



An A – Z of Wyvern

New Intake information for 2024-2025

(revised 18.4.24)

ABSENCE

We use a system called 'Edulink' here at Wyvern and we ask that you use the Edulink app to notify us of absence (further details regarding Edulink can be found later in this document) Once your child comes onto our roll a log in will be generated for you. If you need to notify us of your child's absence, you will need to sign into Edulink and select the 'bell' icon. Select the start/end dates/times when prompted and insert the reason for absence, then press 'send'. You will then see a green tick which indicates your message has successfully sent. You can send your message any time, but please send before 8.15. a.m.

If you are unable to contact us via Edulink please contact us by 8.15 a.m. on 02380 692679 option 4, or x 255 or welfare@wyvern.hants.sch.uk leaving your son/daughter's name, tutor group, reason for absence and expected date of return. 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, a text will automatically be sent to the details we hold on our system. You should respond to this text so that the information can be 'written back' into our system. In the event of us not receiving a response, further texts may be sent, or we may phone you for a reason for absence.

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

If you have a concern or a complaint, we want to resolve this with you. To do this effectively, we need to ensure that the right person discusses this with you, and that they are prepared for the discussion with any information related to the issue. It is therefore important that you either email or phone the college, stating your issue and requesting a member of staff to make contact to discuss it. Our staff will endeavour to get back to you within 48 hours.

If you turn up in reception without an appointment, you will not be able to see the member of staff you want. As we hope you can appreciate, staff have busy timetables and schedules for the day, teaching students in lessons, pre-arranged parental meetings and running extra-curricular activities for students.

How to contact Wyvern staff can be found on our website [Contacting the College - Wyvern College - Think Grow Care](#)

Our parental code of conduct can be found here [9-Parents-Code-of-Conduct-for-Communicating-with-College-Staff.pdf \(wyverncollege.org.uk\)](#)

ATTENDANCE

Attendance is monitored closely in college, and parental help in maintaining accurate attendance records is appreciated. Students must arrive in college in time for the start of the day which is 8.25 a.m. so they are ready to be in tutor time at 8.30 a.m. A warning bell will sound at 8.25 a.m.

If your child is late (without a valid reason), he/she will be marked in late and may be sanctioned for their lateness.

Wyvern College implements the attendance guidance from Hampshire County Council and will take legal action if a child has unauthorised absence for 10 or more sessions (the college day is made up of 2 sessions AM and PM).

We are committed to the continuous raising of achievement and regular attendance is vital if our students are to make good progress, achieve their academic potential and benefit from the many opportunities Wyvern has to offer.

Every student at Wyvern College, in line with government guidelines, is expected to maintain an attendance figure of at least 95%. A 'good' level of attendance would be 97% or higher.

Attendance between 91-95% is satisfactory and does not meet Wyvern's expectations. Attendance below 90% is classified as 'persistently absent' and may result in a referral to the Legal Intervention Team (Attendance) or the issuing of a fixed Penalty Notice if the absences are unauthorised. Each parent can be issued a separate Penalty Notice for each child.

Further information and guidance can be found at:

Over the course of one academic year:

- 98% attendance = approximately 4 days absent from college
- 95% attendance = approximately 10 days absent from college
- 90% attendance = approximately 4 weeks absent from college
- 85% attendance = approximately 5 ½ weeks absent from college
- 80% attendance = approximately 7 ½ weeks absent from college

One day of college absence is the equivalent of five hours of lost learning. One week of college absence is the equivalent of twenty-five hours of lost learning.

BUSES/TRANSPORT

At the time of collating this information, we have 2 public bus companies who operate a bus service which travels from Eastleigh bus station via Bishopstoke, either directly to Wyvern, or to the Square in the centre of Fair Oak. This enables students to arrive at Wyvern for the start of the day, and return home at the end of the College day.

Xelabus 502

Please refer to the Xelabus website for the 502 service <https://www.xelacoach.info/copy-of-travel-times>

Bluestar no. 2 service

Please refer to the Bluestar website for the no. 2 service <https://www.bluestarbus.co.uk/services>

Students will need to purchase a ticket for both of these bus routes, please check their websites for details of tickets, stops and pricing.

Hampshire County Council operate a provided transport service for those students who live within catchment of Wyvern, but the route is classified as unsafe (Xelabus 506 Durley, Upham and Boorley Green). Families will need to request a bus pass for this route direct from Hampshire County Council - Please check their website for deadlines for applying for bus passes, there can be a delay at peak times of the year.

Students who live out of catchment, especially in West End or Hedge End area, there currently are no public bus services that can be used for students to get to Wyvern for the start of the day, and bus times at the end of day do not match with when the college finishes. Parents will need to make their own arrangements for getting students to & from Wyvern.

Eligibility - Families on low incomes, students with an EHCP or allocated a school place out of catchment

For those students who qualify under the criteria of low-income families and students with an EHCPs, can also apply for assistance with travelling to Wyvern.

To see Hampshire County Council's current School Home transport policy or to find out if your child is eligible to receive assistance to Wyvern, please visit the Hampshire County Council transport website <https://www.hants.gov.uk/educationandlearning/schooltransport/parent-carer/eligibility>

If you have been allocated Wyvern due to no available school places at your catchment school, you can contact Hampshire County Council for travel assistance. All applications are viewed on a case by case basis, once they have been submitted. Please check their website for further information. [Travel arrangements | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/educationandlearning/schooltransport/parent-carer/eligibility)

Applying for school transport, bus passes and assistance with travel

Requests for any bus passes for assisted transport is through Hampshire County Council

<https://www.hants.gov.uk/educationandlearning/schooltransport/parent-carer/application-process>

During busy times of the year there can be a delay in applications being processed.

BULLYING

Bullying of any kind is not acceptable at Wyvern College. Our anti-bullying policy can be found on our website (under the 'about us- policies' section).

Advice and support can be found at: <https://www.wyverncollege.org.uk/home/wellbeing/anti-bullying/>

Definition:

Wyvern College uses the Diana Award definition of bullying:

“Repeated negative behaviour that is intended to make others feel upset, uncomfortable or unsafe.”

When dealing with bullying, 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 or students do not take matters into their own hands.

BREAK TIMES

We use a cashless catering system here at Wyvern. Your child's finger image will be scanned and when they wish to purchase food, they simply place their finger on a scanner and the display shows their name, tutor group and current cash balance. Money can be credited to your child's account using the Parentmail App (a log in will be generated and sent to you). There is a daily £4.00 spend limit, unless a request is made to increase or lower this amount, students cannot spend over this amount.

If your child is entitled to a free school meal, they will automatically have £2.80 credited to their account each day. Your child can bring a packed lunch and a drink if they wish.

Hot and cold food is served to students during both breaks. Food is served in the following areas:

Main counter in the Hall

Hot dinners and puddings are served from the main counter in the Hall during both breaks; this includes things like hot pasta, noodles, jacket potatoes, hot snacks, cold desserts, sandwiches, wraps and baguettes and vegetarian options are available on a daily basis. There are also salad pots in the Main Hall, as well as cakes and drinks.

Canopy servery

The canopy servery opens at 8.00 a.m. until 8.25 a.m., so that money can be loaded onto accounts. The canopy also services hot breakfast items at this time, such as bacon or sausage baguettes, hash browns, pain au chocolat and also hot chocolate.

The Canopy is also open both breaks for hot snacks, cold drinks, sandwiches and baguettes, cakes and cookies and slush puppy drinks.

The Pod

The Pod by the Sports Hall is open during both breaks and serves hot and cold snacks, cakes and drinks.

Quad servery

We also have a new service point in the Quad area opposite Reception. Hot and cold snacks, drinks and cakes are available from here too.

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.

In the event of wet weather, the following rooms are made available to students for both breaks:

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

Students should bring a water bottle with them each day, and a snack for breaktime, if they wish.

THE COLLEGE DAY

Depending on what is in the School calendar we may operate different timings for different days, the students will be told about this in advance. Please see herewith variations on the day.

The usual College Day

Registration/Assembly	0830 – 0855	5 minute warning bell 0825
Lesson 1	0855 – 0955	
Lesson 2	0955 – 1055	
Break 1	1055 – 1125	5 minute warning bell 1120
Lesson 3	1125 – 1225	
Lesson 4	1225 – 1325	
Break 2	1325 - 1355	5 minute warning bell 1350
Lesson 5	1355 - 1455	
End of day	1455	

The 2:1:2 day

Registration/Assembly	0830 – 0855	5 minute warning bell 0825
Lesson 1	0855 – 0955	
Lesson 2	0955 – 1055	
Break 1	1055 – 1125	5 minute warning bell 1120
Lesson 3	1125 – 1225	
Break 2	1225 – 1255	5 minute warning bell 1250
Lesson 4	1255 – 1355	
Lesson 5	1355 - 1455	
End of day	1455	

The condensed day

Registration/Assembly	0830 - 0850	5 minute warning bell 0825
Lesson 1	0850 – 0930	
Lesson 2	0930 – 1010	
Lesson 3	1010-1050	
Break	1050-1110	5 minute warning bell 1105
Lesson 4	1110-1150	
Lesson 5	1150-1230	

CLUBS AND EXTRA CURRICULAR ACTIVITIES

We offer a wide range of clubs and after school activities and this information will be available to students at the start of each term. A link will be included in our newsletter and the list is on our website [Extra Curricular - Wyvern College - Think Grow Care](#)

COMMUNICATING WITH YOU

Our website contains a great deal of information, so please check there first for any requirements. <https://www.wyverncollege.org.uk/>

We also use a system called SIMs InTouch to send messages to parents, so please ensure we have your up-to-date email address on our system. You can change your personal details on Edulink or send us an email to change details enquiries@wyvern.hants.sch.uk

The majority of our information for parents now goes in our newsletter, so please take time to read this as it contains information about forthcoming events, trips, the college and general year group notices.

COMMUNITY FACILITIES FOR YOU TO HIRE

Please contact our Community Bookings Administrator for further details of spaces you can hire. 023 80 692678. Or see our website for further details [Wyvern College - Think Grow Care](#)

CONTACTING WYVERN

How to contact Wyvern staff can be found on our website [Contacting the College - Wyvern College - Think Grow Care](#)

Who to contact at Wyvern information can be found here [Who-to-Contact-180124.pdf \(wyverncollege.org.uk\)](#)

Our parental code of conduct can be found here [9-Parents-Code-of-Conduct-for-Communicating-with-College-Staff.pdf \(wyverncollege.org.uk\)](#)

CYCLE PERMITS

Students are permitted to cycle to College and we have bike sheds to house cycles. Your child must wear a helmet whilst cycling and the bike should be in a roadworthy condition, including front and rear working brakes and tyres that are in good condition. You should read and sign the Cycle Code of Practice in your child's log book.

EDULINK

Edulink is a user-friendly mobile and web app. It is the main parental portal for information. Here is a link to the user guide [Wyvern-College-Edulink-One-Parents-Guide-v1.2-2.pdf \(wyverncollege.org.uk\)](#)

EMERGENCY PROCEDURES

The College takes the health and safety of students and staff very seriously. In the case of fire an alarm will sound; students need to evacuate in silence as instructed to do so by staff. Failure to adhere to this may result in your child receiving a sanction.

Should the college need to go into lockdown, 10 bells will be rung. Under the supervision of the class teacher, your child will be asked to remain calm, stay in the room they are in (or move to a safe space) and not use their mobile phones during lockdown. We will communicate with you at the most opportune time should we need to instigate lockdown procedures. Again, failure to follow staff instructions may result in your child receiving a sanction.

EQUIPMENT LIST

Students should **always** have the following equipment with them:

- Calculator
- Eraser
- Exercise book or folder for each lesson (these will be provided by the college)
- Highlighter
- Log book
- Pen black/blue (and a spare) plus a green pen for reflection tasks
- Pencil (and a spare)
- Protractor

- Compass
- Ruler
- Sharpener
- Black dry wipe marker (suitable for a whiteboard)
- Glue stick
- Round ended scissors

FREE SCHOOL MEALS

The allowance for free school meals is £2.80 per day.

Please see Hampshire website for details:

<https://www.hants.gov.uk/educationandlearning/freeschoolmeals/juniorsecondary>

You can check your Free School Meals eligibility here [Online FSM Application \(cloudforedu.org.uk\)](#) and we would encourage all parents to check.

Your child should go to the Finance Office if they have any queries about their online account.

HEALTH AND SAFETY OF STUDENTS

The College takes health and safety of students and staff very seriously. Students can support us with health and safety by:

- Following the College rules relating to general behaviour;
- Following instructions from teachers and other staff relating to specific activities, particularly in higher risk areas e.g., PE, Science, Design Technology and Art;
- Wearing any Personal Protective Equipment (PPE) provided for specific activities e.g., goggles and aprons;
- Not misusing anything which you think is a health and safety concern;
- Not moving safety barriers/tape/traffic cones or accident prevention items;
- In case of emergency, remaining quiet and following instructions given by staff.

HOLIDAYS

We do not authorise holiday in term time. If you wish to apply for leave of absence for exceptional circumstances e.g. a funeral, please complete a 'leave of absence' form available from our Attendance Officer

k.clark@wyvern.hants.sch.uk Once completed this should be returned to Mrs Clark. If there is unauthorised holiday absence of five days or more during term time, **each** parent/carer will be issued with a Fixed Penalty Notice of £80.

HOME LEARNING AND HOMEWORK

You will find in the parent section of the website, regarding the curriculum [Curriculum Overview - Wyvern College - Think Grow Care](#). These provide details of what your child will be learning in each subject.

ILLNESS

If your child feels very 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.

We expect students to access the medical room during breaktimes and not after the bell.

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 college 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).

In order for us to administer paracetamol we must have your permission, this can be done during the application process of via Edulink.

KEY DATES/IMPORTANT DATES/TERM DATES

Key/important dates and holiday dates can be found on our website [Key Dates and Week Timetable - Wyvern College - Think Grow Care](#)

LATENESS

If your child arrives after 8.55 a.m. they should sign in at Student Services. They will be marked in using the 'L' code if they arrive between 8.55 a.m. and 9.20 a.m.

We will mark a student in using the 'U' code if they arrive after 9.20 a.m. and this will be counted as an unauthorised absence. If your child arrives after 9.40 a.m., 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.

LIBRARY OPENING TIMES

The library will be open as follows:

From 7.45 a.m.-4.00 p.m. Monday to Thursday

7.45a a.m.- 3.30 p.m. on Fridays

Students can make use of its facilities for homework, research or quiet reading

LOG BOOK

You child will be issued with a free log book on their first day of term. If your child loses or defaces their log book, you will need to purchase a new one via the Finance Office. Your child will need approval from their Pastoral Office before the sanction for a new log book is given.

LOCKERS

Lockers will be available to purchase through ParentMail, you will receive a log in in once you have completed your data electronically via Admissions+.

If your child loses their locker key, they should contact Reception between 8.15 a.m. and 4.00 p.m. The Site Team will ask for a log book or I.D. before they open a locker.

Additional keys can be purchased via the Finance Office.

MEDICINES/MEDICAL PLANS

If your child needs to bring medication into school, it should be sent in with a signed note from a parent/carer and kept in the Welfare Office. The label on the medication must be in the child's name, have dosage details on it and be in date.

If your child has a medical condition, we will capture this detail in the information we ask you to complete online when prompted in Admissions+. If you wish to contact our Welfare Officer, please email welfare@wyvern.hants.sch.uk

MOBILE PHONES

Students can bring mobile phones into school but they should be switched off and in your child's bag unless directed by staff. If your child needs to contact you, they should ask a member of staff for assistance.

MUSIC LESSONS

Applications for music lessons can be made through ParentMail, you will receive a log in in once you have completed your data in Admissions+.

Please contact the Finance Office for further details finance-office@wyvern.hants.sch.uk

NEWSLETTERS

We send out a weekly newsletter to parents these are also stored on the website for a limited time [Parent Newsletter - Wyvern College - Think Grow Care](#)

ONLINE SAFETY

Each month we will include a link in our newsletter to an 'online safety newsletter' this will contain up-to-date information on latest trends and internet safety.

[Keeping Students Safe - Wyvern College - Think Grow Care](#) and [Parental Controls booklet 2023 \(wyverncollege.org.uk\)](#)

Please also see the section at the end of this A-Z about internet safety.

PARENTMAIL PAYMENT SYSTEM

We use ParentMail for school payments, you will receive a log in in once you have completed your data in Admissions+.

You will be able to make purchases straight away, and will be able to top up your child's catering account when they start. Stationery purchased before 18th July 2024 will be issued to your child on the first day back in September.

PARENTS' EVENINGS

Once a year you will be invited to discuss your child's progress, you will be sent further details of our Parent Evenings via our Newsletter as they occur in the school calendar.

PRAISE AND REWARD

Below are details of our Praise and Reward system:

Students will:

- Use the Edulink App to check the praise points awarded by Wyvern staff
- Work hard to meet (and exceed) the PRIDE expectations every lesson, every day and the RESPECT expectations at all times
- Engage fully in the college house system, entering competitions to support your house

Parents will:

- Use the Edulink App to check the praise points awarded by Wyvern staff
- Encourage your child to meet the PRIDE expectations every lesson, every day and the RESPECT expectations at all times
- Encourage your child to fully in the college house system, entering competitions to support their house

Staff will:

- Award P1s in every lesson for students who consistently meet PRIDE expectations
- Award P2s for students who exceed expectations- this will result in a sent postcard home
- Award P3s for exceptional student achievements- this will result in a letter sent home
- Use department and pastoral meeting time to set P2s for students who go over and above meeting the PRIDE and RESPECT expectations
- In the role of Tutor, monitor praise and reward for their tutor group during tutor time, using the SIMS dashboard
- In the role of Pastoral Leader and Curriculum Leader, monitor praise and reward in their department or year group
- As Middle and Senior Leaders, meet students to celebrate and recognise the achievements of students who go over and above meeting PRIDE expectations

Wyvern College will:

- Provide directed time for staff to make praise phone calls and send praise emails and postcards
- Provide students with praise and reward milestones to work towards
- Provide students with praise events and activities

PRIDE, RESPECT AND THE FOUR POINT PLAN

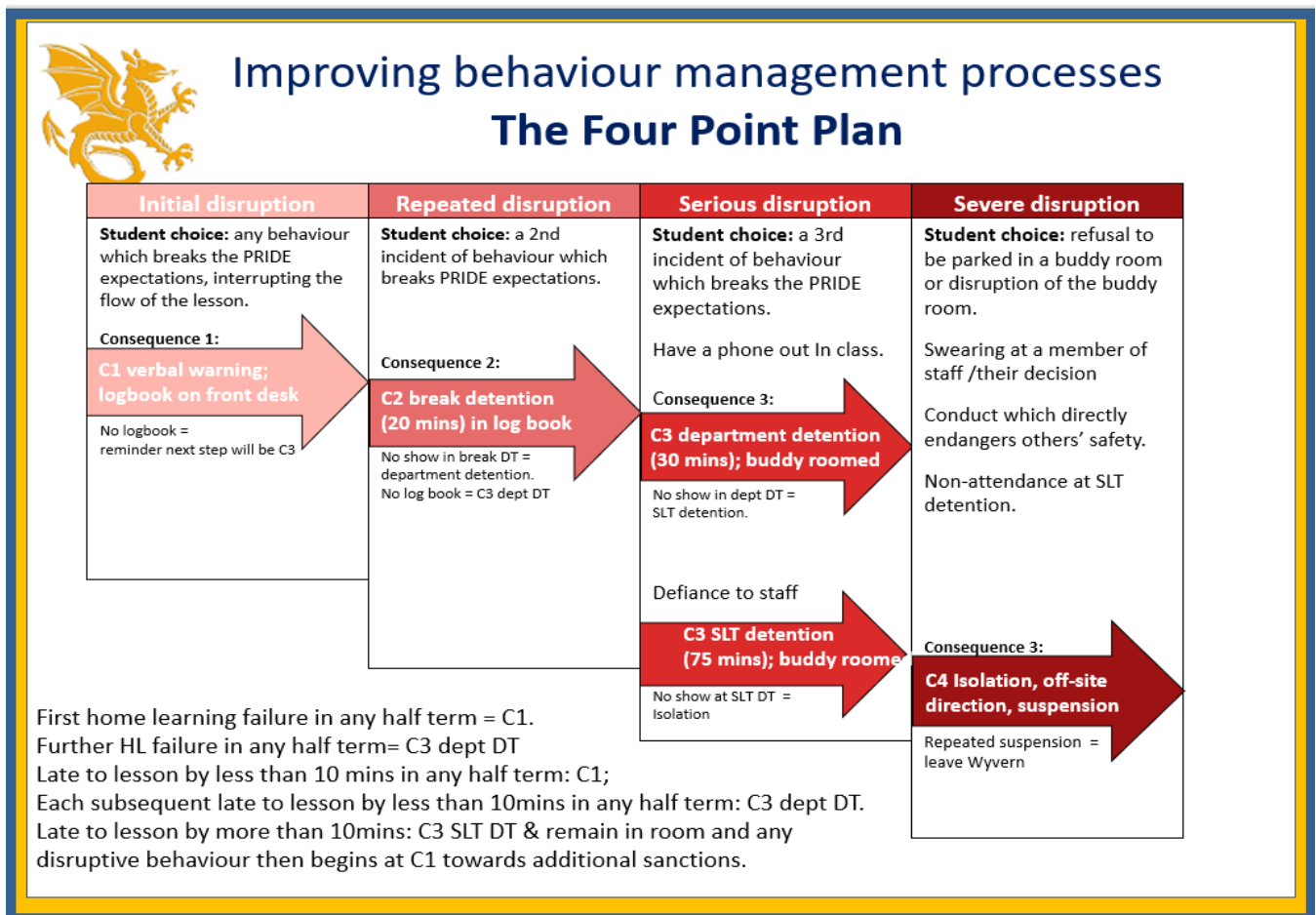
Wyvern students are expected to abide by our PRIDE and RESPECT documents and be courteous and well behaved. Failure to adhere to Wyvern's behaviour requirements, will lead to staff using the Four Point Behaviour Plan.

See following for details.

PRIDE: every student, every lesson, every day

Prepared	Respectful	Involved	DEdicated
<p>On time, correct seat</p> <p>Correct uniform</p> <p>Correct equipment out</p> <p>Prepare the page</p>	<p>Follow instructions first time, every time</p> <p>Listen in silence</p> <p>Wait your turn to speak</p> <p>Be polite and kind</p>	<p>Sit up, listen and focus</p> <p>Ask & answer questions</p> <p>Actively contribute</p> <p>Help each other</p>	<p>Stay work focused</p> <p>Neat presentation</p> <p>Persevere: keep trying</p> <p>Act on feedback</p>

THE FOUR POINT PLAN



Show RESPECT around College

R	Relationships <ul style="list-style-type: none"> • Treat others how you would want to be treated • Follow staff instructions, first time, every time • Don't pick on, touch, insult or swear at anyone
E	Eating <ul style="list-style-type: none"> • Eat only outdoors or designated wet break rooms • Place rubbish in the bins to prevent litter • No chewing gum, high sugar or caffeine drinks
S	Safety <ul style="list-style-type: none"> • Stay in supervised areas, not out of bounds • No pushing, throwing or rough play • No tobacco, vapes, lighters, alcohol or drugs
P	Punctuality <ul style="list-style-type: none"> • Arrive at college on time every morning • Move directly to tutor and lessons without delay or distraction • Don't use lesson time for things you should have done at break
E	Electronic Devices <ul style="list-style-type: none"> • Keep phones switched off and in bags unless directed by staff • Headphones only to be used in lessons with staff permission • No other electronic devices in college
C	Corridors and Stairs <ul style="list-style-type: none"> • Walk quietly using the one-way system at all times • Single file without pushing • No running inside the buildings
T	Toilets <ul style="list-style-type: none"> • Aim for breaktime rather than lesson time • Use facilities only for their intended purpose • Flush the toilet, wash hands, towels in the bin

PRIVACY POLICY

[Privacy Policy - Wyvern College - Think Grow Care](#)

SAFEGUARDING TEAM

Wyvern has a DSL (Designated Safeguarding Lead) and a team of DDSL's (Deputy Designated Safeguarding Leads). If you have a concern for a child, please contact Reception and they will contact the Safeguarding team for you. 023 80 692679 or enquiries@wyvern.hants.sch.uk

SCHOOL PHOTOGRAPHER

The school photographer comes into Wyvern twice a year. The first visit will be to photograph years 7 and 11 (as two separate year groups). The second visit will be to photograph years 7, 9 and 11. We need your consent to photograph your child, so please ensure this is given when you complete your data. You can purchase your photo online.

Unless you don't consent, we will share your email address with Yellow Photographers so that they can send you a photo proof to purchase photos of your child.

SIGNING IN AND OUT

If a student needs to leave school during the day for **any** reason, then please send a note in, in the log book. Your child must sign out in the Welfare Office.

When your child returns to school they should sign back in, in the Welfare Office.

STATIONERY

Calculators and aprons will be available to purchase through ParentMail, you will receive a log in once you have completed your data in Admissions+. All orders for stationery placed before the 18th July 2024 will be processed during the summer and given to students on their first day in September via their tutor.

TIMETABLES

Students will be issued their timetable on their first day.

We operate a two-week timetable here at Wyvern, and the students will follow either their week 1 or week 2 timetable. Please see below our two-week timetable for 2024-2025:

Wyvern College – 2024/2025 Timetable Weeks for Two Week Timetable - Final

Autumn	September					October					November				December						
	W1	W2	W1	W2	W1	W2	W1	W2	W1	W2	W1	W2	W1	W2	W1	W2	W1	W2			
Monday	2	9	16	23	30		7	14	21	28		4	11	18	25		2	9	16	23	30
Tuesday	3	10	17	24		1	8	15	22	29		5	12	19	26		3	10	17	24	31
Wednesday	4	11	18	25		2	9	16	23	30		6	13	20	27		4	11	18	25	
Thursday	5	12	19	26		3	10	17	24	31		7	14	21	28		5	12	19	26	
Friday	6	13	20	27		4	11	18	25		1	8	15	22	29		6	13	20	27	
Saturday	7	14	21	28		5	12	19	26		2	9	16	23	30		7	14	21	28	
Sunday	8	15	22	29		6	13	20	27		3	10	17	24		1	8	15	22	29	

Spring	January					February				March					April				
	W2	W1	W2	W1	W1	W2	W1	W2	W2	W1	W2	W1	W2	W1	W1	W2	W1		
Monday		6	13	20	27		3	10	17	24		3	10	17	24	31		7	14
Tuesday		7	14	21	28		4	11	18	25		4	11	18	25		1	8	15
Wednesday	1	8	15	22	29		5	12	19	26		5	12	19	26		2	9	16
Thursday	2	9	16	23	30		6	13	20	27		6	13	20	27		3	10	17
Friday	3	10	17	24	31		7	14	21	28		7	14	21	28		4	11	18
Saturday	4	11	18	25		1	8	15	22		1	8	15	22	29		5	12	19
Sunday	5	12	19	26		2	9	16	23		2	9	16	23	30		6	13	20

Summer	April			May				June					July				
	W2	W1	W1	W2	W1	W2	W1	W2	W1	W2	W1	W1	W2	W1	W2		
Monday	21	28		5	12	19	26		2	9	16	23	30		7	14	21
Tuesday	22	29		6	13	20	27		3	10	17	24		1	8	15	22
Wednesday	23	30		7	14	21	28		4	11	18	25		2	9	16	23
Thursday	24		1	8	15	22	29		5	12	19	26		3	10	17	24
Friday	25		2	9	16	23	30		6	13	20	27		4	11	18	25
Saturday	26		3	10	17	24	31		7	14	21	28		5	12	19	26
Sunday	27		4	11	18	25		1	8	15	22	29		6	13	20	27

TOILETS

Students are permitted to use the toilets during breaks. There are duty staff around these areas during breaktimes.

TRIPS

Parent/carers must complete and return documentation for all trips or activities before we can allow a student to leave the College premises.

To enable students to travel overseas they must have their own passport and any other documentation requested by Wyvern.

UNIFORM

Full details of our uniform policy can be found on our website. Persistent failure to adhere to our uniform policy and PRIDE expectations will result in your child being placed in isolation.

Our uniform is supplied by Skoolkit. 31 Leigh Road, Eastleigh. 023 80 629095. <http://www.skoolkit.co.uk>

Please ensure you go into the store or order on line in plenty of time.

We are also able to offer free second-hand uniform to those most in need, please email enquiries@wyvern.hants.sch.uk should you require further information or would like to know what we have in our stocks.

WHERE CAN MY CHILD GET HELP?

IN COLLEGE

Students can talk to:

- A member of staff on the Student Services desk
- The Welfare Officer – please go to the Welfare Office
- Their Tutor
- Prefects
- A Pastoral Leader or Pastoral Assistant – please visit their office
- One of the Safeguarding Officers, by visiting their offices or going to the main office for help

Students can email:

somebodycares@wyvern.hants.sch.uk and receive a personal reply.

The log book also gives details of organisations both parents and students can contact for help.

WHERE CAN I GET HELP?

If you feel you need help, please do give us a call 023 80 692679 and our Receptionists will be able to signpost you to the most relevant person who will be able to help you.

Talking to your child about internet safety

Talking to your child is one of the best ways to keep them safe online. Using parental controls on social networks, online games and browsers and on both hardware and software can filter or monitor what your child can see.

Preventing your children from using the internet or mobile phones won't keep them safe in the long run, so it's important to have conversations that help your child understand how to stay safe and what to do if they ever feel scared or uncomfortable.

Have the conversation early and often

Children and young people spend an average of 12 hours a week online and it becomes part of their routine early on in life. That's why it's important to start talking to your child about keeping safe online at an early age.

As your children get older, and technology changes, make sure you keep talking about what they're doing online and how to stay safe. Repeat the conversation as they get older.

Explore online together

Ask your child to show you their favourite things to do online, and show an interest in what they do - just like you would offline. This will give you a much better idea of what they're getting up to.

Know who your child is talking to online

Children don't think of people they've met online through social networking and online games as strangers, they're just online friends. So, it's important to keep track of who your child's talking to. Ask them questions like:

- who do they know that has the most online friends?
- how can they know so many people?
- how do they choose who to become friends with online?

Explain to your child that it's easy for people to lie about themselves online, like their age, for example, because you have never met them. You could also become 'friends' with your child so you can see their profile and posts but your child may not want to 'friend' you, especially as they get older. Agree that your child can 'friend' a trusted adult like an aunt or uncle so they can let you know if they see anything worrying on your child's profile.

Set rules and agree boundaries.

It's useful to agree on some ground rules together. These will depend on your child's age and what you feel is right for them, but you might want to consider:

- how long/when they can go online, websites they can visit and online activities they can take part in.
- sharing images and videos.
- how to treat people online and not post anything they wouldn't say face-to-face.

If your child plays online games:

- check the age rating before they play and make sure you know who they're playing with.
- talk to them about what information is OK to share with other players. Negotiate time limits for gaming.

Make sure that content is age-appropriate

You know your child best, so check that the websites, social networks and games they're using are suitable for them. Check that your browser's homepage (the page that you see when you open an internet window) is set to a website that you're happy for your child to see.

Online games, movies and some websites will also have an age rating or minimum age to sign up. Age limits are there to keep children safe, so you shouldn't feel pressured into letting your child sign up or use websites that you feel they are too young for.

Use parental controls to filter, restrict, monitor or report content

You can set up parental controls to stop your child from seeing unsuitable or harmful content online:

- Internet Service Providers (ISPs), such as Virgin Media, Sky or BT, provide controls to help you filter or restrict content.
- Laptops, phones, tablets, game consoles and other devices that connect to the internet have settings to activate parental controls. Software packages are available - some for free - that can help you filter, restrict or monitor what your child can see online.
- Take at the information we have on our website [Parental Controls booklet 2023 \(wyverncollege.org.uk\)](http://wyverncollege.org.uk)
- Remember that if your child goes online away from home, the same controls might not be in place at other people's houses or on public Wi-Fi. As your child gets older you can change the level of control that you use. If your child asks you to remove the controls completely, and you are happy to do so, make sure you agree what behaviour is acceptable online first.

Wyvern's role in social media issues

If the cyber-bullying is taking place outside of school, it is a matter for the local police and you should use the following contacts:







Email: Eastleigh.Police@hampshire.pnn.police.uk

Dial: 101

Website: <https://www.hampshire.police.uk/>

Keeping your child safe on line

Wyvern can offer you advice and guidance on online safety and Cyber Crime; below are some websites you might find useful:

	<p>https://saferinternet.org.uk/blog/net-aware-update-from-the-nspsc A partnership between NSPCC and O2</p>
	<p>https://www.kidscape.org.uk/advice/advice-for-parents-and-carers/cyberbullying-and-digital-safety/ A useful starting point cyber bullying and digital safety.</p>
	<p>www.thinkuknow.co.uk/parents You can to access advice and support on how to keep children safe from sexual abuse, both online and off. You can also report online incidents via this platform and find out more about the 'dark web'</p>
	<p>www.ceop.police.uk/safety-centre where you can report abuse and exploitation direct to CEOP.</p>
	<p>https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/?utm_source=youtube&utm_medium=banner&utm_campaign=201705+share</p>
	<p>https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/</p>

Online challenges

Our children may not have developed the skills and ability to critically analyse all situations yet so it is important to talk to your child about hoaxes and challenges that may appear on the internet. Some challenges are fun and provide no risk, however there will be challenges that are risky/dangerous. Just recently, a child sadly died after participating in a challenge - more information here: [Dangerous Challenge Raises Serious Safeguarding Concerns - Ineqe Safeguarding Group](#)

Your child may see others complete certain challenges online without being harmed and therefore may want to repeat them and not consider the potential risks to themselves. Make sure they know that they should talk to you (or another trusted adult) about what they see online, particularly if they plan to try a challenge.

We would always advise that if your child has not heard about an online challenge, then do not draw attention to it as this may lead to them searching for it out of curiosity, so just talk about challenges in a general sense. Furthermore, reassure your child that challenges that suggest that terrible things will happen if they do not complete the tasks are not real. The following link will provide you with further information as well as content to help you talk to your child

The following link will provide you with further information as well as content to help you talk to your child:

[Online Viral Challenges – Advice For Parents | Internet Matters](#)

Talking to strangers on line

There are many apps/websites where your child may come across strangers contacting them. Some platforms will allow you to set who can contact your child as well as switch off communication so ensure appropriate settings are explored and set up. This article from ThinkUKnow talks about how to protect your child from adult content and contact: [Online contact and staying safe \(thinkuknow.co.uk\)](#)

Chat Apps

There are many apps/websites where your child may come across strangers contacting them. Some platforms will allow you to set who can contact your child as well as switch off communication so ensure appropriate settings are explored and set up. This article from ThinkUKnow talks about how to protect your child from adult content and contact: [Chat apps | NSPCC](#)

Tik Tok

You must be over 13 years of age to use TikTok. TikTok is a social media platform for sharing and watching short video clips. Some of the videos may not be appropriate for your child to view and there is also the risk of strangers contacting your child. If your child is using TikTok then make sure appropriate security/privacy settings are applied. Account set up As always, it is important that when setting up an account, your child enters their real date of birth as accounts are tailored by age e.g., direct Messaging is disabled for accounts aged 13-15. In addition, advertisements are tailored to their age. By default, accounts for people under 16 are set to private and we would recommend keeping it as this. This means your child must approve follower requests.

You can read more about the other settings available, such as switching off comments and switching on restricted mode here: <https://support.tiktok.com/en/account-and-privacy/account-privacy-settings>.

Family Pairing This allows you to link your own account to your child's account. You can then set controls such as restricted mode. You can find out more here: <https://www.tiktok.com/safety/en/guardians-guide/>

Inappropriate content, themes and challenges on TikTok Whilst against TikTok's guidelines, explicit and inappropriate content can be found on this platform, for example nudity/sexual content and hate speech. We often see viral

challenges on social media, some of which can be dangerous.

If your child is using TikTok, chat to them regularly about what they are viewing. Trends and Influencers, we often see trends on social media, for example a latest trend found is around skin care routines, which can lead to children purchasing products that are completely unsuitable/dangerous for their skin. You can find out more here:

<https://www.bark.us/blog/skin-care-tweens/>.

Influencers are people who have a large following on social media who through recommendations and promotions, influence the behaviour or buying habits of others. The NSPCC discuss what we need to be aware of here:

[https://www.nspcc.org.uk/keeping-children-safe/online-safety/online-safety-blog/2023-05-16-the-influence-of-](https://www.nspcc.org.uk/keeping-children-safe/online-safety/online-safety-blog/2023-05-16-the-influence-of-influencers/)

[influencers/](https://www.nspcc.org.uk/keeping-children-safe/online-safety/online-safety-blog/2023-05-16-the-influence-of-influencers/) Stranger contact Talk to your child about who is following them online and ensure that they understand that people may not be who they say they are when online. It is important that children know not to share personal information. Blocking and Reporting Ensure your child knows how to use the safety features available to them, including how to report comments, direct messages and another user. Further information [TikTok | Parent Zone | At the heart of digital family life](#)