



WELLFIELD HIGH SCHOOL

'Inspire - Challenge - Achieve - Nurture'

YEAR 7 INDUCTION
INFORMATION BOOKLET

June 2020



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Welcome to Wellfield High School

We are very excited that your child will be joining our school community. We know that they will enjoy their learning journey with us.

This booklet and accompanying documents contain all of the information you require to assist with your child's transition to Wellfield and to complete the Year 7 induction forms.

Answering Your Questions

With this booklet you should also have the following,

- Year 7 Induction Forms Booklet;
- Data Collection Sheet
- Photographic & Video Consent Form
- Privacy Notice for Students at Endeavour Learning Trust
- Lancashire County Council Free School Meals and Pupil Premium Form;
- Chromebook information

Policies

All school policies are available on the [Wellfield High School website](#)



Wellfield High School Uniform Policy

Smartness and high standards of appearance are expected at all times.

Our school uniform is important to us. It is one way in which we identify ourselves as a school family and plays a valuable role in contributing to the ethos, setting an appropriate tone and instilling pride in our school.

Please ensure that:

- Clothing and personal property is named, particularly the PE kit;
- For health and safety reasons **NO** jewellery other than a wrist watch is worn. **– watches and other watches that connect to the internet are not allowed;**
- Watches will need to be removed for physical education lessons. If students attend wearing non-compliant jewellery then this will be confiscated and returned at the end of the school week in the first instance. Persistent breach of the school rules may incur a longer confiscation period and a requirement for parents to collect;
- Any ear piercings are done at the start of the summer holidays so that your child does not wear earrings in school for any reason;
- Your child wears their School blazer correctly. E.g. sleeves must be fully down and not turned or rolled up;
- Only black coloured discrete hair accessories to be worn. No flowers or bows. All hair should be able to be tied back in practical lessons;
- Trainers or boots are **NOT** worn for school;
- Your child does not wear make-up. We only allow discrete foundation in Years 10 and 11. **No student in any year group must wear false tan or false eyelashes;**
- Your child does not have an extreme hairstyle including dyeing, dip-dyeing, bleaching or shaving (less than grade 2) / tram-lines or artistic designs. Hair must not obscure the eyes. Hair braided is only acceptable without beads or accessories;
- False, gel or acrylic nails are not worn. No nail varnish should be worn;
- **Outdoor wear e.g. jackets and coats are plain and dark in colour. Non-school jumpers, hoodies, cardigans, leather or denim jackets etc. are not permitted.**

Whilst items of school uniform can be purchased from local supermarkets and other shops, our uniform stockist for the school tie, skirt, girls trousers, blazer and PE kit is;

Delta Wool Shop, 49 Stanifield Lane, Farington, PR25 4QA

Tel: 01772 456535

www.deltawoolshop.co.uk



Examples of footwear allowed:



Examples of footwear **not allowed** to be worn as shoes:



If parents are unsure, we advise you to contact the Student Services Team.



School Uniform	
A black knee length pleated skirt or black uniform trousers, available from Delta Wool Shop.	Black school regular fit trousers, available from Delta Wool Shop. Slim fit trousers are not allowed
A white collared shirt with top button fastened that can be tucked into the skirt/trousers.	A white collared shirt with top button that can be fastened and tucked into trousers.
Black knee length socks or black tights (no less than 40 denier) without pattern. Socks must not be worn over tights.	Black socks.
<p>Black blazer with school badge (Additional information provided in separate letter regarding school badge)</p> <p>A black, red and silver school clip-on tie.</p> <p>Black, sturdy sensible shoes. No boots. (see next page)</p> <p>Plain black v neck jumper (OPTIONAL only worn with the Blazer)</p> <p>Appropriate sturdy and suitable sized bag/s for equipment and PE kit.</p> <p>Pencil case with correct equipment</p>	
Physical Education Kit	
Wellfield Akoa polo shirt	Wellfield Akoa polo shirt
Wellfield Akoa long sleeve top (optional)	Wellfield Akoa long sleeve top (optional)
Wellfield Akoa Skort	Medallion Black shorts
Black/red sports socks	Black/red sports socks
Football boots and shin pads (parents will be informed if/when these are required)	Trainers, non-marking sole.

All of our students are welcome to purchase and wear any items of uniform/PE kit regardless of gender.

If your son/daughter cycles to and from school they MUST wear a protective cycle helmet at all times.



Equipment

Each day you **must** bring your equipment to school. Here is what you need, although some is provided as part of your welcome bundle:

Chromebook (fully charged)

- A pencil case
- 3 black pens
- HB Pencils and 2B pencils (for artwork)
- Clear ruler
- Eraser
- Colouring pencils and a pencil sharpener
- Protractor
- Scientific Calculator
- A small pocket English Dictionary and Thesaurus
- Easy learning Spanish Dictionary
- or a Collins Pocket Spanish Dictionary – colour edition

Not compulsory but a pen that has 4 different colours on can be useful – especially if it has purple and green on

Lunch box/lunch bag if you bring a packed lunch so it doesn't get squashed in your bag or damage your books.

Remember to check your timetable each night so you know what to pack. This also includes your PE Kit, homework, reply slips to letters, ingredients for food technology or letters from your parents/carers that you need to hand in.

As well as packing your equipment the night before it is ideal to make sure you have your uniform for the next day already too. Check you have a clean shirt and that you know where your tie is when you have unclipped it. Check your shoes are clean. When it is time for your blazer to be washed, make sure you empty all pockets so nothing is damaged when parents/carers put it in the wash!!





Online Payment System and Cashless Catering

At Wellfield we operate as a cashless school. We have an online payment system to enable parents to pay for trips, incidental school expenses e.g. Alton Towers, equipment and school meals. The introduction of online payments allowed us to install a cashless catering system. Many parents expressed a desire for us to move to this system and we are really pleased to have this in place.

Online Payment System

Tucasi is the online payments system which facilitates online payments and enables a purchase history to be viewed. Similar systems have already been installed in many schools nationally, bringing a number of important benefits to students, parents and schools:

- Simple to use internet based user system
- Payments are made through WorldPay via Tucasi so they are secure and reliable
- Parents can view what purchases have been made
- Reduce the risk of students losing cash
- Payments are only accepted by Debit Card

You will receive a letter with your unique online link code. Please take time to access the system, either directly via the login page on the Scopay website, via the Scopay app (this can be downloaded from the Apple app store or Google Playstore) or via the link on the Wellfield website (under the Parent Area, Online Payments). The link code will be issued to the 'Priority 1' contact on our Management Information System i.e. the first point of contact for the school to the person with parental responsibility. If another account is required, e.g. for other family members, then please contact the school using the email address finance@whs.lancs.sch.uk. Please note that for security reasons we will only accept requests from recognised email addresses within our Management Information System.

We believe that the introduction of the online payment and cashless catering systems were an important step forward for the School. You can top up your child's account for the purchase of food and drinks from the dining room and a significant advantage is that there is no cash involved so it cannot be lost or spent on other things. In addition to catering items, you will be able to pay for school trips and other expenses and you will be able to view your account online, allowing you to keep track of how much has been spent and on what. Lunch time queuing will also be reduced. The system will automatically credit accounts the appropriate amount for those on free school meals.

When you have received your information regarding your online account, please register in order that you can make payments on line.

We are happy to answer any questions you or your child may have.



Online Payments – A Brief Guide

The online payment system is provided by **Tucasi**.

To make a payment to the school using the internet you will need to open up the website address **<http://www.scopay.com/wellfield>**

From here you can register your account using the link code provided by the School.

The screen will open up with your Child's Account. If you have more than one child at the school, you can select which child you are making the payment for.

You can now pick the items you want to pay for, which may include:

- School Meals
- School trip or visit
- Revision Guides

When you have finished your selection proceed to Checkout. The items you wish to pay for will all be listed here.

Select Checkout to confirm your purchase. You will then be prompted to enter your address details and when you place the Order you will be directed to the secure payment page where you enter your payment details.

Once you have confirmed your payment your order will be displayed and you will also receive an email to confirm the payment from your bank and also to confirm the items purchased.

If you have ordered items to be collected from the School i.e. Revision Guides, your child will need to take the confirmation email in to school in order to collect the item.

You can also use the system to check:-

- Previous online transactions

Some Frequently Asked Questions (FAQs) are available on the Tucasi login page and a Quick Reference Guide is also available on the School website under Parent Information.



Free School Meals

If your child is eligible, it means they can enjoy delicious, healthy meals without the bills and fuss of making packed lunches. In addition to free lunches, those who are eligible can also have a free breakfast before school, 8.15am-8.35am.

You are entitled to claim for free school meals if you receive one of the following:

- Income Related Employment and Support Allowance
- Income Support
- Income Based Jobseeker's Allowance
- Support Under Part VI of the Immigration and Asylum Act 1999
- Guarantee Element of State Pension Credit
- Child Tax Credit (**BUT NOT** entitled to Working Tax Credit and your annual income does not exceed £16,190)
- Working Tax Credit 'run on' - *during the four week period immediately after your employment ceases or after you start to work less than sixteen hours per week*
- Universal Credit

Wellfield High School actively encourages all families entitled to free school meals to apply. No-one else will know that your child qualifies as we use a cashless system that means that payment is discreet. Your child's catering account will be topped up daily automatically with £1.65 for breakfast and £2.20 for lunch. Please note that students cannot carry over the breakfast allowance to lunch, or 'save up' their allowance. Purchases beyond this amount are funded by parental 'top up'.

Claiming free school meals also helps us support your children further in school. We receive extra funding, known as the 'pupil premium', for every eligible student who is registered. The pupil premium grant is funding provided to schools to focus additional resources on helping students who are eligible in this category to reach their full potential, to make sure this is in line with their peers. The more students that are registered for free school meals, the more funding the school receives on their behalf. Please remember registering for free school meals does not mean your child has to take up free school meals if they do not want to but it does bring this 'top up' funding to enable us to ensure they are supported in other ways to make sure they can do their best.

If you think that you may be eligible, please complete the attached form and send it to the Pupil Access Team directly at: **Pupil Access Team South, Level 1, Christ Church Precinct, County Hall, Preston, PR1 8XJ Tel: (01772) 531809**

If you have any further questions or queries regarding free school meals email finance@whs.lancs.sch.uk.



Example Breakfast Menu

Each morning here at Wellfield we have **'The Breakfast Club'** from 8.15am to 8.45am (no food purchased after 8.35am) every day in the Dining Room. This is one way of making extra sure that our children are fully awake and fuelled up for the day, but it is also an opportunity for them to meet their friends and start the day happy and motivated. Our current menu includes the following:

- Choice of cereal – 60p
- Toast – 25p
- Crumpet – 35p
- Half Bagel – 35p
- Full Bagel – 70p
- Cheese on Toast – 65p
- Bacon or Sausage Barm – £1.15
- Choice of fruit – 30p
- Choice of yogurts – 50p
- Pot of grapes – 70p
- Tea – 40p
- Hot Chocolate – 60p
- Selection of cold drinks

Your child has the opportunity to sit and relax with friends.

Lunch items for later in the same day can be pre-ordered at The Breakfast Club

Breakfast Club is available to attend from **Thursday 3rd September 2020**

Come along and *'Start Your Day The Breakfast Club Way!'*



Students Riding Bicycles to School

We completed a review of the use of bicycles by students to come to school and have now created a clear bicycle policy. The safety of our students is of paramount importance to us and by introducing these clear guideline e.g. they must wear a bicycle helmet; we are looking after their wellbeing and safety.

We now require all students who come to school on their bicycle to have permission from parents and follow the attached the policy. We request that you go through this policy with your son/daughter and if you are happy that they are able to comply with the policy then you give your child permission to ride their bike to school by completing the reply slip.

Please note that students who leave their bicycles on the school premises do so at their own risk and we are not responsible if anything happens to them.

Please complete the **'Students Riding Bicycles to School'** permission form which is included in the Year 7 Induction Forms booklet and return the form to school. Your child will then be issued with a bicycle pass which will allow them to ride their bicycle to school and store it in the designated area.

If you require any further information please do not hesitate to contact the school via enquiries@whs.lancs.sch.uk .



Acceptable Use Policy & Network Use Permission

As part of the school's technology programme we offer students supervised access to computers including the internal network, email and the Internet. Before being allowed to use the computers, all students must obtain parental permission and both they and you must sign the '**Network Use Permission**' form as evidence of your approval and their acceptance of the school rules and associated policies. The form is included in the Year 7 Induction Forms booklet.

The Acceptable Use Policy is available in the policies section of the school website.

Access to computers will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

Whilst on school premises, staff will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Additional action may be taken by the school in line with the existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.



Home School Agreement

Parent Responsibilities

I/We agree to:

- Ensure that my child attends school regularly and punctually
- Support the school's policy for behaviour and uniform
- Inform school about any concerns that might affect my child's work or behaviour
- Take an active interest in my child's work, particularly homework
- Attend parents' evenings and discussions about my child's progress
- Abide by the school's policy not to take pupils out of school during term time
- Take an interest in the wider community activities of the school
- Ensure that my child understands how to travel safely and sensibly to and from school
- Encourage my child to read as often as possible

School Responsibilities

- Establish a code of behaviour which provides a safe and caring environment
- Strive to realise individual potential through high standards of work and behaviour by building good relationships and developing a sense of responsibility
- Provide a balanced curriculum which meets your child's needs as a valued member of the school community and promotes excellence for all
- Keep you informed about school matters, particularly your child's progress and provide constructive feedback as soon as possible on completed work
- Be open and welcoming and offer opportunities for you to become involved in the community life of the school

Student Responsibilities

I agree to:

- Attend school regularly and punctually
- Wear school uniform properly and be tidy in my appearance
- Adhere to all school rules and procedures
- Do all my classwork and homework to the best of my ability and hand it in to meet staff deadlines
- Be polite and considerate to others in the school community
- Respect the school environment and its wider community
- Strive to reach my individual targets



Lockers for Students

As students move from primary to high school one of the major changes they will notice is the amount of equipment they have to carry. In order to help manage this transition and avoid the need to carry heavy bags, we have a number of lockers in school available to rent.

The lockers are located at various points across school. If your son/daughter chooses to take advantage of this storage facility, they will be allocated a locker and given a key.

As you are aware we now operate an online payment system within school and before school starts in September you will receive a letter providing you with details of how to set up an account for this online payment system. Once the account has been set up, the system will then allow parents to pay for trips, incidental school expenses including lockers and equipment. You will need to complete the **'Wellfield Agreement for Rental of Locker'** form and return to school at the start of the school term. Please note this form needs to be signed by both parent and student. Costs will also be included in this letter. For those in receipt of Free School Meals please contact school.

Although we have a quantity of lockers, there are insufficient for every student in school and Year 7 students are given first refusal, so if your child is keen to rent a locker then the form should be returned to school at the start of the autumn term.



Term Dates 2020 2021 and Key Dates

AUTUMN TERM 2020

<p>INSET Day Term begins for students</p> <ul style="list-style-type: none"> • Years 7 & 11 in school all day; • Review Day for Years 8, 9 and 10 attending for individual appointments only (Tutors and students only). <p>School open to all students INSET DAY HALF TERM School open to all students End of Term</p>	<p>Tuesday 1st September Wednesday 2nd September</p> <p>Thursday 3rd September Friday 23rd October Mon 26th October - Friday 30th October Monday 2nd November Friday 18th December (12.30pm)</p>
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SPRING TERM 2021

<p>INSET DAY School open to all students HALF TERM School open to all students <i>Please note there will be a review day in this week when students just come in for an individual appointment (TBC nearer the time)</i> End of Term</p>	<p>Monday 4th January Tuesday 5th January Monday 15th February – Friday 19th February Monday 22nd February</p> <p>Friday 26th March at 12:30pm</p>
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SUMMER TERM 2021

<p>School open to all students Bank Holiday HALF TERM School open to all students End of Term for students INSET DAY INSET DAY</p>	<p>Monday 12th April Monday 3rd May Monday 31st May – Friday 4th June Monday 7th June Friday 16th July (12.30pm) Monday 19th July Tuesday 20th July</p>
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Wellfield High School

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Telephone: 01772 421303 Term time e-mail: enquiries@whs.lancs.sch.uk
www.whs.lancs.sch.uk
Mrs L A Gwinnett, Executive Head
Mr J Lewis, Head of School



June 2020