



A Guide for New Parents

Welcome to Wimbledon College. Whether you are new to the school or already have a son here, we look forward to working closely with you so that your child may be successful and enjoy his secondary education at Wimbledon College.

This booklet has been prepared for parents of new boys. It draws together some of the more important and immediately useful policies and arrangements. We hope it is helpful to you and your son.



2023-24

Welcome from Mr Laing [Headteacher]

Dear Parents

I would like to take this opportunity to welcome you to Wimbledon College and I hope that the information contained within this booklet will be helpful to you and your child.

I look forward to meeting you face to face as part of your child's induction process at our parent information evenings.

It was great to have your children in school on Saturday 10th June. We hope that the Induction Day on Wednesday 5th July will give them an opportunity to get to know the school as well as being the first time that they will meet their tutor group. We will ensure that there will be support in place, both on the 5th July and at the start of the Autumn term, to help your children settle into school life, at the College, as quickly as possible.

I do want to take this opportunity to make you aware that the start of next term will be slightly different to normal as we will have two significant works taking place. The works will commence at the start of the summer holidays and will continue into the first half term of next year.

The first is the replacement of a large section of the swimming pool roof and the second is the installation of a 3G playing surface on the College field, which will greatly enhance the use of the playing area. While we will be keeping disruption of learning to a minimum there will be a reduction in the amount of playground space available as well as the introduction of alternative access routes around the school. I am sure that your children will take this in their stride and we hope to have everything completed by October half term.

I am sure that as parents you have questions about the start of the year. We will be happy to answer any queries that you have and would ask that you send your questions in the first instance by email to Mrs Cray [paola.cray@wimbledoncollege.org.uk] and we will respond as promptly as possible.

One thing we are asking parents of all new pupils is that your child has exclusive access to a computer and the internet at home, during the school day. This is an expectation as your child will need to access school work via Google Classroom either as part of their homework or if there are occasions when they cannot be in school and has to engage in online learning. Please see page 26 for further information.

With best wishes

Adrian Laing
Headteacher

Wimbledon College

Wimbledon College is a **Jesuit school**. The Society of Jesus (Jesuits) is a religious order of the Catholic Church founded in 1540 by St Ignatius Loyola (1491-1556). The aim of all Jesuit schools and universities is *improvement in living and learning to the greater glory of God and the common good*.



The **badge of Wimbledon College** is a shield bearing a heart with a burning flame, symbol of the Sacred Heart of Jesus, on the cross of the crucifixion. The shield is surrounded by the sunburst – a medieval symbol of the divinity of Jesus which was adopted by the early Jesuits. The IHS monogram is traditionally used in Jesuit institutions. It represents the first three letters in Greek (THΞ) of the name Jesus, after whom the Society of Jesus is called, surmounted by a cross formed from the three nails used in the crucifixion. Around the edge is the title of the school: The College of the Most Sacred Heart.

It is the tradition of Jesuit schools for pupils to write **AMDG** (*ad maiorem dei gloriam – to the greater glory of God*) at the top of each piece of written work and **LDS** (*laus deo semper – praise God always*) at the bottom.

The **school colours** are maroon, gold and dark green.

In Jesuit schools, year groups are known as **Lines** and have traditional names:

Lower Line: Figures (Y7), Rudiments (Y8) and Lower Grammar (Y9)

Higher Line: Grammar (Y10) and Syntax (Y11)

Sixth Form: Poetry (Y12) and Rhetoric (Y13)

There are eight **Houses** in the school:



Campion House is named after St Edmund Campion (1540-81), Jesuit priest, scholar and martyr. Feast day: 1st December. House colour green.



Fisher House is named after St John Fisher (1459-1635), Bishop of Rochester and Chancellor of Cambridge University, martyr. Feast day 22nd June. House colour red.



Hurtado House is named after St Alberto Hurtado (1901-1952), Jesuit priest, scholar and lawyer. Feast day 18th August. House colour orange.



Loyola House is named after St Ignatius of Loyola, the founder of the Society of Jesus. Feast day 31st July. House colour dark blue



More House is named after St Thomas More (1477-1635), lawyer, scholar, Chancellor of England, martyr. Feast day 22nd June. House colour blue.



Owen House is named after St Nicholas Owen (1550-1606), martyr. Feast day 25th October. House colour dark green.



Southwell House is named after St Robert Southwell (1561-95), Jesuit priest, poet and martyr. Feast day 1st December. House colour yellow.



Xavier House is named after St Francis Xavier (1506-1552), missionary. Feast day 3rd December. House colour Purple.

A Jesuit School

The aim of Jesuit education is expressed by St Ignatius Loyola (1491-1556), founder of the Society of Jesus, in the *Constitutions* of the Society of Jesus as *improvement in living and learning to the greater glory of God and the common good*.

As a pupil progresses through the school he will become part of this tradition, experiencing at first hand its pattern of teaching, values and practices, informed by the Jesuit vision. It is our hope that each pupil will accept this rich heritage and make it his own and in so doing will be prepared for life, which is itself a preparation for eternal life.

Jesuit Vision Statement

A “vision” does not describe a goal or an aim but a way of getting there. St Ignatius used the phrase “our way of proceeding” as a sort of shorthand for the characteristic ways and means of the Jesuit tradition. In applying this to a school, the Jesuit vision statement recognises the characteristic values and practices promoted in a Jesuit school:

<i>Finding God in all things</i>	• a Jesuit school recognises that every aspect of its work can affirm the goodness and presence of God
<i>Caring for the individual</i>	• a Jesuit school focuses on the all-round formation of each person
<i>Showing love in deeds</i>	• a Jesuit school is characterised by generosity in service to others, particularly where human dignity is threatened
<i>Building a Christian community</i>	• a Jesuit school fosters a faith commitment to Christ and prepares pupils for a fuller participation in the life of Church
<i>Engaging with the wider world</i>	• a Jesuit school helps pupils to be sensitive to the strengths and weaknesses in contemporary society and to witness to Christ’s presence in that society

- Encouraging excellence* • a Jesuit school is distinguished for its academic, religious and pastoral provision, through which it encourages the fullest possible development of talents
- Co-operating in Jesuit mission* • a Jesuit school works in co-operation with other Jesuit schools and ministries in the light of the apostolic and educational aims of the Society of Jesus

This vision statement is shared by the eleven Jesuit schools of the British Province.

To live in this way is to build the Kingdom of God. It is to engage fully with the world around us. The life and learning that is characteristic of Wimbledon College seeks to bring concretely to the Church in England a venerable and living tradition of the universal Church. It is the Jesuit ideal adapted to the circumstances of the people, place and times in which we live.

The College Prayer

Lord, teach us to be generous:
 to serve you as you deserve;
 to give and not to count the cost;
 to fight and not to heed the wounds;
 to toil and not to seek to rest;
 to labour and to ask for no reward
 save that of knowing we do your will.
 Amen.

(attributed to St Ignatius Loyola 1491-1556)

Jesuit Schools

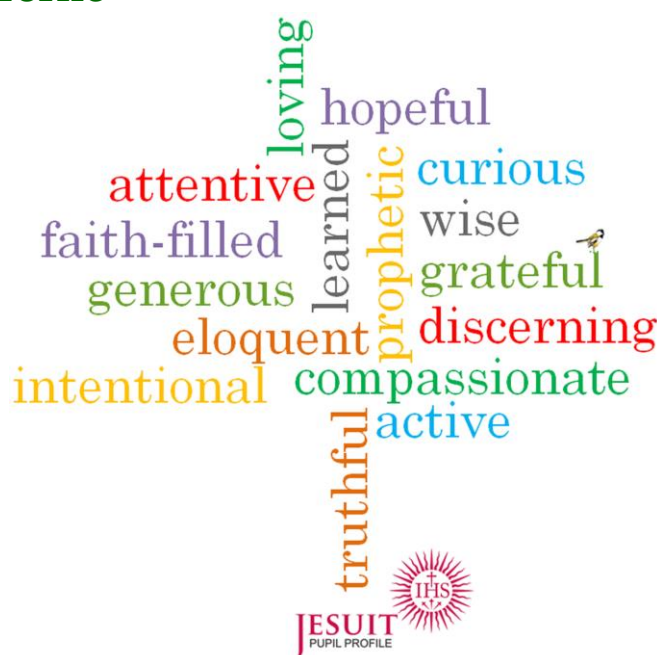
Wimbledon College is one of eleven Jesuit schools in the UK:

Barlborough Hall Derbyshire	4-11 Co-ed Independent Day and Boarding School	Founded 1939
Mount St Mary's College Derbyshire	11-18 Co-ed Independent Day and Boarding School	Founded 1848
St Aloysius College Glasgow	12-18 Co-ed Independent Day School	Founded 1859
St Aloysius College Junior School Glasgow	4-11 Co-ed Independent Day School	Founded 1954
St Ignatius College Enfield	11-18 Boys' Comprehensive School	Founded 1894
St John's Beaumont Old Windsor	4-13 Boys' Independent Day and Boarding School	Founded 1888
St Joseph's School Hurst Green	3-11 Co-ed Primary School	Founded 1686

St Mary's Hall Stonyhurst	4-13 Co-ed Independent Day and Boarding School	Founded 1807
Stonyhurst College Lancashire	13-18 Co-ed Independent Day and Boarding School	Founded 1593
Wimbledon College London	11-18 Boys' Comprehensive School	Founded 1892
Donhead London	4-11 Boys' Independent Day School	Founded 1933

The Jesuits founded their first schools in London at the Royal Palace of the Savoy and in Fenchurch Street in the City of London in 1687. The schools were under the protection of King James II and were open to Catholic and Protestant pupils alike. However, both were attacked by the London mob and closed only a year later. The Jesuits had then to wait until the 1830s to open a Jesuit school in Marylebone. Today's foundations at Wimbledon (1892) and Enfield (formerly Stamford Hill, 1894) are the descendants of those schools.

Jesuit Pupil Profile



“What can we say the kingdom of God is like?
It is like a mustard seed
which, at the time of its sowing in the soil,
is the smallest of all the seeds on earth;
yet once it is sown, it grows into the biggest shrub of them all
and puts out big branches
so that the birds of the air can shelter in its shade.”
Gospel of St Mark 4:30-32

The Jesuit Pupil Profile is a prominent feature of all Jesuit schools in Britain as a way of articulating and putting into action the virtues we aim to grow in our pupils. It responds to Pope Benedict's question to young people when he visited Britain in 2010, 'What kind of person do you want to be?' The eight pairs of virtues come from the gospel, and from the Ignatian spiritual and educational traditions. It is intended to offer a very practical model for

forming and educating young people who grow to be more truly human, more fully alive, men and women for others for the greater glory of God and the common good.

The Examen

The examen is a prayerful reflection which has become a key part of Jesuit life and which can have a powerful impact on the lives of those who use it. The examen is embedded in the life of Jesuit schools as a way of encouraging pupils and staff to reflect on their experience and to explore the ways in which God is present in that experience. This takes place every afternoon after lunch break.

The examen is an exercise in the practice of **attentiveness** to lived experience and also in the art of **discernment** - becoming aware of the ways in which God is active in one's life and resolving to co-operate better with his gifts and calling.

Chaplaincy

Wimbledon College is a Catholic school in the Jesuit tradition. The chaplaincy (led by a full time lay chaplain) provides a programme of activities throughout the year including prayer and worship, reflections at assemblies and for staff, focus days, retreats and pilgrimages, and events and activities for pupils of all ages. Other members of the Jesuit Community in Wimbledon and from wider afield provide assistance to the Chaplaincy Team.

Encouraging and celebrating our life as a Christian community is central to the school.

The great feasts and seasons of the Church's year are publicly celebrated in the parish church of the Sacred Heart and in the College Chapel.

The chaplaincy programme is included in the Activities booklet sent home at the start of the school year.

At the heart of the school is the College Chapel, built in 1910. The Chapel seats 200 and Mass is said there for the pupils and their families, and for former pupils. The Chapel provides a quiet place for prayer and reflection, as well as a formal setting for the liturgy, some assemblies and the occasional concert.

Wimbledon College is affiliated to the Jesuit Institute which is a work of the British Jesuits supporting the eleven Jesuit schools in the UK through inspiration, resources and training. The Institute is based in Oxford.

Pastoral System

In a Jesuit school great emphasis is placed on the development of the whole person: affective and social, intellectual, aesthetic and creative, spiritual and moral, and physical.

Pastoral care of each pupil (known by the Jesuit term *cura personalis* meaning *care of the individual person*) is central to the way the school operates.

All staff are involved in the lives of the pupils, taking a personal interest in their human as well as intellectual growth. Teachers at Wimbledon College endeavour to foster in pupils a sense of self-worth, achievement and responsibility within the school community. These efforts are referred to as *formation* in a Jesuit school (similar to the term *pastoral care* in other schools). The commitment to academic excellence which is a hallmark of Jesuit schools is only meaningful within the larger context of a commitment to all-round human excellence.

The person who will be most involved with day-to-day supervision of your child's studies, involvement in extra-curricular activities, wellbeing, discipline and school life is his **Head of Line** (the Head of Year). The Head of Line is supported by **Form Tutors**.

Another key person is the **Pastoral Support Assistant (PSA)**. This is a full time person who manages issues such as parental contact and appointments for Heads of Line, follows up on attendance and absence issues, and acts as a point of contact for the pupils during the day.

The House System

Each pupil in the College will belong to one of eight Houses: Campion, Fisher, Hurtado, Loyola, More, Owen, Southwell or Xavier. There is an annual House Competition in various sports and other activities. All pupils are encouraged to participate in House activities.

Keeping Informed

The principal way in which we communicate with parents is through the [school website](http://wimbledoncollege.org.uk) (wimbledoncollege.org.uk). This is the best way for parents to stay informed of what is happening at school.

The website is updated every day and contains an increasing amount of information which is useful to both pupils and parents. We ask parents to check the website at least once a week.

The website lists email addresses and 'phone numbers for contacting the school. Parents are routinely consulted on issues affecting the school and their child through the website. Parents can also follow the latest news and events through the College Twitter.

[Schoolgateway](#) is an online communication portal that all parents are required to register with. All email communication is sent to parents via this portal, parents can also access up to date assessment, behaviour and achievement information regarding their child. It is also the means by which pupils' lunch accounts are managed.

The Headteacher writes a **letter to parents** at the end of each half-term which is sent home by email.

In September, **Parents' Briefings** are held for each year group. These allow senior staff to outline issues and arrangements specific to the year group. Parents are asked to give high priority to the annual Parents' Briefings.

In the summer term, a **Parents' Forum** is held. This offers parents the opportunity to meet senior staff and governors and to discuss matters of interest. In this way parents can influence the development plans of the school.

Each Line has a **Parents' Evening** once a year. In Figures there are two Parents' Evenings in order to encourage greater contact as pupils settle into their first year of secondary school studies.

Contacting the School

Good communication between home and school is part of the secret of a successful school life for your child. In dealing with enquiries, letters, concerns or complaints from parents, College staff will try their best:

- to reply promptly (usually within 48-hours, even if this is just to let you know the matter is being dealt with and that we will get back to you)
- to be friendly, courteous and supportive
- to be professional (and this may sometimes mean we do not agree with you and must put forward a view or make a decision that you may not like - but we will always explain our reasons)

Wimbledon College is a big and busy place and for matters to be dealt with efficiently it is helpful if you contact the most appropriate person. Your first point of contact will almost always be the Head of Line through the Lower Line Pastoral Support Assistant (PSA):

Pastoral Support Assistant (PSA)	Lower Line PSA Mrs Jackie Matthews	020 8879 9303 (<i>direct line and voicemail</i>) lowerlinepsa@wimbledoncollege.org.uk
Head of Figures (Y7)	Mr David Doran	020 8879 9307 (<i>direct line & voicemail</i>) figures@wimbledoncollege.org.uk

You are welcome to make an appointment to see your child's Head of Line at any time – we ask that you phone in the Lower Line PSA in advance to arrange a suitable time. Upon arrival, for security reasons, we would ask that you always go to Reception.

If your concerns are about teaching, the enquiry will usually be passed to the appropriate Head of Department or Head of Faculty.

If you are not satisfied with the way your enquiry or complaint has been handled, please contact Mr Pierre Cargill, the Deputy Head with responsibility for Lower Line, on 020 8879 9324 or email pierre.cargill@wimbledoncollege.org.uk

If you remain dissatisfied with the response you have received or with the resolution of a matter, please write directly to the Headteacher.

The school address is Wimbledon College, Edge Hill, Wimbledon, London SW19 4NS.

The switchboard number is 020 8946 2533.

The general email address is mail@wimbledoncollege.org.uk

A full list of phone numbers and email addresses is on the school website.

Supporting Your Child at School

There are several ways in which you can help your child settle in at school:

1. By **taking an interest in what he does** at school but not being over-inquisitive.
2. By **keeping yourself informed** of what is going on by checking the online noticeboard and calendar regularly.
3. By knowing what **homework** has been set and when it is due by checking *Google Classroom*.
4. By knowing your child's **target grades** and regularly asking to see your child's grades. If he is not achieving his target grades, offer support and encouragement and contact the school.
5. By encouraging your child to **participate in the life of the school** by getting involved in school trips, sport, music, drama, science or any of the dozens of activities on offer.
6. By ensuring your child is **properly equipped** for school (uniform, PE and games kit, text and exercise books, pencil case and other equipment).
7. By knowing the **behaviour code** and what expectations and rules apply to your child and supporting the disciplinary procedures of the school.
8. By ensuring your child has an adequate **place to study at home**, without distractions.
9. By ensuring your child has **adequate sleep**.
10. By ensuring your child has an excellent **attendance** record and arrives for school on time.

As pupils get older, they will often squeeze parents out of their school lives. However, establishing the "rules of engagement" early on lays good foundations for the teen years. You have a right and a responsibility to be involved in your child's school life and that is the way it should stay throughout his time as a pupil at Wimbledon College.

Home School Agreement

All pupils and their parents are expected to sign the Home School Agreement. A copy of this agreement will be available to read on the College website.

Friends of Wimbledon College

The Friends of Wimbledon College (FoWC) is an organisation of parents, former parents, staff and supporters who provide hospitality at school events, arrange social events for parents, and also fundraise for projects which directly enhance the pupils' experience of the school and the opportunities they are offered. All new parents are warmly invited to become involved with the activities of the FoWC, either by supporting events or offering help on a one-off basis, or by joining the FoWC Committee. More details will be available at the September Parents' Briefing and on the school website.

Year 7 Curriculum

The school day is divided into six teaching periods. Each period lasts 50 minutes. There is a five-minute gap between periods to get from one classroom to the next.

	subject	periods per week
	Mathematics	4
	Science	4
	English	4
	Modern Languages	3
	Religious Education	3
	Computing	1
	Geography	2
	History	2
	PSHE	1
Arts	Art	4
<i>these subjects rotate over the course of the year</i>	Design Technology (DT)	
	Drama	
	Music	
	Physical Education (PE)	1
	Games	2

31 periods

Modern Languages

All pupils take a Modern Language in Year 7 for three periods a week. French is taught in population one and Spanish in population two.

Rotations

Arts (Art, Design Technology, Drama and Music) subjects are taught in rotations. This means that your child will study one subject four days a week for several weeks and then move on to the next subject in the rotation. We do this to improve focus in these subjects and to reduce the number of subjects and teachers younger pupils have to deal with at any one time.

PSHE and RSE

Personal, Social, Health and Citizenship Education (PSHE) and Relationship and Sex Education (RSE) is delivered mainly through a weekly PSHE period. The RSE programme is designed by Ten:Ten Resources in conjunction with the Catholic Education Service.

Games

Games and Physical Education are an important part of school life at Wimbledon College and pupils are expected to take a full part in the programme of sport.

Games take place on site at Edge Hill and at the College sports ground at Coombe Lane. Wimbledon Common is used for cross-country running. In the summer term, games also take place at Cottenham Park and at Wimbledon Park.

Y7 pupils walk under supervision of staff to Coombe Lane and other local venues in a safe and responsible way. **Pupils will be dismissed from their Games venue at the end of the day.**

Pupils are required to wear the prescribed kit for PE and games.

Pupils are expected to wear mouthguards (gum shields) for rugby – in games sessions, at after-school training and for fixtures. The school will make arrangements for pupils to be fitted with a mouthguard early in the first term. Parents are, of course, free to make their own arrangements to buy a mouthguard.

Off-Games Arrangements

All pupils are required to participate in the PE and Games programme unless they are injured or unwell. If a pupil has special physical or medical needs a modified programme will be arranged.

Pupils who are injured or unwell must bring a parental note to school on the games day. **The note is to be taken before 8.30am to the Line Office.** If the pupil is late, he is responsible for ensuring the note is taken to the Line Office at the earliest opportunity.

Parents are asked not to seek games exemptions unless there is real need or the pupil is injured. Generally, if a pupil is too ill to do games, he is probably too ill to attend school. Exemption from games should generally be for reasons of injury, not reasons of illness.

If your child is unenthusiastic about games, it is much better to resolve the problem by speaking to your child's Head of Line rather than resorting to half-truths and colluding in your child's avoidance. If there is a serious problem, we will work with pupil and parents for a satisfactory resolution.

Setting

Pupils are set from the beginning of Y7. Our intention is to put your child in classes with pupils of similar ability. In this way teaching can be most effectively tailored to the needs of all the pupils in a class. The sets are based on your child's scores in the CATs tests pupils taken in June before they start at the College.

Your child will be set differently for different subjects:

- English and Modern Languages are set by verbal reasoning test scores
- Mathematics is set by quantitative reasoning test scores
- Humanities and Science is set by the overall cognitive ability score
- Art, Design Technology, Drama and are taught in mixed-ability groups

In most subjects there will be 7 sets of 29 or 30 pupils across the year group.

Set A will consist of the 30 academically most able pupils in the year group – including those deemed academically “gifted” (the top 5% of the population). Other sets usually consist of 29 or 30 pupils grouped according to ability. Pupils are not set for Arts subjects.

The reason subjects are set differently is based on our experience of how pupils of different abilities learn in different areas of the curriculum.

The performance of every pupil in every subject is reviewed in detail at a meeting known as the Pupil Progress Panel, attended by the Head of Line, Deputy Headteacher and the Head of Special Needs. Pupils who show that they can perform at a higher level, or who are clearly struggling, will be moved to a more suitable set at an appropriate juncture.

It is important to remember that setting is about grouping by ability; it is not a reward for hard work or good behaviour.

GCSE options at Y10 are not affected in any way by setting in Lower Line (Y7-9). The full range of options is open to every pupil.

Assessment and Homework

All pupils are assessed in each subject. For core subjects they will be have one summative assessment in each half term. The types of assessment will vary according to subject and could include traditional tests, multiple-choice tests, work prepared at home or in class, progress with a piece of creative work, etc.

The College uses a 1 to 9 grade scale, detailed explanation of this will be given at the Y7 Parents' Briefing in September. Assessment grades are reported to parents on a Report Card every half-term. Parents may ask for an update at any time.

Homework is set by the teachers of every subject your child is studying. In Year 7 each homework task should last 30-40 minutes. The amount of homework set per subject is as follows:

English	2 * 30-40 mins
Maths	2 * 30-40 mins
Science	2 * 30-40 mins
MFL	1 * 30-40 mins

RE	1 * 30-40 mins
Computing	1 * 30-40 mins
Geography	1 * 30-40 mins
History	1 * 30-40 mins
Arts	1 * 30-40 mins

All home/online learning is set using **Google Classroom**. For more details regarding our online learning platform visit the [Online Learning page](#) on our website. There is a short video which explains the key features of Google Classroom and Google Drive as well as our information for parents regarding online lessons

Parents have a key role to play in knowing what work needs to be done at home and in preparation for assessments. You also need to note whether your son is meeting his target grades. If he is not, it is likely he is not doing adequate homework.

Pupils who, for whatever reason, are unable to study at home or complete homework may be placed in supported study (see next page).

Homework Detention

If your child fails to hand homework in on time, the class teacher will issue a Homework Detention which will take place at 3:15pm for 30 minutes. He will then be expected attend to hand the work **the following day** to his class teacher.

Supported Study

Supported study runs from Tuesday to Thursday after school from 3.30 to 4.30pm. It is there to provide a place, resources, encouragement and support for pupils who, for whatever reasons, find it difficult to study at home.

Pupils may be nominated for supported study by their teachers or Head of Line, or by their parents or themselves. If you feel your child is not studying and assessments show he is falling behind, please contact his Head of Line. Pupils assigned to supported study are required to attend on all or named days of the week for a specific period of time.

Reporting to Parents

We will keep you informed of your child's progress in a number of ways:

- half-termly **report cards** (a one-page summary of all your child's grades)
- a **written report**
- **parents' evening** (there will be two Parents' Evenings for Figures, one with your child's tutor, the other with his class teachers)
- parents can access up to date assessment, behaviour and achievement information regarding their child on **Schoolgateway**

Your child will be set a **target grade** in each subject. It is important that you and your child know his target grades and compare his current grades and average grade against the target grade. There are likely to be ups and downs, but the general pattern should show steady progress towards the target grade over the course of the year.

If you have any questions or concerns about your child's progress, please do not hesitate to contact his Head of Line who will be able to provide you with information or make arrangements for you to meet relevant teachers or Heads of Department.

Support for Learning and special educational needs

Wimbledon College has good special needs provision in its own well-resourced base accommodated in the original 1840s school building known as Brackenbury's.

The Head of Special Needs is assisted by three special needs teachers and learning support assistants (LSAs).

We screen all pupils entering Y7 using the results from our own test day together with Y6 SATs scores and information from primary schools. Where we have concerns, we will conduct further tests in reading, writing and numeracy. In this way we aim to identify pupils in need of additional support or recovery programmes right from the start.

Pupils who have literacy or numeracy ages well below the norm for 11-year olds, will be withdrawn from other subjects to allow intensive work to improve their reading, writing and numeracy. Those most in need and who are likely to need work over a substantial period of time will be withdrawn from modern languages. Those who need a short and focussed burst of literacy or numeracy recovery will be withdrawn from humanities for one or more rotations.

The Special Needs department offers a range of programmes and support designed to meet individual needs including:

- literacy and numeracy recovery
- reading skills
- strategies to cope with dyspraxia and dyslexia
- study skills
- social skills
- anger management
- speech and language therapy
- counselling and sharing of problems and challenges (including *Circle Time*)
- support for pupils for whom English is an additional language (EAL)
- providing a “refuge” for pupils who find it difficult to cope in a large school
- support for pupils with autistic spectrum disorders
- support for pupils with physical or medical needs
- peer mentoring – Sixth Form pupils help younger pupils with their schoolwork and assist their integration into the life and activities of the school

Parents are always welcome to contact the department to discuss their child’s needs.

The administrator for special needs is Katerina Christoforou-Woodruff: 020 8879 9328 or email SENadministration@wimbledoncollege.org.uk

More Able Programme

The primary way in which we address the needs of academically gifted children is through setting. We aim to set pupils rigorously and then to teach the most able pupils in Set A in a way that provides real challenge for their abilities.

Separate Sciences (Biology, Chemistry and Physics) are offered to pupils in Sets 1a and 1b and pupils follow a GCSE course which has greater depth added to the content to develop higher level skills to better prepare students for KS5 and reinforce core skills from KS3.

Pupils identified as potential applicants for Oxford and Cambridge Universities (Oxbridge) visit Oxbridge colleges from Y10 and are encouraged to join a group in Sixth Form to develop application and interview skills.

The school participates in consortium arrangements led by King’s College Wimbledon for gifted and talented activities.

Wimbledon College is an associate school of the Royal Society, the British Academy of Science.

Wimbledon College participates in the Mathematics Olympiad each year.

Links with other Jesuit schools in the UK and overseas and other Jesuit institutions (such as Campion Hall Oxford, Heythrop College London, and the Vatican Observatory Arizona) afford extraordinary opportunities for gifted pupils to visit and extend their horizons.

Recognition of Achievement

Recognising achievement and pupils' contributions to the life of the school is important – it encourages pupils to participate and aim high, and promotes confidence.

Certificates are awarded across the school to recognise formally achievement based on the amount of House Points awarded to a pupil. House Points are awarded for the following:

- Effort & Achievement in class
- Attendance & Punctuality
- Representing the College (Sport, Music etc...)
- Participation in House Activities & Competitions
- Participation in Extra-Curricular Activities
- Positive Contribution to the School Community

In Higher Line, participation and achievement in sport, music, drama and the service of others, is recognised through Intermediate Colours, Half-Colours and Full Colours.

Each year at the beginning of the Autumn Term there is a Prize Giving at which pupils who have come top in their subjects in the previous year are awarded prizes. There are also sports prizes and prizes for all-round effort and involvement in school activities (the Headteacher's Prize).

Behaviour

In a Jesuit school, academic and extra-curricular pursuits take place in a strongly moral context. The attitudes and values of the school are those of Christ's radical command to *love one another as I have loved you* (Jn 13:34), where this love means putting others first (Mk 9:35), turning the other cheek (Mt 5:39), and going the extra mile (Mt 5:41).

Pupils are taught, encouraged and expected to develop and maintain a strong personal integrity that is truthful, generous, courteous, and considerate of the needs and feelings of others. They are expected to have a positive and purposeful attitude to their studies and school lives and to their relationships with staff and other pupils.

The school operates a positive behaviour approach to discipline which rewards good behaviour and commitment to studies and school life, and provides for sanctions against

poor behaviour. Pupils who fail to strive to meet our high standards will be called to account. At the same time, the school recognises that pupils do sometimes err and tries to help them learn from their mistakes and so grow in maturity and self-discipline.

Teachers exercise authority over pupils in the conduct of classes and in the maintenance of good order and safety around the school generally. Isolated cases of misbehaviour will be dealt with without parents necessarily being informed. This allows pupils to accept responsibility for what they have done, to serve their punishment and to improve their behaviour and so grow in self-discipline and maturity.

More serious or persistent breaches of discipline, including disruptive behaviour in lessons, will be referred to the Head of Line, or to the Deputy Heads who have overall responsibility for discipline in the school, and parents will be informed. Parents are asked to support the disciplinary arrangements of the school. If you have reservations about the handling of a particular matter, you are invited to take this up with the Head of Line but are asked to avoid sharing your misgivings with your child.

The school's statutory *Behaviour Policy* is published on our website – it is important parents have looked at this document. If you would like a paper copy, please contact the College Secretary.

Behaviour Code

Wimbledon College has a simple behaviour code which sets out clear expectations for pupils:

1	Be positive	<i>100% effort in everything you do</i>
2	Be prepared	<i>punctual, properly equipped, homework done</i>
3	Follow instructions	<i>first time, every time</i>
4	Show respect	<i>treat others as you would like to be treated</i>
5	Look after your school	<i>take care of the school's environment and resources</i>

By having this straightforward code, we aim to challenge every pupil to give of his best and make the most of the opportunities he is offered at Wimbledon College.

Behaviour Outside School

The school will take an interest in misbehaviour outside school when pupils are in school uniform or involved in school trips or activities. Pupils who misbehave on public transport or on the streets can expect to face enquiries and disciplinary action at school. Police Safer Neighbourhood and Safer Transport teams will usually be involved in outside school behaviour issues and the school liaises with other public authorities such as Transport for London, the railway authorities, and civic wardens, as well as with local shops and businesses and residents.

Routines

The Headteacher and Deputy Heads will, from time to time, prescribe rules and routines which make explicit the goals of the behaviour code as they apply to specific aspects of school life. Such detailed rules are necessary for the efficient and harmonious running of a complex institution. The College looks for the support of parents in its expectation that pupils follow school rules and routines.

Bullying

Bullying involves the abuse of power, it is persistent, and it is personal to the individual child. Bullying is deliberately or thoughtlessly causing distress, either mental or physical, to others by hurting them with words or actions, or by making them feel embarrassed, excluded or threatened. Bystanders who fail to intervene are also, to a degree, responsible for bullying.

We have clear arrangements for dealing with bullying which are included in the school's *Behaviour Policy* (published on the school website). If you are concerned your child is being bullied you should contact his Head of Line as soon as the concern arises. Early contact often allows the situation to be resolved before it becomes a real problem.

The school takes cyber-bullying seriously and, with Metropolitan police specialist support, will investigate cases of online or text-message bullying. Bullying which occurs outside of school but which directly affects the happiness, confidence or safety of pupils in school will be dealt with under the school's bullying policy.

Discipline

Pupils are given constant encouragement and reminders to live up to the challenges of the behaviour code.

The attitude and behaviour of pupils at the Wimbledon College is generally excellent, and sanctions are not frequently needed. Most pupils develop a strong sense of self-discipline and maturity and many go through their school careers without ever receiving a punishment.

However, there may be occasions when punishment is appropriate.

Punishment will be used when a pupil:

- behaves in a way that is harmful or hurtful to others
- is disruptive in class or distracts others from learning
- behaves in a way that is prejudicial to the good name or order of the school
- infringes the behaviour code, school rules or routines, without good reason

Your child's behaviour will be monitored by his Head of Line. The Head of Line is informed by other staff of any problems and will decide on an appropriate course of action.

Punishment

A range of punishments and other interventions is used to provide a flexible response to misbehaviour appropriate to circumstances:

Teacher Meeting (TM)

If a teacher needs to speak to a pupil for any reason, he can be required to report for a TM. This may be to discuss the pupil's work, his attitude or his behaviour. The pupil can be required to attend a TM before school (at 8.15am), at morning break or lunchtime, or after school (at 3.15pm). TMs are important. If a pupil does not show up for a TM he can expect there to be consequences which may include Saturday detention or exclusion for repeatedly missed TMs. Parents are asked to note that we do take TMs seriously (they are a good way of dealing with misbehaviour in a simple and straightforward way) and pupils who evade them will find that the disciplinary consequences escalate quickly. Pupils should not think they can ignore TMs and that the problem will go away.

Behaviour Referral

If a teacher is not happy with a pupil's behaviour, he will be referred to his Head of Line. The Head of Line checks referrals each day. If a pupil is referred, there will be disciplinary consequences, including detention.

Daily Report

If a pupil is not working well in class, he may be put on Daily Report. He must give his report booklet to each teacher at the beginning of the lesson and take it to the Head of Line or PSA at the end of the day. He must get his parents to sign the Daily Report each day.

Out-of-Class System

The College does not tolerate disruptive behaviour which prevents teachers teaching and pupils learning. Teachers will indicate a pupil's behaviour is unacceptable by giving an **early warning** followed by a **caution** for a repeat offence. If there is a third offence, the pupil is sent **out-of-class**. The consequence of this is that the pupil is removed for the rest of that lesson and the next lesson with the same teacher. Parents are informed and the pupil will automatically receive a Saturday Detention. Continued disruptive behaviour will result in further removal from lessons and work in the school's Inclusion Centre, or exclusion from school.

Orange Card

Pupils who are involved in serious misbehaviour may be removed from class or from the playground immediately and without warning. This is known as the *orange card* routine. Pupils on orange card must report immediately to the Deputy Headteacher who will decide on appropriate action.

School Detention

For misbehaviour or failure to follow school rules and routines a pupil may be given a **detention**. Detentions are held Monday to Friday after school and may be for ½-hour or 1-hour. For more serious matters or repeated misbehaviour, pupils may be given a **Saturday detention** (8.30-10.30am) or required to be in school on **staff days** or **half-holidays**. Failure to attend Saturday detention without good reason will usually result in internal exclusion.

Inclusion Centre

Pupils who, for whatever reason, are failing to cope well with lessons or other aspects of school life may be referred to the Inclusion Centre for a period of time. Work in the centre is designed to support them in returning to mainstream lessons and school life.

Exclusion

For serious misbehaviour, or repeated offences, a pupil may be **excluded** from school for a number of days (usually 2, 3 or 5 days) or permanently.

All punishments are recorded on the pupil's disciplinary record. Parents may ask to see their child's disciplinary record at any time.

Appealing Against Punishment

We encourage pupils increasingly to take responsibility for themselves as they get older. If a pupil feels unfairly treated and wrongly punished, he may appeal against the punishment:

1. In the first instance, it is the pupil who appeals, not his parents.
2. Before appealing, the pupil should speak calmly and courteously to the teacher concerned, explaining his point of view and asking the teacher to reconsider the matter. Never do this *during* a lesson.
3. If the teacher declines to change his mind, the pupil should then appeal to his Head of Line.
4. Appeals are to be made within 24-hours of the punishment being given.
5. If the punishment is upheld by the Head of Line, the pupil will have to do it.
6. If a pupil refuses to accept punishment he will be excluded.

Parents are asked only to get involved in appeals against punishment once the pupil's appeal procedure is complete and only if they are sure a major miscarriage of justice has taken place.

Prefects

Sixth Form pupils are appointed prefects and are given limited authority to demand good behaviour and compliance with school rules from younger pupils. Prefects have authority in school, at school events, in public places and on public transport when pupils are travelling to and from school. Pupils are expected to obey their reasonable instructions. If they fail to do so, prefects will make a disciplinary referral to the Head of Line. Close supervision is kept of how prefects exercise their authority.

Prefects include the School Captain and Deputy School Captain, the eight Captains of House, the Captains of Rugby, Cricket and Athletics and the Chapel and Music Prefects. Prefects wear a blue tie.

Registration and Attendance

Attendance and punctuality are key to pupils making successful progress at the College.

Pupils are required to arrive in school before 8.25am. They are registered during Tutor Period, any arrival after 8.25am is registered as Late. Pupils who are late are required to attend a Late Detention the same day for 30 minutes after school. Pupils who are persistently late will be required to register with a senior member of staff on Saturday mornings.

If you child is unexpectedly absent from school, we ask you to 'phone or email his Pastoral Support Assistant (PSA) the same day and each subsequent day he is off. When your child returns to school, he needs to bring a written note from you explaining the absence. He will be expected to do this within five school days before the absence is recorded as unauthorised (i.e. truancy).

If you know your child will be absent from school (for example, for a doctor's appointment), please write to the Head of Line a few days in advance. If a pupil needs to leave school during the day, he will be issued with a permission slip.

Pupils should not normally take holidays during term time and the school has the power to refuse permission. In exceptional circumstances, you should request leave of absence from your child's Head of Line as far in advance as possible (usually at least a month). In making a decision whether to give permission, the school will take into consideration a pupil's attendance record, progress in studies and the merits of your request.

Requests for professional performance licences (for child performers) should be discussed with your child's Head of Line well before the application is made to a Local Authority or magistrate.

The Local Authority, working with the school, has the statutory power to serve a **fixed penalty notices** on a parent whose child is absent from school without a justifiable reason. It is important to note that **attendance below 90% is considered as persistent absence** and will be monitored by the school and the EWO. The penalty is £50 (if paid within 28 days) and £100 (if paid after 28 days but before 42 days). If the penalty is not paid parents will be summoned to appear at the Magistrates' Court and can be fined £1000. Continued failure to ensure school attendance carries a penalty of a £2,300 fine or 3-months imprisonment or both.

Extra-Curricular Activities

Extra-curricular activities allow pupils to develop talents and interests beyond the formal curriculum and to work in mixed-age groups, taking on creative, leadership and initiating roles, and to grow as individuals.

Wimbledon College pupils are encouraged to participate in at least two extra-curricular, sport or service activities and there is an expectation that they will do so.

The extra-curricular offer will change each year according to interests and the availability of staff. A booklet of activities will be available on the school website at the start of the school term.

Once pupils have committed themselves to a group or team, they are expected to honour that commitment, and to have the courtesy to inform staff when they are unable to meet what is required of them. While extra-curricular groups and teams are run on an overwhelmingly voluntary basis, there may be a requirement made of some pupils to represent or use their talents for the benefit of the whole College community.

Music

Instrumental Tuition

Instrumental tuition is available in almost every instrument. Voice and music theory lessons are also available. Further information is available on the school website. Please note that pupils are withdrawn from timetable for instrumental music tuition. However, we try to schedule lessons so that the same subject is not consistently missed.

Music Lessons on Saturdays

Saturday Music School at Wimbledon College offers music tuition to adults and children of all ages. There are also instrumental lessons on Saturdays between 8am and 6pm. Lessons offered are instrumental or group tuition for piano, violin, guitar, voice, saxophone, ukulele, group keyboard and music theory. Music lessons on Saturdays are available to all children, whether or not pupils of Wimbledon College, and to adults. Please visit <https://mmf.org.uk/wimbledoncollege/> for more information.

The Strings Project

This venture in music education was started in 2005. We aim to offer a large group of pupils in Figures (Y7) the opportunity of learning a string instrument (violin, viola, cello or double bass) free of charge for a year. The instrument is also loaned free.

Pupils are asked to commit 20-minutes a night to practice. In school they will work in ensembles and be taught in groups by specialist strings tutors.

At the end of the course the pupils will take part in a concert.

Drama

Drama is a popular and exciting subject and extra-curricular option at Wimbledon College. Drama is taught to all pupils in Lower Line as part of the Arts offer and is available as an option at GCSE and Sixth Form. It also enables pupils to choose other options at KS4 and KS5 such as Creative Media and Film Studies.

The College offers many extra-curricular opportunities for pupils to develop their love of the stage. There is a Christmas play, an Easter production, and a Summer Arts Festival, incorporating plays, musicals, and adaptations for all year groups.

Pupils can perform or take responsibility for technical and backstage elements.

There are also different Drama clubs and enrichment in the form of theatre trips and visiting theatre companies.

Sport

The school runs an extensive programme of sport after school and pupils are encouraged to find at least one or two activities to join.

Wimbledon College currently offers five major and a dozen or so minor sports. Very large numbers of pupils participate in extra-curricular sport. The sports programme is included in the Activities booklet published for pupils and parents at the start of the school year.

Major Sports	Minor Sports
Athletics	Athletics (indoor)
Basketball	Boxing
Cricket	Cross-Country Running
Football	Fitness Training (Weights)
Rugby	Futsal
Swimming	Skiing
	Swimming (Non-Swimmers)
	Table Tennis
	Tennis
	Water Polo

The **Major Sports** programme is the core of the sporting activity and offer at the College. We currently have six major sports: **athletics, basketball, cricket, football, rugby, and swimming.**

The aim of the Major Sports programme is:

- to involve large numbers of pupils and field as many competitive teams as possible
- to select teams on talent
- to run a full fixture list against other schools

- to enter competitions
- to train at least once a week
- to give pupils the opportunity and encouragement to play at district, county, regional and national level

All pupils are encouraged to try out for the Major Sports. Pupils who have a talent for a sport and are selected for teams will be expected to train and play for the school. This must take precedence over out-of-school teams and commitments.

In addition to the major sports, the school aims to provide sport for all pupils through an extensive and growing programme of Minor Sports. The aim of the **Minor Sports** programme is:

- to be open to all
- to be run as much for health and enjoyment as for competition
- to have a handful of fixtures or events

All pupils are encouraged to find at least one sport they enjoy. We do expect pupils to make a commitment to minor sports – once they have signed on, they are expected to attend regularly and participate in any fixtures and events.

Pre-Season Rugby Training

Y7 pupils are encouraged to come along to the pre-season training sessions which will introduce them to rugby (or give them a chance to warm up their skills if they are already familiar with the game). These sessions will be on the College Calendar on the school website, all pupils are welcome to the sessions regardless of ability or experience

Mouthguards

Mouthguards (gum shields) are **compulsory** for rugby. A specialist manufacturer (O-Pro) will be coming in to school for mouthguard fittings early in the autumn term. Parents need to send in an application and payment to O-Pro before the summer holidays.

Competitive Swimming

Competitive swimming is now well established as a major sport with several significant gala wins in the past year. Training takes place twice a week after school.

Pupils wishing to try out for the swimming team should attend swimming trials at the beginning of the autumn term. Pupils selected for the College swimming team need black trunks or jammers, and the College swimming cap and shirt (available from the College Secretary).

A Computer at Home

The College has several online resources to support pupil learning. As well as our main platform for online learning, Google Classroom, there are several subject specific sites that pupils will require access to. We ask that every pupil has exclusive access to a computer at home connected to the internet. This could be a PC, Laptop or any Chromebook. Chromebooks are recommended due to cost, fast boot times, long battery life and resilience to viruses.

If for any reason you have a difficulty in providing this please do not hesitate to contact Mr Cargill [Deputy Head Lower Line].

There is a clear code for pupils using computers and the internet at school. This is displayed around the school and is available on the school website. Pupils are expected to follow the code and may have their IT access restricted if they fail to do so and face disciplinary action.

Equipped for School

Pupils will require the following equipment for school:

- Pencil case
- Pen (a cartridge pen or decent ballpoint pen is needed - cheap biros are not suitable)
- Green Pen (this is used for all redrafts and corrections)
- Pencils (at least four colours)
- Pencil sharpener (one which retains the shavings)
- Rubber
- Ruler (6" or 15cm is adequate)
- Angle measure (protractor)
- Collins Pocket English dictionary (cost around £7)
- Collins Pocket French or Spanish dictionary (cost around £9)
- Casio scientific calculator FX-83GTCW
- Reading book

Pupils may only bring **drinking water** to class provided it is unflavoured still water in a robust pocket-sized bottle. There are facilities to top up drinking water at break times. Carbonated, caffeinated 'energy' drinks are not allowed in school

It is useful if your child wears a **watch** in school.

School bags must be fit for purpose: large and strong enough to carry and protect school books and equipment, and of a plain, dark colour without prominent logos. Small drawstring bags are not suitable and not permitted. Pupils will also need a PE and Games kit bag which should be waterproof and robust but not larger than needed to carry kit.

Pupils in Y7 often try to carry far too much in their school bags. Parents can help with this by ensuring they bring only what they need for lessons and physical education that day. The school does not accept any liability for the loss of, or damage to, items of personal property.

Uniform

Please read carefully the rules on uniform and appearance *before* you buy school uniform or PE and Games kit. If in doubt please contact your child's Head of Line for advice.

School Uniform

- Black blazer with Wimbledon College badge
- White shirt
- Wimbledon College tie
- Wimbledon College maroon jumper
- Black trousers
- Grey or black socks
- Black shoes
- Plain black overcoat (no logo)

PE Kit

- House PE shirt (*see right for colours*)
- White gym shorts
- White sports socks
- White trainers
- Black swimming trunks
- Towel

House colours

Campion	Green
Fisher	Red
Hurtado	Gold
Loyola	Navy Blue
More	Blue
Owen	Dark Green
Southwell	Yellow
Xavier	Purple

Games Kit

- Wimbledon College rugby shirt
- White rugby shorts
- Wimbledon College rugby socks
- Football or rugby boots
- Mouthguard
- Towel

Uniform and Appearance Rules

The school expects high standards of uniform and appearance. Pupils are expected to wear the school uniform properly. This includes the journey to and from school or school events, while in school or on school trips, fixtures or activities.

1. **Blazers** are to be worn travelling to and from school, at assembly, in church, and when moving from class to class. The school badge is to be worn on the blazer.
2. **Shirts** are to be plain white and worn tucked in with the collar done up. Shirts may be long or short sleeve. Any t-shirt worn under the shirt must not be visible through the shirt.
3. **Ties** are to be done up and worn with at least seven gold stripes showing.
4. If a jumper is worn, it is to be the College **maroon jumper** with badge.
5. **Socks** are to be plain grey or black.
6. **Trousers** are to be formal black school trousers. **Belts** are to be plain black leather with a simple formal buckle
7. **Shoes** are to be black leather, plain, formal and polished. Laces and stitching are to be black. Boots, black trainers, suede, canvas or casual shoes are not permitted. Pupils are not permitted to wear trainers in the playground at break times. Casual shoes [e.g. Converse, Fred Perry, Lonsdale, Vans, etc.] and trainers [e.g. Adidas, Nike, Puma, Reebok, etc.] are not allowed.
8. If an outdoor coat is worn, pupils are to wear a plain black coat – logos and sleeveless jackets are not allowed. Outdoor coats are to be worn over the pupil's blazer and not instead of the blazer.
9. Any other item of clothing (hats, gloves, scarves) is to be plain [i.e. no pattern, with the exception of the College scarf] and to conform in colour (dark green, dark maroon, grey, dark blue or black) and style so as to be compatible with and not detract from the school uniform. Prominent logos or wording are not permitted. Hats must not have a peak [hats such as baseball caps are not allowed].
10. **School bags** are to be large and rigid enough to carry school books without damaging them (small draw-string bags are not acceptable). Pupils are to have a separate bag for PE and Games kit.
11. **Jewellery** is not to be worn.
12. **Hair** should be clean, tidy and in a style which is in keeping with the formality of school life. Shaved heads, long hair below the collar or in the eyes, dyed hair, tramlines, stepped and ridged haircuts, patterns, shaved sides and shaved eyebrows are not acceptable. Pupils are to be clean-shaven.

13. **Games and PE kit** is to be worn as indicated in the uniform list and instructed by PE staff.
- a) **PE:** plain white trainers, white ankle socks, white shorts and house T-shirt.
 - b) **Swimming:** plain black swimming briefs, aquashorts or jammers. Shorts are not acceptable.
 - c) **Games:** football or rugby boots, College rugby shirt and socks, white rugby shorts and mouthguard.
 - d) **Cricket:** cricket whites with College cricket shirt.
 - e) **Athletics and Cross Country:** College athletics vest, white shorts, white ankle socks.
 - f) The College **tracksuit** may be worn outside on cold days with the teacher's permission. Pupils selected for school teams are to have the College tracksuit.
14. On hot days, **shirt-sleeve order** may be given by the Deputy Headteacher. Pupils may take off blazer and tie and should, if possible, wear a short-sleeved shirt. Shirt-sleeve order may be worn to and from school. It is not permitted to wear parts of the uniform – the rule is *either* blazer and tie *or* shirt-sleeve order.
15. All school clothing is to be clearly marked with the owner's name.

The Deputy Headteacher is the final adjudicator of acceptable uniform or appearance.

Uniform Outfitters

The official outfitters for Wimbledon College are:

Village Sports

www.village-sports.co.uk

209 Worple Road, Raynes Park, London SW20 8QY
020 8946 4591

Monday-Saturday	9h00 – 17h30
Sunday	Closed

School Uniform Direct

www.sud.co.uk

Address: Unit 5 Mitcham Industrial Estate
Streatham Road, Mitcham, London CR4 2AP
0208 544 5440

Monday to Thursday	9h30 to 18h00
Friday	Closed
Saturday	9h30 to 18h30
Sunday	11h00 to 17h00

Rugby shirt, top and track pants to be purchased through **STC Teamwear** on line at www.stc-stores.com under Wimbledon College

STC Teamwear
Charles Industrial Estate
Stowmarket
Suffolk
IP14 5AH

www.stc-teamwear.com

Tel 01449 771320

Email: info@stc-teamwear.com

Please check their website for online sizing guide

Outfitters designated as official suppliers are expected by the school to provide the full range of Wimbledon College uniform and sports kit in all sizes for 11 to 16 year olds. Please let us know if you have any difficulties in this respect.

Forbidden Items

School is a place for learning. Things which distract from learning should not be brought to school. Pupils are forbidden to bring the following items to school:

- Digital cameras
- iPods, MP3 players and the like
- Large sums of money and items of significant value
- Laser pens
- Guns (including air and pellet guns, any kind of toy or imitation gun or firearm, and water pistols)
- Knives (including pen-knives and any kind of toy or imitation knife or any sharp instrument)
- Fireworks, caps and matches
- Tobacco and smoking materials
- Drugs and drug paraphernalia
- Vapes and/or related items
- Alcoholic drinks
- Chewing gum
- Glass bottles
- Any additional item that has been identified as a 'prohibited item' in DfE Guidance.

In the playground, pupils may play with tennis balls and half-size basketballs. Footballs and full-size basketballs are not permitted.

If there is a good reason, on a particular occasion, for bringing a forbidden item to school, a parental note must be presented by the pupil, before bringing the item into school, to the Head of Line who will decide whether or not to issue a permission slip. Permission should never be presumed either by parents or pupils. Disciplinary action will be taken against

pupils who bring forbidden items to school without seeking and gaining the appropriate permission.

The school does not accept liability for the loss of or damage to any forbidden items that are brought into school including items that have been confiscated.

Mobile Phones

Our recommendation remains that pupils should not bring phones into school. If they do bring a phone we strongly recommend that they only carry basic models, that are clearly labelled and password protected.

Mobile phones are allowed on the very clear understanding that they are not used on Edge Hill and that they are **switched off** while your child is at school. The phone should also remain **unseen** while at school. If this rule is not followed then the phone will be confiscated without exception. In the first instance this will be for one week. If there is a second offence the phone will be confiscated for two weeks.

Parents who need to get messages to their child during the school day should telephone the school in the usual way and not try to contact them directly.

Pupils who bring a mobile phone to school should make every effort to reduce the risk of theft during school hours. Pupils who carry mobile phones are advised to keep them well concealed. If pupils bring phones in to school it is their responsibility to hand them in to the teacher during PE & Games lessons. Phones must be clearly identifiable.

With the permission of the class teacher pupils may use their mobile phones for specific learning activities within a lesson. The teacher will give clear instructions on when mobile phones should be switched on and off and what they are to be used for in order to support learning. Any misuse of a mobile phone in a lesson or any disruption of a lesson due to the use of a mobile phone will result in that phone being confiscated. Failure to hand over a phone to a member of staff will be treated as a serious breach of the school's Behaviour Policy.

The school accepts no responsibility for loss of, damage to, or cost incurred relating to mobile phones [including if they are confiscated]. Any mobile phone that is brought into school will be at the owner's risk. It will not always be possible for staff to investigate the loss of mobile phones.

Payments to the School

Payments to the school for meals, school trips and activities are made online through the **Schoolgateway** system. Both parents can register on www.schoolgateway.com using the email addresses and mobile numbers provided to the school. You can then top up your child's meal account as you wish using a credit or debit card.

If you do not have a credit or debit card and are unable to use the online Schoolgateway system, please get in touch with your child's PSA who will make alternative arrangements for you.

School Fund

Government funding pays only for basic provision at Wimbledon College. Many of the things which make the school special and which attract parents in the first place are paid for by parents' voluntary contributions to the school fund and various fundraising activities. These include:

- Chaplaincy activities (including the upkeep of the chapel itself)
- Counselling, pastoral care and support
- Strings project
- Plays and concerts
- Sports programme
- School minibuses
- College magazine
- Trips and extra-curricular activities
- Improving the environment and facilities of the school

The school fund also provides the 10% contribution to all capital costs that Catholic schools are expected to meet.

We ask each family to contribute £38 a month.

Some families will be able to afford more and we would ask you to consider doing so. Some families may not be able to afford anything. Perhaps you can make a one off donation occasionally. Whatever your circumstances allow, please give some thought to how you can support the wider activities of Wimbledon College.

If you are a taxpayer, you can increase the value of your contribution by signing a Gift Aid form. At no additional cost to you, this allows the school to claim from the government a further 28p for every £1 you donate. You can make your payment through a standing order.

Travel

Children aged 11 to 15 years can get an 11-15 Oyster photocard (known as a Zip Card) to travel free on buses and trams and at child-rate on Tube, DLR and London Overground services.

Further information is available on the Transport for London (TfL) website.

We expect the highest standards of behaviour from pupils when travelling to and from school. School discipline extends to these journeys and pupils can expect to be held to account for misbehaviour or behaviour which brings the College into disrepute. TfL also operates a behaviour code for children on public transport. Please ensure your child knows how he should behave and that he understands his Zip Card and free travel privileges may be revoked if he does not comply with the TfL behaviour code (see TfL website).

We encourage pupils to cycle to school. Secure parking for cycles is provided. The police offer free security marking for cycles which is done once a year at school. Pupils are

expected to wear appropriate high visibility clothing and a cycle helmet. However, responsibility for ensuring pupils cycle safely lies with parents and the pupil himself.

School Meals

The College refectory serves hot meals, snacks, cold food and drinks during the morning and lunch breaks, and also breakfast before school. A menu list is available on the school website.

The refectory operates a **cashless system**. The account is opened and can then be topped up through Schoolgateway online.

The minimum top-up is £15.

Parents may impose a **daily credit limit** on their child's account. Most do so. The usual daily limit is £7.50 but you may choose any amount. You can set the daily limit, or change it at any time, by emailing your child's PSA.

Pupils entitled to **free school meals** automatically have their accounts credited with their entitlement. Parents may choose to top up credit and increase the daily free school meal allowance if they wish. Other pupils do not know who is and who is not on free school meals.

There is an electronic terminal in the refectory which allows pupils to **check credit** left on their account and the amount they have left to spend that day.

Pupils may eat and drink only in the refectory or the designated eating area outside the refectory. Unflavoured still water may be taken anywhere including in class, provided it is done in a way that does not disrupt lessons or cause safety problems (for example in a laboratory or workshop).

At the start of the year, it is our experience that many Y7 pupils inform their parents that they could not get lunch because the refectory queues were too long. This is not the case. The queues are gone by 1.00pm and lunch ends at 1.20pm. What pupils often mean is they cannot get in at the start of the lunchtime. Making use of the pre-order system avoids the need to queue altogether.

A **pre-order bag lunch** is available. Pupils may order this before school and are given a numbered ticket. They then have first priority access to the refectory at morning break and lunchtime.

Free School Meals

Your child is entitled to free school meals if you are

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

You can obtain an application form from your local authority or from the school registrar. If you have difficulty obtaining a form or applying, please contact the Admissions Officer who will provide help. All parents can check eligibility by using the online service

<http://www.merton.gov.uk/learning/schools/schoolservices/catering/freemeals.htm>

Most local authorities require you to apply early during July.

If your child is entitled to free school meals, it is very important that you apply. This is because a substantial part of the school's funding is calculated on the basis of free school meal entitlement. It does not matter whether or not your child actually eats his free school meals, the school will not get funding for other things if you do not claim your entitlement. Please remember that the cashless system operated in the school refectory means that no one can know whether or not your child has free school meals.

Statutory Exemptions

The law requires us to inform parents that you may withdraw your child from:

- sex and relationships education lessons
- acts of collective worship
- religious education

Given the nature of this Catholic school and the admissions criteria, it goes without saying that we would be very disappointed if parents felt it necessary to exercise any of these exemptions. If you have questions or concerns, please speak to us and we will try to resolve any problems with the aim of including your child in the full programme of religious activity and learning.

Photographs

In the first week of term, all Figures (Y7) pupils have their photographs taken. The pictures are used for identification purposes and are also stored in pupils' files. Copies of the pictures are made available to parents to buy as a memento of their child's first day at secondary school.

Sports team photographs for both winter and summer sports, and photographs of other groups and activities are taken each year. A whole-school photograph is taken every three years or so. These photographs are available to parents to purchase.

From time to time, the College takes photographs and film of pupils for publication. Most often this is internal to the College community (for in-school displays or for the school magazine and other school publications sent to parents, former pupils and friends of the

College) but may also be external (in materials for enquirers, posters or press releases). The school is acutely aware of child protection concerns and uses photographs in such a way that individuals are not put at risk. The school is especially cautious in the publication of pictures on the internet. Individuals will not be identified in such photographs. The school will expect pupils whose parents do not wish them to be photographed or filmed to know this and not to present themselves when photographs are being taken.

Term Dates 2023-24

Autumn Term 2023

Staff Inset	Friday 1 st September and Monday 4 th September
Term begins	Tuesday 5 th September
Half-Term	Monday 23 rd – Friday 27 th October
Staff Inset	Monday 30 th October
Term ends	Friday 22 nd December

Lent Term 2024

Term begins	Monday 8 th January 2024
Half-Term	Monday 12 th - Friday 16 th February
Staff Inset	Monday 19 th February
Term Ends	Thursday 28 th March

[Easter Sunday is 31st March)

Summer Term 2024

Term begins	Monday 15 th April
Bank Holiday	Monday 6 th May
Half-Term	Monday 27 th May – Friday 31 st May
Term ends	Friday 19 th July

Timetable

2023-24

	Monday	Tuesday	Wednesday	Thursday	Friday
period 1 8.30 9.20		<i>See arrangements below for Tuesday mornings</i>			
period 2 9.20 10.10					
10.10-10.30	morning break				
form period or assembly 10:30 10.50		<i>See arrangements below for Tuesday mornings</i>			
10.50	line-up				
period 3 10.55 11.45					
period 4 11.50 12.40					
12.40-1.20	Lunch				
1.20	line-up followed by <i>the Examen</i>				
period 5 1.25 2.20					
period 6 2.25 3.10					

	Tuesday mornings
8:30 9:10	Period 1
9:10 9:50	Period 2
9:50 10:10	Morning break
10:10 10:50	Extended Tutor Period/PSHE

Lessons end at 3.10pm.
However, pupils are expected to
be available for Teacher Meetings
(TMs) until 3.30pm.

School detentions will take place
every day from 3.30pm