



WYCHWOOD

SCHOOL • OXFORD

Wychwood Sixth Handbook 2025-2026



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 will have a progress tutor that will meet with you often to help you progress.

You have 4 or 5 hours teaching per subject per week. In addition, you should expect to do 5 hours prep per subject each week. This may be reading, essay writing, practical work, both artistic and scientific, or extension work and past-paper questions. In addition you will have timetabled PSHE lessons that aim to develop you ready for the next steps.

The Extended Project Qualification (EPQ) 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, interview and aptitude test practice.

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

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.

The Study area is well equipped with individual study booths and there are tea and coffee making facilities as well as a social space. We expect you to respect this space and use it wisely, access is a privilege.

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 reception. 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 to visit North P briefly and for lunch 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. We aim to treat you as young adults and we expect you to respond accordingly.

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.

We encourage you to take advantage of our wonderful location and engage with additional events and lectures in and around Oxford. 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 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 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* evening in the first few weeks of term to allow the new Study I (Year 12) to benefit from the experiences of Study II (Year 13). 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) take part in the Tycoon Enterprise competition in Michaelmas, where you form companies, write a business plan and trade for profit. 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 (Year 13) are encouraged to work constructively towards organising the Study Ball.





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.). Hair colour and jewellery should reflect smart casual wear. The school reserves the right to ask pupils to return home to change if the pupil's choice is inappropriate. Tracksuit bottoms/sweatpants, vest tops, strappy or cropped tops, leggings and sports shorts are unacceptable items of clothing for everyday wear. Piercings should be kept discreet and visible tattoos are not acceptable.

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 in the study area. Please be sensitive to those around you as a pupils below Study (Years 12 and 13) are not allowed to use their phones on site at any point during the school day. Please do not use your phone outside the study area or in the dining hall. The school operates a 'See it, Hear it, Take it' policy and if pupils are seen to have a phone out at any point, the phone will be confiscated and held securely in the office until the end of the day. Please lead by example when using your mobile phone.

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

Laptops

You are required to have a device in school charged ready for all your lessons. We use Sharepoint and Teams for class work and collaboration. You are expected to have a charged device with you each day. You will be asked to sign and agree to the ICT policy and are made aware that during school hours the system is subject to filtering and monitoring.

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.

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 underage, or supplying them to a minor 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.



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 Sixth Form Area.

Day Pupils Arrive

8.30am	Registration with Form Teacher in form rooms (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
4.15 - 6.00pm	Prep - The Study Area will be open until 6pm

Day pupils go home unless staying for prep or activities, but they should not be in school after 6.00pm unless they are attending a school event or going on an evening school trip. Please sign in with staff on prep if remaining and remember to tick out when you leave.

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

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. Please note: boys and girls are not allowed in each other's rooms.

Lights out for everyone at 11.00pm.

Weekend Timetable

Saturday

10.00 am	Breakfast
12.30pm	Lunch
6.00pm	Supper
9.30 pm	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 8pm.

Sunday

10.00am	Breakfast
12.30pm	Lunch
6.00pm	Supper
8.15pm	Return for house meeting
9.00pm	Report for bed

Weekend Times (Full Boarders)

At weekends pupils must sign in and out in the Big English 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. Boarders may not return to their bedrooms during the school day. 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. If you are to miss dinner then 24 hours notice is required.

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. This can be twice a week from 4-6pm you must sign out with boarding staff and let them know where you are going.

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

Free Evening Privilege

Study (Year 12 & 13) boarders may be out of school from 3.50pm to 6pm on **two** specified afternoons a week.

This privilege may be removed if you are found to be abusing it or are falling behind with work.

Special Occasions

For special events occurring in the evening such as an 18th birthday that falls midweek, Chinese New Year, or a parent visiting from overseas, pupils must complete a Special Occasions Form. Parents must email permissions@wychwoodschoo.org.

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 Staff in advance. They must return by 8.00pm on the Sunday or before 8.30am on Monday. This must be accompanied with parental / guardian request in writing in advance.

Weekend Days Out

Study I (Year 12)

On Saturday, pupils can sign out from 9.00am and return by 10.00pm (after 10.00pm by arrangement with Boarding Staff).

On Sunday, pupils can sign out from 9.00am and return by 8.00pm

Study II (Year 13)

On Saturday and Sunday, pupils can sign out from 9.00am 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 Friday nights.

Half Term

Boarders may return anytime from 4pm up to 8.30pm on the night before school re-starts.

Start of Term

All boarders may return anytime from 4pm up to 7.30pm on the night before school starts.

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

- 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 in the Study Common Room at weekends from 1.00pm – 6pm.



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.

Mrs Georgina Troth - Head of Wychwood Sixth	g.troth@wychwoodschoo.org
Mr M Pennington - Study II Form Tutor	m.pennington@wychwoodschoo.org
Miss K Forster - Study II Form Tutor	k.forster@wychwoodschoo.org
Mr P Humphreys - Study I Form Tutor	p.humphreys@wychwoodschoo.org

Important Contact Details

School Reception: 01865 557 976

Absences: 01865 517 111

permissions@wychwoodschoo.org (Boarding changes)

attendance@wychwoodschoo.org (Day to day changes)

Contact numbers for staff after school hours:

Boarding Staff: 07983 096 536



Wychwood School
74 Banbury Road
Oxford
OX2 6JR
wychwoodschool.org