



WESTHOLME SCHOOL

**Senior School  
Parents' Handbook**

**2018 – 2019**

Principal  
Mrs L M Horner

**Westholme Senior School**

Telephone: 01254 506070  
Wilmar Lodge  
Meins Road  
Blackburn  
BB2 6QU

**Westholme Junior School**

Tel: 01254 692828  
Beardwood Bank  
Preston New Road  
Blackburn  
BB2 7AA

Headteacher  
Mrs R Barnett

**Westholme Infant School**

Tel: 01254 686590  
Billinge House  
Preston New Road  
Blackburn  
BB2 6PS

Headteacher  
Mrs R Barnett

**Westholme Nursery**

Tel: 01254 686590  
Billinge House  
Preston New Road  
Blackburn  
BB2 6PS

Nursery Manager  
Mrs C Thompson

www.westholmeschool .com - Information - Contact us  
[http://www.westholmeschool.com/index.php?option=com\\_content&view=article&id=1709&Itemid=1139](http://www.westholmeschool.com/index.php?option=com_content&view=article&id=1709&Itemid=1139)

Chair of Governors  
B.C. Marsden, F.C.A.

Westholme School  
Wilmar Lodge  
Meins Road  
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www.westholmeschool .com - Information - General School Information - Board of Governors  
[http://www.westholmeschool.com/index.php?option=com\\_content&view=article&id=1377:59-board-of-governors-westholme-independent-school-blackburn-lancashire&catid=122:information&Itemid=857](http://www.westholmeschool.com/index.php?option=com_content&view=article&id=1377:59-board-of-governors-westholme-independent-school-blackburn-lancashire&catid=122:information&Itemid=857)

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## **The Aims of the School**

In general we aim:

- To help each child to realise to the full her or his own aptitudes, abilities and qualities.
- To create a caring community in which pupils are offered help and guidance both academic and personal without unwarranted intrusion into their individual privacy.
- To provide a wide range of extracurricular activities to build pupils' self-confidence and enrich their talents and learning.

Our academic aims are:

- To provide a curriculum which offers a balanced course, including the skills of numeracy, literacy, communication and the study of the physical, social and aesthetic environment.
- To encourage a positive attitude to study.

Our social aims are:

- To create an environment in which students are encouraged to be courteous and considerate to others, respecting their property, personal dignity, opinions and abilities.
- To encourage all students to take an active part in the running of the community.

Our aims within the wider community are:

- To encourage students to play an active part in the local community socially, culturally, and in games and sports.
- To involve the community and especially the parents, in the life of the school, so far as is consistent with the articles of government of the school.

## **Ethos**

Westholme School has a Protestant Christian foundation but 'all its benefits.... shall be open to pupils of any creed'. (Articles of Association of Westholme School 1968).

It is the ethos of Westholme School that all pupils of all ages should be valued for their achievements and positive qualities. Throughout the community of Westholme there will be respect for religious and moral values and tolerance of other races, religions and ways of life. All people who make up the community of Westholme should receive equality of opportunity with their peers. While knowledge of and respect for different cultures will always be encouraged, no one should seek to impose his or her beliefs and practices upon others.

## **Mission Statement**

'Children come first'

[www.westholmeschool.com](http://www.westholmeschool.com) - Information – General School Information - Aims and Ethos

## Senior School Staff

### Principal

Mrs L M Horner

### Commercial Director

Mrs V J Davenport

### Deputy Head - Academic

Miss F Smith (smithf@westholmeschool.com)

### Assistant Head – Pastoral

Mrs J S Gough (goughj@westholmeschool.com)

### Assistant Head

Mrs Z Kenealy (kenealyz@westholmeschool.com)

### Assistant Head - Pastoral

Mrs C Hornby (hornbyc@westholmeschool.com)

### Heads of Year

Year 7	Mrs M Law (lawm@westholmeschool.com)
Year 8	Mrs L Cowan (cowanl@westholmeschool.com)
Year 9	Dr E Riley (riley@westhomeschool.com)
Year 10	Mrs D Hughes (hughesd@westholmeschool.com)
Year 11	Mrs A Moore (moorea@westholmeschool.com)

### Head of Sixth Form

Mr J Oracz (oraczj@westholmeschool.com)

### School Nurse

Mrs V Kendal

A full staff list can be found on the school website:

[Staff](#)

## **Parental contact with school**

Should a parent wish to contact school about a more serious query or concern, we ask that parents email or telephone their child's HoY. As the HoY, they have the overall view of each child and will converse with the relevant Form Tutor, teacher or Head of Department (HoD) depending on the nature of the enquiry. Please do understand however, that an immediate response is very unlikely. All our staff have high levels of teaching commitments and are sometimes unable to contact a parent for a few hours, and sometimes not until the next day; where possible contact will be made within 24 hours. Please be understanding; HoYs will always strive to contact you as soon as they can. If the matter needs to be dealt with immediately, parents should telephone reception who will take a message if the relevant member of staff cannot be found. Please give as much detail as possible when speaking to the Receptionist; you will then be contacted by a relevant member of staff.

A serious pastoral matter may be referred by the HoY or Pastoral Deputy Head, and any serious academic matters to the Academic Deputy Head.

Our Parents are advised that they should make an appointment to avoid disappointment if they wish to see a member of staff. Simply turning up at school expecting to see a member of staff usually leads to frustration and annoyance as, more often than not, that particular member of staff is either teaching or involved in another meeting/co-curricular activity. Parents are asked to make appointments with the HoY; other staff will be asked to these meetings where appropriate or information will be passed on subsequently.

Courtesy and respect between all members of the Westholme community is intrinsic to our ethos, in order to maintain a workplace where everyone feels safe. We set an example to our pupils by nurturing a mutually respectful environment. If a parent or visitor speaks to a member of staff or any member of the school community in a disrespectful or aggressive manner, they can expect to have their communication/meeting cut short and rearranged for such a time when they are able to communicate in a polite and calm manner. Physical or verbal harassment, violence or aggressive or intimidating behaviour towards any member of the Westholme community will not be tolerated and firm actions will be taken, if necessary from outside agencies, to maintain our commitment to this position.

## Timing of the Senior School day

Registration	8.45am
Assembly	8.55. - 9.10am
Lesson 1	9.10 – 9.55am
Lesson 2	9.55 – 10.40am
Break	10.40 – 10.55am
Lesson 3	10:55 – 11:40am
Lesson 4	11.40 – 12.25pm
Lunch	12.25 – 1.25pm
Registration	1.25 – 1.30pm
Lesson 5	1.30 – 2.15pm
Lesson 6	2.15 – 3.00pm
Lesson 7	3.00 – 3.45pm

## Form Teachers

<u>FORM</u>	<u>ROOM</u>	<u>TEACHER</u>	<u>HEAD OF YEAR</u>
7 Bowland	B1	Mrs C Hall	Mrs M Law
7 Calder	B2	Mrs C Lewis	
7 Longridge	B4	Mr J Charnock	
7 Pendle	B5	Miss M Furness	
8 Bowland	19	Mr M Worden	Mrs L Cowan
8 Calder	16	Mr R Cornwall	
8 Longridge	15	Miss E Thompson	
8 Pendle	22	Miss L Dent	
9 Bowland	23	Mrs C Bateman	Dr E Riley
9 Calder	30	Mrs R Oracz	
9 Longridge	24	Mrs L Pringle	
9 Pendle	31	Mr L Purdy	
10 Bowland	A2	Mrs R Bradshaw	Mrs D Hughes
10 Calder	A16	Mr A Desai	
10 Longridge	A15	Mrs L Laycock	
10 Pendle	A3	Mrs R Waldron	
11 Bowland	A40	Miss B Parkinson	Mrs A Moore
11 Calder	A36	Miss P Incerti	
11 Longridge	A38	Dr P Watson	
11 Pendle	A37	Mrs E Brown	
VIS	A61	Mr D Stewart	Mr J Oracz
VIC	A62	Mrs J Corrigan	
VIG	A63	Mrs J Green	
VIH	A64	Mrs R Hadjigeorgiou	



## **Term Dates 2018 - 2020**

### **Autumn Term 2018**

Tuesday 4th September - Year 7 and 12 Induction  
Wednesday 5th September - **Term starts**  
Monday 22nd October - Friday 2nd November incl. - HALF TERM  
Tuesday 18th December - **End of Term**

### **Spring Term 2019**

Monday 7th January - **Term Starts**  
Monday 18th - Friday 22nd February incl. - HALF TERM  
Wednesday 3rd April - **End of Term**

### **Summer Term 2019**

Wednesday 24th April - **Term Starts**  
Monday 6th May - Bank Holiday  
Monday 27th May - Friday 31st May incl. - HALF TERM  
Wednesday 10th July - **End of Term**

### **Autumn Term 2019**

Thursday 5<sup>th</sup> September – **Term Starts**  
Monday 21<sup>st</sup> October – Friday 1<sup>st</sup> November incl. – HALF TERM  
Friday 27<sup>th</sup> March – **End of Term**

### **Spring Term – 2020**

Monday 6<sup>th</sup> January – **Term Starts**  
Monday 17<sup>th</sup> – Friday 21<sup>st</sup> February incl. – HALF TERM  
Friday 27<sup>th</sup> March – **End of Term**

### **Summer Term – 2020**

Tuesday 21<sup>st</sup> April – **Term Starts**  
Monday 4<sup>th</sup> May – Bank Holiday  
Monday 25<sup>th</sup> May – Friday 29<sup>th</sup> May incl. – HALF TERM  
Wednesday 8<sup>th</sup> July – **End of Term**

## **Policies**

### **Safeguarding Policy**

Our Safeguarding policy (including Staff Code of Conduct) along with our Safer Recruitment Policy are fully accessible on our website: [Policies](#)

If you require a hard copy please contact the School Office.

### **Other School Policies**

The following information is also available upon request:

- Policy on and Arrangements for Admissions, Discipline and Exclusions
- Education and Welfare Provision for pupils with statements and pupils for whom English is an additional language
- Curriculum Policy
- Health and Safety Policy
- Policy to Prevent Bullying
- Behaviour Policy
- First Aid Policy
- Complaints procedure/number of formal complaints in previous school year
- Academic performance during the previous school year [Exams](#)
- Latest inspection report [Inspections](#)

## **Attendance and Procedures For Reporting Absence**

It is a well-known fact that there is a strong correlation between high attendance and strong academic success. We are also **always** asked to comment on attendance (including holidays taken during term-time) and punctuality in references, both for university applications and for full-time / part-time jobs.

If a student is absent for a genuine reason they must bring a signed letter from a parent and give it to their form tutor on the first day that they return to school.

**If your child does fall ill and is unable to come to school, please ensure that you contact the school reception by 8.45am at the latest.** Emails can be sent to school, but they must be followed up with a hand signed record of the reason for absence.

As much as possible, appointments should be made outside of the school day.

### **Registration**

It is a legal requirement that we register students twice a day, although each class teacher will also take a register at the start of each lesson.

If, on occasion, a student misses registration for a valid reason, they must ensure that they sign in correctly at reception so that the mark can be transferred into the register and also so that we know they are on the school premises.

## Uniform

- All school uniform is available through the uniform supplier Schoolblazer - [www.schoolblazer.com](http://www.schoolblazer.com)
- In the case of items indicated by 'Westholme', **no variation from the official pattern is permitted** and these articles **must** be obtained from [www.schoolblazer.com](http://www.schoolblazer.com)
- The school **strongly** recommends the option to have name tapes attached at the time of purchase.
- Queries relating to uniform should be directed to Mrs Walker-Smith on (01254) 506082.
- Full uniform lists, **including guidance on Sixth Form Dress**, can be found on the school website: [Uniform](#)

### Guidance for Years 7 - 11

Pupils are required to wear their uniform with pride, as smart representatives of the school, whilst at school and when outside of the school grounds. We expect pupils to adhere to these requirements.

Students must:

- Wear only the official school uniform including plain black shoes (not canvas or trainers).
- Be clean, tidy and well turned out.
- All articles of clothing and personal possessions must be clearly marked with the full name of the pupil (many pupils have the same initials so these on their own are not particularly helpful).
- Wear their blazers to and from school.
- Always wear their blazers to lessons (except Science and practical subjects when they should be left in cloakrooms / in their locker). Blazers must not be left on chair backs but can be placed there during lessons if a pupil becomes too warm. Pupils do not need to ask permission to remove blazers during lessons.
- PE kits should only be worn for PE lessons and extra-curricular activities or from lunchtime if the students have an away fixture.
- Always have their shirts/blouses tucked in.
- Be clean-shaven at all times.

Students must not:

- Wear Apple wristwatches (or equivalent).
- Have their hair in a bizarre or outlandish style. Hair should be no shorter than a number 2 clipper setting. It should be of a natural colour. If these guidelines are not abided by, students can expect to be sent home until such time as their hair is deemed appropriate for school. Long hair must be tied back. Hair ties must be plain black or purple.
- Wear make-up, nail varnish or false tan.
- Have tattoos.

Students may:

- Wear one pair of small plain gold or silver ear studs (one stud only in the bottom of each ear lobe) and a wristwatch. Any other jewellery will be confiscated and kept until the end of term.

## Non Uniform Day Guidelines

In the interest of creating a positive atmosphere, ensuring that lessons are not adversely affected and also so that some students do not feel under pressure, the following guidelines for non-uniform day are in place:

- Non uniform days are usually to be used for the purpose of raising money for charity
- Where possible a modification to the uniform must be first suggested (For example: silly socks, hair accessory, wear something red for red nose day)
- Students must not wear items that are deemed inappropriate for school:
  - No revealing clothing such as: cropped tops, '*short*' shorts, see through garments or pyjamas
  - No garments with visibly rude or offensive slogans displayed on them
- Students must be prepared and adhere to the health and safety rules that normally apply during practical lessons on non-uniform day (For example: hair tied back in practical sessions, wearing PE kit in PE lesson, no jewellery in PE/practical lessons)
- Students who are dressed inappropriately will be asked to cover up and / or wear PE kit for the duration of the day
- Make-up and nail varnish may be worn on non-uniform days but must be completely removed before returning to school for the next 'normal uniform' day.

## **Before and after school care**

### **After school care**

All pupils must leave the school premises by 16:15pm or report to the Learning Resource Centre (LRC) where supervision will be provided.

There will be a daily charge of £7.50 per session for each pupil in Years 7-11 staying after 16:15pm. Parents will be charged half termly in arrears for this service.

Pupils are expected to use their time wisely (e.g. completing homework/reading etc.)

The after-school care provision will close at 17:50pm to allow staff to clear the premises and lock up. Therefore, all pupils must be collected by this time.

Where pupils are attending a supervised co-curricular activity such as a sporting practice, drama rehearsal etc. then no charge will be made. Similarly, pupils waiting for individual music lessons, LAMDA lessons, paid coaching sessions etc. will not be charged. These pupils do still need to go to the LRC and sign in with the member of staff on duty if their session does not start until after 16:15pm however.

### **After school arrangements**

It is imperative that we know who is on site for Health and Safety / Fire reasons etc. so the following instructions must be followed:

#### **Years 7-11**

If pupils from the Senior School are still in school after 4:15pm, they must be supervised. This can either be in the form of a staff run club (e.g. sport, drama etc.) where the member of staff will register them, or they must go to the LRC to be signed in there. Parents of Years 7-11 will be charged for supervision in the after-school club in the LRC (see section on after-school care).

#### **Sixth Form**

If Sixth Formers are still in school after 4:15pm, they must sign in so that we know they are on site. This can either be in the form of a staff run club (e.g. sport, drama etc.) where the member of staff in charge will register them, or they will need to go to the LRC to be signed in there. They must also sign out when they leave too.

# Westholme School Coach Service

## Introduction

Westholme School coach service is currently available to pupils from Junior School – Sixth Form. We do not encourage Infant Children to travel on the coach. However if there is a specific requirement for an Infant pupil to take the journey with a sibling, this should be discussed with us in advance. This is an unsupervised facility. In line with Westholme's ethos of care and respect we would encourage older pupils to support younger coach users but this should not be relied upon.

To reserve a place for your child on a school coach there is a coach booking agreement to travel form on our website. Please complete and return to Mrs Walker-Smith, Accounts Administrator, in order to reserve a seat on the coach (01254 506082). Details of all current stops are included in on the website and should be referred to for current pick up and drop off times: [Coaches](#)

Permanent coach users will be issued with a coach pass within the first few weeks of the Autumn Term. No child will be refused access to the coach, however, if your child does not have their pass or a single journey ticket the driver will take the pupil's name and include this on a register.

Ad hoc use of the coach is permitted at a cost of £5.00 per journey – tickets must be purchased from Mrs Walker-Smith. It is permitted for your child to use a different coach (e.g. to go to a friend's house etc.), please just request this from Mrs Walker-Smith to ensure there will be a seat on the coach for them.

The current cost for a journey is £5.00.

## General Information

We constantly strive to improve the service offered to parents including the removal of coach stops that have become obsolete and the addition of new stops for families new to school, or existing families where there is a change of circumstances. Generally this is done as part of our annual review of the coach service which is carried out during the Summer Term and over the summer holidays.

At the start of the School Year, or if you are a new family, you will not necessarily know what after School activities your child will wish to be involved with. We understand this and are very flexible with coach bookings for the first term your child is in School. Please contact Mrs Walker-Smith in the Accounts Team to discuss this matter further.

When waiting for the coach in the morning, should the coach not have arrived 10 minutes after the appointed time, the most senior pupil at the stop should ring school and report its non-arrival. We will contact Tyrers who will investigate and will then contact the pupil at the stop and let her/him know what is happening.

School Contact number: 01254 506070 (after 8am)  
Tyrers Coaches contact number: 01257 480979 (option 1)

In order to optimise traffic conditions, coaches will not stop if there are no pupils waiting at the nominated stopping place. It is our normal procedure to request that pupils do not wait in cars until the coach arrives but stand at the allocated stop. Whilst we hope that the timings are accurate, there may be occasions when traffic is light and the coach arrives early. To cover for this we ask that your son or daughter is at the stop five minutes before the departure time.

The provision of coach services can be subject to events beyond our control, such as traffic conditions, road works and adverse weather. Tyrers and Westholme work hard to maintain an excellent service for you and your children.

## Pupil Conditions of Travel and Code of Conduct

All Westholme School coach users must comply with the following conditions at all times of travel.

### **PARENTS ARE ASKED TO SIGN AND RETURN THE AGREEMENT TO TRAVEL FORM TO THE SCHOOL OFFICE AND BY DOING SO ACCEPT THESE CONDITIONS**

#### Responsibilities

- Westholme School is responsible for all pupils using the school coach once pupils disembark the coach at school in the morning and until the coach leaves the school grounds at 3.55pm in the evening.
- Tyrers Coaches are responsible for all pupil passengers whilst on the coach.
- Parents/Guardians are responsible for their child/children until their child/children embark the coach in the morning and disembark the coach in the evening. Parents must make arrangements for the safe and timely collection of their child/children from the bus stop. Unfortunately the coach driver cannot wait due to the collective responsibility for every child on the coach and the implications of a delay.
- There is NO adult supervision on the vehicles other than the driver. Children MUST remain seated at all times for their own comfort and safety, and the safety of their fellow passengers. All vehicles are fitted with seatbelts. Pupils are required to wear seatbelts at all times while the vehicle is in motion. **This is a legal requirement.** Failure to do so is not the responsibility of the driver or vehicle operators.
- Pupils are to remain in their seats whilst the vehicle is in motion. The actions and behaviour of the children on the vehicle, or the consequences thereof, shall not be the responsibility of the operating company.
- The driver is not to be distracted whilst the vehicle is in motion.
- All pupils are expected to behave in a proper manner and to have regard to common courtesy to the driver, fellow passengers and the vehicle.
- Incidents of unruly or disruptive behaviour will NOT be tolerated and will be firmly dealt with.
- Prefects and senior pupils do have seniority over ALL children on the coach and will report unacceptable language or behaviour to the appropriate school authorities.
- Parents are asked to ensure their children know exactly what is expected of them on the coach journey.

#### Logistics

- Pupils must be at the stop **five minutes before** the timetabled time.
- Pupils must not dismount the vehicle at any other bus stop than their booked stop without prior notice to School from parents.
- The School reserves the right to amend the routes, pick up points (and times) along with occupants of the coach at any time in order to make best use of the vehicles.
- Seats may not be reserved or occupied with bags. Any passenger is entitled to remove bags from a seat and occupy it. Bags and/or any other items must not obstruct the aisles at any time. It is the children's responsibility to look after their own belongings.
- In cases of extreme weather, most notably snowfall, parents are advised to check the Westholme website which will be updated by 7am.



## **Travel by car**

If arriving at school by car, please note the following arrangements:

If you are dropping off or picking up, would you please:

- Turn left into the drop off area on Meins Road opposite the entrance to Wilmar Lodge.
- To drop off use the furthest parking bay either on Meins Road or in the drop off area.
- Continue in a clockwise manner to exit.

The same procedure applies at the end of the school day. It is important that you do not try to park too close to the school gates as the coaches cannot pass and we can have some spectacular traffic jams. Please do not double park or drive slowly around the area in the hope that your child will come out of school whilst you are still moving- this is inconsiderate to other parents and again causes traffic congestion.

In addition, for the safety of our children, please remember that no parents should be driving into the school car park in the morning or at the end of the day for collection until after 4.15pm.

If your child is on crutches, for example, please contact school as special arrangements can be made for you to drop off/collect your child from reception at certain times. Please note that the speed limit on the school site is 5 mph.

Sixth Form students should not be dropped off or picked up from the Sixth Form Centre at the beginning and the end of the school day, but must follow the same rules as above.

## **Procedures in the event of adverse weather conditions**

The website is the most reliable way of obtaining information in the event of any emergency:  
[www.westholmeschool.com](http://www.westholmeschool.com)

- In the event of heavy overnight snow, the website will be updated by 7.00am.
- During any periods of extreme weather, the website will be continually updated.
- Parents may also be contacted by text message and /or email. It is therefore particularly important that parents and guardians keep school informed of any contact detail changes.
- It is the School's aim that all sites will remain open but in the event of adverse weather conditions, closure may become necessary to maintain a safe and staffed environment. In this case, it is important that the emergency procedures are clearly understood by all pupils, parents and staff.

## **Examinations**

### **Internal Examinations**

Pupils from Year 7 to Year 10 have school examinations in the Summer Term: usually just after the May half term holiday. In addition, the following take place:

- GCSE mock examinations start before the Christmas holidays, with the rest taking place immediately after.
- A Level mock examinations in February
- Y10 school examinations immediately after the Christmas holidays

Internal, school examinations take place mostly in individual classrooms, Lecture Theatre and the Theatre. Timetables will be given to students in advance and be available on the school's website.

Year 7-10 students attend school as normal for school examinations, however study leave is given to Years 11 and 13 for the mock and public examinations. Details are sent to parents and it is vital that students on study leave follow instructions carefully about registration and signing out so that we know how many students are in school at any one time.

Where students are entitled to special arrangements, this will be coordinated by the school's Head of Learning Support, Mrs Klenk. As far as possible, any special arrangements appropriate for public examinations will be made for school examinations.

Any unexpected absence for school examinations must be reported in the usual way and students will be expected to make arrangements to sit any papers missed. If the absence is known in advance, the student or parent should contact Miss Smith or the appropriate Head of Year to rearrange any missed papers.

### **External Examinations**

Examinations Officer: Mrs Bentham

The main period of public examinations is from mid May to the end of June. The Sports Hall and Lecture Theatre are the main venues used for this period.

It is absolutely vital that candidates arrive on the right day and at the right time for their examinations. Parents should check their child's examination timetables carefully and make arrangements for transport to and from school. It should also be noted that afternoon sessions often continue after the end of school, sometimes beyond 5.00pm.

In addition, parents should be aware of the following:

- Students will be issued with detailed instructions about the examinations before their first examination.
- Students must adhere to School uniform/dress code when taking any examination.

### **Special Arrangements**

Special arrangements can be made for candidates with difficulties known about in advance of an examination, for example, providing enlarged examination papers for candidates with poor eyesight or more time for candidates with dyslexia or those who have long term illness. Most of these arrangements must be agreed by the examination board and the school must be able to explain any which are agreed internally.

Whenever possible, the examination boards ask that requests for special arrangements are made at the same time as examination entries at the beginning of February. A doctor's letter or Educational Psychologist's report are needed to send to the examination board with the request form. Mrs Klenk, Head of Learning Support, will coordinate with the Examinations Office regarding any special arrangements.

### **Illness during Examinations**

Parents should inform the school as soon as possible if their child is too ill to take an examination. In all but the most extreme cases, students should attempt to come to school to take the examination. Special arrangements can be made in order to allow students to take the examination.

### **Special Consideration**

Special Consideration can be requested for candidates who are ill or who have other difficulties on the day of an examination or just before. Candidates must still take the examination. This requires parents to provide a doctor's note or other appropriate evidence as soon as possible, as applications need to be made within seven days of the examination. Please note that Special Consideration is usually only granted where there is a serious incident or difficult situation just before an examination. Special Consideration is limited to a very small proportion of the overall grade awarded.

Parents should contact Mrs Bentham if they have any concerns or queries about the public examinations.

The conduct of all external examinations is governed by JCQ guidelines. These are available at the JCQ website: <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

The main 'Warning to Candidates' is displayed in all examination rooms and attached. Please note these do not constitute the only rules and candidates will be given verbal warnings at the start of each examination.

# Westholme School Access Arrangements for GCSE and GCE Examinations

## JCQ Ruling:

Access arrangements are agreed before an assessment. They allow candidates with special educational needs, disabilities or temporary injuries to

- Access the assessment
- Show what they know and can do, without changing the assessment.

The intention of an access arrangement is to meet the particular need of an individual candidate, without affecting the integrity of the assessment.

Access arrangements are the principal way in which awarding bodies comply with the Equality Act 2010, by making **reasonable** adjustments where the candidate who is disabled\* would be at a **substantial disadvantage** in comparison to someone who is not disabled.

\*Disability:- 'a physical or mental impairment which has a substantial and long term (lasting or likely to last for at least 12 months) adverse effect on that person's ability to carry out normal, day to day activities.' Equality Act 2010.

## Access Arrangements at Westholme School

Access arrangements may be put in place for both internal and external examinations for those students

- who are recognised as having a disability as defined by the Equality Act 2010,

And

- whose difficulties are long term and have been known within the school prior to the start of Year 10.

The SENCo, with the support of SLT, will make the final decision regarding whether or not access arrangements should be applied for, in compliance with the Equality Act 2010 and the rules stipulated by JCQ in 'Adjustments for Candidates with Disabilities and Learning Difficulties.'

A pupil cannot be granted access arrangements for an external examination unless such an arrangement is their **normal way of working**, except in exceptional circumstances or an injury.

Normal way of working includes:

Adjustments made within the classroom and for internal tests and examinations:

- coloured paper
- assistance with reading
- enlarged print
- use of a lap top
- 25% extra time for timed activities
- Learning Support on a long term basis, either as part of the curriculum or in addition to the curriculum.

This list is not exhaustive and not all adjustments will apply to all candidates for extra time.

**The SENCo has to be able to show a history of need and provision.**

All students who have been granted access arrangements in Years 7, 8 and/or 9 will be required to be re-assessed during Year 9, as stipulated by JCQ in 'Adjustments for Candidates with Disabilities and Learning Difficulties', to ensure they still qualify for those arrangement currently in place.

### **Assessment for Access Arrangements:**

A formal diagnosis of a specific learning difficulty (sp.l.d) / disability is not sufficient evidence for an application for access arrangements to be made; the criteria, as stipulated by JCQ, must be met e.g. standardised scores for individual assessments showing that the sp.l.d / disability has a significant impact on the pupil's ability to access the curriculum.

Assessment to support an application for access arrangements can be completed in school (preferable) by the Specialist Teacher. Parents may, however, choose to have an assessment done privately, **at their own cost**, by a suitably qualified Educational Psychologist.

If an assessment is to be done privately, the Educational Psychologist **must** request a completed Section A of Form 8, from school, prior to the assessment being carried out.

The SENCo can only complete Section A if school is aware of a history of need and support has been given. An Educational Psychologist report without a completed Section A of Form 8 cannot be used to support an application for access arrangements.

Except in exceptional circumstances, an assessment for access arrangements completed during Years 11 or 13, in the hope of receiving extra time in examinations, will not be sufficient evidence for applying for access arrangements, as such arrangements will not have been the pupil's normal way of working.

### **Further Evidence for Access Arrangements**

All subject teachers have a responsibility in ensuring that those pupils who, under the Equality Act 2010, would be eligible for access arrangements receive them.

Evidence will be sought from subject teachers regarding the following:

- A need for suitable access arrangements owing to impact of sp.l.d / disability on the pupil's ability to achieve their academic potential.
- Ensuring that appropriate access arrangements are in place within the classroom and providing evidence to support this (*form - Access Arrangements/ Teacher Evidence of Need/ May15/JK*).
- Ensuring that appropriate access arrangements are in place for internal tests and that this is recorded. (*Form - Access Arrangements Checklist/ Nov15/JK*)

### **Use of Access Arrangements**

**Access arrangements are implemented for all examinations for all eligible pupils from Year 9 onwards. For those pupils in Years 7 & 8, access arrangements will be implemented when practically possible.**

Some pupils may find that access arrangements are not required across all subjects e.g. a student with dyscalculia may only require 25% extra time for examinations which involve a substantial amount of mathematics. Therefore, providing the evidence is sufficient, appropriate access arrangements will be applied in those subjects affected.

A student who regularly chooses not to make use of the access arrangements available to them, in internal tests and examinations, will **not** have an application processed for GCSE or GCE examinations, as, through their choice, this is not their normal way of working. Evidence to support use of extra time in internal examinations is collected during every examinations session. It is clearly explained to the students that it is their responsibility to change the colour of their pen when working during the extra time period; lack of such evidence may have a detrimental effect on an application for access arrangements for external examinations.

## The Westholme Curriculum

Please see the school website for the most up-to-date information about the school curriculum:  
[Curriculum](#)

### Homework

Homework is an important part of learning. Students will be expected to do homework throughout their academic life and the types of homework set will vary depending on subject and topic. Homework may be used to consolidate and practise knowledge and skills learned in class; extend knowledge and skills beyond those covered in the lessons; or prepare for future lessons. Students should expect to receive more homework as they progress through the school and although timetables are set for Key Stage 3, we expect older students to manage their time more independently.

If there are any problems regarding the amount or type of homework, students or parents should contact the appropriate Head of Department or Head of Year. We understand that students have commitments outside of school and from time to time this may impact on the time available to do homework. We urge students and parents to be proactive in contacting the appropriate Head of Year so we can help manage this.

Homework timetables will be given to parents at the beginning of each academic year.

#### **Showmyhomework.co.uk**

We use Showmyhomework.co.uk to record the homework set by each teacher. The site is accessible directly by typing the web address into a browser, through a search engine or through the link on the Westholme website. Every student and parent will be issued with a unique log-in ID and password which will take them directly to their own homework diary. Without the unique log-in all the information can still be accessed using filters on the web-site.

Class teachers will put their homework on the site each day as well as the date it is due to be handed-in. Students and parents can easily see what homework has been set and what is due in on a given day. We hope this will make it easier to help your child organise their homework more effectively; both in the evening and when packing their bags in the morning!

The site allows staff to include links to web resources and upload worksheets and media files. These can be printed and viewed at home. Resources will still be available in school so that all students can do the homework set without relying on computers at home.



## **Personal Social and Health & Economic Education (PSHEE)**

The personal development of students is a vital part of their secondary education. It provides an opportunity for schools to promote the wellbeing of students.

Personal wellbeing helps young people embrace change, feel positive about who they are and lead healthy, safe, responsible and fulfilled lives. The programme will include sex education and ensure that students are given information about relationships in a considered and age appropriate manner. Students will be able to recognise and manage risk and take increasing responsibility for themselves, their choices and behaviours. PSHEE will also bring together careers education, work related learning, enterprise and financial capability.

PSHEE in Year 7, 8, 10, 11, 12 and 13 will appear as a taught lesson every week and Year 9 will have a collapsed timetable, of a lesson, approximately once per term. It will be taught by a dedicated teaching team and guest speakers will be invited to deliver sessions and share their expertise at selected times throughout the curriculum.

The PSHEE curriculum has been devised using guidance from the Department for Education, Head of Sixth Form and in conjunction with the Senior Leadership Team and the Pastoral support team. If you have any queries regarding the content of the lessons please contact the school.

### **What is Sex and Relationships Education (SRE)**

As part of the PSHEE programme, pupils will be taught about Sex and Relationships.

Sex and relationships education is learning about the emotional, social and physical aspects of growing up, relationships, sex, human sexuality and sexual health. Some aspects are taught in Science and EPR as well as during PSHEE lessons.

A programme of SRE provides accurate information about the body, reproduction, sex, and sexual health. It also gives children and young people essential skills for building positive, enjoyable, respectful and non-exploitative relationships and staying safe both on and offline.

Given the increasing concerns around sexual abuse and exploitation and the growing risks associated with growing up in a digital world, it is important we act in relation to pupil safety.

### **Why is SRE in Schools so Important?**

SRE helps create safe school communities in which pupils can grow, learn, and develop positive, healthy behaviour for life. It is essential for the following reasons:

- Children and young people want to be prepared for the physical and emotional changes they undergo at puberty, and young people want to learn about relationships. Older pupils frequently say that sex and relationships education was 'too little, too late and too biological'. Ofsted reinforced this in their 2013 *Not Yet Good Enough* report.
- SRE plays a vital part in meeting schools' safeguarding obligations. School inspectors are clear that schools must have a preventative programme that enables pupils to learn about safety and risks in relationships.
- Schools maintain a statutory obligation under the Children Act (2004) to promote their pupils' wellbeing and under the Education Act (1996) to prepare children and young people for the challenges, opportunities and responsibilities of adult life. A comprehensive SRE programme

can have a positive impact on pupils' health and wellbeing and their ability to achieve, and can play a crucial part in meeting these obligations.

### **The SRE Programme at Westholme**

SRE will be taught across all age groups, ensuring that appropriate and timely content is delivered to specific year groups.

SRE will be taught to boys and girls separately in Years 7 - 11 by Brook and our school nurse.

If you have any queries regarding content and or wish your child not to take part in any of the sessions please contact either your child's Head of Year, Mrs Gough (Deputy Head Pastoral) or Mrs Law – PSHEE Coordinator (Head of Year 7).



## **Assemblies**

Through our assemblies, we aim to encourage and promote the spiritual, moral, social and cultural development of each pupil in an environment which reflects the spirit and values of our Christian foundation. At the same time, our approach is inclusive rather than narrowly denominational. We hope that all members of our community will want to join fully in all we set out to do.

Assembly is a time set aside for reflection, recollection and stimulus. It is a time when we can explore different religious beliefs, examine influential personal, moral and social issues and draw meaning from events which happen to us and around us. It is a time to become aware of awe and wonder, to consider mystery and the realms of the transcendental. It can be a time for contemplating the profoundly spiritual nature of all aspects of human experience and also for considering our response to issues of the day. The regular weekly assemblies also provide opportunities for routine communication, and the celebration of achievements and events.

We believe that assembly helps to generate, nurture and preserve the ethos of the school along with a sense of tradition and an awareness of shared values. It also functions to maintain the unity, integrity and corporate identity of the school as a vibrant, dynamic, purposeful and caring community.

## Food Glorious Food!

The lunches provided at the Senior School are popular amongst our pupils and staff.

There is always a very wide variety of options on offer including vegetarian and Halal alternatives. Pupils have many choices including hot meals, salads, jacket potatoes, soups, breads and sandwiches.

We take great care to ensure the choices are nutritionally balanced.

Special dietary requirements can be catered for. Please inform the school nurse of any issues and she will liaise with the kitchen staff.

**Pupils may bring their own snacks for break-time in from home should they wish, but please, nothing containing nuts due to our severely allergic sufferers.**

In addition to the lunch-time provision, a break-time breakfast club also runs from 10:40 – 10:55. This is a cash service offering a wide range of hot and cold breakfast items. Pupils must eat these purchased items in the dining room during break.

# Supervision of Pupils

## Extract from Supervision Policy – Senior School

### The School Office

- The office is open from 8.00 am till 5.30pm during term time. Parents needing to contact somebody in school should phone the office. Outside of these times the phone will be on answer phone.

### Pupils' Arrival

- The school doors are opened from 7.30am but pupils are not expected to arrive before 7.45am.
- Pupils requiring assistance between 7.45am and 8.00am may report to whichever member of the Senior Leadership Team is on duty that morning (usually the Deputy Head-Academic). Pupils have information on their form room notice boards explaining this.
- The Reception desk is manned from 8.00am. Pupils should report there if they require assistance before the Form Teacher arrives at 8.45am for registration.

### During the School Day

#### Registration

- A register of pupils is taken by Form Teachers at the start of the morning and afternoon sessions.
- Parents are responsible for notifying the school if their child is absent for any reason by 9.00am; any pupils not accounted for by this time will be subject to a call to the parents to confirm their absence.
- If pupils arrive at school after the register has been taken, they must sign in at Reception before proceeding to Assembly or lessons, as appropriate.
- Staff register all pupils in lessons in their mark books/electronically and investigate unexplained absences immediately.

### In Class and Moving around the Building

- All classes are supervised by the relevant teacher or a cover teacher, if necessary.
- The member of staff in charge of cover ensures that all lessons are covered if necessary and staff are aware of these procedures as published in the Staff handbook.
- Pupils wishing to leave a lesson for any reason must ask permission.
- If pupils need to see the Nurse, the teacher may ask another pupil to accompany them.
- Pupils are allowed to leave during lessons to use the toilets, but they are encouraged to wait for the end of the lesson.
- In certain medical situations, pupils may be allowed to leave the classroom at will; staff are aware of particular arrangements.
- Pupils and staff are always expected to keep left on the school corridors.

### Break Time and Lunch Time

- Morning Break is from 10.40am – 10.55am.
- Pupils can choose where to spend this time but they are usually in their Form rooms, in the school grounds or might be attending a meeting. If necessary, pupils may request to speak to a member of staff about an academic or pastoral issue at the staff room. Pupils are encouraged to go outside on dry weather days.
- Members of staff are on duty at break times on a rota. They are expected to patrol the school building/grounds ensuring appropriate pupil behaviour and one member of staff also supervises breakfast club. Staff not on duty spend their break in the staff rooms and in subject areas around school; they can be called upon at any time.
- Lunch-break is from 12.25pm – 1.25pm.

- At lunchtime, staff are patrolling the premises and are on duty in the Dining Hall. Most members of the teaching staff take their share of lunchtime supervisory duties according to a rota.

#### **Supervision during PE lessons, including changing arrangements.**

- All pupils are supervised during PE lessons in accordance with other curriculum subjects.
- Staff remain in the same building to supervise students during changing both on and off site but they only enter the actual changing rooms when necessary, to respect the privacy of pupils.

#### **Supervision of pupils attending lessons with peripatetic teachers**

- A list of pupils who are taking peripatetic lessons is published to staff so they can check if a pupil is missing from their lesson.

#### **First Aid**

- Qualified first aiders and the School Nurse can be contacted through Reception between 8.00 am and 5.30 pm. First aiders will be available for clubs as appropriate.
- First aid boxes are in all potentially high risk areas, as well as in the medical room (see first aid policy).

#### **Pupils' Departure**

- Pupils are expected to leave the premises at 3.45 pm, and no later than 4.15pm, unless they are attending After-School Club or a co-curricular activity.
- Pupils leaving on a school coach proceed to the Swimming Pool Car Park, where their departure is supervised by two members of the SLT/Pastoral Team.
- Pupils who are collected by parents, proceed to Meins Road via the Woodland Walk path for safety reasons.
- If pupils are not collected as expected we will attempt to contact the parents and agree arrangements for the pupil's transport.

#### **Pupils Attending After School Co-Curricular Activities**

- Pupils who are involved in co-curricular activities in school are under the supervision of the teacher taking the activity who will have a list of the pupils registered. The registers will be maintained by the teacher in charge. The timings and collection arrangements for co-curricular sporting activities are given in the PE Activity sheets, which pupils can take home each week and parents can access on the website through SOCS. Pupils are given the facility to inform parents of any last minute changes e.g. cancellation of fixtures by using the 'phone at reception.
- After School Club is supervised in the LRC. A register is taken each night. The Supervisor informs the duty caretaker when all pupils have left.

#### **Pupils Who are Not Collected**

- The school buildings are locked at 6.00 pm. The after-school club supervisor will attempt to contact parents if pupils have not been collected by 6.00pm. There is always a member of SLT on duty until the last child leaves the building – this is organised on a rota.

#### **Supervision Whilst Travelling To and From School**

- Parents are responsible for ensuring that their children travel safely to and from school.

#### **Pupils Registered for the Coach**

- The coach service is organised by the school but no member of staff is on the coach.
- Pupils taking the coach are expected to behave responsibly. We investigate any complaints about poor behaviour and may exclude a pupil from the coach, if bad behaviour persists. All school coaches have CCTV fitted.

- Pupils who are registered to take the coach service to school will be dropped off at the school on the Swimming Pool Car Park.
- Pupils using the service to go home are responsible for meeting at the coach on time – departure will not be delayed and pupils arriving too late will be expected to organise their own journey home, with the assistance of the office staff if necessary. The coaches depart 10 minutes after the end of school bell at 3:55pm.
- Two members of the SLT/Pastoral team are on duty every evening to ensure the safe boarding of coaches.

### **Supervision During Educational Visits**

- Pupils are supervised by school staff and sometimes with the addition of volunteers.
- All trips are risk assessed and pupils who misbehave whilst on a trip may be prevented from joining future trips if appropriate.
- On any school organised visit, staff must wait with the pupils until all have been collected by parents or their representatives.
- Further details can be found in the 'Educational Visits policy'.

### **Areas Pupils May Not Access**

- Pupils are not allowed into the sports hall without an adult being present. They are not allowed to use gymnastic, athletic or climbing equipment without supervision.
- The main swimming pool area is kept locked when not in use.
- Only Sixth form students who have received an induction may use the gym.
- Similarly they may not use specialist Science, Art, Textiles or DT equipment without permission.
- Pupils are expected to follow all reasonable instructions given to them by school staff.
- We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science laboratories, the boiler rooms, the kitchens, Product Design, Home Economics, Textiles rooms, plant room etc.
- Clear signs are displayed where pupils may not enter a room and where possible doors to these areas are kept locked when not in use.
- All flammables and potentially dangerous cleaning products are kept securely locked in appropriate storage facilities.

### **Security and Access Control**

- Visitors are requested to sign in and out at Reception; contractors will be accompanied if necessary.
- All adults on site (staff/visitors/contractors etc.) are all provided with an identity/visitors badge which must be worn at all times.

### **Staff Induction**

- All new members of school staff with relevant responsibilities receive induction into the school's expectations of the appropriate levels of pupil supervision.
- Guidance is given about what to do when on duty outside normal lesson times.

# Students' Code of Conduct

**All students are expected to represent the school well;  
behaving with courtesy & consideration at all times.**

## **Movement in the building and on the premises**

Students must always:

- Walk on the left on staircases and corridors.
- Queue in single file.
- Give way to members of staff and other adults at doorways and on the corridors.
- Wait to be dismissed by the member of staff at the end of each lesson.
- Walk not run in the school building.

Students must not:

- Enter the laboratories, Product Design and Textiles/Food rooms, swimming pool, sports hall, art block, music centre or the theatre, except for lessons and other officially organised activities. They are all out of bounds.
- Leave the school premises at lunch time or at any other time without the permission of a member of staff. Students must sign out at reception if they are leaving the premises.

## **Assembly**

- Students must be silent on the way to assembly.
- Students should wear their blazers and sit in silence whilst waiting for assembly to begin.

## **Registration, late arrivals and appointments**

Students must:

- Sign in at reception if arriving after registration or when leaving school during the school day to keep an appointment or for any other reason. The file is kept at reception.
- Bring notification of any appointments by letter from their parents the day before the appointment.
- Always bring an absence note on the first return day following any absence.
- Register twice daily in accordance with school policy and procedure.

## **Health**

Students should:

- Ask their subject or form teacher for permission to report to the school nurse if feeling unwell during registration/lesson time. The school nurse will contact parents if necessary; students should not contact home on the grounds that he or she feels unwell.
- Leave with the school nurse/reception staff any medication to be taken during the course of the day. Any surplus medication should be collected at the end of the day.

## **Classrooms**

Students must:

- Treat all school property and furniture carefully and with respect.
- Keep classrooms, cloakrooms / locker areas and common rooms tidy. Any property left carelessly may be confiscated. Whenever possible, bags must be stored in the cloakroom or in lockers. Any bags taken into a classroom must be kept under the desk.
- Report if a member of staff fails to appear for a lesson after 10 minutes of waiting. Two students from that group should go to the staffroom / reception to report it.

Students must not:

- Eat or drink on the corridors. No cans, glass bottles or breakable containers are to be brought to school.
- Write on the boards or use the whiteboards and computers unless asked to do so by a member of staff.
- Open cabinets and drawers in classrooms unless permission is given by a member of staff.

- Fully open classroom windows or touch blinds and curtains unless permission is given by a member of staff.

### **Property**

- Any money brought to school must be kept on the person, locked in their locker or handed to one of the administrative staff for safekeeping. No money should ever be left in bags or blazer pockets.
- All personal belongings and textbooks must be clearly named.
- No PE kit or any other equipment should be borrowed without the permission of the member of staff or student concerned.
- No electrical appliances may be brought into school except with the express permission of a member of staff. Such appliances must be tested by the maintenance team immediately for safety.

### **School books**

- All textbooks remain the property of the school. They must be maintained in good condition and any lost or damaged books must be replaced or the school reimbursed.

### **LRC**

- The LRC is a quiet work space as well as a place of learning; therefore talking should be kept to a minimum and should only concern research being carried out there. No food or drink should be taken into the LRC.
- Books should be returned on the date given at time of issue.
- Students may use the photocopier in the LRC but only with permission of a member of staff and with the agreement of the LRC manager and in accordance with copyright laws.
- Students may use the computers and internet but only in accordance with school ICT policy and the student Acceptable Usage Policy.
- Room 9 is solely for the use of students in Year 10 and above for quiet study at lunchtimes.

### **Respect**

- Students in Years 7 – 11 are expected to stand in silence when any member of staff enters any room.
- A student should hold open the door for any member of staff and any other adults entering or leaving a classroom.
- Students should have respect for each other and not harm each other physically or verbally. Students are expected to treat others as they would wish to be treated themselves.
- Students should treat other students' belongings with respect.
- Students should maintain appropriate relationships between each other at all times, without any inappropriate physical contact taking place.
- Students must always show respect towards staff.

### **Drinks vending machines**

- These machines are only to be used before the first bell in the morning, at break, during the lunch hour and after school. No one is to use the drinks vending machines between lessons.

### **Chewing gum**

- Is banned on the school premises and on the school coaches. Anyone disobeying this instruction will receive a detention.

### **Litter**

- We care for our school environment. Dropping litter is forbidden. Any student who is caught dropping litter will receive a detention.

## **Coaches**

- Students who travel on the coaches must sit in a seat and must fasten their seat belts.
- There should be no hot drinks consumed on the coaches and pupils must leave the coach clean and tidy, taking any litter with them.

## **Homework**

- Homework must be handed in on time and always completed to the best of the students' ability.

## **Health & Safety**

Students must:

- Exercise personal responsibility for the safety of themselves and others.
- Observe the instructions given by members of staff in an emergency.
- Use and not willfully misuse or interfere with things provided for their safety.
- Observe standards of dress consistent with safety and/or hygiene.
- Go to the LRC if staying in school after 4:15pm to sign in to after school club and be supervised.
- Not wear earphones or headphones when moving around school, including all outside spaces.

## **Outdoor Play**

- Students must only play within designated areas and due care and attention must be taken to ensure that cars and property are not damaged.

## **Mobile Phones**

- Staff will not take any responsibility for lost mobile phones, tablets and other electronic devices.
- Mobile phones, tablets and other electronic devices must be switched off when entering school in the morning until the end of school during lesson times. A detention will be given to any student caught with their phone switched on.
- During break and lunchtimes, phones must not be used on corridors, in the dining room or for safety reasons, whilst moving.
- Photos must not be taken on school premises (including on phones) unless permission has been given by a member of staff.



## Wellbeing

Our School Nurse, is very experienced and highly qualified. She is the first person to contact about any medical problems your child may have. She deals with the health needs of the whole school community and the physical and emotional wellbeing of every child attending school.

The School Nurse has a confidential 'Open Door / Drop-in Policy' where she is available to offer advice and support to all students. Other services provided by the School Nurse include:-

- Support for children with additional and complex needs
- Immunisations
- Health advice and support to children, parents and teaching staff
- Child protection and safeguarding
- Signposting and referral to other health professionals and agencies
- Monitoring height and weight of children at Key Stages – reception, Year 3 and Year 7 – and if there are any concerns.
- Health promotion and education to encourage healthy lifestyle choices
- PHSE lessons on a variety of age appropriate topics
- First aid provision and training
- Support in transition from infants to juniors to settling in senior school and is an important part of the Pastoral team

Westholme takes your child's health and wellbeing seriously, therefore it is essential that you complete and return your child's confidential 'Personal Medical Information' form as soon as possible. The Nurse can then assess your child's health needs and complete an agreed 'Individual Health Care Plan' if appropriate; thus enabling them to participate safely in school life and reach their full potential.

Please do not send your child into school if they are ill. If we need to contact you to come to school to collect your child, please arrange for this to happen as quickly as possible. Your child should not be contacting you themselves to be collected from school. The decision to send a child home will be made by the school nurse or HoY. They will then arrange for you to be contacted.

When a pupil needs to bring prescribed medication into school, he/she should hand in the medication to the School Nurse, together with a letter from a parent detailing the dose and timing of the medication. It is the pupil's responsibility to excuse themselves from lessons, collect their medication and take it under the supervision of the Nurse.

This procedure is needed to prevent your child's medication being taken by other students and potentially causing injury. It should be noted that 'prescribed medication' includes common painkillers, creams and lotions which can be purchased over the counter. Since some students are allergic to these, we cannot allow them to be freely available.

Westholme aims to be a 'nut aware school' as some of our students have serious nut/peanut allergies; we therefore ask you and your child not to bring any nuts or products containing nuts into school.

Many other members of Westholme staff are also trained in emergency first aid in case the school nurse is unavailable (if she is at one of the other sites, for example).

The Senior School site also has three defibrillators located in the Sixth Form Centre, Theatre Foyer and Swimming Pool area. We also have defibrillators at the Junior and Infant Schools for use in an emergency.

As staff will be in loco parentis on trips we expect parents to consent to the designated first aider of the party administering simple first aid including issuing paracetamol tablets as considered necessary to relieve headaches or pain; and to use antiseptic creams, antihistamines (tablets/creams) and Elastoplast for the treatment of minor cuts and abrasions. Equally it is expected that any member of staff on any trip is authorised to approve such medical treatment for a child that is deemed necessary in an emergency or upon the advice of a qualified medical practitioner (including anaesthetic). It is essential that parents always keep school up-to-date with their child's medical details (and emergency contact information).

If you have any concerns regarding the routine use of such care or essential authorised emergency medical treatment as outlined above, please contact me directly to discuss further.

## School Wellbeing Advisor



My name is Michelle and I am the Well-being Adviser at Westholme. I am a member of the British Association for Counselling and Psychotherapy and have worked in a number of different organisations including the NHS and Bupa.

I am passionate about my work and strongly believe that if young people are able to develop resilience and coping strategies early in life they are better able to cope with life's inevitable challenges.

I am not here to tell the pupils what to do; I am here to listen and to work with them to help them understand their own situation and the difficulties they face. No problem is too big or too small to talk about. If it is bothering a pupil, just sharing it with someone can help it to seem more manageable. Some of the more common problems encountered can be:

- Parents separating or divorce and its impact
- Illness, bereavement or loss in any form
- Friendship or relationship issues
- Feeling stressed or anxious
- Struggling to sleep

Sometimes a one-off drop in session can help. Other times we may need to arrange weekly support. Pupils can make contact with me through the lunchtime drop in service or through their Head of Year. The service is confidential and would be discussed during an initial chat, without any obligation to attend further sessions.

Parents may also request support for their child/ren either through their child's Head of Year, Mrs Hornby (Assistant Head – Pastoral) or directly to me at [goodallm@westholmeschool.com](mailto:goodallm@westholmeschool.com)

Please be aware that I only work on Tuesdays, Wednesdays and Thursdays so replies to queries may not be immediate.

## Fasting for Religious Reasons

Westholme School appreciates that as some children get older, they may wish to partake in religious fasting during occasions such as Ramadan, for example. We respect their choice and also appreciate that these students may struggle to participate in every aspect of school life with the same energy and vigour that we would usually expect from our pupils.

Students are still expected to participate in every aspect of school life, but please be reassured that staff will aim to be as understanding and accommodating as possible. For example, pupils will still be expected to participate in their PE lessons, but upon receiving a note from parents explaining that the student is fasting, the member of PE staff will only expect the student to do what they are able. This may be to only take part in some of the session, complete less of the tasks than the other students or for the student to let the member of staff know when they need a break.

## Lost Property

**All school uniform and possessions of any value should be marked with the pupil's full name (not just initials) and Form and kept safely.** There is a much better chance that your child's belongings will be returned to them should they do this. Pupils are asked not to bring large sums of money into school, but if this is unavoidable, they should take the money to reception, for safe-keeping. It should be in a sealed envelope with name and details shown.

Other valuable items, such as phones and iPods are allowed in school but only with parents' understanding that the school's insurance does not cover their loss.

Lost Property found in school should be handed to one of the receptionists. The reception staff monitor, sort and distribute all items of lost property. Anything found that is named is returned to the pupil as soon as possible. Un-named items are kept at reception and lost property displays are held periodically.

There are slips on all form room notice boards that pupils can complete if they have lost an item. The slips should be handed in at reception so the item can be looked for in the lost property cupboard.

Items left in the sports block or changing rooms are put in the box outside the PE staff room, except for valuable items which are given to the receptionist. Pupils may look in this box at any time.

It is expected that pupils will look for their own lost items around school in cloakrooms, classrooms, PE block etc. This is their responsibility. If a pupil has completed all of these procedures and the item has still not been found then they may ask their Form Tutor to help them write a notice which can be read out in whole school assembly.

## Mobile Phones

We do allow pupils to bring a mobile phone to school but do not accept any responsibility for loss or damage. Pupils are allowed to use their mobile phones at breaks/lunch-times and before and after school providing they are not breaking the school's ICT Acceptable Usage Policy. They must be turned off during lesson times for obvious reasons (see behaviour sanctions for punishments for using phones or having them switched on in lessons). Pupils are only permitted to use their phones whilst in their Form rooms or when stationary. They should not be using them on corridors, in the dining room and certainly not in the coach park when getting on/off the coaches.

**No pupil is permitted to take photos on school premises unless prior permission has been granted by a member of the SLT.**

Members of staff will not spend their time looking for lost mobile phones. Phones should be kept locked in the pupil's locker for security.

Where a pupil needs to use the telephone and does not have a mobile, they should report to the main reception.

## Internet Safety

Dr Emma Riley is the school's Online Safety Coordinator. Part of her job is to keep parents informed about issues concerning their children and the internet and online safety. In order to do this she will be providing regular letters to parents which highlight current online safety issues and make more general recommendations regarding your child's use of the internet.

As well as accessing the school's online safety resources, there is a wealth of useful information for parents available online. One excellent site is [Parent Info](#) which is jointly sponsored by Parenting in the Digital Age and CEOP. This site publishes guides to commonly used apps alongside the latest research and reports about online safety and its wider repercussions. It is also worth familiarising yourself with PitDA's WWW strategy which encourages you to make sure that you know:

**WHO your child is talking to online,**

**WHAT they're doing online, and**

**WHERE they're going online**

Should you have any concerns about your child's online activity or any suggestions of key topics that should be addressed in the regular newsletter, please do not hesitate to contact Dr Riley at school ([riley@westholmeschool.com](mailto:riley@westholmeschool.com)). Alternatively get in touch with your child's Head of Year or Mrs Hornby (Assistant Head-Pastoral).

## **What Should I Do If I Am Being Bullied?**

(Information in student planners and on all Form room notice boards)

### **What is bullying?**

Bullying is the persistent, willful, conscious desire to hurt, threaten or frighten someone. For example, the unkind use of nicknames, mocking reference to personal attributes or appearance, intimidation, extortion, racial, sexist or homophobic harassment and physical assault.

### **What should I do if I am being bullied?**

You must tell someone. In school you can contact, in confidence, your Form Teacher, your year tutor or any other member of staff to whom you feel you can talk. If in doubt, speak to your parents and ask them to contact school or ring Childline 0800 1111.

Your teachers will deal quietly and confidentially with anything you report and will give you advice.

Teachers are used to dealing with problems of this kind and, if necessary, they will confront the bully. Do not be afraid to report bullying in case of repercussions. Bullies soon desist when they are confronted by members of staff. If they do not, further steps will be taken against them including suspension or total exclusion from school if necessary. If we are to maintain Westholme's happy, caring atmosphere, it is vital that anyone who is being subjected to bullying comes forward.

### **What should I do if I see bullying occurring in school?**

Report the matter discreetly to any member of staff. He or she will deal with it immediately. Do not be afraid to come forward. It is your responsibility not to stand by and let this sort of behaviour continue.

### **Mobile Phones and use of computers, tablets and the Internet**

Text messages of a threatening, abusive, bullying, racist, homophobic harassing or defamatory nature on mobile phones, or posted on Facebook, Twitter or other social networking sites will be considered to be bullying and this will be dealt with in the same way as any other form of bullying. Complaints, gossip or rumour about the school or a member of the community placed on the internet in any form will be investigated. Pupils will be held personally responsible for all material they have placed on a website of which they are the host or account holder. Material of a threatening, abusive, bullying, racist, homophobic, harassing or defamatory nature, whether placed during or outside school time (including holidays) will be treated as a serious breach of school discipline and will be seen as bullying.

We know that from time to time you will have rows or arguments with your friends but bullying as described on this sheet will not be tolerated at Westholme. Please play your part in ensuring that Westholme remains a happy, caring environment where we can all enjoy each other's company.

### **What is Cyberbullying?**

Cyberbullying is the use of Information Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else.

### **How can I help to prevent it?**

- Always respect others – be careful what you say online and what images you send.

- Think before you send – whatever you send can be made public very quickly and could stay online forever.
- Treat your password like your toothbrush- keep it to yourself and change it regularly. Only give your mobile number, personal website address and access to your Facebook page to trusted friends.

### **What should I do if someone is cyberbullying me?**

- Block the bully –report someone who is behaving badly.
- **Don't retaliate or reply!**
- Save the evidence – learn how to keep records of offending messages, pictures or online conversations.

#### **Make sure you tell:**

- an adult you trust, or call a helpline like ChildLine on 0800 1111 in confidence;
- the provider of the service; check the service provider's website to see where to report incidents;
- your school – your Form Tutor, Head of Year, Senior Teacher etc. can help you.

Finally, don't just stand there – if you see cyberbullying going on, support the victim and report the bullying. How would you feel if no one stood up for you?

## **Cyber-Bullying – Prevention & Help**

(Notice on all Form room boards)

Cyberbullying is the use of Information Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else.

- Always respect others – be careful what you say online and what images you send.
- Think before you send – whatever you send can be made public very quickly and could stay online forever.
- Treat your password like your toothbrush- keep it to yourself and change it regularly. Only give your mobile number, personal website address and access to your Facebook page to trusted friends.
- Block the bully –report someone who is behaving badly.
- **Don't retaliate or reply!**
- Save the evidence – learn how to keep records of offending messages, pictures or online conversations.

#### **Make sure you tell:**

- an adult you trust, or call a helpline like ChildLine on 0800 1111 in confidence;
- the provider of the service; check the service provider's website to see where to report incidents;
- your school – your Form Tutor, Head of Year, Senior Teacher etc. can help you.
- Finally, don't just stand there – if you see cyberbullying going on, support the victim and report the bullying. How would you feel if no one stood up for you?

## **Drama and Music Lessons**

### **LAMDA Lesson Information**

At Westholme a large number of pupils choose to have acting, speech or musical theatre lessons. Individual or small group tuition is offered in Acting, Musical Theatre, Speaking in Public and Verse and Prose. Shakespeare lessons are a new option this year. LAMDA lessons are available for all pupils and are taught by highly qualified members of staff. Currently there are one hundred and twenty pupils from years 7 - 13 taking their LAMDA examinations in school. LAMDA Examinations will be held twice each year; these incur an extra fee. We have 100% pass rate and 99% of these receive distinctions and merits.

### **About LAMDA**

The London Academy of Music and Dramatic Art (LAMDA) is one of the oldest drama schools in the United Kingdom, and is a centre of excellence in performance training. It is also the UK's largest speech and drama awarding body, with a reputation for excellence across the globe.

LAMDA lessons are not exclusive to those wishing to pursue an interest in the performing arts, but are designed to equip candidates, whatever their age and aspirations, with a range of skills that will serve throughout their life, improving self-confidence, assertiveness, unlocking their imagination, and helping to develop their vocal and reading skills in a fun and enthusiastic atmosphere.

There are three main levels with grades ranging from 1-8 in each subject. There is also an opportunity for your child to study bronze, silver and gold medal in Acting or Speaking which are sought after awards and receive valuable UCAS points.

### **Music lessons**

Learning to play a musical instrument has always been regarded as an important part of a good education and at Westholme a large number of pupils choose to have lessons on a musical instrument or voice. In addition to work on electronic keyboards and percussion instruments in class music lessons, separate tuition is offered in school on woodwind, brass, percussion, piano, stringed instruments (including Harp) and voice. Most pupils benefit musically, socially and educationally from these lessons and those who already have piano lessons often take up a second, more sociable, orchestral instrument.

Individual music lessons last 20 minutes and are timetabled at a different time each week so that your child can come out of a different class lesson each time. Most pupils have little difficulty in copying up missed work and most parents find music lessons at school more economical and easier to organise than evening lessons. GCSE and Advanced level students are able to have their music lessons at times that do not clash with lessons in examination subjects. A maximum of 2 Music (or LAMDA) lessons per week is allowed to ensure pupils are not missing too many academic lessons. However, a small number of music lessons can be organised after school or at other non-lesson times to avoid missing too much time in class.

The current cost is £105 per term, payable in advance, and this is reviewed each year. These lessons are entirely optional but we do expect that all pupils having individual music lessons will also gain the extra advantage of participating in School orchestras, bands and choirs. More advanced pupils can pay for a double lesson (40 minutes), if desired. If lessons have to be terminated, it is necessary to give a term's notice in writing to the Director of Music. All personal instruments should be adequately insured and names and addresses should be shown clearly inside and outside the instrument case. Terms are of slightly different lengths but there will be an average of more than 10 lessons per term over the year.



The cost will doubtless affect the choice of instrument, as will the child's personal preferences. All instruments require a good general intelligence and a willingness to practise diligently, but stringed instruments may require these qualities more than the other instruments and the more extrovert nature may be more suited to brass instruments. The more expensive instruments are, of course, more rare and anyone who plays the Viola, Cello, Double Bass, Bassoon, French Horn, Trombone or Tuba is always in great demand. For this reason, the School has one of each of these larger instruments which pupils may borrow for up to one year before deciding upon an expensive purchase. Harp lessons are also available though it would cost about £200 to rent an instrument for a three-month trial and then around £1400 to complete the purchase. There is also the opportunity to hire a harp for a short period at around £20 per month and pupils can use the harps in School for lessons and to practise in School until one is obtained for the home.

To aid your choice of instrument for your child there follows a list of instruments currently taught at School, including an approximate monthly rental/hire purchase price for a new instrument which we have been able to negotiate with the Music Cellar, Preston. You can purchase instruments, (except violin, guitar or viola) paying quarterly by standing order, where the cost price is divided over **two years**. Your only commitment is for the first three months, so you can return the instrument and terminate the agreement, if desired, after that period. If you continue to hire it for the full two years the instrument is yours, or you can settle the rental sooner qualifying for some of the rental paid to be deducted from the already reduced rental price. Outright purchases also qualify for a large discount. Owing to recent legislation parents would need to telephone or visit the Music Cellar (01772 251407) themselves mentioning Westholme and taking in a copy of this letter if possible. Violins are around £109 to buy outright, violas £129 and guitars £56 with the quarterly rental/hire purchase for other instruments being as listed below:

**Cello** - £75.00; **Flute** - £45.00; Oboe - £225.00; **Clarinet** - £35.00; **Saxophone** - 60.00; **Trumpet** - £30.00; **Cornet** - £39.00; **French Horn** - £49.00; **Tenor Horn** - £49.00; **Euphonium** -£79.00; **Trombone** - £45.00; **Tuba** - £199 ; **Baritone** - £59.00; **Double Bass, Drum Kits, Harp** – Please ask at school and at the shop. Full details of the scheme can be found at <http://www.themusiccellar.co.uk/instrument-rental>

Mr E Millest, Head of Music

## **Co-Curricular**

At Westholme we believe it is important to take a holistic approach to student development. We believe that what goes on outside the classroom is a crucial part of this, and that lessons learned there help to build character at least as much as more traditional ones.

The co-curricular timetable is available in Form rooms and the website <https://www.westholmeschool.com/welcome-senior-school/curriculum-2/co-curricular-and-enrichment-senior-school/> , there is an impressive range of activities on offer each day. Please encourage your children to get as involved as possible.

## **Sport**

All our fixtures and practices are published on SOCs [www.westholmeschoolsport.com](http://www.westholmeschoolsport.com). We urge you to familiarise yourself with the website as all sporting items are posted here including fixtures, match reports, news items, sports calendar, practices and our cancellation policy. This information is also available via a mobile app. When entering [www.westholmeschoolsport.com](http://www.westholmeschoolsport.com) on your iPhone or android mobile device you will be able to save the website to your home screen as an app. The website then works as an app with the same functionality as the website, plus you are able to select your favourite teams for quick viewing of the upcoming fixtures.

## **Careers Guidance**

The latest information about careers guidance can be found on the school website: [Careers](#)

## **Learning Support**

The latest information about learning support can be found on the school website: [Learning Support](#)

# Behaviour Policy

## SENIOR SCHOOL EXTRACTS (REWARDS & SANCTIONS)

### Aims

In line with the DFE guidance 2014 *Behaviour and Discipline in Schools*, this policy, read in conjunction with the anti-bullying policy aims to:

- promote good behavior, self discipline and respect;
- prevent bullying;
- ensure that pupils complete assigned work;
- regulate the conduct of pupils.

### Overview

At Westholme, all pupils will be encouraged to strive for excellence. The school recognises that individual pupils will have different strengths and skills, which the school will encourage. It is also recognises that pupils will have areas that need to be improved upon. Unfortunately at times pupils may step over the boundary of acceptable behavior. The school will not tolerate poor standards of behaviour and as such, age appropriate rewards and sanctions are in place across the school.

We believe that rewards and sanctions should be clear to all the pupils and should be carried out fairly and consistently. Their main purpose is to encourage a positive working ethos in school and to promote self-discipline and a strong foundation for a safe working environment, where teachers are able to help pupils to flourish. We encourage involvement from the pupils in establishing the rules, as this will give the pupils a shared sense of ownership and equip them with greater independence.

It has long been known that positive recognition has a desirable influence on the behavior of pupils of all ages. By praising and rewarding positive behaviour, it will be reinforced and others will be encouraged to act similarly. However there is also a place for sanctions in maintaining good behaviour. When implementing these sanctions, the school is seeking to guide the pupil to change their behaviour, or attitude. It is our intention to promote good standards of behavior through all rewards and sanctions.

This school policy for behavior not only specifies what sanctions are available for use by school staff, but also how positive behavior will be reinforced through praise and reward. Staff, parents and pupils are familiar with the school's behavioural expectations and it is consistently applied.

Good behaviour at Westholme is promoted in part due to the extensive system of rewards in operation at the school. Achievement and effort are both recognised and rewarded where possible. Here are some of the ways that this takes place:

- Certificates and medals for academic, behavioural or co-curricular success are presented in whole school assembly each week.
- At the school's annual prize-giving ceremony, awards are presented to a large number of students for success in all areas of school life.
- Letters are sent home by Heads of Year in recognition of consistent effort.
- Certificates are given at the end of the academic year in Final Assembly to pupils who have achieved 100% attendance.
- Twice yearly, (end of Autumn and Summer terms) a 'Super Student' award is presented to the pupil who is felt to have made an exceptional contribution to the whole life of the school.

A short-list of pupils is nominated by staff, from which the winner is chosen. All nominees receive a certificate and a congratulatory letter is sent home.

In addition, it is recognised that giving extra responsibility to pupils is a way to recognise good behavior as well as to provide good role models for other pupils. There are many opportunities for pupils to gain responsibility, some of which are:

- Form Captains and Deputy Form Captains for every form in the school are elected on a termly basis. At the end of Year 12, Senior Prefects positions, including Head (and Deputies) Girl and Boy are filled after a rigorous application process. There are two captains for each house and prefect positions.
- Captains of sports teams, music and drama.
- Senior pupils have the opportunity to set up and run clubs and societies.
- Similarly, each form elects two pupils to join the School Council on a termly basis.
- The academic mentoring system.
- Pastoral mentoring system.
- A 'buddy' system on the school coaches.
- Many LVI pupils work towards the Level 2 Community Sports Leadership qualification, which involves coaching younger pupils, helping out at fixtures and events etc.

At the beginning of the year, students in years 7-13 are issued with a student planner which contains House point record sheets. They should carry the planner with them to all lessons. Staff award House points for good work and positive contribution to school life. House points may also be awarded for a variety of reasons such as participation in school events, good progress or being helpful. Multiple House points may be awarded. Form teachers record the total number of House points at timely points throughout the year and pass this information to Heads of House. When the pupils reach thresholds, they will receive a certificate from their Head of House in their House Assembly.

<b>Bronze award:</b>	50 house points
<b>Silver award:</b>	75 house points
<b>Gold:</b>	100 house points
<b>Platinum:</b>	150 house points
<b>Principal's award:</b>	200 house points – this will be awarded in a whole school assembly
<b>Outstanding Achievement:</b>	250 house points – this will be awarded in a whole school assembly

Heads of House, in the penultimate week of each term, collect the total for their House. At the end of each term, the Principal announces the number of points awarded to each House in final assembly (also including points awarded for other House events such as Sports Day). The House winner (with the most points) for the academic year is announced in final assembly and the House Captains will collect the trophy for this at the annual Prizegiving ceremony.

Also, in final assembly on the last day of the school year, the pupil's with the highest House point totals in Years 7-9 receive a prize. Pupils in Years 10 to 13 have raffle tickets with their names on deposited in a box in the staff room each time they receive a House point. A draw is made twice a year and prizes are awarded, such as gift vouchers, book tokens etc.

## **Disciplinary sanctions**

### **What the law says:**

Sections 90 and 91 of the Education and Inspections Act 2006 confirm and clarify the right of the school to impose disciplinary sanctions on a pupil when their conduct falls below the standard which could reasonably be expected of them.

These disciplinary sanctions are actions which aim to make clear the boundaries of acceptable behaviour to the pupil and the school community. Any lawful use of sanctions must be reasonable and proportionate to the circumstances of the case.

In accordance with the Equality Act 2010, the school will make reasonable adjustments for managing behaviour which is related to a pupil's special educational needs or disabilities. Where permanent exclusion needs to be considered, the school will ensure that a pupil with a disability or special educational need is able to present his or her case fully where his or her disability or special educational needs might hinder this. Any religious requirements affecting a pupil will be also considered.

Where challenging behaviour relates to a pupil's disability, reasonable adjustments may need to be made to this policy.

In addition, the school is aware that pupils with child protection issues may sometimes display inappropriate behaviour. Once again, if this is deemed to be the case, reasonable adjustments may need to be made to this policy.

Corporal punishment is unlawful (this includes the use of force in order to punish). It is not used or threatened at Westholme School.

The prohibition includes the administration of corporal punishment to a pupil during any activity, whether or not within the school premises. The prohibition applies to all 'members of staff'. These include all those acting *in loco parentis*, such as unpaid, volunteer supervisors. Teachers may use 'physical intervention' to avert 'an immediate danger of personal injury to, or an immediate danger to the property of, a person' (including the child).

### **What this means for schools in practical terms**

A wide range of sanctions are available for staff to use. These are arranged in a scale to allow responses which are reasonable and proportionate. Disciplinary penalties have three main purposes, namely to:

- impress on the perpetrator that what he or she has done is unacceptable;
- deter the pupil from repeating that behaviour;
- signal to other pupils that the behaviour is unacceptable and deter them from doing it.

### **Using sanctions at Westholme School**

Sanctions should not be used where low-level interventions, such as giving a non-verbal signal or reminding a pupil of a rule, are all that is needed.

Staff should also consider when it might be more appropriate to, rather than impose a sanction, encourage pupils to reflect on the harmful effects of their misbehaviour, through producing a written account of the problem or through individual or group discussions aimed at repairing relationships for example. Restorative justice approaches to address poor behaviour are sometimes used. The underlying principle is that pupils are held to account for their actions and encouraged to put right the harm caused.

### **Guidelines for staff in using sanctions**

- make clear they are dealing with the behaviour, rather than stigmatising the person;
- avoid early escalation to severe sanctions, reserving them for the most serious or persistent misbehaviour;
- avoid sanctions becoming cumulative and automatic (sanctions should always take account of individual needs, age and understanding);
- avoid whole group sanctions that punish the innocent as well as the guilty;
- wherever possible, use sanctions that are a logical consequence of the pupil's inappropriate behaviour;
- use sanctions to help the pupil and others to learn from mistakes and recognise how they can improve their behaviour;
- when appropriate, use sanctions to put right harm caused;

- never issue a sanction that is humiliating or degrading;
- use sanctions in a calm and controlled manner;
- ensure that sanctions are seen as inevitable and consistent (pupils should know that a sanction, when mentioned, will be used);
- attempt to link the concept of sanctions to the concept of choice, so that pupils see the connection between their own behaviour and its impact on themselves and others, and so increasingly take responsibility for their own behaviour.

Staff should consider, when using sanctions, whether an apparent behaviour difficulty is in fact a manifestation of unidentified learning difficulties or other type of special educational need. Furthermore, a child's behaviour may be related to some underlying issue which must be dealt with in line with the school's safeguarding policy.

## The House System at Westholme

On arrival at Wilmar Lodge, all pupils and teachers are allocated to one of the four Houses. Each House is led by two House Captains who are members of the Sixth Form, elected to these roles by students, staff and the Head of House. A staff Head of House is also allocated to each House to lead the 6<sup>th</sup> Form Captains in their role.

Members of each House meet together for a House Assembly in a designated location and the Heads of House and Sixth Form House Captains lead assemblies aimed at promoting their house and fourth coming events once a fortnight and pupils in all years are encouraged to volunteer to lead one of these assemblies.

During the year there are numerous inter-House activities, where competition is fierce but friendly and age is irrelevant as both pupils and staff support their House.

	Bowland	Calder	Longridge	Pendle
Head of House	Mrs M Magdi	Mr R Cornwall	Mrs L Laycock	Mrs J Corrigan

### Activities include:

Cross Country Championship  
Christmas Entertainments  
Swimming Gala  
House General Knowledge Quiz  
Hockey Championship  
Netball Championship  
Badminton Championship  
Football Tournament  
Poetry Speaking/Shakespeare Speaking Competitions  
House Spoken English Competition  
Tennis Championship  
Cricket Championship  
Sports Day  
Rounders Championship

*[Pupils also earn House Points for excellence in academic work; outstanding effort; representing the school in the community, doing a good deed etc.]*



## WESTHOLME SIXTH FORM

### INFORMATION SPECIFIC TO SIXTH FORM STUDENTS

#### Attendance

Sixth Form students are expected to be on the school site from 8.45am – 3.45pm each day except for the lunch hour. Study leave is an Upper Sixth privilege.

We expect all students to have a **minimum** attendance record of **90%**. Each half term a letter will be sent home to those students whose attendance has fallen below this level.

Students should attend all timetabled lessons fully prepared and with the correct materials.

It is a legal requirement to record accurate attendance. This can only happen if students **attend both morning and afternoon registration**. If a student is absent for a genuine reason they must bring a signed letter from their parents and give it to their form tutor.

In the Sixth Form students will have some lessons when they are not timetabled to be in a class. We do however still expect them to be in school and they should **NOT** leave the premises. During these periods they are encouraged to utilize the independent study rooms available for Sixth Form use.

As far as possible all appointments should be made outside of the school day.

You should be aware that we are **always** asked to comment on attendance (including holidays taken during term-time) and punctuality in references, both for university applications and for full-time / part-time jobs – we take this from the register!

#### Registration

It is a legal requirement that we register students twice a day.

If on occasion a student misses registration for a valid reason they must ensure that they sign in correctly so that their Form Tutor can transfer their mark into the register.

If a student misses morning registration they should register with Mr Oracz or at reception before 9.15am (Monday, Wednesday and Friday at the Sixth Form Office, Tuesday and Thursday at reception after assembly).

If a student arrives late and misses registration more than three times a letter will be sent home (unless the lateness is due to a school coach)

1. If a student arrives in school after 9.15am they should sign using the signing in book outside Mrs Waldron's office.
2. The same procedure should also be used for signing in/out during the lunch hour.

Form tutors will NOT mark a student present if they have failed to sign in/out.



## **Lunchtime Arrangements**

Sixth Form students may choose to have a school lunch or not.

They must decide on a termly basis and if they choose a school lunch this will be added to your school bill.

Once they have signed up for the term they CANNOT change their mind before the end of term.

If students opt for a school lunch they will be given a termly lunch pass which they need to collect from the bursary.

They will not be able to receive lunch without showing the pass to a member of the catering staff in the dining hall. If a student loses their lunch pass a new one can be purchased for £10 from the Bursary. If on occasion a student forgets their lunch pass they can collect a temporary pass for that day from the Bursary although they will only be allowed to do this twice per term!

Sixth Form students may also choose to buy lunch and/or snacks from the canteen in the Sixth Form block or purchase food from outside of school.

If students leave the school site at lunchtime they should sign in and out in the folder that is outside the Sixth Form office. Students are required to return to school in time for afternoon registration.

## **Car Park Facilities**

It is a Sixth Form privilege to be able to bring a car into the school grounds once a student has passed their driving test.

Due to the need for tighter control of car park spaces and the vehicles that are left on school premises; all vehicles that are parked on school premises must be parked in a designated parking space and must have registered their details with Mr Oracz. Students may park their cars at the back of the Sixth Form centre, on the main staff car park or behind the sport hall; they should NOT use the area at the back of the theatre.

Students must obey all speed restrictions and drive with care and due attention on school grounds. Any pupil found to be driving dangerously on schools grounds will be banned from using their vehicle on the premises.

Students must not drive to lessons at the other side of school at any point.

# Westholme Association

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## Who are we?

The Westholme Association is similar to a parent and teacher organisation. It has a Committee which is made up of a selection of parents and teachers from across the three school sites and we meet on a regular basis. Every current parent is eligible to apply to join this Committee, should they wish to become more involved.

## What do we do?

The Committee plans a variety of events, some social and some fundraising but all with the aim of bringing parents, teachers and children together in an informal setting.

The typical types of events that we have held in the past are Spring and Christmas Fairs, comedy nights, an annual ball, quiz nights, discos and second hand uniform sales.

## Why?

The funds that we raise each year are then used to buy extra special items for the children; such as specialist equipment for the Science, Home Economics and Design Technology departments, visiting Theatre Companies, awards for Prizegiving ceremonies, trophies for the Sports Awards evening and leavers' gifts. We have recently agreed to fund the purchase and installation of indoor cricket nets for the sports hall at Seniors, thereby enabling cricket to become an all year- round sport at Westholme.

## How Might You Help?

Please come along and support our events, check the school website for future events.

If you would like to become more involved by joining the Committee, then please contact the Chairman, Helen Berry: [h.berry@cwberry.com](mailto:h.berry@cwberry.com) or the Secretary, Liz Morgan: [Liz.morgan@srhproperties.co.uk](mailto:Liz.morgan@srhproperties.co.uk)














## COPIES OF HOME/SCHOOL AGREEMENTS

(SIGNED BY PUPILS AND PARENTS UPON ADMISSION AT SENIOR SCHOOL)

### School Agreement











Our Mission Statement declares that 'Children Come First' at Westholme. For children to thrive and succeed it is vital that we work in positive partnership with parents and students. Our expectations are high and we take our commitment to our students seriously.

We will:

-  Provide the best possible teaching and a broad and balanced curriculum.
-  Set high standards of work and behaviour.
-  Care for our students' safety, happiness and welfare during her/his time with us.
-  Encourage all students to show respect and tolerance for others.
-  Expect and encourage all students to develop a positive and diligent attitude towards academic study.
-  Encourage students to take care of and pride in their surroundings.
-  Keep parents regularly informed about their child's progress.
-  Celebrate success and achievements.
-  Inform parents if there are any problems or difficulties their child may be having at school.
-  Respond promptly to any concerns parents may raise.
-  Inform parents about school events and the organisation of different aspects of school life.
-  Welcome full parental support and involvement in the life of the school.
-  Provide whatever advice we can to help parents support their child's learning at home.

### Student Agreement

In order to do my best I will always endeavour to:



-  Attend school regularly and ensure that I am punctual to all my commitments.
-  Show respect and tolerance in all I do.
-  Take pride in my appearance and adhere to the uniform code.
-  Write down homework in my planner and have it signed each week.
-  Complete all class work and homework to the best of my ability and by set deadlines.
-  Be polite and courteous to others.
-  Always be a good ambassador of Westholme and welcome adults and visitors to the school with respect.
-  Take good care of equipment, environment and building.
-  Talk to a member of staff if I am having any problems at school.
-  Show commitment and make the most of all the opportunities on offer at Westholme.












### Parent Agreement

In order for my child to thrive at school it is important that we work in collaboration to achieve success.

Home and school have a joint responsibility for my child's education and I agree to do all I can to promote good relationships and mutual respect.

I/we will:

-  Ensure my child arrives at school on time and with the correct uniform.
-  Make sure my child attends regularly and provide a note of explanation for any absence.

-  Avoid taking my child out of school during term time.
-  Not book holidays in term time.
-  Encourage my child to have a positive attitude towards school, work and other activities.
-  Make every effort to attend parents' consultation and other meetings important to the education of my child.
-  Ensure my child attends official school events wherever possible, this includes commitments to sport, drama or musical activities during the evenings or at weekends.
-  Support my child's learning at home by supervising homework and reading and signing the homework diary on a weekly basis.
-  Make the school aware of any concerns or problems that might affect my child's work or behaviour.
-  Not send my son/daughter to school if he/she is known to be suffering from a contagious disease; and make School aware of any medical problems as they arise.
-  Drive onto the campus with the utmost caution and to observe such restrictions as may be imposed by the School.
-  Support the school's aims, policies and guidelines for behaviour.
-  Inform the school immediately of changes to details of address, email, telephone number, emergency contacts or medical information.

## **Acceptable Sixth Form Your Own iPads, Tablets**



## **WESTHOLME SIXTH FORM**

## **Usage Policy for Students (Bring Device) and Laptops**

*[For the purposes of this document all student owned iPads, iPad Minis, Tablets, Smartphones, Kindles and Laptops are referred to as devices.]*

The Wi-Fi facility in the Sixth Form centre will provide access to the internet for Sixth Form students using their own device(s); BYOD (Bring Your Own Device). Students can connect to Westholme's Wi-Fi signal to browse and use the internet; this facility will be subject to the school's standard Acceptable Usage Policy as well as the additional points highlighted below.

Access from personal devices is limited to internet access only in the Sixth Form Centre. Users will not have access to any documents or facilities that reside on the school network. Access to the wireless facility is a Sixth Form privilege which may be removed to students who fail to use the facility responsibly or who do not comply with Westholme's rules and policies.

Connecting your electronic device to the school network is entirely at your own risk. The school will NOT be liable for any (hardware or software) loss, damage, malfunctioning or inconvenience to your device arising as a result of its connection to the Wi-Fi signal.

It is your responsibility to ensure that any devices you bring on to the school premises are suitably insured as the school's insurance DOES NOT cover these items.

- Gaming devices are NOT allowed.
- The primary use of personal devices is for educational teaching and learning; therefore during lesson time (including study periods) devices should only be used for tasks related to school work, if directed by the teacher and not for personal use.
- Outside of lesson time i.e. before/after school and during break and lunch, students are expected to access the internet in a responsible manner that does not disrupt other students in any way. Students are not expected to access social media sites during the school day.
- Multiple devices may be connected to the schools' Wi-Fi signal; however, users should ensure that they do not allow students in Years 7-11 to use these devices. Likewise any passwords or Wi-Fi access instructions given to students must not be shared with anyone else.
- Users should follow all the setup instructions issued by the ICT Support Department. Following these steps will ensure the device is properly configured to work with the school's Wi-Fi.
- The usage of devices and Wi-Fi is monitored by the ICT Support Team. This monitoring will include websites visited, files downloaded and photographs taken.
- The Sixth Form Wi-Fi network is provided with a filtered Internet connection. This is for your safety and attempts should not be made to bypass it. If you feel a site has been blocked incorrectly please inform the Mr Marsden who will reassess the filtering applied to the website.
- If students are found to be using a device in an inappropriate or irresponsible manner their access to the school's Wi-Fi signal may be removed at any time and without prior warning.

- Students should be aware that the conditions outlined in the main ICT Students Acceptable Usage Agreement also apply to devices covered by this policy. It is therefore recommended that students read the ICT student Acceptable Usage Agreement in conjunction with this policy.

Once you have read through and understood the contents of the Acceptable Usage Agreement please sign below and return one copy of the document to Mr Oracz. The second copy should be retained for your own records.

Access to Wi-Fi will not be given until this AUP has been signed and returned.

**Student Signature**

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature ..... Date .....

Full Name ..... Form.....



## LEARNING AGREEMENT – Sixth Form

Successful completion of an A-Level course depends on all parties - the school, the student and their parents - working in partnership together and taking their commitments seriously.

**In school** we commit ourselves to monitoring each student's progress very carefully and to keeping lines of communication open between school and home. Homework is set and marked regularly, all students are set target grades and the progress towards these is reported home every half term via assessment cards and full school reports. When there is a concern it is always followed up by discussion with the student and, where necessary, with the parents as well. Each student has frequent, formally scheduled one-to-one time with their form tutor and may seek help from the Head of Sixth Form at any time.

**Students** also need to give their full commitment. This involves:

- ✓ Actively promoting the school's ethos, values and mission and leading by example.
- ✓ Full school attendance except in cases of genuine illness (we expect students to have at least 90% attendance) students should attend and be punctual at assemblies, form tutor periods, timetabled lessons and whole school activities. Failure to meet the required attendance may result in students not being entered for external exams.
- ✓ Arriving at all lessons in possession of all appropriate materials and submitting homework of an appropriate standard in line with academic attainment and future aspirations
- ✓ To maintain a high standard of appearance and adhere to the sixth form uniform code
- ✓ To accept responsibility for their own learning and to work in partnership with the teachers.
- ✓ To spend the recommended 4/5 hours of independent study per week in each of their subjects.
- ✓ To adhere to the school rules and regulations (see student A-Z guide) and be a good role model for younger students and ambassador for the school at school events.
- ✓ To behave in a mature manner and be courteous and considerate towards others.
- ✓ To extend their academic curriculum by participating in enrichment opportunities, voluntary work and/or take on positions of responsibility within the school.

**Where a student continually fails to take their commitments seriously, we reserve the right not to enter them for public examinations.**

**Parental support** is a vital adjunct to what we seek to achieve in school. We are happy to discuss any concerns parents may have, and very much value their role in the three-way partnership.

**Mr J Oracz**  
(Head of Sixth Form)

**COPY OF ICT ACCEPTABLE USAGE POLICY FOR YEARS 7-11**  
COPIES OF THIS POLICY SENT OUT AT THE START OF EVERY ACADEMIC YEAR – SIGNED  
COPIES BY PUPIL AND PARENT RETURNED EACH YEAR

**Pupil Acceptable Usage Agreement & Online Safety Rules**

ICT and related technologies such as email, the Internet and mobile devices are an important part of our daily lives within school. The rules outlined below are intended to make sure all pupils are safe and act responsibly when online.

Westholme School expects pupils to comply with the following guidelines:

- Primarily only use ICT systems in school, including the Internet, email, digital video, mobile technologies, etc. for educational purposes.
- Only use the school's printers to print documents that are for educational purposes or related to school activities.
- Never download or try to install software on school computers or laptops.
- Only log on to the school network with your own username and password.
- Never reveal your password to anyone. If you think someone else knows your password you should tell a member of the ICT Support Staff immediately so that your password can be changed.
- Ensure that all ICT communications with pupils, teachers or others is responsible and sensible. You should never use language or act in a manner that could cause offence.
- Be responsible for your behaviour when using the Internet. This includes the resources you access and the language you use.
- Never deliberately browse, download, upload or forward material that could be considered offensive or illegal. If you accidentally come across any such material you should report it immediately to a teacher or member of the ICT Support Staff. You will not be disciplined for accidentally accessing inappropriate material as long as you report it straight away.
- Never give out any personal information such as phone numbers or addresses.
- Never access or attempt to access any online chat rooms, social networking or gaming sites.
- Images of pupils or staff should only be taken if prior permission has been given. Such images should only be stored and used for school purposes. Images should not be distributed outside the school network without permission. Uploading images of staff to social networking sites is strictly forbidden.
- On occasions it might be necessary for you to be included in photographs or videos for teaching or assessment purposes. If you have any concerns about being photographed or filmed for general school reasons you should raise these with your Head of Year.



- Ensure that your use of IT, both in school and outside of school, on personal and school owned devices, will not cause Westholme School, staff, pupils or others distress or bring your or their character into disrepute.
- Respect the privacy and ownership of others' online work at all times.
- Never attempt to bypass the school's Internet filtering system. It is there for your safety.
- If you are a victim of online bullying or view content which you find upsetting or offensive, regardless of whether this happens inside of school or not, it is important that you report it. In school this could mean reporting something to your class teacher, form tutor, Head of Year or any other member of staff that you feel comfortable talking to. You can also report incidents online via Whisper (<https://www.swgflwhisper.org.uk/report/WES7>) or CEOP (<https://ceop.police.uk/CEOP-Reporting/>). It is important to remember that the School is here to support you and it is very important that you report any concerns you might have.
- Be aware that your use of the Internet and other related technologies can be monitored and logged and can be made available to your teachers.

These rules are designed to keep you safe online and if they are not followed, school disciplinary procedures will be followed and your parent/guardian may be contacted.

ICT including the Internet, learning platforms, email and mobile technologies has become a very important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that pupils are aware of online safety and know how to stay safe when using ICT.

We have a responsibility to keep all students safe and also to ensure that school IT systems are being used appropriately. Any breach of this code of conduct may lead to students not having access to IT in school.

Pupils are expected to read and discuss this policy with their parent or guardian. Any concerns can be discussed with Dr Riley, Westholme School's online safety coordinator or Mr Marsden, Westholme School ICT Network Manager.

For further information regarding staying safe online we would recommend the following sites:

**Think U Know**

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**Net Smartz**

[www.netsmartz.org](http://www.netsmartz.org)

**Child Net International – Know It All**

[www.childnet.com/kia](http://www.childnet.com/kia)

**Child Line**

[www.childline.org.uk](http://www.childline.org.uk)