



Aim High West Hill school

Parental Handbook

West Hill School

Stamford Street

Stalybridge

SK15 1LX

Tel: 0161 338 2193

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The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it , ,



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HEADTEACHER'S WELCOME



West Hill School first opened its doors to educate boys in 1927. Throughout our long history, we have established an ethos and set of values that are secure and have been shared through West Hill generations past, present and still to come. Our reputation in the community is one we value and strive to enhance.

We aim to develop confident and ambitious young men, equipped with the skills and qualifications to thrive in a changing world.

We have the highest expectations, where every boy, no matter his starting point, is expected to follow the school motto and Aim High, work as hard as he can, and behave as well as he can.

Alongside academic excellence, we are a school in which boys are exposed to, and encouraged to partake in, a wealth of extra-curricular activities – that not only broaden the mind, but support and protect it.

These opportunities will empower our young men to become fully engaged citizens in their community, becoming part of our West Hill family, and moving forward, will enrich their own lives as well as the lives of others.

Mr A Owens

TERM DATES AND SCHOOL DAY

2020 - 2021

Autumn Term 2020

Wednesday 2nd September (Year 7 - 8:45, All other Years - 11:25)

Friday 23rd October - school closes for half term

Half Term - Monday 26th October to Friday 30th October 2020

Staff Training Day - Monday 2nd November 2020

Tuesday 3rd November - school reopens at 8:45am

Occasional Day - Friday 20th November 2020

Friday 18th December - school closes for the end of term.

Christmas Holidays - Monday 21st December 2020 to Friday 1st January 2021

Spring Term 2021

Monday 4th January - school reopens at 8:45am

Friday 12th February - school closes for half term

Half term Monday 15th February to Friday 19th February 2021

Monday 22nd February - school reopens at 8:45am

Friday 26th March - school closes for the end of term

Easter Holidays - Monday 29th March 2021 to Friday 9th April 2021

Summer Term 2021

Monday 12th April - school reopens at 8:45am

Monday 3rd May 2021 - school closes for Early May bank holiday

Friday 28th May - school closes for half term

Half term Monday 31st May to Friday 4th June 2021

Monday 7th June - school reopens at 8:45am

Friday 16th July - school closes for end of term

SCHOOL DAY

On the first day at West Hill School, your son will need to arrive on the main yard by 8.30am where he will be met by his Form Tutor. During the morning they will spend time with their Form Tutor, be given their planner and lesson timetables. He will also be given a tour of the school. After break time, year 7 will attend lessons as normal. For a short period of time, Year 7 will go to lunch slightly earlier than the rest of school at 12pm. Year 7 only will have the use of the tennis courts at break and lunch time. However, they can socialise in other areas of the school if they wish to.

The school day consists of five, one-hour lessons. There is a morning break at 11.05am of 20 minutes and lunch is taken for a thirty minute period, between 12.25pm and 1.55pm. Lunch is timetabled into two sessions with Year 7 pupils always being on the first session at 12.25pm. Other pupils are assigned to one of the lunch breaks according to the timetable. Please note that the school premises open at 8.15am. We cannot be held responsible for pupils on site before that time.

Form Period/Assembly	8.45am - 9.05am
Period 1	9.05am - 10.05am
Period 2	10.05am - 11.05am
Break	11.05am - 11.25am
Period 3	11.25am - 12.25pm
Period 4	12.25pm - 1.55pm (including lunch*)
Period 5	1.55pm - 2.55pm (Includes PM registration)
After School Activities	3.15pm

First Lunch	12.25pm - 12.55pm
Second Lunch	1.25pm - 1.55pm

COMMUNICATION AT WEST HILL

There are always lots of exciting activities taking place at West Hill, and we are always very busy. We want to ensure that parents are well informed about events and activities available. We do this through a variety of different channels

SCHOOL WEBSITE

This is a key part of our communication system. On here you can find links to different subjects, events and policies. It is also linked to our Twitter account.

SCHOOL GATEWAY

School Gateway is a site which allows parents to log in and access their son's reports, rewards, behaviour and other information. Password and log in details will be included with your joining information.

TEXT MESSAGES

School will occasionally send alerts via text message to parents/carers. To ensure you are in receipt of all notifications and messages please inform us of any changes to your contact details. These will be sent to the first named contact.



SOCIAL MEDIA

West Hill School has a very active Twitter page @Westhillschool which parents are warmly encouraged to follow. Many subjects also have their own pages so you can be kept up to date on a daily basis with current stories, pictures, events and notices from West Hill School.

EMERGENCY CONTACT

There may be occasions when we need to contact you urgently. For safeguarding purposes, it is very important that parents/carers provide the school with emergency contact numbers on which we can call you at any time of the school day. It is parents' responsibility to ensure availability on this number at all times. It would be very helpful if you could provide a second contact number as well. Increasingly, we are using email as a form of communication with parents. Please could you also provide the school with an e-mail address. Please notify us immediately of any changes of contact details.

STAFFING

Senior Leadership Team

The Headteacher works with the Senior Leadership Team to run the school on a day-to-day basis

Headteacher Mr A Owens

Deputy Headteacher Mrs G Wood

Assistant Headteachers - Mr J Whiting

Mr P Butterworth

Mr M O'Dowd

Miss J Staples

Middle Leadership team

Heads of Year - Heads of Year are responsible for the attendance, punctuality, behaviour and pastoral care of all students in their year group. They work very closely with Heads of Departments in monitoring progress and ensure appropriate intervention and support enables all students to reach their potential. If parents have any concerns about the progress or welfare of their son the Heads of Year will be able to help.

Head of Year 7 Mrs Whiting

Head of Year 8 Mr G Peacock

Head of Year 9 Mrs S Broadbent

Head of Year 10 Miss K Jedd

Head of Year 11 Mrs A Barton

Heads of Department The Head of Department has overall responsibility for the progress of students across their subjects and the development of staff within the department. If parents have any concerns about the progress of their son in a particular subject, these staff will be able to help. It is advised that you contact your son's subject teacher in the first instance if you have a specific query about their lesson. All staff can be contacted using the following email: admin@westhillschool.co.uk

Head of English Mr Hazzelby

Head of Maths Ms J Fisher

Head of History Mrs K Anderton

Head of Geography Mr A Hill

Head of Art Mr Butler

Head of MFL Mrs Kenworthy

Head of Technology Mr Diamond

Head of Music Mr Wells

Head of Business Mrs Broadbent

Head of Science Mr A Carty

Head of RE Mr G Harrison

PASTORAL CARE

Pastoral care at West Hill School is central to the school's ethos. We appreciate that every boy is unique and they will face different challenges, limitations and emotions. Our aim is to ensure that we provide support for every child as an individual to develop to a maximum the all-round potential that is inherent in every one of them.

YEAR GROUPS

Each year group is led by a Head of Year, who has overall responsibility for the progress of students in their year group. They are supported by a member of our Senior Leadership Team and a wonderful group of Form Tutors. Any pastoral issues such as behaviour, attendance, punctuality or welfare concerns will be dealt with by your son's Form Tutor in the first instance

FORM GROUPS & MORNING REGISTRATION

Your son will spend twenty minutes before lessons each morning in their form group. Morning registration is an essential part of school; it sets the tone for the day ahead. Form Tutors build strong relationships with their forms, with students often staying with their Form Tutor throughout their time at school. It is a time when students can discuss school issues as a form, and it enables students to feel a sense of belonging with their peers.

Over the course of the school week, during morning registration students will:

- Meet with their Form Tutor and morning registration will be taken
 - Have daily checks e.g. uniform, equipment and planners
 - Engage in silent reading & independent learning tasks
 - Once a week students will attend assembly with their Form Tutor
-
- We maintain a flexible approach to form groups and we reserve the right, if it is considered in the best interest of students, to facilitate movement between the different groups

ATTENDANCE

WHAT IS GOOD ATTENDANCE?

We expect all students to attend school on a regular basis. It is the responsibility of parents to ensure their son's regular attendance to school (Section 444, Education Act 1994). Above 96% attendance is seen as a good level of attendance and the Department for Education sets a minimum expectation of 94% attendance for all students.

Dealing with attendance issues

The following actions will be implemented:

Less than 93% to 90% letter to be sent at the end of each term informing parents that their son's attendance is significantly below the school's average and needs to improve.

Less than 90% Letter to be sent at the end of each term informing parents that their son's attendance is significantly below the school's average and needs to improve, otherwise they may be subject to intervention in the form of a Fixed Penalty Notice if their son has 10 or more sessions of unauthorised absence within that term.

Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

STUDENT ABSENCE

Parents must inform the school by telephone on the day of absence. If we do not receive a reason, you will be sent a text message on the morning of the first day of absence requesting you to contact school. You can contact school by sending a message via the school gateway app, sending a letter to your son's Form Tutor or by emailing: **absence@westhillschool.co.uk** stating the reason for absence. Failure to provide a reason for absence will incur an unauthorised mark.

PUNCTUALITY

All pupils are expected to be on school site for 8:40am for an 8:45am start to the day. Pupils who arrive after 8:45am are expected to sign in at the reception office. This is imperative, as the late book will be used in the case of an emergency evacuation.

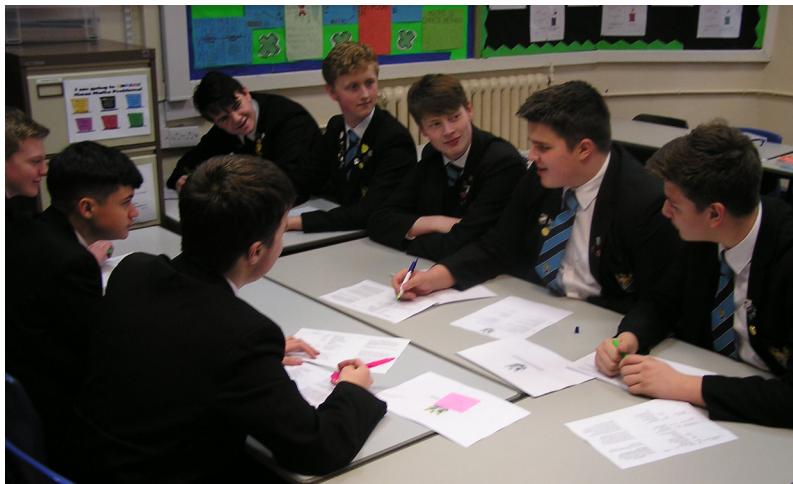
CURRICULUM

We have an opportunity based curriculum, empowering our boys to become fully engaged citizens in their community. Our curriculum is built around timetabled teaching periods, as well as wider experiences that aim to embed our values and ethos.

Our curriculum aims to inspire a love of learning and personal development, equipping our boys with the skills, knowledge and values to help them progress on to the next stages of their learning journey post West Hill.

This is delivered by:

- Our Staff – through programmes of study and wider curriculum engagement
- Our pastoral provision – engaging with external agencies and parents/carers
- Our boys themselves – taking ownership and driving their own development needs



We asked our Senior Prefect Team to describe their experience of our curriculum, their response was:

"The overall curriculum is tailored towards the advancement of all students regardless of their background and abilities.

Here at West Hill School there is a particular emphasis on maintaining a balanced curriculum which caters to both hard skills, taught in lessons, as well as soft skills, reinforced throughout school life.

West Hill prides itself on the many opportunities that are offered to students, both in and out of school, which allow them to take ownership and propel their own developmental needs.

Support is offered within school for a range of circumstances that students may encounter during their time at West Hill. A fundamental value that we share is the equality and overall acceptance of individuals, within and around the school community.

Our experience of West Hill can be summarised as; the promotion of traditional values set within the context of a modern society, which prepares us for our place within that society."

EXTRA CURRICULAR ACTIVITIES

We always encourage our pupils to continue with activities they might already undertake, but also to try out something new and different from our programme of extra curricular activities.

Whats on offer

We have an extensive list of extra curricular activities available, and expect that all pupils should participate to help them develop socially as well as academically. Please see below some of the extra curricular activities on offer at West Hill School:

Rugby, football, basketball, mountain biking, badminton, table tennis, climbing, brass band, choir, wood-wind ensemble, athletics, chess club, art clubs, geography club, AM mayhem, DofE, 3 Peaks challenge, fitness suite.

There will be lots of other exciting opportunities throughout the year, in the form of school trips and events. Pupils and parents will be notified of these well in advance.

Sports

At West Hill School we have a history steeped in sporting achievement. We take seriously our responsibility to provide our pupils with opportunities to engage in a wide variety of physical activities.

There are a wide variety of sports on offer and we participate in both regional and national sporting fixtures each week. Fixtures and results are updated regularly and can be found on the West Hill School website and Twitter page.



SCHOOL UNIFORM

Official West Hill School uniform suppliers are: Top Marks Schoolwear and Kit Traders LTD

Topmarks Schoolwear
82 Old Street
Ashton under Lyne
OL6 7JT

On line at Kit Traders Ltd
Tel: 01606 834490

https://topmarksschoolwear.co.uk_ select Ashton Branch, secondary schools and West Hill.
Tel: 0161 343 2900

If you have queries regarding West Hill School uniform please contact school on 0161 338 2193 or admin@westhillschool.co.uk

Uniform Requirements

The Headteacher reserves the right to determine when any part of a boy's uniform or general appearance is contrary to the school policy and expectations. Boys who choose not to abide by our high standards may be sent home or isolated at the discretion of the Headteacher in order to amend the issue.

*Items indicated by * are only available from our recognised suppliers*

Years 7 to 11 inclusive

- White Shirt
- School Tie*
- Black V neck Jumper (optional)
- Black Trousers (available from our school uniform suppliers) - denim, corduroy, canvas, combat, cargo , or drainpipe trousers are not allowed
- School Blazer – with badge*
- Plain Black polishable shoes – Pumps,Trainers or Hybrids are not allowed

Indoor PE Kit

- White T Shirt with school badge*
- Royal Blue Shorts with school badge*
- White Sports Socks
- Trainers with non-marking soles
- Towel

All articles of clothing must be clearly marked with the student's name.

Items indicated by * are only available from our recognised suppliers Kit Traders Ltd will be holding a number of Counter Sales throughout the summer holidays.

Outdoor PE Kit

- Red & Gold/Blue Rugby Shirt (Reversible) with school badge*
- Royal Blue Rugby Shorts with school badge*
- Royal Blue Socks with school badge*
- Trainers Football/Rugby Boots (no blades)
- Towel

EQUIPMENT

It is important that you are equipped and ready for each lesson. Do a bag check every evening to ensure that you are ready for the next day. See below the list of essential equipment needed every day:

Essential Equipment

- 2 x Pens (Black/Blue)
- Green Pen
- 2 x Pencils
- Ruler
- Eraser
- Scientific Calculator
- Private Reading Book
- Pencil Sharpener
- Protractor
- Compass
- Coloured Pencils
- School ID Card
- Glue Stick
- Hand sanitizer (optional)

Mobile phones

Personal mobile devices are not to be seen on school site unless they have been permitted for use by a member of staff. The sanction for unauthorised use of a mobile device is confiscation. It is at the member of staff's discretion whether the mobile device is returned at the end of the day or placed in the school safe overnight. Mobile devices placed in the school safe will require written permission from parents/carers for it to be returned.

Important: Insurance notice

We will do our best to assist your child in safeguarding their property. However, the school does not take any responsibility for the loss or damage to any personal possessions brought onto site. We recommend that parents/carers make their own arrangements for insurance of bags, clothing, watches, bicycles etc (usually by extension of your home insurance). Large amounts of money or items of value should not be brought into school.

Confiscation

Please note: fizzy drinks, energy drinks and all cans are not permitted in school and will be confiscated.

We do not sell plastic bottles in our canteen, all pupils should bring their own water bottle. There are several water fountains in the canteen and on the PE corridors where pupils can fill their bottles at break or lunch time only.



West Hill School

Ready
Respectful
Responsible

STANDARDS AND EXPECTATIONS

These are the expectations and standards for every classroom in West Hill School. They are for the benefit of every pupil and are non negotiable.

Presentation

How you present yourself is important. Many organisations, whether school or employment, have expected standards of dress. West Hill School must prepare you for that, as such, the following must be adhered to:

- School uniform must be worn smartly at all times; shirt tucked in, top button fastened, ties worn correctly and plain black belts only.
- Unusual hairstyles are not allowed. Long hair must be neatly tied back and jewellery should not be worn with the exception of a plain wristwatch.
- When you enter a building, remove hoods or hats. On entering a classroom, remove your coat.
- Refer to female teachers as Ma'am and male teachers as Sir.

Readiness for learning

Arriving to lessons in the frame of mind for learning is essential to ensure a prompt start and the ability to process information. To facilitate that, the following are essential:

- When moving about school keep to the left, move quietly and with purpose. Keep to paths and steps.
- Be punctual to registration and all lessons.
- Your teacher will greet you at the door. Follow the routines your teacher has established, to enable a prompt start to lessons.
- Get out your planner and place it on the desk. Make sure you have the correct equipment (see page 6)
- When leaving a classroom you will be dismissed by your teacher. Leave in a quiet and orderly manner.

Your learning is our priority and, as such, it is important that you:

- Are **ready** to learn.
- Are **respectful** of *all* members of the West Hill School community.
- Are **responsible** for your actions. Nobody has the right to prevent others from learning.

REWARDS

West Hill School operates a system of rewards that recognises boys' achievements both weekly and at key milestones throughout the academic year. The Praise Award system recognises and incorporates the contributing factors that lead to success; attendance, punctuality and good behaviour. Praise Awards are administered by all levels within the West Hill family, from the Form Tutor through to the Headteacher and Chair of Trustees.

ANNUALLY after the 5th Year

'Chair Of Trustees Praise Award'

Every boy who has achieved '5 Headteacher Praise Awards' will be presented with the 'Chair of Trustees Praise Award' and a letter of commendation will be sent home to parents.

Annually

'Head Teacher's Praise Award '

$\geq 95\%$ attendance + no behaviour incidents + no lates = Headteacher Praise Award. A letter of commendation will also be sent home to parents.

Every 12 weeks

'Senior Leader's Praise Award'

$\geq 95\%$ attendance + no behaviour incidents + no lates = SLT Praise Award. An electronic postcard will also be sent home to parents

Every 6 weeks

HoY Praise Award (Over a 6 week period)

$\geq 95\%$ attendance + no behaviour incidents + no lates = HoY Praise Award. An electronic post card will also be sent home.

Weekly

Form Tutor Praise Award & Praise Form Period

100% attendance + no behaviour incidents + no lates = 'Form Tutor Praise Award'

A list of boys in the form who meet the criteria will be shown on the overhead projector to all boys in the form. The Form Tutor will stamp the planner of those boys who have been awarded the Form Tutor Praise Award.

REWARDS

Praise Awards and Commendation Badges

Commendation badges will be awarded to those boys who accumulate a number of 'Form Tutor praise awards'. The table below shows the number of Form Tutor praise awards required for each badge.

Commendation badge	Number of Form Tuor praise awards
Bronze	15
Silver	45
Gold	90
Platinum	150

Other forms of recognition and awards

Staff may acknowledge pupils' other achievements by:

- Awarding achievement points via SIMS
- Writing a note in the pupil planner
- Phoning home
- Subject post cards

GENERAL INFORMATION

General Property

It is extremely helpful both to yourself and teachers if your equipment and clothing has your name on it in the event of something being lost.

Lost Property

It is highly likely that you will lose something during your time at school. We all depend on one another to be responsible and honest. If you find an item of equipment or clothing please either hand it to your teacher or take it to the reception office. If you have lost something, check first at the reception office.

Use of biometric data

The school uses two systems that rely on the capture of biometric data: cashless catering in the canteen and access to buildings. When a finger is scanned the entire fingerprint is never stored. The data that is captured is based on the distances between significant parts of the fingerprint and a fingerprint cannot be recreated from this. If you cannot get into buildings because your finger scan doesn't work or you cannot pay for items in the canteen using the finger scanner, then you must inform your Form Tutor.

Dining Room Facilities-

We operate a breakfast service every morning before school begins, a break time service and the main lunchtime service which is a cafeteria service with a wide range of choices. Harrison Catering operate a **cashless** catering system at West Hill School. Therefore no cash can be accepted at the till points in the school dining room. Packed lunches can also be consumed in the hall at lunchtimes.

School Council

School Council - The School Council is a group of boys who are elected to represent the views of all pupils. It is through the School Council that you can have your voice heard, and this is how the Headteacher and Trustees learn what improvements you want to see at West Hill. It is made up of form councillors, year councillors, the head and the deputy head of the School Council. Individual ideas are first discussed in form time. Then form councillors pass on your views to the year councillors, who then represent you at the School Council. Meetings are usually held once every half term.

Digital Library

Reading is a good way in which to improve understanding, vocabulary and develop the skills that are valued throughout society.

The school eLibrary is a great way to read books on a computer, smartphone or tablet device. More information can be found here :<http://westhillschool.lib.overdrive.com>

Why not fill in a book review after you've read a book for literacy achievement points?

VLE

This is our Virtual Learning Environment. It is a platform for the digital aspects of courses of study. Many departments will set homework via the VLE and there are many revision resources available for pupils to access at home.