



**WYCHWOOD**

SCHOOL • OXFORD



# **Wychwood Sixth Student Handbook**

2023 – 2024

We are delighted that you have chosen to do Key Stage 5 at Wychwood, and we hope that you will take advantage of and benefit from your time here at Wychwood and in Oxford. At Wychwood School Year 12 is called 'Study I' and Year 13 is called 'Study II'.

Whether you have been through GCSEs at Wychwood or you join us from elsewhere, we think you will find the Key Stage 5 courses quite different. We hope you will enjoy the opportunity and challenge of studying your chosen subjects in depth and we will provide the conditions to enable and empower you.

Wychwood has always had the philosophy of valuing the individual. We recognise that each one of you has particular gifts and skills and we will aim to give you the chance to use these wherever possible. We will also provide a wide variety of opportunities for you to discover new skills and talents and we hope you will take full advantage of everything on offer. You can gain a great deal by sharing the responsibility in a community and taking part in activities in addition to your academic and creative work.

We hope you will find your time in the Study a valuable experience so that you gain both academic and creative success and confidence in other areas too. We look forward to seeing your progress, so that in due course you will move on to the next stage of your education prepared and ready for all the possibilities and challenges that you will experience.

### **Study Key Stage 5 Programme: General Outline**

We want you to achieve success with the maximum opportunity to develop. Members of staff are here to offer development work, help and support at all times.

You have 4 or 5 hours teaching per subject per week. In addition, you should expect to do up to 8 hours prep per subject. This may be reading, essay writing, practical work, both artistic and scientific, or extension work and past-paper questions.

The Extended Project Qualification is available which gives you an additional half A Level as well as supplying excellent university interview material, presentation practice and an invaluable pre-university experience of independent learning.

You should also keep up with your general reading, develop your awareness of current affairs as well as your own particular interests.

Candidates for Oxbridge are prepared using targeted extension work, aptitude tests and interview practice.

Practical subjects need extra time in the laboratories or art, drama or music rooms and candidates pursuing creative courses after Wychwood will be given interview practice and help with portfolio presentation specific to the institution and course.

This is a minimum of 40 hours of WORK per week.

If you work from: 9.00am - 3.50pm and 4.15pm - 6.45pm **you will still need to do some work in the evenings and at weekends.**

You should allow for the possibility of 2 hours voluntary service, work experience or similar per week to develop your CV.

From the very beginning of Study I (Year 12) you should plan a programme which suits you, and you should keep to it. Keep up-to-date with work; do not put it off until tomorrow. Always ask for help quickly if you need it, and where necessary, explain to staff if something prevents you from completing work you are required to do. We aim to treat you as young adults and we expect you to respond accordingly.

Make sure that you respect your friends' plans and you encourage one another to work. Find something else which interests you - drama / music / photography / sport / travel etc. DO IT NOW and talk about it, so that you are well prepared for an interview situation.

You have a later start to the school day every Friday, allowing you to have a longer lie-in, should you choose it. Each Wychwood Sixth pupil may arrive in school for their first lesson on Friday. When arriving, you must sign in at the office. This is a privilege that can be removed if pupils do not sign in. As always we expect pupils to take responsibility for themselves.

You need to be in school for 8.30am Monday to Thursday and for your first lesson on Friday. You may leave school during study periods if you wish, so long as you sign in and out and you keep absolutely up to date with your academic work. If your work falls behind, we will expect you to remain in school during study periods until you have caught up.

Lastly, and probably most importantly, enjoy the two years in Wychwood Sixth. It will be challenging, but it will be SUCCESSFUL when you engage fully.

### **Study Extension Programme**

We have an exciting extra-curricular Study Extension Programme, which you are expected to attend. It takes place throughout the two Study years and is designed to place you ahead of other candidates in the competitive assessment of university candidates and to give you the tools to demonstrate an appreciation of the world beyond your curriculum subjects.

The Extension Programme takes place outside of the school day so that we are not restricted in the events that we are able to attend or the speakers whom we are able to invite to lead in-house forums. We attend cultural events and lectures in and around Oxford, and there are two or three in-house forums a term in each of the Michaelmas and Hilary terms. The Trinity term is generally left free, although we will offer forums and trips if an exceptional event becomes available or the pupils request a particular forum.

The General Studies week for Study I (Year 12) involves days in and out of school, in Oxford, and further afield. Oxford-based activities are combined with speakers and pupil-led discussions on areas beyond the normal curriculum. Sessions on applying to university and how to write personal statements are also part of this experience. We see it as an excellent preparation for the final year of Key Stage 5 and it has always been received extremely favourably.

The Study years will pass quickly, and, in order to maximise the benefits of being part of a larger group within the Wychwood community, the activities in the Michaelmas term are designed to bring the two-year groups together. There is a Team Building Day culminating in a formal *Welcome to Wychwood Sixth* dinner in the first full week of term to allow the new Study I to benefit from the experiences of Study II.

The Team Building Day involves activities led by specialist outside presenters. Wychwood Sixth pupils are encouraged to participate in school productions, Performing Arts, concerts, including Wychfactor, and all other opportunities offered by the school.

Study I (Year 12) create and run a Wychwood Enterprise company. Members of both Study I (Year 12) and Study II (Year 13) may take on voluntary work. In the past, pupils have helped in nursery schools and in local charity shops, but there are plenty of other opportunities available depending on the particular interests or expertise of the pupil. Study II are encouraged to work constructively towards organising the Study Ball.

### **Normal Weekday Timetable**

#### **Boarders**

|        |   |
|--------|---|
| 7.30am | Waking bell   |
| 7.50am | Breakfast warning bell  |
| 8.00am | Breakfast bell. Please come to breakfast dressed and ready for the day. |

After breakfast, pupils must make their beds, tidy their rooms, collect their books for morning lessons and go to the Study Area.

#### **Day Pupils Arrive**

|                 |   |
|-----------------|---|
| 8.30am          | Registration with Form Teacher in Study Area (Except Fridays).                    |
| 8.40am          | Assembly: Wychwood Sixth attend Monday to Thursday as role models for the school. |
| 9.00 - 9.55am   | Period 1  |
| 9.55 - 10.50am  | Period 2  |
| 10.50 - 11.10am | Break   |
| 11.10 - 12.05pm | Period 3  |
| 12.05 - 1.00pm  | Period 4  |
| 1.00 - 1.50pm   | Lunch   |
| 1.50 - 2.00pm   | Afternoon registration  |
| 2.00 - 2.55pm   | Period 5  |
| 2.55 - 3.50pm   | Period 6  |
| 3.50pm          | End of School Day   |

Day pupils go home unless staying for prep or activities, but they should not be in school after 6.45pm unless they are attending a school event or going on an evening school trip. Please sign in on the prep sheet in the Study area if remaining and remember to tick out when you leave.

|               |       |
|---------------|-------|
| 4.15 - 5.10pm | Prep  |
| 5.10 - 5.30pm | Break |
| 5.30 - 6.40pm | Prep  |

As a privilege, on Fridays Wychwood Sixth pupils are not required in school until their first lesson. They must sign in at the school office.

#### **Boarders' Bedtime**

Study I and II report to the boarding house staff on duty at 10.00pm, changed and ready for bed.

Study II pupils are allowed to visit each other's rooms QUIETLY until 10.30pm.

Lights out for everyone at 11.00pm.

### Saturday Times

|                   |  |
|-------------------|--|
| 8.30am            | Waking bell  |
| 8.50am            | Breakfast  |
| 9.30am            | Study II may sign out  |
| 10.00am – 12.00pm | Prep for Study I in the Study work room  |
| 12.00pm           | Study I may sign out   |
| 12.30pm           | Lunch  |
| 6.00pm            | Supper   |
| 10.00pm           | Latest time for reporting back (unless an arrangement has been agreed in advance with the boarding house staff). |
| 10.00pm           | Report for bed   |

**Anyone abusing this privilege will have it withdrawn until further notice and will have to report back by 9.30pm. They may be gated.**

### Sunday Times

|         |                                |
|---------|--------------------------------|
| 9.10am  | Waking Bell                    |
| 9.30am  | Breakfast                      |
| 12.30pm | Lunch                          |
| 6.00pm  | Supper                         |
| 8.00pm  | Latest time for reporting back |
| 10.00pm | Report for bed                 |

### Weekend Times (Full Boarders)

At weekends pupils must sign in and out at the staff room.

### Going out of School

#### Monday - Friday, 8.30am - 3.50pm

You are expected to attend all lessons, extra lessons and events and to be on time: being on time means arriving **just before** the start time of the event with everything you need. Pupils in Wychwood Sixth may be out of school during study periods. However, we need to know where you are in case of an emergency, therefore you must **sign out** at reception every time you leave school and **sign in** when returning to school during school hours (that includes prep). On **Fridays**, pupils do not need to be in school until their first lesson, but they **must** register at reception when they arrive.

Please use the facilities the city of Oxford provides and take the opportunity to utilise this; for example, you are encouraged to do some research in the Central Library, to visit an art gallery or museum, to attend a medical or other appointment, to have driving lessons, to do sketching or photography, or to purchase stock for Young Enterprise.

### Signing In

Day pupils who arrive at school after the register has been taken, Monday to Thursday, **must** sign in at reception. We do not expect this to happen other than in exceptional circumstances.

## **Boarders going out of School**

Prep time is essential for keeping up to date with work so it should be viewed as working time. However, there are times during prep when boarders can be out of school.

### **Monday - Friday, 3.50pm - 8.45pm.**

You may go out between 3.50pm and 4.10pm and for three quarters of an hour between the end of supper and 8.45pm. You must sign out with boarding house staff.

Permission will be given to attend sports training or similar leisure activities in the evenings outside school.

### **Free Evening Privilege**

Study boarders may be out of school from 3.50pm to 6.45pm on **two** specified afternoons a week.

**This privilege may be removed for individuals who are clearly abusing it or who are falling behind on their work.**

### **Special Occasions**

For special events occurring in the evening such as an 18<sup>th</sup> birthday that falls midweek, Chinese New Year, or a parent visiting from overseas, pupils must complete a Special Occasions Form. This should be passed, with appropriate details and at least two days' notice, to the Head for authorisation.

### **Weekends Out**

Pupils may leave school on a Friday once their lessons for the day are finished. If this is before the end of the school day at 3.50pm, they must advise a member of boarding house staff in advance. They must return by 8.00pm on the Sunday or before 8.30am on Monday.

### **Weekend Days Out**

#### **Study I**

On Saturday, pupils can sign out from 12 noon (after prep) and return by 10.00pm (after 10.00pm by arrangement with House staff).

On Sunday, pupils can sign out from 9.30am and return by 8.00pm

#### **Study II**

On Saturday and Sunday, pupils can sign out from 9.30am and must return by 10.00pm on Saturday (after 10.00pm by arrangement with boarding staff) and by 8.00pm on Sunday.

Councillors may be out until 9.30pm on a Friday night.

### **Half Term**

Boarders may return before 8.30pm on the night before school re-starts.

### **Start of Term**

All boarders must report in by 7.30pm.

## **Permissions and Weekends (Boarders)**



Every Friday after supper there is a boarders meeting, where boarders inform boarding house staff on what they would like to do on the Saturday and Sunday. Any emails regarding weekend activities should be sent to [permissions@wychwoodschoo.org](mailto:permissions@wychwoodschoo.org)

- a) If boarders have planned a trip outside of Oxford, this should have been communicated in advance to boarding house staff and there must be an email from a parent or guardian requesting the visit. Details of their plans for the weekend are then recorded in the Permissions folder
- b) The same rules as above apply if a pupil has been invited to spend a weekend with a friend. An email must be sent from the parent or guardian of the pupil giving permission for the visit, as well as an email from the parent or guardian of the friend they are visiting, with their full address and contact details
- c) Telephone permissions and event invitations only are not acceptable
- d) For day expeditions within and in the near vicinity of Oxford, no email permission is required but the pupil must state their destination and sign out with the boarding house staff on duty. If they return before 8.00pm, they should sign in with the boarding house staff
- e) Pupils are expected to carry a working mobile phone, and the number must have been given to the school

### **Weekly Boarders**

|               |   |
|---------------|---|
| Start of term | Report by 7.30pm  |
| Weekends      | Report out at 3.50pm Friday - Report in at 8.00pm Sunday or 8.20am Monday |

### **Meals**

Boarders must attend **ALL** meals from Monday to Friday. At weekends, Study I must attend Saturday breakfast but do not have to come to Sunday breakfast. Study II do not have to attend breakfast on both Saturdays and Sundays. If in school, all Study pupils must attend lunch and supper on Saturday and Sunday.

Pupils should be properly dressed and should not have wet hair at breakfast.

Any member of Wychwood Sixth requiring a packed meal should make appropriate arrangements with the kitchen staff through their form teacher, who will authorise the request. The meal must be collected from the kitchen at a mutually agreed time.

### **Visitors**

Whenever parents, other relatives, friends, or past pupils visit the school, you should inform the office (weekdays) or the member of staff on duty (evenings and weekends) and they must sign in and out on the visitors' iPad in reception.

You may have visitors at the Study Common Room at weekends from 2.00pm - 9.30pm. Visitors may be in the Study Common Room between 7.30pm - 9.00pm on Friday evenings and they must sign in and out on the visitors' iPad in reception.

### **Dress Code**

Pupils do not wear school uniform. They should wear smart, casual clothing of their own choice. They also need to have one set of smart clothes to wear for formal occasions (Open Mornings, Carol Service, etc.). The school reserves the right to ask pupils to return home to change if the pupil's choice is inappropriate.

Tracksuit bottoms/sweatpants, leggings and sports shorts are **unacceptable** items of

clothing for everyday use.

The school sportswear must be worn at all times for PE lessons. Trainers must be worn at all times for PE lessons. We do not expect pupils to do sports in everyday clothing or shoes. All Study representing the school for matches must wear their formal school PE kit.

### Telephones

Mobile phones may be used except during school hours (i.e. registration, assembly, lesson and prep times) and after bedtime. Please be sensitive to those around you as a *See it, Hear it, Take it* policy operates for pupils below the Study.

**Please make sure that the school has a record of your mobile number in case of emergency.**

### Valuables

The school cannot accept responsibility for the security of personal articles. Reception or boarding staff will look after items of value or they should be locked in your locker. All items should be named.

**Passports must be handed in to boarding house staff at the beginning of every term for safe keeping.**

**Money must never be kept in a bedroom or unlocked locker and must be handed in to the boarding house staff for safe keeping.**

### Electrical Equipment

Pupils must ask permission to bring electrical equipment to school. You are not allowed to bring electric heaters of any sort. Unauthorised items will be confiscated as they can pose a fire risk.

All electrical equipment must be PAT tested by school Facilities Staff, and records are kept for inspectors to check.

### Insurance

Please check that you have adequate insurance to cover loss or accidental damage to personal belongings especially delicate and valuable ones such as laptops, tablets and mobile phones that are easily damaged.

### Private Cars

There must be no travelling in private cars without agreement from the school, and written permission from the parents of the driver, and the parents of the passenger(s).

If you have passed your driving test and wish to come to school by car it is not possible to park on school property. A boarder who wishes to have a car at school may park it in the school car park between the hours of 9.00pm and 8.00am with permission from the Head. The area around the school is for Resident Permit Holders only, so it is not at all practical to have a car in Oxford.

### School Rules

For the Health and Safety of all members of the school we do not allow smoking, vaping or drinking alcohol anywhere on the school premises, unless alcohol is offered with a meal at a school event.

We can never be expected to support the actions of a pupil who breaks the law, such as



by shoplifting, buying or drinking alcohol or tobacco products when under age or being in possession of, or using, illegal drugs or 'legal highs'.

The internet and computer facilities are provided by the school for the benefit of everyone. Any pupil who abuses the internet, email or computer facilities will have access denied except under supervised conditions.

### **Welcome to Wychwood Sixth**

Above all else we wish you a happy and productive time with us. If you have any questions please do not hesitate to ask. You can come and talk to us in person or contact us via email.

Mr M Pennington - Head of Wychwood Sixth and Study II Form Teacher  
[m.pennington@wychwoodschoo.org](mailto:m.pennington@wychwoodschoo.org)

Mrs Georgina Troth - Study I Form Teacher  
[g.troth@wychwoodschoo.org](mailto:g.troth@wychwoodschoo.org)

### **Important Contact Details**

School Reception: 01865 557 976

Absences: 01865 517 111

[permissions@wychwoodschoo.org](mailto:permissions@wychwoodschoo.org) (Boarding changes)

[attendance@wychwoodschoo.org](mailto:attendance@wychwoodschoo.org) (Day to day changes)

Contact numbers for staff after school hours:

Senior Boarding House Staff 07983 096 641

Junor Boarding House Staff 07983 096 536



## **WYCHWOOD**

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