



WESTHOLME

SENIOR PARENT HANDBOOK

WILMAR LODGE, MEINS ROAD, PLEASINGTON, BB2 6QU

WWW.WESTHOLMESCHOOL.COM

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WELCOME FROM THE PRINCIPAL

Dear Westholme Family,

Welcome to another year of “serious fun” at Westholme School.

Our mission is, of course, very serious. We exist to develop better students and better people; the challenges that lie ahead, many created by my own generation, need to be solved by young people who have a genuine sense of purpose. While they are at school, learning those values and skills, we want them to have a lot of fun.

Westholme’s academic results speak for themselves, and we are proud, though not complacent, of our position as one of the leading schools in Lancashire. With our broad curriculum and dedicated staff, we are able to help our students to fulfil, if not exceed, their academic potential.

The destinations of our leavers reflect the diversity of our student body. Some will go on to traditional degree courses at some of the most prestigious universities in the world; some will go on to modern courses that will lead to careers that didn’t exist when we were at school; and others will start degree apprenticeships in a range of exciting workplaces.

In short, there is no such thing as a “Westholme product”. We take every individual for who they are and encourage them to follow their passions. That is a privilege for us as educators and incredibly exciting for you as parents.

Just as important as our academic success are the ambitions, skills and personal attributes that are developed through a Westholme education. As adults, we know that communication, leadership and team-work skills, resilience and adaptability, and an acceptance of the relationship between sheer hard work and success, are all as important in life as the results we got at A Level.

A Westholme education opens doors for our students, giving them the knowledge and skills needed to approach the next stages of their lives with confidence and enthusiasm.

A massive part of our success has been determined by the way in which we work together as educators and parents to help our children become the very best versions of themselves. Thank you for your support.

This handbook contains much of the day-to-day information you will need, but never hesitate to get in touch if you need further guidance or support.

Mr P Taylor
Principal



1. OUR AIMS AND ETHOS

To be a vibrant, friendly, warm family community where pupils are happy and love coming to school.

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

To provide inspirational teaching that develops a life-long love of learning and ensures every pupil exceeds their academic potential.

To give an unrivalled all-round educational journey that enables all Westholmians to become the very best, well-rounded version of themselves.

To instil a unique workplace-ready philosophy, equipping our pupils with a 21st century skillset, that fully prepares them for life beyond Westholme.

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 acceptance 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.

2. STAFF LIST

SENIOR LEADERSHIP TEAM

Principal

Mr P Taylor

Commercial Director

Mrs V Davenport

Senior Deputy Heads

Mrs J Gough (Pastoral)

Mrs L Cowan (Academic)

Prep Leadership Team

Head of Prep - Mrs C Hornby

Deputy Head of Prep – Mrs J Dixon

Heads of Year

Year 7 - Mrs A Moore

Year 8 - Mr J Fialho

Year 9 – Miss S Cooper

Year 10 - Miss N Davies

Year 11 – Mr O Kenyon & Mrs B Rigby

INSPIRED Sixth Form

Head of INSPIRED Sixth Form - Mr J Oracz

Deputy Head of INSPIRED Sixth Form and Head of Year 13 - Miss R Lloyd

Head of Year 12 – Dr P Watson

Academic Achievement Co-Ordinator – Mr R Anafi

School Nurse

Mrs F Nisar

Wellbeing Advisor

Mrs Rachel Moody

SENDCo

Mrs A Cunliffe

FULL STAFF LIST

Mrs M Afzaal	Teacher of Biology	Mrs H Hodgson	Teacher of Modern Foreign Languages (French)
Mrs A Ali	Teacher of Mathematics & ISF		
	Academic Achievement Coordinator	Mrs A Holland	Director of Performing Arts
Mrs A Anafi	Head of Chemistry	Mr P Holland	Prep Class Teacher
Mr R Anafi	Teacher of Mathematics	Mr B Holt	Director of Music
Miss A Bandukiyah	Teacher of Business Studies	Mrs R Howarth-Hynes	Teacher of Psychology
Mrs K Barber	Teacher of English and Dance	Mrs D Hughes	Teacher of Mathematics
Mr D Barnett	Teacher of Physical Education	Mrs C Jackson	Teacher of Textiles & Assistant Head of Year 11
Mrs S Barrett	Prep Class Teacher		
Mrs C Bateman	Teacher of Mathematics	Miss R Jackson	Teacher of Art, Graphics and Photography & Co-Curricular Coordinator
Mrs T Blackburn	Teacher of Biology		
Mrs J Blizzard	Head of Modern Foreign Languages	Mrs Y Jolly	Teacher of Modern Foreign Languages (Mandarin)
Mrs H Burton	Prep Class Teacher, Lower Prep Music		
Mrs S Burton	Teacher of English and Latin	Miss G Jones	Teacher of EPR
Mrs L Butler	Prep Class Teacher	Miss J Jones	Teacher of English
Mrs R Carey	Head of Science and Maths	Mr O Kenyon	Head of Geography & Head of Year 11
Mr J Charnock	Teacher of Chemistry	Mrs C Lewis	Teacher of History & Music
Mrs R Clemson-Dave	Teacher of Physics & KS3 Science Coordinator	Mrs E Lowde	Prep Outdoor Learning
		Mrs G McConnon	Head of Mathematics
Miss S Cooper	Teacher of Computer Science & Head of Year 9	Mrs V Milnes	Prep Class Teacher
Mr R Cornwall	Teacher of English	Mrs A Moore	Teacher of History and Geography & Head of Year 7
Mrs J Corrigan	Head of English & ESB (NQT and ITT supervision)		
	SENDCo	Mrs R Murphy	Prep Class Teacher & Prep SENDCo
Mrs A Cunliffe	Prep Class Teacher	Mrs J Newberry	Prep Music Teacher
Mrs R Dando	Teacher of Modern Foreign Languages (German) & Head of Year 10	Mrs R Oracz	Head of Faculty Social Sciences and Humanities
Miss N Davies	Head of Sports Scholars and Teacher of Physical Education		
Miss A De Miranda	Teacher of Art, Graphics and Photography	Mr J Petts	Teacher of EPR and English
Mrs N Derbyshire	Teacher of Geography & Educational Visits Coordinator	Mr L Purdy	Director of Sport
Mrs S Duerden	Teacher of English & Head of Year 8	Miss K Richards	Teacher of Art
Mr J Fialho	Teacher of Modern Foreign Languages (French)	Mrs B Rigby	Teacher of Physical Education & Head of Year 11
Mrs N Flintham	Teacher of Mathematics		
	Head of History & PHSE Coordinator	Dr E Riley	Teacher of History and EPR
Mr Z Forster	Head of Biology	Miss C Roberts	Head of Drama, Teacher of English
Mr E Fuller	Teacher of Food Preparation and Nutrition / Textiles / Product Design	Miss E Ross	Teacher of Modern Foreign Languages (German and Spanish)
Mr E Galloway	Teacher of Physical Education		
Mrs C Hall	Teacher of Mathematics & Computer Science	Mr M Sabir	Teacher of Mathematics
		Mrs J Santi	Teacher of Science & Assistant Head of Year 9
Miss E Hall	Teacher of Criminology and Psychology & Assistant Head of Year 10		
Mrs S Hamid	Prep Class Teacher, Teacher of IT	Mr K Scolah	Teacher of Physical Education
	Prep Class Teacher	Mr J Smith	Teacher of Physical Education
Miss A Harfield	Teacher of Chemistry & Head of Careers	Miss K Smith	Prep Class Teacher
		Mr D Stewart	Teacher of History
Mr P Harrison		Miss H Taylor	Teacher of Latin and Classics
Mrs H Hawkins		Mr J Walker	Director of Creative Arts and Technology
Mrs C Hibberd		Dr P Watson	Head of Physics & Head of Year 12
		Mr M Zourmand	Head of Business and Economics & Assistant Head of Year 7

3. STUDENT EXECUTIVE 24/25

INSPIRED LEADERSHIP TEAM

HEAD BOY

Enrikas

HEAD GIRL

Charlotte

DEPUTY HEAD BOY

Mason

DEPUTY HEAD GIRL

Grace

ASSISTANT HEADS

PREP

Scarlett

LOWER SENIORS

Imogen

Poppy

UPPER SENIORS

Darcie

Harry



From left to right: Poppy, Harry, Darcie, Mason, Charlotte, Enrikas, Grace, Imogen and Scarlett.

4. KEY DATES

AUTUMN TERM - 2024

Monday 2 September - INSET
Tuesday 3 September - INSET
Wednesday 4 September - New Pupil Induction Day (Reception, Year 7, and New Pupil Induction)
Thursday 5 September - Start of Term
Thursday 3 October - Annual Open Evening 6pm - 9pm (All Senior Pupils)
Friday 4 October - INSET
Monday 21 October - Friday 1 November incl. - HALF TERM
Thursday 5 December - Carol Service
Friday 13 December - End of Term

SPRING TERM - 2025

Monday 6 January - INSET
Tuesday 7 January - Start of Term
Monday 17 - Friday 21 February incl. - HALF TERM
Friday 28 March - End of Term

SUMMER TERM - 2025

Tuesday 22 April - Start of Term
Monday 5 May - Bank Holiday
Monday 26 May - Friday 30 May incl. - HALF TERM
Friday 4 July - End of Term

AUTUMN TERM - 2025

Monday 1 September - INSET
Tuesday 2 September - INSET
Wednesday 3 September - New Pupil Induction Day
(Reception, Year 7, LISF and New Pupil Induction)
Thursday 4 September - Start of Term
Thursday 2 October - Annual Open Evening 6pm – 9pm (All senior pupils)
Friday 3 October - INSET
Monday 20 October – Friday 31 October incl. - HALF TERM
Thursday 4 December* - Carol Service
Friday 12 December - End of Term

SPRING TERM – 2026

Monday 5 January - INSET
Tuesday 6 January - Start of Term
Monday 16 – Friday 20 February incl. - HALF TERM
Wednesday 1 April - End of Term

SUMMER TERM – 2026

Monday 20 April - Start of Term
Monday 4 May - Bank Holiday
Monday 25 May – Friday 29 May incl. - HALF TERM
Friday 3 July - End of Term

5. 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 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 earliest time students may arrive at school is 7.45am, as this is when there are staff on site. This is for safeguarding and health and safety reasons.

Students that do arrive early and require assistance from 7.45am may report to Reception.

After School Care (ASC)

All students must leave the school premises by 4.15pm. If Senior students are still in school after 4.15pm, they must be supervised. This is for safeguarding and health and safety reasons.

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 - 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 or 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.

C. CURRICULUM, FIREFLY AND HOMEWORK

We use Firefly to record the homework set by each teacher. 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 available on Firefly from the beginning of each academic year.

D. DETENTIONS

Lunchtime Detentions

A system of lunchtime detentions is in operation from Tuesday to Friday for those students whose behaviour dictates it is necessary or for students that are missing homework deadlines or struggling with their organisation. These are run by Heads of Year, Heads of Faculty, and the Deputy Heads.

Heads of Year monitor the list of attendees to identify persistent problems which can then be addressed appropriately.

After School Detentions

These 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 Years 7 to 10 and Year 12 have school examinations during the school year:

- For Years 7-9 these will take place in the week before May half term
- For Year 10 these will take place in the week after May half term
- For Year 12 these will take place at the start of January and then again in June

In addition, the following take place:

- GCSE & A Level mock examinations will take place in the first two weeks after the Christmas 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 Firefly.

Students in Years 7-10 attend school as normal for school examinations; however study leave is given to Year 11 and Upper Sixth for the mocks 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 reasonable adjustments, this will be coordinated by the school's Head of Learning Support, Mrs Cunliffe. As far as possible, any reasonable adjustments appropriate for public examinations will be made for school examinations.

Any unexpected absence for internal 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: Miss H Heaps (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.

Reasonable Adjustments

Reasonable Adjustments 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 reasonable adjustments 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 Cunliffe, Head of Learning Support, will coordinate with the Examinations Officer regarding any reasonable adjustments.

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. It is very rare indeed that a grade will be awarded by the exam boards for an examination that has not been taken.

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 Miss Heaps if they have any concerns or queries about the public examinations via email (exams@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 also be given verbal warnings at the start of each examination.

F. FORM TUTORS 24/25

FORM	TEACHER	ROOMS	SUPPORT TUTORS	HEAD OF YEAR
7 BOWLAND	MRS C HALL	23	MRS C BATEMAN & MRS T BLACKBURN	MRS A MOORE
7 CALDER	MR M ZOURMAND (ASSISTANT HEAD OF YEAR)	24		
7 LONGRIDGE	MRS J BLIZZARD	30		
7 PENDLE	MISS E HALL	31		
8W	MRS R CLEMSON-DAVE	19	MISS E SMITH DR E RILEY MRS Y JOLLY	MR J FIALHO
8L	MR J SMITH	15		
8M	MRS D HUGHES	9		
8S	MRS H HODGSON/MRS K BARBER	16		
8T	MRS S BURTON	22		
9 BOWLAND	MR B HOLT	A15	MRS M AFZAAL MR J CHARNOCK	MISS S COOPER
9 CALDER	MRS S DUERDEN	A3		
9 LONGRIDGE	MRS S HAMID	A16		
9 PENDLE	MRS J SANTI (ASSISTANT HEAD OF YEAR)	A2		
10 BOWLAND	MISS J JONES	A61	MISS G JONES (PSHE FOR BOWLAND)	MISS N DAVIES
10 CALDER	MISS E ROSS	A62		
10 LONGRIDGE	MISS A HARFIELD (ASSISTANT HEAD OF YEAR)	A64		
10 PENDLE	MR M SABIR	A63		

11 BOWLAND	MRS C JACKSON ASSISTANT HEAD OF YEAR	A40	MRS C LEWIS MRS A ALI	MR O KENYON MRS B RIGBY
11 CALDER	MR R CORNWALL (PSHE) / MISS K RICHARDS	A39		
11 LONGRIDGE	MISS A BANDUKIYAH	A38		
11 PENDLE	MRS C HIBBERD	A37		
12 FOZ	MR Z FORSTER	A1	MR D STEWART MR K SCORAH (PSHE FOR HHR) MR R ANAFI	MR J ORACZ HEAD OF SIXTH FORM MISS R LLOYD DEPUTY HEAD OF SIXTH FORM DR P WATSON HEAD OF YEAR 12
12 GAE	MR E GALLOWAY	39		
12 HHR	MRS R HOWARTH-HYNES	STEPHENS ROOM		
12 JAR	MISS R JACKSON	ART 2		
12 PEJ	MR J PETTS	A7		
13 ANA	MRS A ANAFI	A15		
13 FUE	MR E FULLER	A3		
13 MCG	MRS G MCCONNON	A16		
13 ROC	MISS C ROBERTS	A2		
13 TAH	MISS H TAYLOR	A65		

F. FASTING FOR RELIGIOUS REASONS

Westholme School appreciates that as some children get older, they may wish to partake in religious fasting during the Holy month of 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 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 Rachel Moody who is a registered member of the British Association of Counsellors and Psychotherapists (BACP). Students can 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 8am at the latest by phone, 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 office at secretary@westholmeschool.com or by using the parent portal.

L. LUNCHES

The lunches provided 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 pupils in Years 7 – 10, mobile phones, tablets and other electronic devices must be switched off BEFORE morning registration and stored away securely for the rest of the day.

The only exceptions to this would be if a member of staff instructs them to or allows them to use their phone. They may also use their phone for contactless payment at breakfast club and Westies. In all circumstances, their 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 INSPIRED 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 spend time searching for them.

If students need to contact home, they should report to Student Reception.

If parents have an emergency and need to contact their child/ren, then they should telephone the school office.

If there is evidence that a mobile phone is switched on during the school day, it will then 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 co-curricular practices or matches is strictly forbidden. Students using a phone for this purpose will receive an appropriate sanction.

Apple/Smart watches are a mobile device and as such, the same rules as mobile phones apply.

Students must not wear airpods, earphones, or headphones when moving around school, including outside areas.

O. ONLINE SAFETY

Miss Cooper 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 - www.educateagainsthate.com/resources/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 Miss Cooper at school (coopers@westholmeschool.com). Alternatively get in touch with your child's Head of Year.

O. OPERATION ENCOMPASS

As part of our commitment to safeguard children at Westholme, as a school we are participants in Operation Encompass. Operation Encompass is a unique Police and Education early intervention safeguarding partnership which ensures that a child/young person's school is informed, prior to the start of the next school day, that there has been a domestic abuse, vulnerable child or missing incident to which the child or young person has been exposed, and which might then have an impact on them in school the following day. Each school is informed of all such incidents, not just those where an offence can be identified or those which are graded as high risk. The partnership recognises that all domestic abuse, vulnerable child and missing incidents can be harmful to children and young people.

This information will be shared throughout the year, including holidays and weekends. Information will only be shared with the school by the police where it is identified that a young person was present, witnessed or was involved. Nominated members of staff, known as Key Adults, have been trained to liaise with the police. At Westholme Seniors, our Key Adults are Mrs Gough at Seniors and Mrs Hornby at Prep. They use information that has been shared with them, in confidence, to ensure that the school makes provision for possible difficulties experienced by children or their families. The Key Adults will keep this information confidential and will only share it on a need-to-know basis, for instance, to teaching staff for the child or young person. It will not be shared with other school students.

This national initiative has been implemented across the whole of the Lancashire Police area. If you would like some more information about it, you can view it online at www.operationencompass.org. At Westholme it is our duty to offer the best support possible for our pupils and a recent review of Operation Encompass showed that it is beneficial and supportive for all those involved.

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.

Staff members will aim to respond to queries within one working day, even if this is initially a holding email whilst they investigate. Form Tutors will liaise with the Head of Year (HoY), as they have the overall view of each child. The Form Tutor and HOY 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 is not available. 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.

We pride ourselves on the warm and positive relationships we develop with our families. 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.

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 after-school and Saturday 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

We have high expectations for the appearance and standards of all of our students.

All school uniform, full uniform lists (including guidance on Sixth Form) are 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.

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 (known as the WA) is our version of a PTA (parent/teacher organisation). We have a committee of about 12 parents and together with staff from across the school, we meet once a term to discuss funding requests and social activities and are actively involved in school life. Anyone can join the committee as all parents are automatically members of the WA and we have a growing list of helpers who volunteer their time at events.

What we do?

The committee plans a variety of events throughout the year - some are social and some are fundraising with the aim of developing and maintaining the Westholme family community. Typical events are the Spring and Christmas Fairs, termly pre-loved uniform sales, Prep movie nights and discos and Balls/party nights. All events, whether for families, adults or children, aim to bring together parents, children and teachers in an informal setting.

Why?

As part of the Westholme family, we are keen to work with school to provide the extras for our children's education. We have items we repeatedly fund such as provision of hatching eggs, and end of term activities for Prep including Year 6 leavers' hoodies, Maths and Lego competitions/ leagues, a contribution to the Year 13 leavers' Prom night, Prizegiving awards, etc. Requests arrive throughout the year and for our Centenary Year of 2023 included helping to replace sewing machines, INSPIRED Sixth form furniture, and contributing to the Westholme Sensory Garden.

How Might You Help?

You can support our events by attending, by volunteering to help and by donating. We frequently ask for donations of good quality pre-loved uniform and have sales throughout the year including one just for incoming year 7 parents. If you see us at school events, do come over and have a chat!

So please come along and support our events, look out for updates in 'Westholme Weekly' and via Parentmail for future and past events and details of items we have funded.

If you would like to become more involved by joining the Committee, then please contact the Chairman, Susy Charlson at westholmeassociation@gmail.com or via the school Office at secretary@westholmeschool.com.



The annual Spring Fair run by the Westholme Association is always a fun occasion!

6. TRANSPORT

Travel by School Coach

Westholme School offers 12 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 half 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 and portal are available and help 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.

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.

7. SCHOOL RULES

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

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, without any inappropriate physical contact taking place.

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.
- Play ball games anywhere except on the astroturf, courts or playing field.

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.
- Westholme is a nut-free school – no items containing nuts can be brought onto the school grounds.

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 the breakfast club or dining hall. No cans, glass bottles or breakable containers are to be brought to school.
- Only open classroom windows or touch blinds and curtains if permission has been given by a member of staff.

Uniform

Students must:

- Wear only the official school uniform unless otherwise instructed by a member of staff.
- Wear their blazers to and from school and in lessons.
- Always have their shirts/blouses tucked in.
- Ensure skirt length is no shorter than just above the knee.
- Be clean-shaven 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 only 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. Not an Apple Watch, smart watch, or equivalent.

Property

- No money should 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 estates 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.

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 food, hot drinks or drinks other than water consumed on the coaches and pupils must leave the coach clean and tidy.

Outside of lesson time and after school rules and guidance

- The earliest time students may arrive at school is 7.45am, as this is when there are staff on site. This is for safeguarding and health and safety reasons.
- All students must leave all school buildings no later than 6pm.
- If students require first aid, the School Nurse can be found in her office. If she is not there, then students should report to Student Reception, who will send for a first aider.
- If first aid is needed outside of Student Reception working hours (before 8am and after 5.30pm) then students should report to the staffroom or find a member of the Senior Leadership Team (the member of SLT who is on late duty each day is written on the notices).
- If students or parents see someone on the school site, who you do not think should be here, please do not approach them. Please tell a member of staff/reception immediately, giving them as much detail as possible.
- Never let a stranger into the building – direct them to reception.
- Visitors with red lanyards should be accompanied by a member of staff wearing a green or purple lanyard at all times. If students or parents see a visitor without a lanyard, or with a red lanyard on their own, please inform a member of staff immediately.
- Students must not use any plug sockets or bring electrical equipment into school from home.
- Students should keep away from areas that have been fenced or roped off. Other out-of-bounds areas include any locked room, store cupboards, Croston Theatre, theatre toilets, Green Room, roads and car parks.
- If students or parents hear the fire alarm, you must leave the building by the nearest exit and meet on the astroturf. This must be done in silence.
- Students have until 4.15pm, at the latest, to either leave the premises or join a supervised activity. If they are not participating in an activity with a member of staff, then they **MUST** sign in at After School Club (ASC) in the LRC.
- Parents will be charged on the termly bill for ASC.
- Refreshments are served in the LRC from 4.30pm onwards.
- Students signed into ASC are the responsibility of the member of staff on duty (ASC leader).
- Students are not permitted to leave ASC unless they are signing out to go home or to visit the bathroom (students must ask permission first, so the ASC leader knows where they are).
- Sixth Form students must sign in and out, using the Inventory system, as well as attending registration twice a day.
- Students must be collected by 6pm. The ASC leader will stay in the LRC until at least 5.30pm, in case any students come to the ASC following another activity. It is therefore vital that any students wishing to utilise ASC following another activity, arrive in the LRC before 5.30pm.

8. POLICIES

Safeguarding Policy

Our Safeguarding policy (including Staff Code of Conduct) along with our Safer Recruitment Policy are fully accessible on our website: <https://www.westholmeschool.com/policies>

Other School Policies




The following policies are available on our website (<https://www.westholmeschool.com/policies>) or upon request:

Admissions Policy
First Aid Policy
Anti-Bullying Policy
Health and Safety Policy
Attendance Policy
Latest inspection report
Behaviour Management Policy
Parental Access to Premises Policy
Complaints procedure
Relationships and Sex Education Policy
Curriculum Policy
SEND Policy
Discipline, Exclusions and Required Removal Policy
Whistle-Blowing Policy
English as an Additional Language (EAL) Policy

9. THE HOUSE SYSTEM

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

	 Bowland	 Calder	 Longridge	 Pendle
	Bowland	Calder	Longridge	Pendle
Head of House	Mrs K Barber	Mr E Galloway	Miss A Harfield	Miss R Jackson
House Captains	Amelia	Lucy	Amelie	Bryn
	Isabel	Will	Amie	Maisie

Members of each House meet together regularly for a House Assembly in a designated location and the Heads of House and ISF House Captains lead assemblies aimed at promoting their House and forthcoming events 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.

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

Activities include:

Badminton Championship
Boys and Girls Football Tournament
Chess Championship
Christmas Entertainment
Cricket Championship
Cross Country Championship
Hockey Championship
House General Knowledge Quiz

House Music Championship
House Spoken English Competition
Netball Championship
Poetry Speaking Competition
Rounders Championship
Shakespeare Speaking Competitions
Sports Day
Swimming Gala
Tennis Championship

10. CO-CURRICULAR & TRIPS

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 which you can [view here](#). We also have a wide range of trips available which you can [view here](#).

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. Your child will find out about these through lessons or assemblies. If they are interested, a letter will be emailed to parents providing more information. Parents can then choose to sign up and pay a deposit through EVOLVE.

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 email. It is therefore particularly important that parents and guardians keep school informed of any contact detail changes.

It is the School's aim to remain open but in the event of adverse weather conditions, closure may become necessary to maintain a safe and staffed environment.

12. USEFUL LINKS

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

Follow us on Twitter:

@WestholmeSchool

@WestholmeSport

@WestholmeSF

@WestholmeFuture

@WestholmeCD

@westholmeassoc

@WestholmePrep

@WestholmeFood

On Instagram: @westholme_school; @westholme_performingarts

On Facebook: @WestholmeSchool

Or view the School website - www.westholmeschool.com

13. CONTACT INFORMATION

Mr P Taylor

Principal

Principal@westholmeschool.com

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