



WESTHOLME SENIORS

Unrivalled Holistic Excellence

PARENT HANDBOOK

SENIORS



2023/2024

Student Executive 23/24

INSPIRED Leadership Team

Head Boy		Head Girl	
Labib Ebrahim		Isobel Fraser	
Deputy Head Boy		Deputy Head Girl	
Charlie Moore		Fatimah Ahmed	
Assistant Heads			
Mobeen Ahmed	William Kenny	Charlotte Backhouse	Hannah Edge



From left to right: Hannah Edge, Charlotte Backhouse, Fatimah Ahmed, Isobel Fraser, Dr Robson (Principal), Labib Ebrahim, Charlie Moore, William Kenny, Mobeen Ahmed.

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1. WELCOME FROM THE PRINCIPAL

Dear Westholme Family,

When you first visited Westholme, I'm sure you immediately sensed the warm, friendly atmosphere from the students and staff. This wonderful, vibrant community is a fabulous place to learn and achieve. It is hard to imagine a school that does it better and I know you will be very happy within the Westholme family.

The magnificent rural setting and first-class facilities provide a stimulating environment that is simply inspirational. As we continue to celebrate our centenary year, we will continue to provide a distinctive educational approach, rooted in our unrivalled holistic excellence that educates the whole child. We place an equal importance on academia, sport and the creative and performing arts, and offer a plethora of experiences inside and outside the classroom that enables your son or daughter to become a confident, well-rounded and a delightful young person.

All students from 4 – 18 are educated within the Wilmar Lodge campus on Meins Road following the construction of our new state-of-the-art Prep building. This exciting development was a landmark moment in Westholme's history, and helps to provide a seamless education for our whole school family on one site.

In 1923, Emily Singleton pioneered a new type of education in Blackburn. In the wake of the Great War and the midst of the Roaring Twenties, women had campaigned successfully for the right to vote and Westholme Principal Arthur Rouse adopted the colours of purple and green in recognition of the plight of the Suffragettes. This visionary grit, determination and aspiration has been a defining characteristic of all Westholmian boys and girls throughout the last century. In a house called 'Westholme' on 167 Preston New Road, Miss Singleton set about providing a unique educational experience for all her pupils and her vision was to provide more than a school, but a way of life. In 2023, have been held during our centenary year and we do hope you can join us for the following:

Centenary Fireworks Night: 5 November 2023 (School event for pupils and parents)

Centenary Carol Service: 7 December 2023 (School event for pupils and parents)

For 100 years, we have believed in offering our students the time to develop their talents, the opportunity to explore their passions and as the late Sir Ken Robinson would have said, 'discover their element.'

We continue to offer unequalled provision outside the classroom for our young people to acquire the 21st century essential skills through fun, excitement and enjoyment. Our extensive co-curricular provision is the cornerstone of our distinctive forward-thinking educational ethos and I encourage every Westholmian to think beyond their boundaries, take pleasure in challenging themselves and simply love every single minute of finding their element!

Dr Richard Robson
Principal



2. OUR AIMS

Vibrant, friendly, warm family community where students are happy and love coming to school.

First-class education of the whole person placing an equal status and importance upon all subjects and activities.

Inspirational teaching that inculcates a life-long love of learning and ensures every student exceeds their academic potential.

Unrivalled holistic educational journey that enables all Westholmians to become the very best, well-rounded version of themselves.

Unique workplace-ready philosophy, equipping our students with a 21st century skillset, that fully prepares them for life beyond Westholme.

3. OUR ETHOS

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

It is the ethos of Westholme that all students 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

TO DELIVER FIRST CLASS UNRIVALLED HOLISTIC EXCELLENCE AND
CONTINUE TO BE ONE OF THE LEADING 4-18 SCHOOLS IN LANCASHIRE



4. STAFF LIST

Senior Leadership Team

Principal

Dr Richard Robson

Commercial Director

Mrs Vivienne Davenport

Senior Deputy Heads

Mrs Jude Gough (Maternity Leave)

Mrs Carla Hornby

Assistant Heads

Mrs Louise Cowan

Mr John Western

Heads of Year

Year 7 - Mrs Adelle Moore

Year 8 - Dr Emma Riley

Year 9 - Mr James Fialho

Year 10 - Mr Oliver Kenyon

Year 11 - Mrs Bryony Rigby & Mr Ross Cornwall

INSPIRED Sixth Form - Mr Jonathan Oracz

INSPIRED Deputy Head of Sixth Form - Miss Rebecca Lloyd

Assistant Heads of Year

Year 7 - Mr Edward Galloway

Year 8 - Mrs Julia Santi

Year 9 - Miss Naomi Davies

Year 10 - Miss Sarah Cooper

School Nurse

Miss Fatima Nisar

Well-Being Advisor

Mrs Rachel Moody



FULL STAFF LIST

First Name	Surname	Job Title
Mariam	Afzaal	Teacher of Biology
Richard	Anafi	Teacher of Maths
Aasiyah	Bandukiyah	Teacher of Business Studies
Karen	Barber	Teacher of English and Dance
Daniel	Barnett	Teacher of Physical Education
Susan	Barrett	Prep 4 Class Teacher
Claire	Bateman	Teacher of Maths
Tracey	Blackburn	Teacher of Biology
Jessica	Blizzard	Head of MFL/Teacher of MFL (Spanish/French)
Catherine	Bowker	Teacher of Spanish
Helen	Burton	Prep 5 Class Teacher
Lisa	Butler	Prep 5 Class Teacher
Ruth	Carey	Head of Biology
James	Charnock	Head of Department Chemistry
Sarah	Cooper	Teacher of ICT
Ross	Cornwall	Teacher of English (Head of Year 10)
Joy	Corrigan	Head of English / ESB (NQT & ITT Supervision)
Louise	Cowan	Academic Assistant Head & Teacher of English
Alison	Cunliffe	Prep 6 Class Teacher
Naomi	Davies	Teacher of MFL - English & German
Nina	Derbyshire	Teacher of Art, Graphics & Photography
Shanila	Dhukai	Teacher of Chemistry
Judith	Dixon	Lower Prep Deputy Head EYFS Lead
Susannah	Duerden	Teacher of Geography
Susannah	Farrell	Prep 3 Class Teacher
James	Fialho	Teacher of English
Edward	Fuller	Head of History
Edward	Galloway	Teacher of Biology
Judith	Gough	Deputy Head Teacher/PE
Allyson	Gould	Teacher of Geography
Catherine	Hall	Teacher of Home Economics/ Textiles/Product Design
Emily	Hall	Teacher of PE
Rebecca	Harding	Prep 6 Class Teacher
Alice	Harfield	Teacher of Criminology
Philip	Harrison	Prep 5 Class Teacher - Computing
Julie	Hearle	Prep 1 Class Teacher
Toni	Heaton	Teacher of Maths
Caroline	Hibberd	Teacher Chemistry (Head of Careers)
Helen	Hodgson	Teacher of MFL (French)
Amy	Holland	Director of Performing Arts
Peter	Holland	Prep 4 Class Teacher
Benjamin	Holt	Director of Music

First Name	Surname	Job Title
Carla	Hornby	Senior Deputy Head - Head of Psychology
Rachel	Howarth-Hynes	Psychology Teacher
Deborah	Hughes	Teacher of Maths
Claire	Jackson	Teacher of Textiles
Rachael	Jackson	Teacher of Art, Graphics & Photography
Yibing	Jolly	Teacher of Mandarin
Gwenno	Jones	Teacher of EPR
Dhawal	Joshi	Teacher of Physics
Oliver	Kenyon	Head of Geogrpahy (Head of Year 10)
Janet	Klenk	Learning Support Teacher
Clare	Lewis	Teacher of History
Rebecca	Lloyd	Deputy Head of INSPIRED Sixth Form
Emma	Lowde	Prep Outdoor Learning
Georgina	McConnon	Head of Maths
Chloe	McCulloch	Creative Arts Teacher/Technician
Barry	McNeill	Teacher of Mathematics
Chloe	Meadows	Teacher of Geography
Victoria	Milnes	Prep 2 Class Teacher
Adelle	Moore	Teacher of History (Head of Year 7)
Jonathan	Oracz	Head of INSPIRED Sixth From/ Head of Classics/Latin
Rachel	Oracz	Head of EPR
Amy	Prendergast	Teacher of Dance
Lee	Purdy	Director of Sport
Emma Jane	Riley	Head of Year 9/History/EPR
Catherine	Roberts	Head of Drama & Teacher of English
Emma	Robson	Upper Prep Deputy Head/Prep Academic Lead
Richard	Robson	Principal
Bryony	Rigby	Teacher of PE (Head of Year 11)
Julia	Santi	Teacher of Biology
Carol	Smith	Teacher of Physics
Jonathan	Smith	Tecaher of Physical Education
David	Stewart	Head of History
Jacqueline	Tinniswood	Music Teacher
Holly	Taylor	Teacher of Latin/Classics
Jonathan	Walker	Director of Creative Arts & Technology
Paul	Watson	Teacher of Physics/Chemistry
John	Western	Assistant Head, Head of Maths & Science, Co-curricular coordinator
Medhi	Zourmand	Head of Business Studies and Economics

5. KEY DATES

ACADEMIC YEAR 2023/2024

Autumn Term 2023

Friday 1 September	INSET
Monday 4 September	INSET
Tuesday 5 September	New Pupil Induction Day (Reception, Year 7, and New Pupil Induction)
Wednesday 6 September	Start of Term
Thursday 5 October	Annual Open Evening 6pm – 9pm (All Senior pupils)
Friday 6 October	INSET
Monday 23 October – Friday 3 November incl.	HALF TERM
Thursday 7 December	Carol Service
Thursday 14 December	End of Term

Spring Term 2024

Monday 8 January	Start of Term
Monday 12 – Friday 16 February incl.	HALF TERM
Wednesday 27 March	End of Term

Summer Term 2024

Wednesday 17 April	INSET
Thursday 18 April	Start of Term
Friday 19 April	Founder’s Day
Monday 6 May	Bank Holiday
Monday 27 May – Friday 31 May incl.	HALF TERM
Friday 5 July	End of Term

6. GENERAL PROCEDURES

A. Assemblies

Through our assemblies, we aim to encourage and promote the spiritual, moral, social and cultural development of each student 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.

B. Before and After School Care

Before School Care

The school doors are opened from 7.30am but students are not expected to arrive before 7.45am. Students that do arrive early and require assistance between 7.45am and 8.00am may report to Reception. Students have information on their form room notice boards explaining this.

After School Care (ASC)

All students must leave the school premises by 4.15pm or report to the Learning Resource Centre (LRC) where supervision will be provided.

There will be a daily charge of £8.00 per session for each student in Years 7-11 staying after 4.15pm.

Where students are attending a supervised co-curricular activity such as a sporting practice, drama rehearsal, then no charge will be made. Similarly, students waiting for individual music lessons, LAMDA lessons, paid coaching sessions etc. will not be charged. These students 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 4.15pm however.

After School Arrangements

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

If Senior students are still in school after 4.15pm, they must be supervised. This can either be in the form of a staff run club (such as sport, drama etc.) where the member of staff will register them, or they must go to the LRC to be signed in there. Parents will be charged for supervision in the after school club in the LRC (see section on after school care).

C. Curriculum, Firefly and Homework

We use Firefly to record the homework set by each teachers. There is a free app which can be downloaded from Apple or Google stores and the site is accessible directly via <https://westholmeschool.fireflycloud.net>. 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.

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.

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 their child's form tutor in the first instance. 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 form tutors so we can help with managing this.

Homework timetables will be emailed out to parents at the beginning of each academic year, they are also available on the school website.

D. Detention

Lunchtime Detentions

A system of lunchtime detentions is in operation on Wednesday and Friday for those students whose behaviour dictates it is necessary. Heads of Year monitor the list of attendees to identify persistent problems which can then be addressed appropriately.

Academic Support – Academic support sessions are run on Tuesday and Thursday lunchtimes and are supervised by Heads of Faculty. For students that are missing homework deadlines or struggling with their organisation these support sessions will be compulsory.

After School Detentions

This would be given for a more serious misdemeanour. The member of staff issuing the detention will inform the Heads of Year and a member of the pastoral team will follow up with parents.

E. Examinations

Internal

Students 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 will take place in the first two weeks after the Christmas Break.
- A Level mock examinations will also take place in the first two weeks after the Christmas Break.
- Year 7-9 and 10 and 12 examinations will take place in the Summer Term just after the half term break.

Internal school examinations take place mostly in individual classrooms and the Theatre. Timetables will be given to students in advance and will 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 Upper Sixth 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 their child's form tutor to rearrange any missed papers.

External Examinations

Exams Officer: Mrs Helen Bentham (exams@westholmeschool.com)

The main period of public examinations is from mid-May to the end of June. The Sports Hall is the main venue 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 difficulties relating to speed of processing 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 demonstrate that this is their usual way of working.

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 via email (bentham@westholmeschool.com).

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. Please note these do not constitute the only rules and candidates will be given verbal warnings at the start of each examination.

F. Form Tutors 2023/24

FORM	TEACHER	Rooms	Assistant Head of Year	Support tutors	HoY and HoY office
7 W	Mrs Blizzard	22	Mr Galloway	Mrs Bateman & Mrs Blackburn	Mrs Moore Room 23
7 L	Mr Galloway	23			
7 M	Mrs Hall	24			
7 S	Miss Hall	30			
7 T	Mr Smith	31			
8 Bowland	Mrs Santi/Mrs Klenk	16	Mrs Santi	Mrs Hodgson & Mrs Jolly	Dr Riley Facing room 16
8 Calder	Mrs Hughes	19			
8 Longridge	Mrs Barber	9			
8 Pendle	Mr McNeill	15			
9 Bowland	Miss Davies	A2	Miss Davies	Mrs Afzal & Mrs Dhukai	Mr Fialho Opposite A1
9 Calder	Ms Gould	A3			
9 Longridge	Miss Jackson	A16			
9 Pendle	Mr Barnett	A15			
10 Bowland	Mr Charnock	A61	Miss Cooper	Mrs Lewis	Mr Kenyon Near A61
10 Calder	Miss Ross	A62			
10 Longridge	Miss Bandukiyah	A63			
10 Pendle	Miss Cooper	A64			
11 Bowland	Mrs Jackson	A40		Mrs Jones	Mr Cornwall & Mrs Rigby A41
11 Calder	Mrs Hibberd	A39			
11 Longridge	Mrs Howarth-Hynes/ Dr Watson	A38			
11 Pendle	Mrs Heaton	A37			
6HAA	Miss Harfield	Stephens Room		Mrs Corrigan & Mrs Oracz	Mr Oracz Head of Sixth Form office Miss Lloyd Deputy Head of Sixth Form office
6TAH	Miss Taylor	A65			
6ANR	Mr Anafi	A7			
6ROC	Miss Roberts	Art 2			
6ZOM	Mr Zourmand	Silent Study Room			
6FUE	Mr Fuller	A6			
6MCG	Mrs McConnon	A36			
6CAR	Mrs Carey	39			
6DEN	Mrs Derbyshire	Art 1			
6HOB	Mr Holt	Music Room			

F. 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 students.

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, students 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 only to take part in some of the session, complete fewer of the tasks than the other students or for the student to let the member of staff know when they need a break.

H. Health and 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. If your child becomes unwell whilst at school we will contact you to come to school to collect your child.

When a student needs to bring prescribed medication into school, they 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 student's responsibility to excuse themselves from lessons, collect their medication and take it under the supervision of the Nurse.

We also have a School Wellbeing Advisor, Mrs R Moody who is a registered member of the British Association of Counsellors and Psychotherapists (BACP). Students can also be assured of time and space to speak freely and experience non-judgmental empathy and understanding.

I. Informing School of an absence

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 by email or via the parent portal.

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.

Planned absences should be requested in advance by emailing the school or secretary on secretary@westholmeschool.com or by using the parent portal.

L. Lunches

The lunches provided at the Seniors are popular amongst our students and staff and there is always a very wide variety of options on offer including vegetarian and Halal alternatives.

Students 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.

Students 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 each day.

This is a cashless service offering a wide range of hot and cold breakfast items. Students must eat these purchased items in the dining room during break.

The cashless system also covers Westies, the vending machines and the INSPIRED Sixth Form Café.

M. Mobile Phones

For students in Years 7-10, mobile phones, tablets and other electronic devices must be switched off upon arrival at school. They may only be switched back on again after the bell that signals the end of the school day.

The only exceptions to this would be if a member of staff instructs you to or allows you to use your phone. You may also use your phone for contactless payment at breakfast club and Westies. In all circumstances, your phone must be promptly switched off again after use.

For students in Years 11 and INSPIRED Sixth Form, devices may only be used outside of lesson times and in Year 11 and Sixth Form areas only.

The School will not accept any responsibility for mobile phones, tablets and other electronic devices. If they go missing or are lost, staff will not waste time searching for them.

If parents have an emergency and need to contact you, then they should telephone reception. If there is evidence that a mobile phone is switched on during the school day then it will be confiscated. It may be collected from reception at the end of the school day and a lunchtime detention will be issued. If the phone was being used during registration or a lesson then it will again be confiscated but an after school detention will be given. Repeat offenders can expect sanctions to increase in severity.

Using mobile phones to video or take photographs in school/on school coaches or during cocurricular practices or matches is strictly forbidden. Students using a phone for this purpose will receive an appropriate sanction.

O. Online Safety

Dr 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 provides regular emails to parents which highlight current online safety issues and make more general recommendations regarding children'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 Parent Zone and NCA-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 and seeing 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 (rileye@westholmeschool.com). Alternatively get in touch with your child's Head of Year.

P. 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 Form Tutor in the first instance. They will liaise with the HoY, as they have the overall view of each child. The Form Tutor and Head of Year will communicate with the necessary staff and we will aim to respond as soon as possible. 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.

Our parents are advised that they should make an appointment if they wish to see a member of staff, to ensure that particular member of staff is either not 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 students 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 action will be taken, if necessary from outside agencies, to maintain our commitment to this position.

R. 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.

S. Sport

All of our fixtures and practices are published on SOCS (www.westholmeschoolsport.com). We urge you to familiarise yourself with the website as our sporting calendar and any cancellations or postponements are published here. This information is also available via a mobile app. When entering www.westholmeschoolsport.com on your 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. Please also follow our Twitter account (@WestholmeSport) for informational tweets. We also use Twitter to update parents about last minute cancellations of fixtures or late arrivals back to school after fixtures.

T. Timings of the Senior School Day

8:45-8:50	Registration
8:50-9:05	Assembly / Form time
9:05-10:00	Lesson 1 (on Weds this will be PSHE)
10:00-10:55	Lesson 2
10:55-11:15	Break
11:15-12:10	Lesson 3
12:10-13:05	Lesson 4
13:05-14:05	Lunch
14:05-14:10	Registration
14:10-15:05	Lesson 5
15:05-16:00	Lesson 6

U. Uniform

- All school uniform is available through the uniform supplier Schoolblazer - 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

The school strongly recommends the option to have name tapes attached at the time of purchase. Queries relating to uniform should be directed to the school secretary via secretary@westholmeschool.com.

Full uniform lists, including guidance on Sixth Form uniform guidance, can be found on the school website.

V. Valuable Items and Lost Property

All school uniform and possessions of any value should be marked with the student's full name (not just initials) and Form and kept safely. Students are asked not to bring valuable items into school, but if this is unavoidable, they should be locked in their lockers or taken to reception for safekeeping.

Valuable items, such as phones 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 into reception. Anything found that is named is returned to the student as soon as possible. Unnamed items are kept at reception and lost property displays are held periodically. Students may go to reception outside of lesson times to ask if their belongings have been found.

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. Students may look in this box at any time. It is expected that students will look for their own lost items around school in cloakrooms, classrooms, PE block etc. This is their responsibility. If a student has completed all of these procedures and the item has still not been found, then they may ask their Form Tutor to help initiate a search.

W. Westholme Association

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 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 Fayres, 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.

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, Susy Charlson on westholmeassociation@gmail.com or via the school Office Manager on secretary@westholmeschool.com.

7. TRANSPORT

Westholme School offers 11 coach routes to facilitate the home to school journeys for our students. If you wish for your child to use this service, please register with our transport management partner, Studentsafe. All our route information can be found here and bookings made. 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 Spring & Summer Terms. 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, subject to availability.

In order to optimise traffic conditions, coaches will not stop if there are no students waiting at the nominated stopping place. It is our normal procedure to request that students 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 students are at the stop five minutes before the departure time. The StudentSafe app is available and helps by allowing parents and guardians to:

- Access real time tracking of coach services
- Receive real time verification that students have boarded and alighted the bus at their stops
- Receive real time notifications of delays and incidents
- Amend (cancel) booking details for the next journey
- Use the self-booking calendar for booking or cancelling additional ad-hoc services should the need arise (subject to seat availability)

The App can be downloaded from the App Store of your choice. Simply search for StudentSafe or follow the links below.

[Apple App store](#)

[Google Play Store](#)

All students who are registered to use the coach service are issued with a fob on the first day of term. This will allow students to scan in and out of the service, as they board and alight the coach. Lost or damaged fobs will be replaced. Please visit Student Reception to request a replacement lost or damaged fob. The school will replace one fob free of charge per term, £1 per fob thereafter. The replacement cost will be invoiced via Finance.

We remind students that they are to follow the transport Code of Conduct as detailed on the Booking Portal.

Should you require further support, please do contact either the Westholme office hub on 01254 506070 or StudentSafe via email on westholme@studentsafe.com. Your dedicated phone number for StudentSafe is 01254 946877 which will be available from the start of term. During live service hours, please only call this number for matters relating to the live service. For general enquiries, please call between the hours of 9am and 4pm Monday to Friday if possible.

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 requires special access requirements, please contact school as special arrangements can be made for you to drop off/collect your child from different areas of the school.

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.

8. SCHOOL RULES & POLICIES

All students are expected to represent the school well, behaving with courtesy and consideration at all times.

Movement in the building and on the premises

Students must always:

- Walk on the left on staircases and corridors.
- 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, textiles and food rooms, swimming pool, sports hall, art block, theatre or green room 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 pupil reception if they are leaving the premises. If arriving after registration, students must sign-in at pupil reception.

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.**

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.
- Not bring or consume energy stimulant drinks (e.g. Monster/Red Bull) on school premises/school coaches or trips.

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 reception to report it.
- Only eat or drink in breakfast club or School dining hall. No cans, glass bottles or breakable containers are to be brought to school.
- Students should only open classroom windows or touch blinds and curtains unless permission is given by a member of staff.

Uniform

Students must:

- Wear only the official school uniform unless otherwise instructed by a member of PE staff.
- Wear their blazers to and from school and in lessons.
- Always have their shirts/blouses tucked in.
- Ensure skirt length is just above the knee.
- Be clean-shaven in years 7 - 11 at all times.

Students must not:

- 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. (In Year 11, students can have a skin fade, but it can fade up to a number 2 at the shortest.) In Years 7 – 10, any students with long hair must have it 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 ear studs (one stud only in the bottom of each ear lobe) and a wristwatch.

Property

- No money should even 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 in lessons should be kept to a minimum and low in volume. No food or drink should be taken into the LRC during the school day.
- 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.

Respect

- Students in Years 7 – 11 are expected to stand in silence when any member of staff enters any room.
- We pride ourselves on a mutually respectful and caring environment. Please make sure your behaviour reflects this.
- Students should maintain appropriate relationships between each other at all times, without any inappropriate physical contact taking place.

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

- This is banned on the school premises and on the school coaches.

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.

Safeguarding Policy

Our Safeguarding policy (including Staff Code of Conduct) along with our Safer Recruitment Policy are fully accessible on our website.

Other School Policies (information is also available upon request):

- Policy on and Arrangements for Admissions, Discipline and Exclusions
- Education and Welfare Provision for students with statements and students 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
- Latest inspection report
- [Careers Guidance](#)
- [Learning Support](#)

9. THE HOUSE SYSTEM

On arrival at Wilmar Lodge, all students and teachers are allocated to one of the four Houses. Each House is led by House Captains who are members of the INSPIRED 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 Sixth Form Captains in their role.

	Bowland	Calder	Longridge	Pendle
Head of House	Miss N Davies	Mr E Galloway	Miss Alice Harfield	Miss S Cooper
House Captains	Oliver Brogan	Amaara Ahmed	Zakariyya Khan	Megan Ingleby
	Eadie Beswick	Ethan Colman	Ruby Thompson	Alexander Galiatsatos
Staff	Mrs Julia Santi		Mr Jonny Walker	Mrs Jess Blizzard
	Mrs Cath Hall	Miss Emily Hall	Mr Aasiyah Bandukiyak	Miss Rebecca Lloyd
	Mr James Charnock	Miss Emily Ross	Mrs Rachel Howarth-Hynes	Mr Jonathan Oracz
	Mr Lee Purdy	Mrs Clare Lewis	Mr Ben Holt	Mr Barrie McNeil
	Mr James Fialho	Mrs Deborah Hughes	Mr Edward Fuller	Mrs Joy Corrigan
	Mr Cath Roberts	Miss Mariam Afzal	Mrs Karen Barber	Mrs Georgina McConnon
	Mrs Adelle Moore	Mrs Yibing Jolly	Mrs Jude Gough	Mr David Stewart
	Mr Medhi Zourmand	Mrs Bryony Rigby	Mrs Louise Cowan	Mr John Western
	Mrs Shanila Dhukai	Mr Ross Cornwall	Dr Paul Watson	Mrs Claire Bateman
	Mrs Carla Hornby	Dr Emma Riley	Mrs Tracey Blackburn	Mrs Helen Hodgson
	Mrs Janet Klenk	Ms Allyson Gould	Miss Rachel Jackson	Mrs Toni Heaton
	Mrs Claire Jackson	Mrs Richard Anafi	Miss Gwenno Jones	Mr Oliver Kenyon
	Mrs Ruth Carey	Miss Holly Taylor	Mr Jonathan Smith	Mr Dan Barnett
	Mrs Nina Derbyshire	Mrs Rachel Oracz	Mr Dhawal Joshi	Miss Amy Prendergast
	Mrs Amy Holland	Mrs Caroline Hibberd		

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 forthcoming events once a fortnight and students 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 students and staff support their House.

Activities Include:

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

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

10. 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 changes each term and is available in Form rooms, noticeboards, the website and the parent portal. There is an impressive range of activities on offer each day. Please encourage your children to get as involved as possible. KS3 students are expected to attend at least two activities a week, and are encouraged to try something new. There are also many trips that occur at weekends and during the holidays. You child will find out about these through lessons or assemblies. If they are interested, they will bring home a letter providing more information and then they can choose to sign up online by paying a deposit through EVOLVE which is a new system replacing SIMS Pay.

11. 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

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 students, parents and staff.

12. USEFUL LINKS

There are a number of ways that you can keep in touch with school life:

Follow us on Twitter:

@WhPrincipal @WestholmeSchool, @WestholmeSport, @WestholmeSF,
@WestholmeDesign, @WestholmeFuture, @WestholmeCD and @westholmeassoc

Or on Instagram:

@westholme_school, @westholmeartanddesign

Or on Facebook:

@WestholmeSchool

Or the School website - www.westholmeschool.com

13. CONTACT INFORMATION

Principal
Dr R. Robson

Westholme Seniors
T: 01254 506070
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Meins Road
Pleasington
BB2 6QU

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

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