



Wyvern College



St Edmund's Girls' School

Parent/Student Information



Wyvern St Edmund's Learning Campus

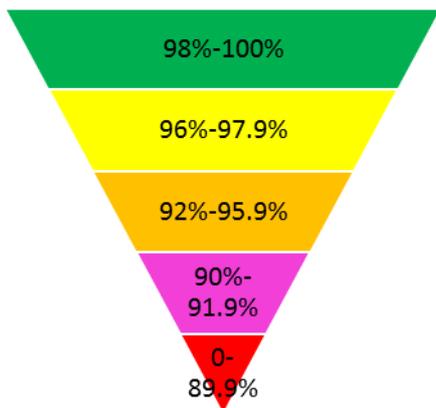


@wyvernsted.org



Attendance Targets

Our target for all students is to achieve a minimum 98% attendance for the academic year. This figure is equivalent to 4 school days of absence per year. Evidence shows that there is a direct link between poor attendance and underachievement. Students not in school are more at risk of failing to achieve. Students who attend less than 90% are described as persistently absent (PA). This is equivalent to 19 days of absence. Students will be categorized according to the Attendance Triangle below:



Key
98% - 100% = no risk
96%-97.9% = risk of underachievement (Tutor conversation)
92% - 95.9% = serious risk of underachievement (Tutor conversation)

Morning Registration

7.45 a.m.	Canteen opens for early bird students
8.00 a.m.	Students can wait in tutor rooms
8.20 a.m.-8.25 a.m.	Morning registration
After 8.25 a.m.	Late arrivals should register at Reception

Students arriving late

If a student arrives after 8.25 a.m. three or more times in any one half term, the student will receive a 45 minute afterschool detention. A warning letter will be sent home after the second late arrival in the term. If a student arrives after 8.55 a.m. then this is classed as an unauthorised absence for the morning session.

Authorised and unauthorised absence

Leave of absence is only granted in exceptional circumstances. Applications for leave of absence in term time must be made in advance using a leave of absence request form from the school website sent to the Headteacher's PA.

Unplanned absence

If your child is ill, please notify the school by 8.20 a.m. on each day of an unplanned absence on 01722 328565 or email absence@wyvernsteds.org . The school may ask parents to provide medical evidence, such as a doctor's note, prescription or appointment card. We will not ask for medical evidence unnecessarily.

Medical or dental appointments

We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary this is normally authorised. Parents are to call the school on 01722 328565 to inform of any scheduled medical appointments.

Truancy

We will not accept truancy and we will inform parents of any suspected truancy. We will place a student in a deputies' detention for a single incident of truancy or deliberate lateness to lessons, giving parents 24 hours' notice.

Parental concerns

If you need advice about uniform, friendships or academic progress, please contact your child's tutor in the first instance. In some cases this will be passed to the Head of Year. Any safeguarding/Child Protection concerns should go to Mrs L Milner at lmilner@wyvernsted.org.

Uniform

Please make sure uniform and PE kit is labelled clearly

Wyvern (*Order online through Wyvern College website*)

- Black school trousers (not jeans, not chinos)
- White shirt
- Wyvern tie
- Black V neck jumper with Wyvern logo
- Dark socks
- Black formal shoes, not trainers, canvas shoes or shoes with white markings
- Belts should be plain

All coats should be plain and with a zip or button fastening at the front, no hoodies.

PE Kit

- Reversible rugby shirt (black and gold or plain black)
- Football shorts (black)
- Polo shirt (black with logo)
- Football socks (black/gold with Wyvern lettering)
- Football or rugby boots
- Trainers for indoor lessons
- Rain jacket (black with Wyvern logo)
- Students may wear the optional rain jacket for outdoor lessons
- All jewellery must be removed for PE lessons
- Plain black fleece

St Edmund's (Order online through St Edmund's School website)

Year 7, 8, 9 & 10

The following items must only be purchased from the school uniform supplier, Price & Buckland: www.pbuniformonline.com

- Blouse: Tailored, sky blue blouse with $\frac{3}{4}$ sleeves and school logo.
- Polo Shirt (optional, to be worn in Terms 5 & 6 only): Sky blue, short sleeved, with school logo.

The following item must only be purchase from the school uniform supplier, Scholars: www.scholars-uk.com

- Skirt: St Edmund's tartan. No shorter than 2 inches above the knee. The skirt must not be rolled up.

The following items can be purchased from any provider:

- Trousers: Smart, navy blue tailored trousers. Trousers cannot be made from Lycra or stretch fabric.
- Jumper/Cardigan: Navy blue V neck jumper or cardigan (not excessively long or short). Jumpers and cardigans must be plain knit not sweatshirt (no cable, large knit or other pattern, or any logos).
- Socks: Must be plain white, navy or black.
- Tights: Must be plain navy or black (opaque) or natural. No leggings.
- Shoes: Must be black only, smart and must be polishable. Maximum heel height 2". No sandals. Canvas shoes, trainers, trainer-style shoes or shoes with logos are not acceptable. No boots are allowed except in severe weather conditions.
- Outerwear: Coats or jackets must be plain, smart and fit for purpose. No denim or leather jackets. No hooded sweatshirts will be permitted.

PE Kit

Years 7-9 Compulsory:

- PE Polo shirt: navy blue with house colours and school logo (purchased from Price & Buckland).
- Either Skort or Shorts: Navy blue mesh Skort (purchased from Price & Buckland) or navy blue plain shorts.
- Either Tracksuit bottoms or Sports Leggings: Navy blue Tracksuit bottoms, plain in design, no large writing down the side, or Black plain sports leggings (no large writing down the side).
- PE Sweatshirt: Royal Blue PE sweatshirt with school logo (purchased from Price & Buckland).
- Thermal Base: Plain navy/white or black thermal base layer.
- Socks: Navy blue football/hockey socks or white sports socks.
- Trainers: Laced up trainers (any colour).
- Football or rugby boots

Optional dance kit (all years):

- Black sports leggings (same as PE), plain black t-shirt.

Highly recommended additional items (all years):

- Waterproof jacket: Plain navy, fleece lined zip jacket for wet or cold weather (purchased from Price & Buckland).
- Plain navy fleece
- Navy waterproof jacket
- Shin pads: for girls in Years 9 – 11 who choose football as a sport

Years 10 & 11

The same as above with the exception of:

- KS4 can wear coloured/patterned sports leggings.

It is not compulsory for KS4 students to have a skirt or shorts.

All students must tie their hair back with a hair band (not a 'scrunchie') for PE lessons and enrichment clubs. No jewellery should be worn.

All students MUST get changed for PE even if they have been excused for illness. The only exceptions are when students: are in a plaster cast, on crutches, back or neck injury or a recent operation which required stitches.

Appearance

Jewellery

- Students may wear a watch, a cross or St Christopher on a fine chain, and one pair of small sleepers or small studs for pierced ears – in lobes only.
- Nose studs, eyebrow studs, tongue studs, studs in the top of the ear or any other facial or body piercing jewellery are not allowed. Plastic retainers are also prohibited. All such body jewellery must be removed; covering them with plasters is not acceptable.
- No rings are permitted.
- No visible body piercing apart from one set of earrings.

Hair

- Long hair should be tied back for health and safety reasons in practical lessons.
- No extremes of hair style or fashion are acceptable, including the beading of hair and cutting below a number 2 grade.
- If hair is dyed, it must be dyed a natural hair colour.

Make-up

- The discreet use of make-up is allowed in Years 10 and 11 (no coloured eyeshadow or lipstick/gloss, no heavy eyeliner or eyebrow makeup).
- The wearing of coloured nail varnish or acrylic nails is not allowed.

Accessories

- Baseball caps, hats and hoods are not allowed and must be removed upon entry to indoor spaces.

Liability

The school cannot accept any liability for clothing and possessions, including mobile telephones and other electronic devices, including occasions where they are stowed in lockers or locked rooms. The School will only accept responsibility for items where it has agreed to do so, such as if items are handed into the PE staff for safekeeping during the lesson. Please make sure all uniform and PE kit is labelled clearly.

Lost property

Lost property is handed to reception where we will make every effort to reunite it with its owner. Students should check at reception if they have mislaid items.

School Timings	Equipment
08:20 – 08:25 Tutor Time	Students should have the following equipment:
08.25 – 09:25 Period 1	
09.25 – 10:25 Period 2	Black Pens, Ruler, Pencil, Coloured Pencils and Highlighter
10:25 – 10:45 Break	
10:45 – 11:45 Period 3	
11:45 – 12.45 Period 4	Sharpener, Maths Set, Scientific Calculator
12:45 – 13:30 Lunch	
13:30 – 13:50 Assembly/Tutor Time	
13:50 – 14:50 Period 5	
14:50 – 17:00 Enrichment	

Lockers

Students are required to bring a padlock into school as lockers are issued to students at the beginning of Term 1.

Parents' Evening

Each year group will have at least one Parents' Evening over a school year. Information will be sent to parents prior to the evening and students will make appointments with teachers. Parents are encouraged to attend all Parents' Evenings.

Parent Pay

Wyvern St Edmund's Learning Campus is a cashless school, payments for trips, resources as well as lunch money are made through your parent pay account, login details will be sent out prior to your child starting school.



Homework



Homework set for students is available on Show My Homework (SMHW), this can be accessed via our website. This is a great way for parents to see what homework needs to be done and how many days are left before it is completed. Login details for two parent accounts as well a student account will be given to your child during their first week in school. If you have any problems with login in please email office@wyvernsteds.org

Free School Meals and Pupil Premium

Did you know that just registering your child for Free School Meals means that the school gets extra money? What you may not know is that the government is giving money to schools to help children from lower income families do their very best. This funding is called 'Pupil Premium'.

For every child registered, Wyvern College and St Edmund's School will receive a maximum of £935 this year. With this money we could provide additional staffing to accelerate your child's, as well as other students' learning. It also goes towards intervention programmes and support throughout the school.

If your application is successful, not only will it mean that your child will receive a Free School Meal, but we can also help in other areas. We can:

- pay in full for all curriculum trips in all year groups;
- give a 15% discount for all residential trips;
- pay in full for a weekly enrichment activity that we normally charge for;
- pay for music lessons run at the school;
- support with school uniform on request;

If you register for Free School Meals (even if your child does not want a school meal), it means that the school will receive the extra funding which will benefit your child.

No-one will know that you have registered and it will not affect any other benefits you are claiming.

Application forms are available on the school website or email office@wyvernsteds.org .

Snow Closures

In the event of snow, the Headteacher will make a decision early each morning as to whether the school will remain open. If the decision is to close the Wyvern St Edmund's Learning Campus this will be broadcast on Spire FM, and will also be added to the schools' websites. We will also send parents an e-mail/text message. If there is no message then parents can assume that the school will be open. Please inform the school if email addresses or mobile numbers have recently changed.

If the school is open but the weather deteriorates, the school will contact parents/carers via text message or phone and a message put on the local radio station.

