

Sir
William
Stanier
School

Opportunity
Community
Courage



YEAR 7 WELCOME PACK

Every lesson counts,
every learner matters



THE LEARNING PARTNERSHIP

2026 / 27

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Welcome

Welcome to Sir William Stanier School. We are delighted that you chose us for your child's secondary education. Our extensive primary transition programme will make your child's move to us as smooth as possible and our philosophy of ensuring that every child is known means that we are with them every step of the way as they move through each key stage towards independence and adulthood.

This guide gives you and your child all the information you need about the school, including: term times, uniform guidelines and school dinners. There is more information on our website: <https://sirwilliamstanier.co.uk>

Please do get in touch if you have any questions, and we look forward to welcoming your child to Sir William Stanier School in September.



SWS

An overview

At Sir William Stanier School, we believe that every child can succeed when they are given the **opportunity** to grow, the **courage** to try, and the strength of a supportive **community**. Through high-quality teaching, clear expectations, and a culture of care, we equip our students with the knowledge, character, and confidence to thrive at school and beyond.

We champion diversity and inclusivity ensuring that everyone feels seen, valued, and empowered.

We are a values-led school in the heart of Crewe. Our mission is to ensure that every SWS student is given the best opportunity and support to realise their full potential our students develop those skills and qualities needed to make good choices, to lead happy and successful lives.

We want to nurture in them a lifelong love of learning and an understanding that everyone can fulfil their ambitions; regardless of how wide the gap between starting points and desired destinations may seem. We aim to develop well-rounded young people who are fair and compassionate, and who respect the diversity of all in our community so that everyone can enjoy and achieve in equal measure.

Our Values

Opportunity:

We believe we can achieve anything and we have high expectations of ourselves.

We take pride in how we dress and how we talk to everyone at all times.

Courage:

We work hard and never give up.
We take measured risks which encourage us to experience more and to know more enabling us to grow into the leaders we are going to be

Community:

We welcome everyone to contribute positively to our school.

We look after each other and bring out the best in each other.

We are all part of the SWS Family

SWS

School Day

Period	Start	End
Form Time	8:30	9:00
P1	9:00	10:00
P2	10:00	11:00
Break	11:00	11:20
P3	11:20	12:20
P4	12:20	1:20
Lunch	1:20	2:00
P5	2:00	3:00

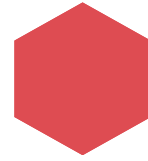
Mobile Phones

Pouches

At SWS students are provided with a mobile phone pouch. This is for students to place their mobile phone into the pouch each morning. This is then locked whilst the students are in school. At the end of the day students will unlock the pouch before leaving site. If a student needs to make contact with home they are able to attend student services where a call can be made on behalf of the student.

SWS

Equipment for school



An important part of being ready to learn is having the correct equipment and bringing it to school every day.

Equipment for school:

A school bag to carry home learning, a pencil case and PE Kit.

Equipment we expect your child to bring every day

A pencil case with:

- two black pens
- a pencil
- a 15-cm ruler

We also use the following items a lot

- a rubber
- Highlighters
- Coloured pencils
- A 180° protractor
- A scientific calculator



Home School communication



Arbor

The Arbor app is a great place to find information about your child's attendance, punctuality and behaviour. You can also find your child's timetable on the app. Please ensure that we have your most up to date email address because this is the communication method we use most often. Letters, information and trip details are all sent out by email.

Progress reporting

Parents of Year 7 students receive three progress reports during the school year. A copy is placed onto the Arbor App.

Office 365

All students are provided with an Office 365 account that they can use both at school and at home. It also gives them access to Microsoft Word, Microsoft Excel and Microsoft PowerPoint for specific homework tasks. Full details of how to register for these and other educational apps and systems will be provided in September.

Website

Our school website includes all the information which you will require including details of upcoming events:

<https://sirwilliamstanier.co.uk>

Key Contacts

During the Transition process you can contact staff with any issues or queries.

Transition Team- transition@sws.cheshire.sch.uk

Mr Mellor, Transition Lead – Justin.mellor@sws.cheshire.sch.uk

Miss Armstrong, Head of Year – Rachel.Armstrong@sws.cheshire.sch.uk

Miss. Davies, SENDCO – Rachel.Davies@sws.cheshire.sch.uk

Mrs. Hutchings, DDSL (Safeguarding) - tracey.hutchings@sws.cheshire.sch.uk



Meeting additional needs

We ensure that students with special educational needs and/or disabilities (SEND) feel safe, valued, and are able to reach their potential. As part of our strong home-school partnership, we will keep you fully informed about how your child is doing. Students are supported and challenged to develop the skills and knowledge they need to progress to adult life, with the qualifications, independence and confidence to be successful.

Identification of SEND

A comprehensive information-sharing process is at the heart of transition, supported by liaison with external agencies and specialists. This is supplemented by additional assessment or referrals as required, according to students' needs. If your child is supported by an agency such as CAMHS or Community Paediatrics, please give your consent for information-sharing so that they can liaise directly with us. This will help ensure that your child receives prompt and timely support.

ASPIRE Provision

We offer a range of interventions and support covering all four areas of need outlined in the SEND Code of Practice. Quality First Teaching to meet students' SEND in the classroom is a key priority, with students further benefitting from individual and small group intervention. Support is tailored to the individual student and follows a person-centred approach.

Pastoral Care

At its simplest, pastoral care is the provision a school makes to ensure the physical, social, mental and emotional welfare of students.

It is fundamental to the development of character and social skills, which will be of critical importance to students in later life.

Pastoral care is a living and breathing entity that builds community within the school. We create supportive systems and positive relations between all members of the community, which promotes a strong ethos of mutual care and respect.

Mentors	Student Voice	Form Tutor/ Class Teacher Support	Themed assemblies	Personal Development
Elsa	External Agencies	School Council	Champions	EAL/ SEND Support
Excellent Safeguarding	Behaviour Mentoring	Well-being checks	Daily support	Interventions

Reading

It is an important aim for the school that all students can read fluently and with confidence.

We expect our students to read **every day**.

We have a specialist reading programme in school that:

1. **Promotes a love of reading**
2. **Supports all students in all lessons and subjects**
3. **Targets those who need extra support**

Our behaviour policy

We have 3 simple rules for all our students: **Ready, Respectful and Safe.**

Ready	Respectful	Safe
<ul style="list-style-type: none">• Arrive on time• Greet the teacher• Look smart• Be equipped for learning• Remain seated• Tracking the teacher	<ul style="list-style-type: none">• Listen and take turns• Put your hand up• Look after resources• Put rubbish in the bin• Speak politely• Consider others	<ul style="list-style-type: none">• Enter and leave the classroom calmly• Give space to others• Check your words and actions• Follow routines• Complete repair and recover

Important Reminders:

- **Mobile Phones** must be placed into a locked mobile phone pouch at the start of the day. This is unlocked as they leave site.
- **Valuables** (e.g. phones, smartwatches, bikes, jewellery) are brought at your own risk — the school is not responsible for any damage.
- **Banned Items** such as matches, aerosols, energy drinks, Vapes and correcting fluid will be held until collected by a parent/carer.
- **Smoking and Vaping** are strictly prohibited on school grounds and during travel to/from school

Sanctions

It is sometimes necessary to apply sanctions, including after-school detentions, and we trust that parents/carers will support the school in any such cases.

Behaviours such as removal from lesson will result in a 40-minute same-day detention.

If a student does not attend a detention, or there is a repeat of behaviour, the severity of the sanction will be increased.

Some repeated or more serious behaviours may result in isolation or suspension from school.

Students that are late to school will receive a 20 minute detention at lunch the same day.

Our attendance policy

We expect students to be in school every day unless the reason for absence is absolutely unavoidable. Every lesson counts.

It is essential that your child attends school every day in order to avoid falling behind with their learning. There is now a lot of research showing that attendance has a massive impact on how well children do in school. In addition, post-16 providers and employers always ask us about a student's attendance and punctuality. We expect students to arrive before 8.30am and line up on the playground. Students are then registered by their form tutor. If a child arrives late to school, they will receive a sanction for that day and a message will be sent home to inform parents. Repeated lateness will result in an extended senior-staff detention.

Following up absence

Our pastoral team make daily telephone calls to the home of every student who is absent.

If your child is absent for three days in a row, we will visit you at home to see if we can offer further support in line with guidance. Please note that only the school can authorise absence. Unless we are satisfied that your child cannot attend school for a valid reason, the absence will be recorded as unauthorised.

Local authority guidelines say that a Penalty Notice will be issued if a child has 10 or more sessions (10 sessions = 5 days) of unauthorised absence in a rolling 10 week period. The local authority will contact parents and carers during the year if student attendance is a cause for concern.





What should I do if it is unavoidable and my child is going to be absent?

Please contact us on the first day of absence and on each subsequent day of absence.

You can do this by phone or email. See the 'Reporting an absence' box below.

When your child returns, we will require a note explaining the reason for absence, along with any medical evidence. This is handed to your child's pastoral assistant and is kept on file.

Your child will have a back-to-school interview to confirm the reason for absence and to ascertain if the school can offer any support.

If your child has several separate periods of absence during a term, we will ask you to attend an attendance panel meeting along with your child and members of the school's attendance team.



Am I allowed to take my child on holiday in term time?

No. We work in line with local authority guidance and cannot authorise holiday absences.

If you believe that your circumstances are exceptional, please make a request in writing to the headteacher at least one month in advance.

If you take your child on an unauthorised holiday during term time, you will be issued with an Education Penalty Notice.



What if my child has a medical appointment in school time?

Please ensure that medical appointments are out of school hours.

If an appointment in school time is unavoidable, it is imperative that your child attends school before/after their appointment so that they get their morning/afternoon registration mark. By doing this your child will not miss out on important learning.

Reporting absence from school

Parents/carers should report student absence before 8:30am, each morning of absence by contacting the main office on 01270 660880 and pressing option 1.

Uniform

School Uniform	
Black jumper with embroidered school logo	From SWI
Plain white shirt	Any stockist
Black classic cut trousers – to be worn on the waist	Any stockist
Black box pleat skirt – to be worn knee length to mid-thigh	Any stockist
School tie –traditional tie- Pink	From SWI
Plain black tights	Any stockist
Plain black socks – from ankle to knee length	Any stockist
Smart all black shoes or all black trainer	Any stockist
PE Kit	
Navy PE shirt	From SWI
Navy PE shorts/ skort	From SWI
Navy PE socks	From SWI
Recommended safety – shin pads and gum shield	Any stockist
Trainers (suitable for physical activity)	Any stockist
Navy Quarter zip (Optional)	From SWI



School uniform and PE Kit can be ordered from SWI Schoolwear link via their website www.swischoolwear.co.uk and details on sizing are also there.

Please note that orders can be made from June 1st. SWI advise that you place your uniform order as soon as possible.

General Presentation & Appearance

Students should take pride in their appearance as they represent themselves and the school. They are expected to always be well presented and smartly dressed.

- The top button of shirts must be fastened, the knot of the tie must cover the top button.
- The school tie should be worn to the waistband.
- Shirts must be always tucked in.
- Trousers must be worn tailored and skinny/tight fit are not permitted.
- Skirt length must be from the knee to no higher than the middle of the thigh.
- The school jumper is compulsory and is always expected to be worn, but can be removed in classrooms with the permission of the teacher. The exception to this rule is during periods of hot weather when we will relax the rule as appropriate.
- Socks should be plain black with no logos or markings and are not to be worn over the knee.
- No coats, hoodies or sweatshirts are to be worn in the building.

Footwear

Sensible, plain, all black traditional shoes or all black trainers should be worn for school. Crocs or sliders are not suitable footwear due to health and safety reasons.

School meals

The school offers a wide range of food in the canteen including: hot and cold meals, grab-and go snacks and themed days. We work closely with Aramark, our catering provider, to ensure menus offer healthy and nutritional options which can suit a range of dietary needs. In addition, we promote a range of healthy food campaigns and have a full calendar of events including seasonal campaigns and theme days.

Dietary Requirements

If your child has specific dietary requirement due to food intolerances or food allergies, we strongly advise that a Special Diet Form is completed. The catering team will then discuss the requirements with you.

Special Diet Forms are available from reception.

Free School Meals

Children whose parents/carers who receive different support payments may be entitled to free school meals.

More information can be found at

https://www.cheshireeast.gov.uk/schools/school-meals/free_school_meals.aspx

If you think you are eligible and don't already receive free school meals, please call or email Cheshire East local authority:

freeschoolmeals@cheshireeast.gov.uk

Tel. 0300 123 5012

Cashless Catering

As well as supporting with home school communication, we also use Arbor for cashless catering. This allows you to pay for your child's school meals and trips online, giving you more control and greater visibility over their food choices. There is no need for children to bring cash into school - you can top up the balance online using one of the payment methods accepted. Your balance will be updated daily based on the meals your child selects.

Alternatively, there are pay points in the school canteen for coin and note top up payments.

There is a £5 spending limit, however a further limit can be put on by written request to the school office. Please note, there is no facility for an overdraft on the system – children can ask a member of staff in the school office to contact home should they need to top up online.

Students entitled to free school meals will also use the same system. The daily allowance is automatically credited for use at break and lunchtimes. Unspent free school meals allowances will not be carried over to subsequent days.

PE Reminders

- Long hair must be tied up — students should bring a bobble if needed.
- If a student is injured or excused from PE, a note is required, but they must still bring their kit.
- Label all PE kit items: Unnamed kit goes to lost property.
- Students without kit are expected to borrow spare kit and still take part.
- If a student is injured or excused from PE, a physical note or email is required to the PE teacher, but they must still bring kit

Lockers

Students who would like a locker can request one from their pastoral team.

- Students are expected to keep lockers clean and tidy.
- Lockers are to be emptied at the end of each school year. The school will dispose of any items left in lockers at the end of each school year.
- It is the responsibility of the student to ensure that they remember their code.
- Students should not change lockers without permission.

Please note the school takes no responsibility for valuables left in lockers.



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For more information visit:

Sir William Stanier School

 sirwilliamstanier.co.uk

