payment system, it is possible to make payments for the larger amounts via smaller instalments over a period of time. Further communications will be shared with you in due course.

Scheduled Trips, Visits and Events		
17 December 2025	Panto - Cinderella	After huge success over the last two years, a whole school trip to the Norwich Theatre Royal for their annual Christmas Panto. The cost of this trip is £19.50 per pupil.
January 2026	Young Voices at the O2 - TBC	Attending the O2 London to take part in the largest children's choir concert in the world. Estimated costs for this trip is £50 per pupil which includes entry to the event, return coach travel and a souvenir T-shirt.
May 2026	Year 5 Residential	Details of the residential are TBC. We aim for the cost of this to be approx. £350 per pupil. This will include return coach travel, accommodation & full board for 3 nights.
18 to 22 May 2026	Year 6 Residential: Thornbridge Outdoors	We aim for the cost of this to be approx. £500 per pupil. This will include return coach travel, accommodation & full board for 4 nights.



Uniform and Equipment Guide

Uniform Supplier Information

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

Birds Of Dereham
13 Yaxham Road, Dereham, NR19 1HB
Tel: 01362 692941
enquiries@birdsofdereham.com
<https://www.birdsofdereham.com/>

Stevensons School Uniform Outfitters
67 Ber Street, Norwich, NR1 3AD
Tel: 01603 622355
Email: norwichbranch@stevensons.co.uk
<https://www.stevensons.co.uk/>

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

Uniform Quantities

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



Uniform Requirements

Uniform For All Year Groups

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

Uniform Specific for Year 3 to Year 6

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

PE Kit For All Year Groups

Item	Status	Seasonal	Retailer
Plain navy-blue tracksuit bottoms or, track pants, joggers or cotton shorts or skort	Required	All year	Any
Plain jade sweatshirt (current colour but no logo)	Required	All year	Any
Plain jade polo shirt (current colour but no logo)	Required	All year	Any
White Sports socks	Required	All year	Any
Supportive, non-marking trainers suitable for sport (not fashion trainers) that can be independently done up	Required	All year	Any

For health and safety reasons, children are not permitted to wear earrings for PE, Games or Dance lessons. Your child's timetable will identify when these lessons take place so that stud earrings can be removed. Members of staff are not permitted to remove earrings. If your child wears stud earrings into school, they should be able to remove these or parents are requested to tape their ears before school.



Further Uniform Guidance

- Items which are not on the specified Items list may be obtained from any retailer. They must be plain and have no visible logos or trim.
- Ties must always be worn properly with top buttons fastened and shirts and blouses must be tucked in at the waist.
- All school uniform and Sports kit **MUST** be named. Children can become upset as a result of lost clothing, please help us by naming everything.
- Clothing must be clean, neat, tidy and be worn modestly.
- If it is a hot, sunny day, we encourage all children to bring a hat to wear outside at school. Please put, ideally, an 8-hour sunblock on your child before they come to school. Your child should only bring suncream into school if they are particularly affected by the sunlight or if they are going to Premier Education Wraparound Care after school. Please note, adults in school are not permitted to apply suncream on children but will obviously support those children who need to apply it themselves. Any suncream that your child may need in school should be handed into the school office in a named bag.
- Children's hair must be a natural colour and should be worn in an appropriate style that doesn't interfere with any type of school activity. Hair shoulder length or longer should be tied back with blue hair accessories so that it is off the face.
- Jewellery; wristwatch, 1 plain pair of stud earrings only. Children are required to remove any items during PE, Dance or Games lessons to prevent them from causing injury. Please note: members of staff are not permitted to remove earrings.
- Make up and nail varnish is not to be worn to school.
- Pupils are not required to provide a pencil case, stationary or equipment, unless specific items are requested by the class teacher.
- All pupils must follow the reasonable requests of staff with regard to appearance.
- If a parent/carer has difficulties for any reason with fulfilling the uniform requirements, they are asked to speak confidentially to the Headteacher to discuss the issues they are facing. Parents/carers should be assured that we will do all we can to help.



Packing Guide for Boarders

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

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

Boarders Kit List

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

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

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

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

Electrical Items

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

What NOT to bring

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

- Televisions

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

There are a number of items, as follows, that are prohibited: alcohol, smoking materials (including e-cigarettes, matches and lighters), drugs, new psychoactive substances, sharp implements and weapons of any description, offensive media such as violent or pornographic material in any form are categorically prohibited.

Full details of these can be found in the Behaviour, Discipline and Rewards Policy on the Prep School's website:

<https://www.wymondhamcollege.org/assets/Prep-Area/WCPS-Behaviour-Expectations-2024.pdf>

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

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

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

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

Laundry

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





Boarders Kit List

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

Item	Minimum Quantity	Notes
Items for your bedroom		
Dressing gown	1	To be used for decency and in the event of a fire alarm at night
Slippers	1	Sliders or Crocs are permitted
Pyjamas	3 sets	
Teddy bear	1	
Blanket	1	Optional
Bath towels	2	
Swimming towel	1	
Pictures, photographs, posters, etc		To personalise your space - be as creative as you'd like
Board pins and Blu-tac		
Single duvet	1	
Single duvet covers	2	
Pillows	1 or 2	
Pillow cases	2 sets	
Fitted bottom sheet (single)	2	Optional - item can be provided by the school
Mattress protector	1	Optional - item can be provided by the school
Mattress topper (single)	1	Optional
Small wallet or purse	1	
Small backpack for trips	1	Could be their school rucksack
Coat hangers	10	Wooden ones do work best
Casual clothes		
Hoodie or jumper	2	
Jeans	1	
Jogging bottoms	1	
Tops, T-shirts, polo shirt	5	
Shorts	2	
Swimming trunks or costume	1	
Outdoor trainers or walking shoes	1	
Indoor trainers	1	
Casual shoes	1	



Item	Minimum Quantity	Notes
Casual clothes continued		
Wellies	1	Can be the same pair as for Forest School
Waterproof coat	1	
Walking trousers	1	
Hat, scarf, gloves, sun hat, or cap	1 of each	
Underclothes	8	
Socks	8	
Boarders at the Prep School at the weekend will need a set of smart clothes for Chapel	1	
School Uniform		
BLAZER WITH PRE-EMBROIDERED BADGE	1	
Navy jumper or cardigan	2	
SCHOOL TIE	1	
Charcoal grey tailored shorts or permanent press, waisted, non-flared grey trousers or pleated pinafore dress or box pleated skirt	2	Or Navy blue button up front gingham dress or navy blue gingham playsuit (to be worn with a plain navy cardigan, if required)
Plain white collared shirt or blouse (short or long sleeve) no jersey material, rounded or embellished collars.)	5	
Navy ankle or knee-high socks, with no frills, detailing or turn down or navy tights	5	White ankle socks with no frills, detailing or turn down (As required, to be worn with the summer dress)
Plain, warm and waterproof navy blue or black coat	1	
Navy blue hair bands and accessories	5	If hair is long enough to need tying back
Black polished shoes (not trainers) with no open toe, heel or platform.	1	With no open toes, heel, platform or logos.
Black belt for trousers or shorts	1	Optional
Wellies	1	For Forest School
Navy blue fleece or woollen hat	1	
Navy blue peaked cap or legionnaires style hat	1	
Plain coloured rucksack	1	
Sports Kit		
Plain navy blue tracksuit bottoms or, track pants, joggers or cotton shorts or skort	1	
Plain jade sweatshirt (current colour but no logo)	2	
Plain jade polo shirt (current colour but no logo)	2	



Boarders Kit List

Item	Minimum Quantity	Notes
Sports Kit continued		
White Sports socks	3	
Supportive, non-marking trainers suitable for sport (not fashion trainers) that can be independently done up	1	
Plain navy blue tracksuit bottoms or, track pants, joggers or cotton shorts or skort	1	
Plain jade sweatshirt (current colour but no logo)	1	
Non-marking trainers	1	That can be independently done up
White ankle socks	3	
Personal Items		
Body wash, shower gel	1	
Hand and face soap/wash	1	
Sun cream	1	
Lip salve (optional)	1	
Deodorant (roll-on NO AEROSOLS)	1	
Shampoo	1	
Face cloth/sponge	1	
Toothbrush	1	With charger if electric
Toothpaste	1	
Hairbrush	1	
Nail care kit	1	To include clippers, not scissors
Large drawstring, net laundry bag	1	
Shoe cleaning kit	1	
Large washbag or shower caddy	1	
Spare name tapes	25	
Lockable tuck box	1	In a shoebox sized, named, plastic container/DIY box or similar
Items that you might like to bring		
Board game to play with others	1	
Cards, Uno	1	
Small suitcase/bag	1	For exeat weekends or weekends at home

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

The Curriculum in UKS2

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

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

Enriched Curriculum Activities (ECA)

Our school's ECA Enriched Curriculum Activities (ECA) Programme is a central piece of our 'Prep Life' provision, similar to the College's 'Wymondham Life' offer. As our school grows, we will strive to continue offering a wide range of opportunities and experiences for our pupils to explore and enjoy. The purpose of our ECA programme is to provide your child with the opportunity to try new things they are curious about or for them to follow their current passions and interests. It is an opportunity for children to further enrich the curriculum they experience in school. It should be a time that they look forward to and can't wait to tell you about on the way home. It is vital that your child has ownership of which ECAs they would like to do. ECAs are provided by a mixture of internal staff members and external providers. Those provided by an external provider will be paid for activities and you will be required to pay for the ECA in advance of the term starting. We have a reduced offering of a small number of paid ECAs on a Tuesday as this is the evening when staff engage with Professional Learning. The ECAs run from 15:15 to 16:00 during the core part of each term. ECAs do not run for the first and last weeks of



the Autumn, Spring and Summer Terms, the last day of half term or on the Friday of an Exeat weekend. Boarding pupils will be expected to attend an ECA every evening before attending prep. Details on how ECAs for boarders will be booked will be shared with you in September.

Premier Education Wraparound Care

For those working parents who require it, wraparound care is offered by an external company, Premier Education from 07:45 to 08:30 and 15:15 to 18:00. Pupils can be booked into this provision whenever parents require it, and this can be from 15:15 or 16:00 if they have an ECA. You just book what sessions you require each week. Pupils are transferred from their classroom or ECA to the Wraparound Care

provision by a member of staff. Further details and costs can be obtained from their website: <https://www.premier-education.com/parents/>. Bookings for September 2025 will open in June 2025. You will need to register and then select 'book a course'. Premier Education also run holiday camps, dates at school and communications for these camps will be sent via the weekly News Roundup.



School Meals

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

Pupil Premium and Free School Meals

All children in Reception, Year 1 and Year 2 are offered universal free school meals. This is regardless of your household income and you do not need to apply. However, if you receive one of the benefits below, you can apply for the Prep School to receive extra funding from the government; this extra funding is called Pupil Premium:

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

be less than £7,400 a year (after tax and not including any benefits you receive).

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

To check if your child is eligible, please apply online using the link below and then using the green 'Apply for free school meals' button.

All information submitted will be treated in the strictest confidence and will only be used for Local Authority purposes.

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

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



Website and Social Media

We wish to draw your attention to our website <https://www.wymondhamcollege.org/prep-school> where you will find a great deal of information that will help you get to know the School in preparation for September.

For any further information on the Prep School, please contact the school office on office@wymcolprep.org

We also have an Instagram and Facebook page that will be used to post updates about

the amazing things our pupils take part in, and share information about the Prep School. If you have Instagram and/or Facebook accounts, then please do follow these as they will be another source that we will share information about the Prep School during your child's time at the school.

Our Instagram handle is [@wcprepschool](https://www.instagram.com/wcprepschool) and our Facebook page is <https://www.facebook.com/WymondhamPrep>



Friends of Wymondham College Prep School

Friends of Wymondham College Prep (FOWCP) is made up of parents, carers, guardians and other community members working closely with the school to raise additional funds. When your child joins the school, you automatically become a member. FOWCP is about much more than simply fundraising. It exists to provide closer links between home and school, and it is an excellent way to bring everyone together in support of the school working towards a common goal. FOWCP invite you to join **Classlist**, a tool they use to communicate with parents and a useful tool for parents to communicate with each other. We encourage you to use Classlist to ask any questions you may have that can be answered by our current parent community. A parent representative of our current YR class will act

as an interim contact on Classlist. It also has a second uniform sale area and is the school's preferred method of communication to class WhatsApp groups.

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

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

More information about FOWCP can be found on our website:

<https://www.wymondhamcollege.org/prep-school/parents/friends-of-wymondham-college-prep-school>



Home School Agreement

The welfare of all pupils and the ultimate success of their education depends upon a strong and mutually supportive relationship between the Prep School, the pupil and his/her Parent(s) or Carer(s).

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

Wymondham College Prep School will:

- Provide your child with a high standard of education, implemented by rigorous national guidelines, within a balanced curriculum.
- Ensure that our learning environment is stimulating and challenging.
- Celebrate your child's academic and personal achievements, including an annual report for you showing your child's progress and attainment in all subjects taught.
- Provide the scaffolding needed to enable your child to achieve their full potential.
- Care for your child's safety and wellbeing through observation and listening.
- Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need.
- Encourage your child to become an active member within our community and help them to see that they can have an impact on the world around them.
- Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support them in their areas for development.
- Provide information to you about our school, including relevant policies, meetings, workshops, activities, newsletters and Open Days.
- Be happy to welcome you if you would like to contribute to our school's broader curriculum. We recognise that the community of Wymondham College Prep School holds a wealth of talent, experience, diversity and enthusiasm that our school could benefit richly from.
- Set challenging and achievable homework to extend the curriculum and provide the opportunity for independent learning. Clear information will be provided so that you will be able to help your child if required.
- Provide information and helpful training sessions for you that will give you confidence to support your child.

As a Parent/Carer I will:

- In order to help my child gain the most of their education, make sure my child arrives at school by 08:45 prepared to start their lessons. They will be wearing named school uniform or sports kit depending on the day.

- Do my very best to provide a safe, secure and happy environment at home for my child, acknowledging that they learn at home.
- Let the school know of any concerns or worries that may be affecting my child's learning, behaviour, or ability to do homework, as this can then be resolved quickly.
- Support the school by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community.
- Attend meetings with my child's teacher and other staff, aiming to be positive and productive, working towards moving my child on in their learning.
- Support and work with you to ensure that the behaviour management policies of the school are maintained, particularly with my child.
- Encourage a positive attitude towards my child's education and our school. If I have any concerns, I will come and discuss them with you, as it is much healthier to work out solutions and move on.
- Read all information sent home as this gives me important details of relevant policies, meetings, workshops, activities, newsletters and Open Days.
- Support the school by making sure that homework tasks are completed and returned on time.
- Use my talents and experiences to enhance my child's learning at home.

As a pupil of Wymondham College Prep I will:

- Work hard.
 - Be kind.
 - Respect other people's culture, race, feelings, beliefs and values.
 - Accept responsibility for the things that they do.
 - Be responsible for their school and homework.
 - To raise their hand to ask for help if they need it.
 - To show endeavour through trying their best in all that they do.
- Speak politely to everyone in school.
- Take good care of the building, equipment and school grounds.
 - Behave in a safe way.
 - Be helpful.
 - Be honest.
 - Tell a member of staff if they are worried or unhappy.
 - Ensure they have the right equipment in school.
 - To come to school promptly, properly equipped and properly dressed.
 - To follow the instructions given by staff to safeguard their safety and ensure that they learn properly.

Health Information

To avoid any unnecessary risks to students, all parents/carers should inform the Prep School, via the school office, of any specific medical needs of the pupils e.g. allergies, asthma, migraine etc. If a boarding pupil feels unwell while at school, they should speak to their teacher if in class, or supervising member of staff if not in class. If they are in House and the problem is minor, matron (who is paediatric first aid trained) is likely to be able to deal with the problem. If the problem is more complicated, or matron is concerned, the pupil may be referred to the Wymondham College Medical Centre. If the trained paediatric first aider decides that the pupil is too unwell for school, they may rest on a bed in the Prep School.

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

Any medication prescribed/started while not at school, must be handed to the House matron. These need to be in the original container with the pupil's name, the name and dose of the drug and how often it is to be given. Any non-prescription medication, such as vitamins should also be handed in to Matron in order to keep a complete record of what the pupil is taking and the parental request for treatment form completed.

The Prep School makes no routine provision for dental treatment or eye tests for its pupils and parents are, therefore, advised to make arrangements for their children to be examined by a dentist/optician during the holidays. Further information can be found in the First Aid Policies section of our website:

<https://www.wymondhamcollege.org/assets/Prep-Area/WCPS-First-Aid-Policy-2023-24.pdf>

Wymondham College Medical Centre

The Medical Centre is staffed 24 hours a day during term time. The Medical Centre team consists of five school nurses and three medical assistants, two of whom also cover overnight duties. On boarders' return days the Medical Centre is open for return times and at the end of term one hour after the end of school. During their first term all new boarding pupils are invited to the Medical Centre for a new patient interview. Base recordings are taken and forwarded to Wymondham Medical Centre. Appointments are made with the doctor for students with significant medical histories or those requiring prescriptions.



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

If a pupil has prescribed routine medication, e.g. for asthma, hay fever or acne, a supply can be requested for at home as well as for the pupil. Pupils who use inhalers for asthma are advised to come to the Medical Centre before their inhalers run out. We hold spare inhalers for them and will use this opportunity to check their asthma.

At present the school doctor or medical officer is Dr Helen Vanston from Wymondham Medical Practice, Postmill Close, Wymondham, Norfolk NR18 0RF. Surgeries are held at the College every Monday, Wednesday and Friday. Monday's surgery tends to be Dr Vanston, alternating with Dr Simon Findlay. Wednesday Surgery is taken by Nurse Practitioner Julie Hatton or Nurse Practitioner Mary Bedford. Friday's clinic is either a GP or a practice Nurse. The nurse, assistant or appropriate member of boarding staff will accompany the pupil as patient advocate. During surgery appointments, pupils under 16 will be advised that their parents/carers will be telephoned and informed of findings/treatments prescribed, except where the pupil is deemed to be "Gillick competent" and requests that this does not occur.



Privacy Notice

Please find below the Privacy Notice for pupils in schools, early years settings, alternative provision and pupil referral units.

Privacy Notice - Data Protection Act 2018

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

- Support its pupils teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well the school as a whole is doing.

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

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

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

Full details of the Data Protection Policy and the Privacy Notice may be found on the School's website:

- https://wymondprepschool.s3.amazonaws.com/uploads/key_information/FINAL-Privacy-Notice-at-Wymondham-College-Prep-School.pdf?t=1626342945



If you wish to access your personal data, or that of your child, then please contact the School Office Manager on 01953 609000 (option 3) If you require more information about how the LA and/or DfE store and use this data, please go to the following websites:

- <http://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice/index.htm>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

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

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

Email: teresa.burdett@norfolk.gov.uk
Tel: 01603 223839

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

Website: www.education.gov.uk
Contact: <http://www.education.gov.uk/help/contactus>
Tel: 0370 000 2288.

Instrumental Lessons

Wymondham College Prep School Instrumental Lessons Request Form

Through our relationship with the College, we are able to offer individual instrumental lessons and singing lessons, subject to teacher availability, with highly trained and professional peripatetic music teachers.

The chosen instrument should be suitable for the child's age and physical size and parents are responsible for providing this.

At present, lessons cost £195 for ten half-hour lessons. Lessons take place during curriculum time but are worked on a rota basis so that pupils don't miss the same lesson each week. If you would like to request individual music lessons for your son, or daughter when they attend the Prep School, please complete the form below.

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

Pupil Name:									
Year:									
Tutor:									
State which instrument (including voice) you require:									
Playing staus (please tick):	Beginner	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Parent/ Guardian Name:									
Home Address/ Billing Address:									
Contact Tel N°s:									
Email Address:									
Parent/ Guradian Signature:									

Lessons are currently offered to pupils from Year 2 to Year 6. The following instruments are available for lessons; Piano, Violin, Singing, Guitar, Brass, Cello, Flute, Woodwind, Double Bass, Drums.

Please return to the school office via office@wymcolprep.org

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





Sapientia Education Trust,
Wymondham College, Wymondham, NR18 9SZ
www.se-trust.org | 01953 609000

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