



AN A – Z OF WYVERN

ABSENCE

If your child is ill, please contact the Welfare Office 023 80 692679 – option 1 or contact 023 80 692679 extension 255 on each day of absence. Or you can email welfare@wyvern.hants.sch.uk. Please leave details of your son's/daughter's name, tutor group/year group, the reason for absence and the expected date of return to school. You only need to send in a note if you **have been unable to contact us by phone/email**. Notes should be taken to the Welfare Office.

We use a system called 'SIMS InTouch' here at Wyvern. If your child does not arrive in Registration and we have no reason for absence, we will email you using the details we hold on our system. We would be grateful if you could respond by email as soon as possible so that we can account for your child.

As a parent you are committing an offence if you fail to make sure your child attends school regularly, even if they are missing school without your knowledge. You run the risk of being issued with a Fixed Penalty Notice or being prosecuted, if your child has unauthorised absence, or is persistently late to school.

ACCIDENTS

All accidents should be immediately reported to the teacher taking the class, and the Welfare Officer, so that the necessary accident form is completed.

APPOINTMENTS WITH STAFF AND TEACHERS

Unfortunately, it is not possible for you to see a teaching member of staff if you come into Wyvern and haven't made an appointment. We may have staff available to meet you in Reception during the school day, but teaching staff have commitments and would not normally be available for no notice meetings.

By booking an appointment, having informed the college of the nature of your enquiry, we can ensure that we are fully briefed and ready to help you.

You can make an appointment by ringing Reception and they will put you through to the appropriate department. You can also contact us via email, a comprehensive list of email addresses can be found at the front of your child's log book.

Our staff will endeavour to get back to you within 24 hours and we ask that staff are treated with consideration and respect when you visit the site.

APRONS

Students will be required to wear an apron during Technology lessons these are available from the Finance office.

ATTENDANCE

Attendance is monitored closely in school, and parental help in maintaining accurate attendance records is appreciated. Students must arrive in school on time and be registered.

If a student is late (without a valid reason) he/she will be marked in late and may be punished for their lateness.

From September 2015 all schools will be required to work with Hampshire County Council to take legal action if a child has unauthorised absence for 10 or more sessions (the school day is made up of 2 sessions AM and PM).

Each parent/carer can be issued a separate penalty notice for each child. Further advice and guidance for parent/carers with respect to this will be available from September via our county website:

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

By law, all children of compulsory school age (normally five to 16) must receive a suitable full-time education. As a parent, you have a legal responsibility to make sure this happens – either by registering your child at a school or by making other arrangements to give them a suitable, full-time education. Once your child is registered at a school, you are legally responsible for making sure they attend regularly. This means your child should not have sessions of unauthorised absence.

Section 576 of the Education Act 1996 defines *parent* as:

- all natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person;
- any person who, although not a natural parent, has care of a child or young person.

Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

BAGS

Bag should be fit for purpose and be able to comfortably fit an A4 exercise book and other equipment students need on a daily basis.

BULLYING

This is an extract from the Lower School Log Book. This policy has been written by students and is based on the main College Policy.

Purpose:

Bullying of any kind is not acceptable.

This policy has been written for students, following a student conference, and is intended to be accessible for all students via the log book and is based on the main College policy.

Definition:

'Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group, either physically or emotionally'.

At the conference participants came up with a slogan to help everyone understand the definition.

STOP: Several Times On Purpose

Bullying can be:

Emotional	Being unfriendly, excluding, tormenting.
Physical	Pushing, kicking, hitting, punching or any use of violence.
Racist and religious	Racial taunts, graffiti, gestures.
Sexual	Unwanted physical contact or sexually abusive comments.
Homophobic and transgender	Bullying because of, or focusing on the issue of sexuality.
Verbal	Name-calling, sarcasm, spreading rumours, teasing.
Cyber	All areas of internet, such as email and Social media misuse; mobile threats by text messaging and calls; misuse of associated technology i.e. camera and video facilities.
Related to Special Educational Needs and disability	Name calling, teasing, tormenting.

At Wyvern we believe every student has the right to:

- feel and be safe and comfortable in their surroundings
- have someone they can trust to talk to
- be listened to and heard
- be themselves
- be able to participate, regardless of ability, in all lessons without fear of being mocked
- be included in school life

If you are bullied, you must share your feelings with someone you trust, this could be:

- your parents/guardians/carers
- a member of staff e.g. Pastoral Leader, tutor or a teacher
- friends
- Peer Supporters or Prefects

When you (the student) reports a bullying incident:

- **you will have thought about STOP**
- you will be taken seriously
- It will be looked into as soon as possible and you will be told afterwards that it has been dealt with
- you will be supported by adults in college

You should not suffer in silence. Bullies need to be reported and dealt with; otherwise they will keep bullying others.

Advice for parents/carers:

- If your child is being bullied contact the tutor or Pastoral Leader
- Discuss the matter with a member of staff
- Encourage your child to speak to someone in school
- **Ensure it is reported**

Parents will be given an indication as to how the incident will be dealt with and the support offered to the young person. It is important that parents work in partnership with the College to deal with the situation swiftly and comprehensively.

We kindly request parents do not take matters into their own hands.

BUSES (THIS INFORMATION IS CORRECT AT THE TIME OF PRINTING (15.6.17))

If you require assistance with travel, please see the information on Hampshire County Council's website – <https://www.hants.gov.uk/educationandlearning/schooltransport/apply>

The **New Service 502** will operate from Bishopstoke, Riverside, Spring Lane, Hamilton Rd, Underwood Rd, Alan Drayton Way, Old Fair Oak Road, Fair Oak Road, Fair Oak Cross roads, then to Wyvern College.

Xelabus also operate two services the 502 Bishopstoke to Wyvern and the 506 via Lower Upham and Durley
Blue Star operate a service from Eastleigh through to Wyvern.

Stagecoach operate a limited service from Bishops Waltham to Fair Oak Square.

JOURNEY FROM SCHOOL

Both Xelabus and Blue Star pick up from the front of the Science block between 2.55 PM and 3.10 PM

BUS ARRANGEMENTS FOR YEAR 7 ONLY ON 4TH SEPTEMBER 2017 ARE AS FOLLOWS:

UPHAM AND DURLEY BUS (XELABUS 506)		
POPES LANE – MORTIMERS LANE	10.00 AM	
UPHAM OLD VILLAGE	10.03 AM	15:20 PM
SAWMILL, WINTERSHILL	10.08 AM	15:17 PM
DURLEY STREET, ROBIN HOOD	10.10 AM	15:15 PM
SHEPHERDS HABOUR	10.11 AM	15:14 PM
DURLEY STREET, VILLAGE HALL	10.12 AM	15:13 PM
BEECH CORNER GARAGE	10.14 AM	15:11 PM
WYVERN	10.20 AM	15:05 PM

BISHOPSTOKE (XELABUS 502)		
RIVERSIDE	10.00 AM	15.17 PM
GUEST/HAMILTON ROAD	10.02 AM	15.15 PM
UNDERWOOD ROAD	10.05 AM	15.12 PM
WYVERN	10.20 AM	15.05 PM

BLUE STAR SERVICE NUMBER 2		
RIVERSIDE	10.22 AM	15.20 PM
STOKE PARK ROAD	10.28 AM	15.16 PM
WELCOME INN	10.33 AM	15.11 PM
SANDY LANE	10.38 AM	15.07 PM
FAIR OAK SQUARE	10.44 AM	15.06 PM

STAGECOACH NO. 69 BISHOPS WALTHAM	
BISHOPS WALTHAM SQUARE	09:43 AM
FAIR OAK SQUARE	09:55 AM
FAIR OAK SQUARE	15.58 PM
BISHOPS WALTHAM SQUARE	16.11 PM

COLLEGE BUSES FROM 5TH SEPTEMBER 2017 ALL YEAR GROUPS

XELABUS SERVICE 502 – BISHOPSTOKE TO WYVERN	
BISHOPSTOKE, RIVERSIDE	07:45 AM
UNDERWOOD ROAD	07:49 AM
WELCOME INN	07:52 AM
WYVERN COLLEGE	08:00 AM

XELABUS SERVICE 502 WYVERN TO BISHOPSTOKE	
WYVERN COLLEGE	15:10 PM
WELCOME INN	15:15 PM
UNDERWOOD ROAD	15:18 PM
BISHOPSTOKE, RIVERSIDE	15:22 PM

XELABUS SERVICE 506 FAIR OAK – LOWER UPHAM – DURLEY – HORTON HEATH – WYVERN	
FAIR OAK MORTIMERS FARM	08:05 AM
LOWER UPHAM SHOP	08:07 AM
WINTERSHILL, SAWMILL	08:11 AM
DURLEY, ROBIN HOOD	08:14 AM
DURLEY VILLAGE HALL	08:17 AM
DENHAMS CORNER	08:20 AM
WYVERN COLLEGE	08:25 AM

XELABUS SERVICE 506 WYVERN – HORTON HEATH – DURLEY – LOWER UPHAM	
WYVERN COLLEGE	15:05 PM
MORTINERS FARM	15:10 PM
LOWER UPHAM SHOP	15:12 PM
WINTERSHILL, SAWMILL	15:16 PM
DURLEY, ROBIN HOOD	15:19 PM
DURLEY, VILLAGE HALL	15:21 PM
DENHAMS CORNER	15:25 PM

BLUE STAR NUMBER 2 SERVICE	
SOUTHAMPTON HANOVER BUILDINGS	07:00 AM
PORTSWOOD BROADWAY	07:12 AM
SWAYTHLING MCDONALDS	07:18 AM
NORTH STONEHAM ROBIN SQUARE	07:26 AM
NORTH STONEHAM NIGHTINGALE BRIDGE	07:29 AM
EASTLEIGH BUS STATION	07:42 AM
BISHOPSTOKE RIVERSIDE	07:47 AM
BISHOPSTOKE STOKE PARK ROAD	07:51 AM
FAIR OAK ROAD WELCOME INN	07:57 AM
FAIR OAK SANDY LANE	08:03 AM
FAIR OAK SQUARE	08:10 AM

BLUE STAR NUMBER 2 SERVICE	MONDAY TO FRIDAY	MONDAY TO FRIDAY	SCHOOL DAYS ONLY
FAIR OAK SQUARE	15:06 PM	15:26 PM	15:46 PM
FAIR OAK ROAD, WELCOME INN	15:11 PM	15:31 PM	15:51 PM
BISHOPSTOKE STOKE PARK ROAD	15:16 PM	15:36 PM	15:56 PM
BISHOPSTOKE RIVERSIDE	15:20 PM	15:40 PM	16:00 PM
EASTLEIGH BUS STATION	15:28 PM	15:48 PM	16:08 PM
NORTH STONEHAM NIGHTINGALE BRIDGE	15:38 PM	15:58 PM	16:24 PM
NORTH STONEHAM ROBIN SQUARE	15:41PM	16:00 PM	16:27 PM
SWAYLING POST OFFICE	15:51 PM	16:11 PM	16:40 PM
PORTSWOOD BROADWAY	15:58 PM	16:18 PM	16:48 PM
SOUTHAMPTON HANOVER BUILDINGS	16:13 PM	16:33 PM	17:05 PM

STAGECOACH NO. 69 BISHOPS WALTHAM	
BISHOPS WALTHAM SQUARE	07.53 AM
FAIR OAK SQUARE	08.05 AM
FAIR OAK SQUARE	15.58 PM
BISHOPS WALTHAM SQUARE	16.11 PM

Blue Star contact information. <http://www.bluestarbus.co.uk/>

Travel advisors are available:

Monday to Friday 0800-1830

General enquiries & lost property:

01202 338421

The Key or mobile app enquiries:

01202 678100

Email:

managersmailbox@bluestarbus.co.uk

Stagecoach contact information. <https://www.stagecoachbus.com/help-and-contact>

For help on various topics regarding Stagecoach, please use the help pages on their website:

Xelabus contact information. <http://www.xelabus.uk>

02380 644715

Unit 10

Barton Park Industrial Estate

Chickenhall Lane

Eastleigh

Hampshire

SO506 RR

Email: admin@xelabus.info

CALCULATORS

The Maths Department recommend the **Casio FX-83GTPLUS** calculator. You can order a calculator from our Finance Office at a cost of £6.40. They are also available in all major supermarkets, WH Smith etc.

CASHLESS CATERING

Cashless catering is a system set up in the College to allow students to purchase food from our cafeteria and tuck areas using a biometric finger reading taken from each student, readings will not be taken until a signed consent form is received. More information regarding this will be sent separately along with individual log in details.

The cashless catering system is operated by Caterlink who provide our catering services.

CHILD PROTECTION

We have staff who are trained in child protection in school; Mrs Firth, Mrs Foster, Mrs Macdonald and Mr Westlake.

CLUBS AND EXTRA CURRICULAR ACTIVITIES

An activities leaflet is published at the beginning of each term – copies are available from the letter racks, and a listing can be found on the website www.wyvern.hants.sch.uk

COLLEGE DAY

Registration/Assembly	0830 - 0850	5-minute warning bell 08:25
Lesson 1	0850 – 0950	
Lesson 2	0950 – 1050	
Break	1050 – 1110	5-minute warning bell 11:05
Lesson 3	1110 – 1210	
Lesson 4	1210 – 1310	
Lunch	1310 - 1355	5 minute Warning bell 13:50
Lesson 5	1355 - 1455	
End of day	1455	

COMMUNICATION AT WYVERN

Our school policy is to endeavour to respond to parents within 24 hours (Monday-Friday). Please ensure that you sign in/out at Reception when you visit.

If visit without an appointment, we do have staff available to meet parents in reception during the school day but teaching staff have commitments and would not normally be available for 'no notice' meetings.

How we communicate with you and your child:

- **Our website** – This contains a great deal of information, including a calendar of important dates as well as lots of up-to-date information.
- **Daily Bulletin** – this is read out to your child by their tutor during registration. Your child should LISTEN carefully when it is being read out, otherwise they will miss lots of useful information.
- **College newsletter** – this is published at the end of each half term.
- **Letters** are often sent out with a reply slip. You must return these by the date set as your child may miss out on something. Reply slips should be posted in the Year 7 post-box which is situated under the letter racks.
- **Electronically** - We communicate a great deal of information electronically so please ensure that you sign up to electronic method of communication. If you choose not to receive letters electronically they are available in school. Your child should collect them from the letter racks by the Finance Office.
- **Staff Circular** – this is issued to staff and any relevant information will be passed on by the tutor to students.
- **Log book** – Both teachers and tutors may communicate/contact home via the Log Book.

How you can communicate with us:

You can use your child's log book to send in messages, or use the following contact information.

College telephone number: 023 80 692679

College Fax number: 023 80 603215

College general enquiries email: enquiries@wyvern.hants.sch.uk

College Website: www.wyvern.hants.sch.uk

College absence number: 023 80 692679 Option 1 or extension 255

College absence email: welfare@wyvern.hants.sch.uk

Finance Office: finance_office@wyvern.hants.sch.uk

For enquiries relating to your child's curriculum, please contact the relevant subject area:

Art – artanddesign@wyvern.hants.sch.uk

Design Technology (including Food Tech queries) - technology@wyvern.hants.sch.uk

Drama – drama@wyvern.hants.sch.uk

English – english@wyvern.hants.sch.uk

Geography – geography@wyvern.hants.sch.uk
History – history@wyvern.hants.sch.uk
IT – informationtechnology@wyvern.hants.sch.uk
Languages – languages@wyvern.hants.sch.uk
Maths – maths@wyvern.hants.sch.uk
Music – music@wyvern.hants.sch.uk
PE – physed@wyvern.hants.sch.uk
Religious and Personal Studies – rps@wyvern.hants.sch.uk
Science – science@wyvern.hants.sch.uk

For enquiries relating to your child's pastoral care, please contact the relevant Pastoral Office:

Year 7 – year7@wyvern.hants.sch.uk
Year 8 – year8@wyvern.hants.sch.uk
Year 9 – year9@wyvern.hants.sch.uk
Year 10 – year10@wyvern.hants.sch.uk
Year 11 – year 11@wyvern.hants.sch.uk

COMMUNITY FACILITIES ARE AVAILABLE FOR YOU TO HIRE

Please contact our Community Bookings Administrator for further details. Tel: 023 80 692678.

CYCLE PERMITS

Parents/guardians of students who wish to cycle to College must both read and sign the code of practice contained in the log book. Students must then have this page stamped by the Finance Office.

The bicycle must be in good working order and students must wear a cycle helmet. Bicycles can be left in our bicycle shed which is locked during college hours (8.50 AM – 2.50 PM)

DICTIONARIES

The Foreign Language Oxford Learners Dictionary is recommended for Modern Foreign Language lessons. These are available from the Finance office. Orders for these items placed prior to your child starting at Wyvern will be made into packs and issued to students on their first day. Prices are subject to change. Your child will study **French**.

EXPECTATIONS

Each student has a number of personal responsibilities to allow learning to take place:

- ✓ Punctuality to lessons
- ✓ Basic kit ready on desk
- ✓ Title and date on all work
- ✓ Listen
- ✓ Stay on task until told to stop
- ✓ Avoid interrupting others
- ✓ Record homework and coursework in log book

FINANCE OFFICE OPENING TIMES

The Finance Office is open daily from 8.15 AM until 8.50 AM and at break from 10.50 AM until 11.10 am. We would encourage students to hand in any envelopes containing money first thing. The Finance Office is available during the lunch break; however, we prefer students to visit before the school day starts. When the Finance office is closed there is a letterbox on the wall outside the office, please use this to drop in any correspondence ensuring all documents contain students name etc.

To contact the Finance Office email finance_office@wyvern.hants.sch.uk or telephone 023 8069 2679 and select option 8.

FINANCIAL HELP FOR PARENTS/CARERS

Free school meals

Free school meal grants may be available please see www.gov.uk/apply-free-school-meals

Alternatively, there is an online free school meal eligibility checking service available to parents at <http://www3.hants.gov.uk/hc3s/freeschoolmeals.htm>

If you are entitled to free school meals, we may also be able to offer financial assistance with uniform. Please contact the Finance Office finance_office@wyvern.hants.sch.uk. Any financial assistance will be limited to students in years 7, 9 and 10 from September 2017. Only one payment can be made for the college year September 2017-July 2018.

Free, good quality, second-hand uniform is available at the college. Please contact the college reception for information. enquiries@wyvern.hants.sch.uk or 023 80 692679.

FIRE AND FIRE DRILLS

Students should evacuate the building when the fire bell sounds (it is a long continuous ringing). Students will be accompanied in SILENCE to the evacuation point.

HOLIDAYS

We do not authorise holiday in term time. If you wish to apply for absence for exceptional circumstances e.g., a funeral, please complete a 'leave of absence' form which is available on the website under the 'parent' section and return to your child's Pastoral Leader.

HOME SCHOOL AGREEMENT

You will find a Home/School agreement in your child's Log Book, please take a minute to read this and sign it.

ILLNESS

If a student feels unwell they should speak to their teacher. Normally they will be sent to the Welfare Office where a trained first aider will take care of them and phone home if necessary.

Students must not use their mobiles to phone home in the event of illness, the Welfare Officer will phone on their behalf. If a student is too ill to remain in school or if hospital treatment is necessary parents will be contacted so that suitable arrangements can be made. Students should not leave the site without signing out. Parents should keep Wyvern informed of any changes to contact details (including your home address).

INTERNET PAYMENT SYSTEM

Our internet payment system allows you to make payments online for trips, stationery and other items. A letter providing log in details will be issued to each student individually. If you have any problems, contact the Finance Office.

JEWELLERY- GENERAL

If your child wears excessive jewellery or brings valuables (such as Ipads) into college the items will be confiscated. Confiscated items will not be returned until the end of the half term in which they were confiscated. Please encourage your child not to wear excessive jewellery or bring valuables into college.

JEWELLERY – PE

Jewellery should be removed at the start of lessons. PE do not accept any responsibility for the collection of valuables and jewellery. All items should remain in student bags and blazers and left in the changing rooms which remain locked for the duration of the lesson.

The taping of earrings for PE lessons is unacceptable practice and all jewellery should be removed.

LATENESS

Students arriving after 8.50 AM should sign in at the 'Student Services' desk. They will be marked in using the 'L' code if they arrive between 8.50 AM – 9.20 AM We will mark a student in using the 'U' code if they arrive after 9.20 AM If a student arrives after 9.40 AM they should sign in at the Welfare Office. Students arriving late with a genuine medical reason will be marked 'M' for medical, as long as they have a note in their log book.

From September 2015 all schools will be required to work with Hampshire County Council to take legal action if a child is continually late to school and this lateness is unauthorised for 10 or more sessions (the school day is made up of 2 sessions AM and PM).

Each parent/carer can be issued a separate penalty notice for each child. Further advice and guidance for parent/carers with respect to this will be available from September via our county website:
<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents.htm>

LOCKERS

If you lose a locker key, please contact Reception between 8.15 AM and 4.00 PM The Site Team will ask for a log book or I.D. before they open a locker.

LOG BOOKS

All students are issued with a log book at the beginning of term. The log book is a way of communicating with you so you should check your child's log book regularly.

It is important that you read and complete the agreements at the front of the log book and also the section entitled 'in case of college closure'. In this section we require you to inform us as to where you would like your child to go in the event of an emergency closure such as snow etc.

If your child defaces or loses their log book, we will need to charge for a replacement.

LOST PROPERTY

Please make sure that all property is labelled clearly (including all PE kit). If something is lost please check with the Welfare Office. Lost property is disposed of at the end of every two weeks.

LUNCHTIMES

Hot and cold food is served to the students at break and lunchtimes. These are served in the main dining room and also in the Year 7 and 8 tuck areas. Eating is not permitted in corridors. For the first two terms, the Geography classrooms are available for Year 7 students to eat sandwiches if they wish. Year 11 prefects may take lunch in Wyvern Windows.

In the event of wet weather, the following rooms are made available to students for break and lunchtime:

Year 7 Geography
Year 8 English
Year 9 Maths
Year 10 Modern Foreign Languages
Year 11 History

MAP OF THE SCHOOL

Please tell your child not to worry if they get lost! A map can be found in the log book. Students should keep to the **left** at all times when moving around the college and move calmly around the building.

MAKE UP, NAIL VARNISH AND HAIR STYLES

Make up is **not** permitted in years 7, 8 and 9. It is a privilege for students in years 10 and 11 ONLY.

Nail varnish – coloured nail varnish or false nails of any kind are not permitted

Hair - Modest in style and colour. No two tone hair/extensions for girls or boys. No grade 1 or 2 cuts for boys or girls. If you are unsure, please check with your Pastoral Leader **prior** to a visit to the hairdresser or barber.

MEDICINES

If your child needs to take medicine in school, it should be sent in with a signed note from you and kept in the Welfare Office. If your child has a medical condition, we may need you to complete a medical form. If we have received information from your child's feeder school that your child has a medical condition, the appropriate form will be in your pack, please return this to us along with your other intake forms.

MOBILE PHONES

The College **accepts no responsibility for mobile phones on site**; students should keep their phones switched off and out of sight during the school day or risk having it confiscated by a member of staff (they will be able to collect it at 3 PM on the day it is confiscated). Refusal to hand over a mobile phone will result in the student being punished.

It is illegal to take photos of a person who has not already given their consent and therefore students should not use their phones to take pictures of other students or members of staff without permission.

Students must not use their mobiles to phone home in the event of illness, the Welfare Officer will phone on their behalf. If a student is too ill to remain in school or if hospital treatment is necessary parents will be contacted so that suitable arrangements can be made.

MUSIC LESSONS

If you would like your child to be considered for music lessons, please complete an application form. The cost for the 2017-2018 academic year will be £205.00; this guarantees 30 lessons though there is the potential for students to receive up to 38 lessons.

PARENTS' EVENINGS

Once a year you are invited to the college to meet the subject teachers. You should come with your child. We operate an on line booking system for this, and further details will be issued nearer the time.

PEER GROUP SUPPORT

Peer Supporters visit Year 7 tutor groups every week. Students can talk to them about how they are feeling. They are also based in E3 (Safe Study Room) and Learning Support each lunchtime, students can talk to them about concerns and get helpful and practical advice.,

PERSONAL DETAILS

Please could you notify us of any changes in your personal circumstances, i.e. change of address, contact numbers etc., this can be done by contacting Mrs Saunders. Email j.saunders@wyvern.hants.sch.uk

PRAISE AND REPRIMAND (P & R)

At Wyvern we use a 'P & R' System, please see below:

PRAISE AND REPRIMAND AT WYVERN

Code	Behaviour may include	Consequence
P1	<ul style="list-style-type: none"> • Good class work. • Good homework (in relation to a subject target) • Good contribution in class • Being helpful 	Students will be rewarded using our praise system
P2	<ul style="list-style-type: none"> • Excellent class work. • Excellent homework (in relation to a subject target). • Long term good work. 	A communication will be sent home. This will be logged on the students' record on SIMS.
P3*	<ul style="list-style-type: none"> • Outstanding piece of project work or coursework. • Representing Wyvern externally. 	Recorded on the student's file. Student sees the Pastoral/Curriculum or Senior Leader.
P4*	<ul style="list-style-type: none"> • 100% attendance in one year. • Achieving an annual award. • Recognition outside of college. 	<ol style="list-style-type: none"> 1. Recorded on the student's file. 2. Student meets with the Headteacher/Chair of Governors. 3. Annual award.

Code	Behaviour may include	Consequence
R1	<ul style="list-style-type: none"> Talking out of turn. No log book out. No pen, pencils, ruler, calculator etc. Not ready to learn. 	Verbal warning (not written in the log book).
R2	<ul style="list-style-type: none"> 2nd R1. No log book. Late to lesson or tutor. Incomplete homework. Lack of respect for others' space. 	<ol style="list-style-type: none"> Recorded in the log book. Teacher/tutor to contact parents-where appropriate. Teacher/tutor detention – where appropriate.
R3*	<ul style="list-style-type: none"> 2nd R2 or 3rd R1. Inappropriate language. Arguing. Preventing learning. Smoking (first offence) or with someone who is smoking. Truanting/off site. Failure to attend teacher detention set for an R2. 	<ol style="list-style-type: none"> Recorded on the student's file. Contact parents. Department/PL or college Detentions: <ul style="list-style-type: none"> Issued by subject staff, Pastoral or Senior Leader Parents will be informed via log book/letter/phone A minimum of 24 hours' notice will be given Students who fail to attend a college detention will be placed in the Supervised Study room for one day
R4*	<ul style="list-style-type: none"> Repeated R3 issues Fighting Swearing Physical Contact Damage to property or equipment Smoking (second offence) or with someone who is smoking Refusing to hand over a phone in a lesson 	<ol style="list-style-type: none"> Recorded on student's file Supervised Study Room (SSR), Pavilion or exclusion (Pastoral Leader or SLT to decide)

*these codes are recorded on the student's college record

PREFECTS

Prefects are 'attached' to each Year 7 tutor group to offer support and guidance.

PRIVACY NOTICE

At the end of this pack is a Privacy Notice to students, as required by the Data Protection Act 1998.

SIGNING IN/OUT

If your child returns from an appointment they must sign in at the Welfare office. If your child needs to leave school during the day for any reason, then please send in a note. Your child must sign out in the Welfare Office.

STAFF (as at September 2017)

Headteacher	Mr Newton
Deputy Headteacher	Mr Stocks
Assistant Headteachers	Mrs Firth
	Mr S Hall
	Mr P Metcalfe
	Mr T Williams
Business Manager	Mr M Westlake

Pastoral Leaders

Mr Street – Year 7
Mr Gamble – Year 8
Mrs Weaver – Year 9
Mr Lines – Year 10
Mrs Howard – Year 11

Pastoral Assistants

Mrs Gilbert
Mrs Finch
Mrs Freer
Mrs Taylor
Mrs Edwards

Curriculum Leaders

Art	Mrs Burrows
Drama	Mrs Segal
English	Mrs Cootes
Geography	Mrs Goss
History	Mr Langdon
ICT	Mrs Walker
Maths	Mr Emeny
Modern Languages	Mrs Ashdown
Music	Mr Postlethwaite
PE	Mr McCracken
Religious and Personal Studies	Ms Stangroom
Science	Mr Sivyer
Technology	Ms Sinnett

Some of the support staff

We have over 80 support staff; here are a couple of names you may wish to know about:

Finance Co-ordinator	Mrs Butler
PA to Senior Leadership Team and Admin Co-ordinator	Mrs Bowler
Welfare Officer	Mrs Woodley
SENCo	Mrs Macdonald

STATIONERY

All basic stationery is available from the Finance office at a very reasonable price, this includes calculators, protractors and compasses. Stationery kits containing the basic essentials in a clear pencil case are available at £1.00. Please note a clear plastic pencil case is required for exams.

STUDENT SERVICES DESK

The Student Services desk is open every morning from 8.30 AM until 9.50 AM and 1.30-1.55 PM to answer student queries.

STUDENT TIMETABLES

Timetables are issued at the beginning of term and there is a place in the log book to store them in a plastic pocket.

TERM DATES FOR 2016-2017

Autumn Term

4th September 2017* – 20th October 2017.
Half term 23rd October 2017 – 27th October 2017.
30th October 2017 – 21st December 2017.
Christmas break 22nd December 2017 – 3rd January 2018.

*4th September 2017– **year 7 only**.
5th September 2017 **all year groups start**.

Spring Term

4th January 2018 – 9th February 2018.
Half term 12th February 2017 – 16th February 2018.
19th February 2018 – 29th March 2018.
Easter break 2nd April 2018 – 13th April 2018.

Summer Term

16th April 2018 – 25th May 2018.
Half term 28th May 2018 – 1st June 2018.
4th June 2018 – 23rd July 2018.

TOILETS/SHOWERS

Students are permitted to use the toilet facilities at break and lunchtimes. They should ask the prefects on door duty for permission to enter the building.

PE - Showers are available for student use, although **showering is not compulsory**.

TRIPS

Parents/guardians must complete and return consent forms for all trips/activities before we can allow a student to leave the College premises.

To enable students to attend overseas visits they must have their own passport and European Health Insurance Card (EHIC). You can apply online for this by visiting this link <http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx> . The EHIC has replaced the E111 and is free of charge.

UNIFORM AND SECOND HAND UNIFORM

Uniform is available from Skoolkit, 31 Leigh Road, Eastleigh (023 8062 9095) <http://www.skoolkit.co.uk>

If you are entitled to free school meals, we may also be able to offer financial assistance with uniform. Please contact the Finance Office finance_office@wyvern.hants.sch.uk. Any financial assistance will be limited to students in years 7, 9 and 10 from September 2017. Only one payment can be made for the college year September 2017-July 2018.

Free, good quality, second-hand uniform is available at the college. Please contact the college reception for information.

Repeated uniform issues will result in a student being placed in our Supervised Study Room. If you have any questions about uniform, please contact the Pastoral Office, prior to your purchase, e.gilbert@wyvern.hants.sch.uk or 023 80 692679 x 267.

WYVERN UNIFORM – ALL YEAR GROUPS

All uniform should be named

Subject
Blazers Compulsory. Navy, with Wyvern crest only available from Skoolkit
Jumpers (optional) Navy blue with logo to be worn under the blazer, only available from Skoolkit
Polo shirts Pale blue – with a crest only available from Skoolkit
Skirts Plain black and knee length , no stretchy fabrics or lycra. Skirts must have a zip, and/or buttons to fasten them. Skoolkit will be able to help you with acceptable skirts.
Trousers <i>Girls</i> – Plain black ankle length tailored trousers, regular fit: fashion or tight fitting trousers and leggings/legging-type trousers are NOT permitted <i>Boys</i> – Plain black tailored ankle length trousers, regular fit: fashion or tight fitting trousers are not permitted No denim trousers
Bags Bag should be fit for purpose and be able to comfortably fit an A4 exercise book and other equipment students need on a daily basis
Belts Plain black functional belts
Coats Sensible warm coats. Excessive logos are not allowed, nor are coats made from denim, leather, simulated leather, fur or simulated fur.
Hair Modest in style and colour. No two tone hair for girls or boys. No two tone extensions. No grade 1 or 2 cuts for boys or girls. If you are unsure please check with your Pastoral Leader prior to your visit to the barber/hairdresser.
Hoodies No hoodies to be worn under or over the blazer. Any hooded top (whether it is with a zip/fastener front or pullover style), is not permitted. Nylon, jersey/sweatshirt material or knitted hooded tops are also not permitted.
Jewellery 1 x plain ring 1 x watch 1 x plain stud in each ear lobe (lower part of lobe) Nose studs, retainers or body piercings are not allowed Jewellery in PE The taping of earrings for PE lessons is unacceptable practice and all jewellery should be removed. PE do not accept any responsibility of the collection of valuables and jewellery. All items should remain in student bags and blazers and left in the changing rooms which remain locked for the duration of the lesson.
Make Up Not permitted in year 7.
Nail Varnish Coloured nail varnish or false nails of any kind are not permitted.
Protective clothing Students are required to wear protective clothing in Design and Technology workshops. Any clean, serviceable apron is acceptable. The Finance Office holds a small stock of aprons at a reasonable cost.
Shoes Plain black sensible shoes. No trainers, boots, backless shoes, sandals, platforms, canvas or 'plimsoll' type shoes, 'trainer' type shoes or 'creepers'. Shoes must not have sports logos or labels on them, such as 'Vans', 'Nike', 'Converse' or similar brands.
Socks Plain dark socks. No knee length socks.

SUPPLY OF SECOND HAND UNIFORM

We are able to supply a wide range of second hand uniform **free of charge** to parents/guardians if required. This stock is kindly donated by parents and is of an excellent quality. Please ask at Reception, or email e.gilbert@wyvern.hants.sch.uk for further details or to arrange an appointment to view our stock.

CONFISCATION OF ITEMS

If your child wears excessive jewellery or brings valuables (such as Ipads) into college the items will be confiscated. **Confiscated items will not be returned until the end of the half term in which they were confiscated.** Please encourage your child not to wear excessive jewellery or bring valuables into college.

UNIFORM – COLLEGE PE AND GAMES KIT FOR LOWER SCHOOL (All uniform should be named)

Compulsory for Boys and Girls

- **White PE Polo shirts** with Wyvern crest.
- **Reversible rugby shirt** (navy with red outside band).
- **Plain navy blue shorts and navy blue games socks** should be worn. These items can be obtained from Skoolkit.
- **Tracksuits and fleeces.** Students can wear only Wyvern tracksuits and fleeces throughout the year, both are available from Skoolkit. Plain, navy tracksuit bottoms are also acceptable but should carry no branding or logo.
- **Socks** worn to school are not acceptable in a PE lesson and students should either change into navy blue games socks or white sports socks.
- **Studded boots**, suitable for wet and slippery conditions, should be worn for games activities on the college fields. Compulsory for boys at KS3 and desirable for girls who are taught football.
- **Training shoes** should be used in the Gymnasium and Sports Hall. Training shoes should be flat soled and non-marking. Training shoes must offer some support and protection and be 'fitness style'. Canvas plimsolls are not acceptable. **Only training shoes or rubber studded boots are suitable for use on the MUGA. No plastic or metal studs are allowed and no 'blades'.**
- **Long hair** should be tied back; students should supply their own elastics to tie hair back.
- **Jewellery** should be removed at the beginning of lessons. **PE Staff do not accept any responsibility for the collection of valuables and jewellery. All items should remain in student bags and blazers and left in the changing rooms which remain locked for the duration of the lesson.**
- **Labelling** - Students should ensure that PE and games kits are labelled with their names
- **Piercings** must all be removed. The covering of piercings with tape remains unsafe practice. **It is recommended that all piercings take place in the summer holidays to permit adequate healing times. Students unable to remove piercings will not be permitted to take part in PE.**

Participation

It is the responsibility of every student/parent to ensure that PE kit is brought into every lesson otherwise detentions will be issued. Kit left in a locker is not a valid excuse and will result in a PE sanction.

Participation

It is the responsibility of every student/parent to ensure that PE kit is brought into every lesson otherwise detentions will be issued. Kit left in a locker is not a valid excuse and will result in a PE sanction.

A note in the log book, or if confidential, a letter from parents will be required to excuse students from active participation in the lessons.

For prolonged injury or illness, i.e., after 2 weeks, a note from the doctor/physiotherapist or a medical certificate must be produced.

Excuse notes must be presented at the start of PE lessons. Post-dated excuse notes will not be accepted.

Non participants should still change into PE kit as they will be asked to assist in lessons as a coach, official organiser or choreographer.

Showering and personal hygiene

Showers are available for student use, although **showering is not compulsory.**

Students are encouraged to use deodorants or anti-perspirants in stick, roll-on or gel form. Aerosols of any description are not permitted.

Students are actively encouraged to bring mouth protectors and leg protectors for hockey, rugby and football although this is not compulsory. Students should take them to every PE lesson their asthma inhalers (if needed) and any other medication as necessary. If students are unsure, please consult the Welfare Officer.

VISITORS

All visitors to the Wyvern site must sign in and out at Reception. You should wait in Reception until you are collected by the person you are seeing. **Our school policy is to endeavour to respond to parents within 24 hours (Monday-Friday).** Please see 'appointments with staff section'

WCAGS (Wyvern College Advisory Group)

The group consists of parents, friends and neighbours of Wyvern and offers the opportunity for you to come in and give your views on agenda items.

Every meeting is minuted and the minutes are sent by email to the group. If you feel you would like to contribute to the group please contact Mrs Bruce on 023 80 92678 or email her at ka.bruce@wyvern.hants.sch.uk

WYVERN CLOUD

This is a remote desktop for students that provide them with home access to all of their documentation and software used in College via a secure internet link.

Privacy Notice - Data Protection Act 1998

We, Wyvern College, are the data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, Hampshire County Council and the Learning Records Service. We hold this personal data and use/share it to:

- Support your child(ren)'s teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Contribute to improving your child(ren)'s health and reducing inequalities
- Statistical forecasting and planning; and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, modes of travel and personal characteristics such as your ethnic group, any special educational needs and 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.

We will not give information about you to anyone outside the school without your consent unless the law allows us to.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority. There are many statutory requirements for us to exchange information about parents and children; for example, the school workforce census, pupil level censuses, school travel surveys, forces children census etc, Youth Service data exchange (in Year 8), information exchanged when moving between schools, exam entries and results.

We also have local arrangements in place to share information with the following organisations to support the operational running of the College:

- the NHS and School Nursing Service (health support and vaccination programmes)
- SIMS In Touch and Learning Gateway (email communications, attendance monitoring, assessment data)
- Welfare Call (attendance information relating to Looked After Children)
- TUCASI (internet payments and cashless catering)
- Caterlink (cashless catering and finger reading)
- Evolve (Local Authority system for organisation of school trips)
- SISRA (assessment data analysis and reporting)
- School Parents' Evening Booking (booking system for parents' evenings)
- Panopto (lesson video recording system for teaching and learning purposes)
- Wyvern Pyramid (sharing of information on more vulnerable children)
- Eastleigh Consortium schools and colleges, and other schools and colleges inside and outside of Hampshire that students may apply to (for school transfers and post-16 provision)

If you take part in a foreign trip, we may have to share your details with the relevant travel company or airline but if this is the case, it will be outlined in the information provided as part of the trip.

All the above are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to, or as envisaged by this privacy notice.

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs J Saunders, Data Protection Officer, via Wyvern's reception 023 8069 2679.

If you require more information about how the Local Authority (LA) and/or Department for Education store and use your information, then please go to the following websites:

For Hampshire County Council:

The County Council has their own privacy notice, which can be accessed via the following link:

http://www3.hants.gov.uk/hcc_csd_privacy_notice_-_generic_sept_2014_-2.doc

To see how your information is used by the LA:

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection.htm#section242880-3>

and

For the DfE:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Data Protection Team
Children's Services
Elizabeth II Court (North)
The Castle
WINCHESTER
SO23 8UQ
Website: <http://www3.hants.gov.uk/learning>
email: childrens.services.dp@hants.gov.uk
Telephone: 01962 845320
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: <https://www.gov.uk/government/organisations/department-for-education>
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

In addition for Students Aged 13 and Over

Once you are aged 13 or over, we are required by law to pass on certain information to the providers of youth support services in your area. This is the Local Authority support service for young people aged 13 to 19 in England. We must provide the name and address of you and your parents (and your date of birth) and any further information relevant to the support services' role. However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform Mrs J Saunders at the College if you or your parents wish to opt-out of this arrangement.

For more information about young peoples' services, please go to the National Careers Service page at:

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>. For more information about the Youth Support Services in Hampshire please go to: <http://www3.hants.gov.uk/childrens-services/youthtube.htm>

Revised: February 2016

Contact

Wyvern College
Botley Road
Fair Oak
Eastleigh
Hampshire
SO50 7AN

Tel: 023 80692679

Fax: 023 80603215

Email: enquiries@wyvern.hants.sch.uk

Reception Opening Hours: 8:15am to 4:00pm

