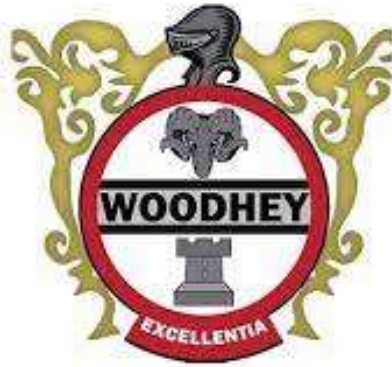


# Woodhey

## Information Pack

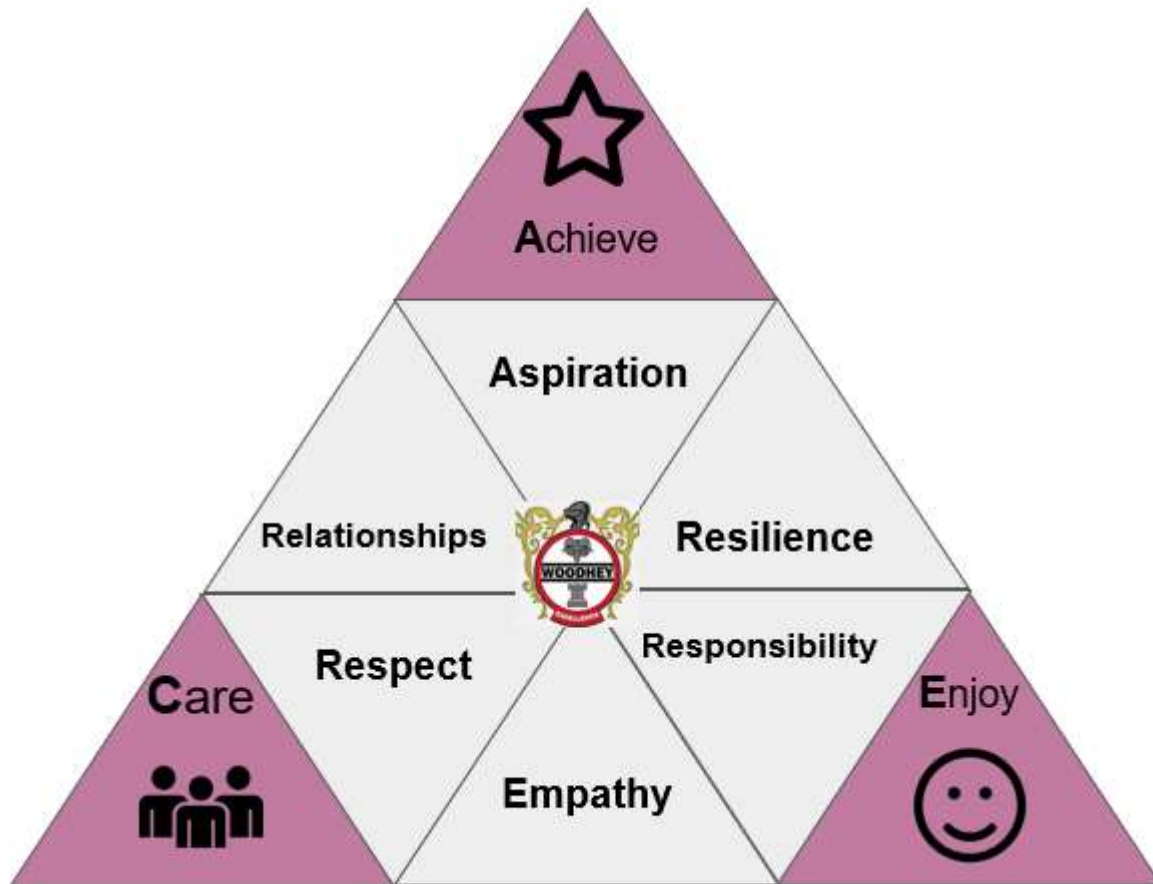
2021 - 2022



Achieve - Care – Enjoy



## We Are Woodhey



### Mission Statement

At Woodhey we aim to foster a culture where students:

***Achieve*** their best and are proud of their achievements,

***Care*** for each other, themselves and the environment,

***Enjoy*** and actively participate in the wide variety of experiences on offer,

so that they develop into courteous, empathetic individuals who are fully prepared for a positive life in a diverse 21st century society.

## Welcome from the Headteacher



Welcome to Woodhey!

After the difficulties that we have all faced over the last 18 months we are hoping for all aspects of life to begin to return to normal over the next few months and for your child this will coincide with their move to high school.

Each of the students who join us in September will feel differently. Some will be excited about the prospect, others will know what to expect (following on from their elder siblings) and some will be anxious about the change. All of these feelings are perfectly natural and, as a school, we are used to supporting students through their first days, weeks and terms of high school. We know that it won't always be smooth sailing but we also know how to support pupils when the need arises. We are acutely aware that the last two years of school have been difficult for all students and will bear this in mind during the transition period.

I know that parents and carers may also worry about this transition. It can sometimes be more difficult for the parents/carers because the students do not always communicate well about their experiences at school. This leaves parents to guess and to worry about what they cannot see. Also, you may be used to being able to see the primary school teacher briefly at the end of the school day whilst at high school it can be difficult to see staff in the same way. This is all perfectly natural. Rest assured that we will contact you if your child has concerns or does well in school and you will have a variety of routes to communicate with the school – in particular through the form tutor and head of year.

Woodhey is a thriving, over-subscribed, mixed comprehensive academy which enjoys a well-deserved reputation for high standards in a caring, yet disciplined, environment. We are part of the Shaw Education Trust who believe that all children should have the opportunity to be successful, whatever their starting point, pledging an unswerving commitment to improve, accelerate and enable ambitious life goals for all young people in their academies. Aligned with this, at Woodhey all pupils are encouraged and supported to aim high in an atmosphere of consideration, courtesy and care for others.

We operate a philosophy of 'Achieve, Care and Enjoy'. We encourage all pupils to develop resilience, have a positive mindset and have high aspirations. Each pupil is treated as an individual with the right to enjoy their education. Pupils are offered many opportunities for personal development and the chance to take on wider responsibility in the school. We also provide many opportunities for involvement in sport, music, drama, clubs, trips and holidays and all pupils are encouraged to try new activities.

I look forward to this being a long and positive relationship between Woodhey and your home and I would like to take this opportunity to wish your child all the best as they start their high school journey.

Brian Roadnight, Headteacher

## Meet the Team

### SENIOR LEADERSHIP TEAM

Mr B. Roadnight	Headteacher
Miss L. Dobson	Deputy Headteacher
Mrs J. Bonson	Assistant Headteacher; <i>Standards, Assessment, Reporting and Data</i>
Mr A. Downing	Assistant Headteacher; <i>Teaching, Learning, and Assessment</i>
Mrs C. Lomax	Assistant Headteacher; <i>Inclusion, Safeguarding, and Pastoral</i>
Miss S. Spencer	Assistant Headteacher; <i>Inclusion, SEND, and SEMH</i>
Mrs J. Vosper	School Business Manager

### HEADS OF FACULTY/DEPARTMENT

Mrs G Pierre	Head of Faculty: English, Drama, Film and Music
Miss C Done	Head of Music
Mrs R Wood	Head of Drama
Mr S Malone	Head of Faculty: Maths
Mr A McDonald	Head of Faculty: Science and Child Development
Mrs M Yates	Head of Child Development
Mr M Barlow	Head of Faculty: Art, Business, Computing and Languages
Mrs L Aldred	Head of Art and Design
Mrs H Harber	Head of Computing and Business
Mr I Bowerbank	Head of Faculty: Humanities
Mr M Clough	Head of PSHE and CEIAG
Mr A Harper	Head of Faculty: Dance, Food, PE and Technology
Miss O Williams	Head of Dance
Mrs C Gallie	Head of Food
Mrs L Meechan	SENDCo

### YEAR SEVEN TRANSITION TEAM

Mr L. Garcka	Head of Year Seven
Miss O. Williams	Assistant Head of Year Seven
Miss A. Kiely	Transition Mentor and Assistant Head of Year Seven
Mrs L. Meechan	SENDCO and Transition Mentor
Mrs A. Wells	Pastoral Mentor (Medical and Transition)

## Form Groups

All students are allocated a place in a form group and will remain in this group until they leave school. Each form group is a mixed ability/gender grouping of students from a range of primary schools. The form periods follow a timetable of activities linking with our key outcomes; achieve, care, enjoy. This includes assemblies linked to weekly themes and Personal, Social, and Health Education lessons and activities, checking of planners, uniform, behaviour for learning grades, and some time for reflection.

The Head of Year and Assistant Heads of Year lead the team of Form Tutors who are responsible for the day to day care of their students. **If you have any concerns, your child's Form Tutor should always be contacted in the first instance.** You can contact your child's Form Tutors through use of the student planner, telephone or email. Tutors can speak to other members of staff on parents' behalf and feedback if needed.

Unfortunately, we do not take parental request for any changes in the form groupings. Careful consideration has been taken when grouping students in the first instance. From experience, we have found that any initial concerns about form groups are usually overcome by the end of the first half term.

## Form Time

In Form Time, Assemblies, RE lessons, PSHE lessons, and curriculum lessons, we provide our students with an exciting programme that develops their character, their resilience, their social, moral, spiritual, and cultural character. These are the qualities, along with the Woodhey values that our students will need to get them through the frustrations and setbacks that are sometimes part of life.

Examples of this include:

- Developing a deeper understanding of what gives meaning to their life
- Fostering respect for intellectual questioning and debate in an atmosphere of freedom where each person's belief is respected and other faiths and traditions are explored.
- Contributing to students living healthier and safer lives
- Helping students to reflect on their own identity and make informed choices about their role, reflecting British values in a diverse society.
- Preparing them fully for progression into employment or the next stage of their education
- Providing opportunities for students to connect with positive role models from the world of work and engage with local business to prepare for the future in a digital world.

# SEND

Woodhey High School aims to support the diverse needs of all our students and has a whole-school approach to children with additional needs or Special Educational Needs and Disabilities (SEND). We also have an onsite 15 place Enhanced Provision for students allocated by the Local Authority who are in receipt of an EHCP with a primary need of ASC. Further details about this provision are available directly from school.

All our teachers are teachers of SEND and our ethos is to support quality first teaching and learning, enabling all learners to reach their full potential. We provide effective opportunities for all students by responding to their individual learning needs, setting suitable learning challenges and overcoming any barriers to learning. The Curriculum Support Team work with all members of staff as well as a range of external agencies to enable all identified students to achieve their full academic and personal potential.

We wish to develop close working partnerships with our parents and value the information shared and disclosed by our parents. We therefore encourage you to pass on any diagnosis or concerns about your son/daughter with the SENDCo. Sharing this information ensures that, in accordance with the Equality Act, the appropriate reasonable adjustments and support can be put into place. Please see the school website for further information including our SEND Information Report and our SEND Policy. We encourage parents and carers to participate with their child's individual education programme and will invite them to attend regular reviews.

Students are supported by the Curriculum Support Team on a full or part-time basis according to their identified needs.

## **Types of Support available:**

- In-class support
- Withdrawal for direct intervention or participation in specific programme (1:1 and small group)
- Literacy intervention and reading support
- Social communication interventions
- Mentoring (keyworker support for identified students)
- Delivery of the ASDAN Learning Pathway
- Bespoke Outcomes for identified students
- Support to access exams and assessments (known as Access Arrangements)

## **What should I do if I think my child has Special Educational Needs?**

You should contact the SENDCo Mrs Meechan [meechan.l@woodhey.bury.sch.uk](mailto:meechan.l@woodhey.bury.sch.uk). In addition to this you may contact your child's Form Teacher or Head of Year who can refer them to the Curriculum Support team for support and exploration of need.

## Compliments, Comments, Concerns & Complaints

If you have any compliments or comments about our school or wish to raise a concern or lodge a complaint, this can be done with the school at any time. We aim to have a successful relationship with both our students and parents but if we do not meet the high standards expected, please raise your concerns in the first instance with your child's Form Tutor, either Assistant Heads of Year, or Head of Year.

## Communication Between Home & School

### Form Tutors

Form Tutors should be the first point of contact for any general student concern, either through use of the Student Planner, telephone or email.

Phone: 01706 825 215 or email: [woodhey@bury.gov.uk](mailto:woodhey@bury.gov.uk) FAO the name of the member of staff you wish to contact.

### Pastoral/Year Team

Can help with: Student Progress, Personal Development, Behaviour, Attendance, Bullying.

Phone: 01706 825 215 or email: [woodhey@bury.gov.uk](mailto:woodhey@bury.gov.uk) FAO the name of the member of staff you wish to contact.

Email addresses for the Head of Year Team: [garcka.l@woodhey.bury.sch.uk](mailto:garcka.l@woodhey.bury.sch.uk), [kiely.a@woodhey.bury.sch.uk](mailto:kiely.a@woodhey.bury.sch.uk), [williams.o@woodhey.bury.sch.uk](mailto:williams.o@woodhey.bury.sch.uk)

### Attendance Team

Can help with: Attendance, Medical Appointments

Phone: 01706 825 215

### The Business Team

Our reception is part of our Business Team, they will help with queries relating to: Finance, such as online payments and refunds, parental access to IT software and apps, such as Insight passwords and catering facilities.

Phone: 01706 825 215 or email: [woodhey@bury.gov.uk](mailto:woodhey@bury.gov.uk)

*If your contact details, including address, change throughout the year, please contact the school office to inform us of the changes.*

# Communication Between School & Home

## Insight

We have a convenient way to share information with you about your child's school life, through our new Insight Parent App and website. You can access the system from a smartphone, tablet or PC – anytime, anywhere.

An account will be created for you which will provide secure access to view your child's data. Insight can be accessed either through the Woodhey website, visiting the Insight webpage, or through the Insight App.

Once logged in to Insight you will get access to a range of information about your child. These include: Attendance, Lesson Grades, Timetable Information, Achievement and Behaviour points, Detentions, and Reports. You can also use Insight to report absence, either historic or planned.

Your contact details can be viewed and if at any point you wish to change these you can let us know.

Lesson attendance, positive and negative achievement points will be updated in real time. We ask that, if you see that your child has been given any Behaviour points, you don't contact your child or school during the day as the staff are likely to be teaching. You should discuss this with your child in the evening and find out from them why they got the grades they were given. If you still want to speak to the member of staff concerned please get in touch the following day and they will get back to you when they can.

## Text Messaging Service

We use a messenger service to send texts to parents for a variety of events such as parents' evening, school trips, and punctuality or attendance concerns.

**Website** [www.woodhey.bury.sch.uk](http://www.woodhey.bury.sch.uk).

Our website is updated frequently with details of news/events/holiday pattern. Letters that are sent home can be viewed or downloaded from the website.

**Twitter** @woodheyhigh

Twitter provides an excellent way for parents to keep fully up to date with life on a day to day basis at Woodhey.

**Parents are advised not to turn up to school to ask to speak to any staff without an appointment to avoid disappointment. All staff have teaching commitments and appointments can only be arranged during non-contact periods.**



## The School Day

### The shape of the school day in September 2021

With the lifting of the restrictions we intend to run as close to our regular school day as possible in September. Pupils will be able to mix with other year groups and they will be able to eat in the canteen. However, as we have been told that may need to revert to year group bubbles if necessary, then we will need to keep a split lunch hour to enable this to happen. Hence the school day for September will be as follows:

Start	End	Y7&8	Y9, 10, 11
08:35	08:45	Registration	
08:45	09:40	Period 1	
09:40	10:35	Period 2	
10:35	10:55	Break	
10:55	11:55	Period 3	
11:55	12:25	Form time	Lunch
12:25	12:35	Lunch	
12:35	13:05		
13:05	14:00	Period 4	
14:00	14:55	Period 5	

This means that pupils should arrive in school in plenty of time for an 8.35 am start and will be able to go home at 2.55 pm.

## Term Dates 2021-2022

Autumn Term	
Students Start	Wednesday 1 <sup>st</sup> September 2021 Y7 Students
Students Finish	Thursday 21 <sup>st</sup> October 2021
Students Start	Monday 1 <sup>st</sup> November 2021
School Closed for December Holiday	Friday 3 <sup>rd</sup> December 2021
Students Finish	Friday 17 <sup>th</sup> December 2021

Spring Term	
Students Start	Wednesday 5 <sup>th</sup> January 2022
Students Finish	Friday 11 <sup>th</sup> February 2022
Students Start	Monday 21 <sup>st</sup> February 2022
Easter Break	
Students Finish	Friday 1 <sup>st</sup> April 2022
Students Start	Tuesday 19 <sup>th</sup> April 2022
Summer Term	
School Closed for May Bank Holiday	Monday 2 <sup>nd</sup> May 2022
Students Finish	Friday 27 <sup>th</sup> May 2022
Students Start	Monday 6 <sup>th</sup> June 2022
Students Finish for Summer	Friday 22 <sup>nd</sup> July

## Absence Procedures

If your child is absent from school due to illness, please telephone the school on **01706 825 215** before **8.35am** on the first day and each subsequent day of absence. On return from absence, students should provide their Form Tutor with an absence note / letter. If your child is not in school and we are not aware of a reason for absence you will receive a truancy call text message from school.

Please make medical appointments in the school holidays or after school where possible. If it is necessary for your child to attend a hospital or clinic appointment during the school day, please inform the Pastoral Team by 8:35am by telephone on **01706 825 215**. Your child should sign out at Pupil Services and provide the reason for leaving. On return he/she should sign back in. Students are not allowed to leave school unless accompanied by a parent /carer or without the explicit written or telephone permission of the parent/carers.

**The school will always work to support parents where attendance is a concern.**

## Attendance & the Law

The UK Law states that regular attendance is a legal requirement and essential for students to achieve their best. Parents/carers are responsible for ensuring that their child access the educational opportunities

available to them. By law, schools also have a duty of care and have to follow very strict regulations on attendance.

Under the Anti-Social Behaviour Act 2003, an authorised person has the authority to issue each parent/carer with a Penalty Notice for each of their children for persistent absence. Each Penalty Notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served.

We share the Government’s determination to raise levels of student attendance and achievement in order to ensure the best possible start in life for our children.

### Did you know if your attendance is:

Attendance	Number of days missed	Number of lessons missed per year	Number of lessons missed in Woodhey Career
95%	9 Days	45 lessons	225 lessons
90%	19 Days	95 lessons	475 lessons (half a school year!)
85%	29 Days	145 lessons	725 lessons
80%	38 Days	190 lessons	950 lessons (a whole school year!)
75%	48 days	240 lessons	1200 lessons
70%	57 days	285 lessons	1425 lessons

Parents/carers are not allowed to keep children off school for any of the following reasons; family birthdays, visiting relatives, family holidays, looking after other family members etc. **These will be unauthorised absences and will be marked with an O or a U. Appointments should be made outside of school hours.** Persistent unauthorised absences will result in a Fixed Penalty Notice being issued and could result in prosecution.

**Holidays** - Parents do not have the right by law to take their child on holiday during term time. As of September 2013, the Headteacher cannot give permission for holidays and any absence will be recorded as unauthorised. A Fixed Term Penalty Notice may be issued. If you plan to take your child out of school for a holiday, you must inform the Headteacher in writing before the holiday is taken. In line with Safeguarding best practice, we may ask to see copies of any air/travel tickets.

## How Attendance is Measured

**100% ATTENDANCE = 100% SUCCESS**

Woodhey is a welcoming environment for learning to take place. Students are happy and feel safe. Attendance is a responsibility shared by all school staff. There are clear links between regular attendance and educational outcomes for students.

Above 98%	<p style="text-align: center;"><b>Congratulations your attendance is excellent.</b></p> <p style="text-align: center;">If your attendance is in this band you will be eligible for a range of rewards</p>
96-98%	<p style="text-align: center;"><b>Well done your attendance at school is very good, although you must try hard not to let it slip.</b></p> <p style="text-align: center;">Ensure you catch up on any work missed when you are absent as this will impact on your achievement.</p>
93-95%	<p style="text-align: center;"><b>Your attendance is slipping.</b></p> <p style="text-align: center;">You may have been ill. This is understandable but not without cost. You have a responsibility to work hard to catch up on missed work and to improve your attendance by ensuring you do not take a full day off for medical appointments.</p>
90-92%	<p style="text-align: center;"><b>Your attendance has fallen below the national average for students in secondary schools in England and has become a serious concern.</b></p> <p style="text-align: center;">Any further absences will only be authorised if school receives medical evidence. Your parents are at high risk of being issued with a Penalty Notice. You have a responsibility to discuss anything that is affecting your attendance with your Form Tutor/HOY/Attendance Officer. You must now work hard to catch up on missed work and improve your attendance.</p>
BELOW 90%	<p style="text-align: center;"><b>Your attendance is unacceptable and you are at risk of being identified as a Persistent Absentee (PA).</b></p> <p style="text-align: center;">Your education is at risk and you will not realise your potential, you will gain fewer qualifications and will be less likely to gain entry into further education, training or employment. Unless there are genuine reasons that are preventing you from attending school your parents will either receive a Penalty Notice or be prosecuted for your irregular attendance.</p>

## Punctuality

The law states that all students should arrive to school and lessons on time and Parents and carers are responsible for ensuring that students leave home in time to arrive at school punctually. Students should be in school by 8.30am each morning. Lateness is closely monitored and where there is concern parents will be contacted. The school day begins at **8.35am**. Your child should be in school by **8.30am at the latest**. If your child arrives after 8.35am, they will be recorded as late—**L**. If your child is late, without good reason, they will receive a sanction. Further action will be taken if your child is persistently late to school. If your child arrives

at school after the register close at 9:30, they will be marked as an unauthorised absence and this will have a negative impact on their attendance.

Please note; the Local Authority may now issue a Fixed Penalty Notice to parents whose children are late on multiple occasions.

## Attitude to Learning

At Woodhey High School, we strive rigorously for the achievement of academic excellence within our learning community and we expect all our students to meet the standards which will support excellent, lifelong learning habits.

Students who are respectful, kind and courteous help themselves and others to achieve in their learning. Students are expected to speak to all members of the community with respect and courtesy, displaying excellent manners at all times. All students are expected to demonstrate the core values of Achieve, Care, Enjoy throughout their time at Woodhey.

Students who wish to succeed are always on task in every lesson. Failure to work hard or allow others to work hard will result in negative behaviour points.

### Equipment and Organisation

Successful students always bring the right equipment to school. All equipment, along with exercise books needed for the day ahead and PE kit (if needed) should be packed into their school bag. Students should pack their bags the night before school as they are less likely to forget things. Daily equipment checks take place in Form Time to ensure that any equipment issues can be resolved before lessons begin.

This basic equipment list will ensure that students are able to complete learning tasks in lessons and ensure that students learn to become independent and self-managing. There are other times they may need to bring in other resources, eg: ingredients for food technology, PE kit.

Students must bring with them the following basic equipment **every day**:

Pencil Case containing: black or blue pens, green pen, pencils, pencil sharpener, rubber, ruler (ideally 30cm), scientific calculator (Casio FX85GT Plus), highlighters, protractor and compass, glue stick, planner, and reading book.

If, for any reason, a student is unable to have the correct equipment with them then they should speak to their form tutor who will be able to support.

### Respect for Staff and Peers

We know that students who achieve well do not answer back and trust that teachers' instructions are to help them to be successful. If an adult tells a student to do something, we expect it to be done straight away and not question any adult's decision. If a student feels unfairly treated they must still follow the instruction first time, every time. Later, in their own time, students may approach the adult to discuss the situation and/or seek support. Our aim is to build relationships and have a restorative approach across our school community.

### Homework

We insist on all homework being completed on time and to a good standard, neatly and with care and precision. Regular completion of homework is key to achieving well in assessments and examinations. Sanctions will be issued for non-completion of homework.

## Planner

Every student will be issued with a Planner at the beginning of each academic year. This Planner is an essential piece of equipment and is designed to help your child be organised and independent, manage their time, highlight key dates, write their timetable and support them to prepare for examinations. In addition, the Planner is used to make communication between school and your home easier and is full of useful information and key dates. The Planner must be signed by parents on a weekly basis and will be countersigned by the Form Tutor. Every student must remember to keep their planner with them at all times. If your child loses their planner, they must purchase a new Planner at a cost of £5.00. We ask all students and parents to sign the home school agreement.

## Mobile Phones, Electronic Devices & Smart Technology

Mobile phones have become a part of everyday life but in school they have the potential to cause major disruption. Pupils who wish to bring a mobile phone into school must abide by the following rules.

### **Pupils - Rules for the use of *your* Mobile Phone**

1. Mobile phones in school are *your* responsibility; they should be switched off and kept securely in a school bag upon arrival at school. The school cannot accept any responsibility for the loss of mobile phones which have been brought onto school premises, your mobile phone is a valuable item – look after it!
2. You must not use your mobile phone or headphones **anywhere within the school building** during the school day except under the specific direction of a teacher in lessons. This means that phones should not be used in any lesson without permission. Mobile phones should also not be used when walking between lessons or at any time in the school corridors/canteen at break or lunchtime.

3. You must not photograph/film other students or members of staff under any circumstances unless under the direction of a member of staff during a lesson. If this happens a serious sanction will follow, possibly fixed term exclusion from school.
4. If a mobile phone is seen/heard or used outside of these rules then the mobile phone will be **confiscated**. It will be sent to the main office to be collected after school. More stringent sanctions will be applied for persistent offenders.
5. During external examinations, all mobile devices must be handed in at the start of the examination. If a mobile phone is found in an exam room, the student's papers are likely to be cancelled.
6. If you are found abusing the use of your phone e.g. making threatening calls/texts, viewing inappropriate material, taking photographs/films without permission then you could be banned from bringing a phone into school.
7. If you have an issue during school hours you should talk to a member of staff rather than using your mobile phone to contact home. Contacting home is likely to cause unnecessary anxiety for your parents/carers. The issue can more easily be dealt with by school staff. The member of staff will allow you to contact home if necessary.

### Parents

Parents wishing to contact their son/daughter **in an emergency** during the school day should ring school on 01706 825215. We have a well-established and efficient system for getting the messages to pupils, and pastoral support if it is needed.

Please discourage your child from contacting you about an issue during the school day. Contacting home is likely to cause unnecessary anxiety for you as parents/carers. The issue can more easily be dealt with by school staff. If a pupil needs to contact home **in an emergency** during the course of the school day they can go to their Head of Year or Pupil Services who will make a phone available.

## Social Media, Internet & Email Safety

We live in a society where almost everyone has, or is expected to have a mobile device (phone/tablet/smart watch) and the overwhelming majority of 12–15 year olds have a profile on social media. Whilst there are undoubted benefits to use of social media, there are also growing concerns about its effects on our children's wellbeing, and particularly on the physical and mental health of children. It is vitally important that students use the internet safely and that they do not give away their personal details or send images of themselves or others to people they meet on the internet.

The bullying of other students online or via Social Media is considered to be a serious breach of our Behaviour for Learning and Anti-Bullying Policies. Students attend lessons in school on how to stay safe when using the internet. Facebook, Instagram and other social media activity can also be checked by future employers to vet you for potentially embarrassing / illegal activities. Inappropriate internet use can also lead to your instant dismissal from employment and can lead to a criminal record. It is therefore essential that parents discuss

their children's on-line activities with them and supervise their use of internet and mobile phone technology. Please contact school if you require more information.

## Behaviour for Learning Policy

The Behaviour Policy at Woodhey High School aims to generate a positive environment for those who work and learn within it. In order for effective teaching and learning to take place, good behaviour in all aspects of school life is essential. Our Behaviour policy is based on simplicity, clarity and consistency and is positive in approach. Our aim is to secure positive relationships that clearly demonstrate our school values of Achieve, Care, Enjoy. Staff are trained in the use of positive behaviour management strategies and work in partnership with parents to ensure positive behaviours. In line with DFE guidance, staff are not required to give 24 hours' notice for after school detentions.

More serious breaches of our Behaviour Policy may result in the following consequences:

- Removal of Social Times
- Internal exclusion
- Fixed Term Exclusions
- A Managed Move/Positive Pupil Placement to another school
- Permanent Exclusion from School

## Bullying

Your child is new to the school and you may be anxious about them settling in. Bullying at Woodhey is thankfully rare but it does happen. Bullying can make your child's life a misery, but there are ways you, and we can help stop it. Bullying in any form is not tolerated at Woodhey High School. Every child has the right to feel safe at school and bullies will be dealt with severely in line with our Behaviour and Antbullying Policies. Students should report all forms of bullying and can speak to any member of staff about this. If parents/carers have any concerns about their child or others, please contact your child's Form Tutor or Head of Year Team.



## What is bullying?

There is no legal definition of bullying. However it is usually defined as behaviour that is repeated, intended to hurt someone, physically or emotionally, often aimed at certain groups because of race religion, gender or sexual orientation.

It takes many forms and can include:

Physical assault

Teasing

Making threats

Name calling

Cyber bullying e.g. via social media

## How would I know if my child is being bullied?

Your child may show some or all of the following signs:

Becoming more insular, withdrawn and quiet

Clingy

Off his\her food

Has “stomach ache” each morning, wanting to stay home

Emotional

Please note that all of the above can be explained by “normal” adolescent behaviour

**Finding out that your child is being bullied is very upsetting, but try to talk calmly to your child about what is happening and:**

- make a note of what they say: who was involved, where, when and how often?
- reassure your child that they have done the right thing by telling you
- tell your child to report any further incidents to a teacher straightaway
- talk to your child’s form tutor about the bullying
- don’t leave it to see if it sorts itself out...it rarely does

## Who can I speak to in school?

Initially speak to the Form Tutor. If this doesn’t resolve things, the Head of Year 7, or the pastoral team, may get involved.

When you talk to your child’s teacher, remember they may have no idea your child is being bullied. Try to stay calm and:

- give specific details of what your child says has happened: give names, dates and places
- save any abusive text messages/e-mails your child may have received
- make a note of what action the school resolves to take
- ask if there is anything you can do to help
- stay in touch with the school. Let them know if the problem continues or if the situation improves.

Remember, we always investigate alleged bullying incidents but please give us the time to do it thoroughly and fairly.

## Curriculum

The curriculum at Woodhey aims to engender an appreciation of human creativity and achievement, and is designed to challenge and inspire students, introducing them to ‘the best that has been thought and said’.

Students study a broad range of subjects; we offer a rigorous academic curriculum and a range of foundation subjects in order to cater for the differing interests and talents of our students. A detailed list of the subjects on offer is available on our school website.

## Literacy

Our duty is to develop students who are confident readers, writers, speakers and listeners, who value these essential life skills and strive to improve them. We recognise that it is the responsibility of staff from every subject area to teach literacy skills. Reading, writing, speaking and listening are integral to all subjects and essential for academic progress and success. **All students are required to have a reading book with them at all times** (reading), write with care and precision (writing), speak in full sentences and no slang (speaking) and track the speaker (listening). It is also expected that students will read for each evening in addition to completing homework tasks.

## Accelerated Reader

As part of the English timetable at Woodhey, all Years 7s have one hour a fortnight dedicated to reading for pleasure. Most of these reading or Library ‘lessons’ take place in our school library where children can choose and borrow books from a vast range of age appropriate fiction of all genres. To support the continued development of young readers, as part of these ‘lessons’, we also run a programme called Accelerated Reader which helps teachers to support and monitor your child’s reading development.

On entry to Year 7, all students take a multiple-choice baseline reading assessment as part of the Accelerated Reader programme. This assesses reading levels so that students can select books from the school library at their own level. The emphasis is on progression and once your child knows their reading level, the books they choose will provide challenge without being so difficult that they become frustrated. When your child has

finished their book, they take a short online quiz to check overall understanding. Quizzes can be accessed remotely as well as in school.

Over the course of Year 7, students will repeat the initial baseline test at various intervals to help teachers monitor progression with reading skills. Reading regularly at home is also encouraged to support the Library lessons in school.

## Educational Trips and Visits

During the year, educational trips and visits are available to the students. Families will always be given reasonable advance notice of trips and visits. For every trip, a full risk assessment is undertaken and staffing ratios are compliant with Health and Safety guidelines. We notify parents in advance of any trips and ask for parental permission for non-curriculum trips.

## Parents'/Carers' Evenings

Parents play a crucial role in ensuring their child meets their targets, achieves their potential and makes the most of their opportunities at Woodhey High School. There will be an annual parents' Carers' evening organised where you have the chance to speak to your child's teachers regarding their academic attainment, attitude to learning and any concerns you may have. We expect 100% attendance at Parents' & Carers' Evenings to ensure our partnership delivers successful outcomes for your child. If for any reason you are unable to attend parents evening, please let us know in advance.

## General Data Protection Regulation

We ask you to complete an Admissions and Registration Booklet prior to your child starting school. The school uses and stores this data in line with the EU's General Data Protection Regulation (GDPR) and our Data Protection Policy is available for parents on our website or a paper copy is available upon request. Privacy notices are published on our school website. **It is the responsibility of parents/ carers to ensure that the school is informed of any changes as and when they arise.** In the case of illness, we always try to contact parents by telephone to arrange for you to collect your child.

## Lost Property

All students are responsible for their own belongings. Please ensure that all clothing including coats, shoes and equipment is clearly labelled with your child's full name so that items can be returned to their rightful owner. Students can look in the lost property if they lose their property. Lost property is emptied at the end of each term.

## First Aid

First Aid is available in school for minor accidents. In severe cases we will accompany the student to hospital, even if we are unable to contact the parent. However, hospitals are often unwilling to administer treatment without the consent of the parent so please ensure that we have your current telephone contact details, including that of your family doctor. Please note, First Aiders can only treat accidents on school premises. If your child has an injury as a result of an accident at home, please notify the Pastoral Team prior to your child attending so that we can offer support if necessary.

## Media, Film and Photography

In common with most schools, we frequently take photographs of children doing a range of school based activities and ensure that the appropriate safeguarding measures are implemented. These photos may be used in school to celebrate achievement or to promote Woodhey on the school website, on Twitter or in flyers or leaflets etc. Most students are happy to be part of this process. If you do not wish your child to have their photograph taken, for marketing purposes, then please indicate this on the appropriate consent form. Please note; you can withdraw your consent at any time in writing. Photos and images of our students remain anonymous unless explicit permission has been granted by a parent/carer.

## Medical Matters

All parents of children with a medical condition are asked to complete a school Healthcare Plan for their child/children. Please contact the Pastoral Team on 01706 825 215 to request a copy of the plan. We can also arrange for you to meet with a member of staff to help you complete the Healthcare Plan if you would prefer. Your child's completed plan should be returned to school at the earliest opportunity. The plan will help school staff to better understand your child's individual condition and key information including medication, triggers, individual symptoms and emergency contact numbers will be readily available to those who need it. Please make sure the school is kept informed about changes to your child's medical condition or medication. This includes changes to how much medication they need to take and when they need to take it.

## Medication

Medicines should be handed in to the Pupil Services office. Parents are required to complete the appropriate form and provide a written statement detailing the medicine to be dispensed to 'named' students at 'stated' time(s) / periods of time, during the school hours. Clear and unambiguous instructions are essential. Pupil Services are responsible for looking after the medicine but students are responsible for administering the medicine. *Students with inhalers and epi pens should keep their inhaler with them at all times. We ask that spare inhalers and epi pens are also kept in the Pupil Services office.*

## Cashless Dining System

We operate a very successful "cashless" dining system. You will receive a letter containing all the details of how to set up an online account to add funds to enable your child to purchase lunch in school. This will enable you to keep the cashless system topped up. The online payment system will also be used to pay for trips and events. Once you have created an account you will see your child's balance and be able to view what they have purchased.

Staff, students and parents can be assured that the fingerprint image is collected only for the purpose of 'cashless dining' and cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint – only the numbers remain and in effect this becomes the pupil's ID.

There are significant benefits of the biometric system:

- queuing times reduced
- less problems with loss of money
- automatic service of free school meals as all pupil data is confidential
- food allergy ingredients can be controlled/barred automatically (eg nut allergy)
- convenience of paying for dining in advance etc.

I am sure it will contribute to an enjoyable dining experience for your child. However, if you would prefer your child not to use the fingerprint facility, a card will be registered and issued to your child.

## Free School Meals

### ***Are you entitled to Free School Meals?***

Up until recently, entitlement to Free School Meals has been identified as part of the claims process for Housing Benefit and Council Tax support. As households with children move on to Universal Credit they will not make a claim for housing benefit; the rent element will be paid as part of their claim for Universal Credit.

As a result, it will become increasingly difficult for Councils to identify those children who are entitled to claim for Free School Meals. To help the Council and schools identify a pupil's entitlement to Free School Meals, a new Online Free School Meal Checker has been introduced. This can be accessed via: <https://www.cloudforedu.org.uk/ofsm/sims/>

Once you have completed this application, for each child, the school will be kept informed of your Free School Meal entitlement automatically throughout the whole of their time at Woodhey High School.

To complete an application you will need to provide:

1. Your own name and date of birth;
2. Contact details;
3. National Insurance Number or National Asylum Seekers Number;
4. Child's name and date of birth;
5. School your child is attending/will attend.

You can claim free school meals for a child who lives with you and who you are responsible for (for example, you receive Child Benefit for them) as long as you are in receipt of one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400), as assessed by earning from up to three of your most recent assessment periods;
- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- The guarantee element of Pension Credit;
- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190;
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit.

***If you think that your child will qualify for Free School Meals please could you ensure that you complete your application before the start of the new Academic Year.***

**Travel to and from School**

Woodhey High School students are ambassadors for our school community at all times whether in uniform or not. We value our good reputation in the community and expect all students to act as ambassadors for our school at all times. Students travelling to and from school are expected to show excellent manners at all times both to bus/metro drivers, to other passengers and to members of the public. Our core values must be demonstrated.

## Free School Travel Pass

### THE IGO PASS

All students between the ages of 11 and 16 need an IGO pass if they wish to travel at the concessionary (reduced fare) rate on buses, trains and trams.

The IGO pass is like an ID Card and proves the student is aged 16 and under. It should be carried on all journeys and shown to the driver before paying the fare. The IGO costs £10 and can only be bought by students who live or go to school in Greater Manchester. Forms are available from the link below:

[https://secure.manchester.gov.uk/info/100005/schools\\_education\\_and\\_childcare/7048/apply\\_for\\_a\\_school\\_travel\\_pass\\_or\\_cycle\\_voucher](https://secure.manchester.gov.uk/info/100005/schools_education_and_childcare/7048/apply_for_a_school_travel_pass_or_cycle_voucher)

For more information and to apply, please visit the TfGM website: <https://www.tfgm.com/tickets-and-passes/igo-pass>

## Parking

In the interests of the safety of the children, parents are not allowed to bring their cars into the school grounds either in the morning or at the end of the day. Parents are requested not to park on the roundabout at the front of school at the start or end of the school day. This causes an obstruction and is unsafe for our children.

## Uniform

Woodhey High School students are proud to be members of the Woodhey community. Uniform creates a sense of belonging to the community and we have high expectations for all our students. Please ensure that your child wears their uniform with pride at all times both in school and **on their journey to and from** Woodhey. Students should wear their blazer at all times. Please note that students arriving without full uniform will be asked to wear replacement items or given an alternative sanction as directed by a senior member of staff.

School ties are available to purchase from Pupil Services throughout the year at a cost of £5.

## Jewellery /Make-up /Hairstyles/ Piercings

Students are not permitted to wear jewellery to school. This includes bracelets and rings. All piercings are banned including ear, nose, tongue and facial piercings. It is not acceptable to wear a plaster over a piercing. Students are not permitted to wear make up to school and they will be asked to remove any makeup. Nail varnish must be clear. Students are not permitted to wear acrylic nails, gel nails, false tan, or false eyelashes to school. Extreme hairstyles are not allowed, including partly shaved heads and unnatural hair colourings.

Students wearing incorrect uniform will be loaned uniform from the Pupil Services. Students who persistently come into school in the incorrect uniform will be issued a sanction. We will do this to ensure that all our students take pride in their appearance and to make sure that our students are treated fairly. It is unfair if some students keep to our dress code and some don't.

## PE Kit

As a Health and Safety measure, long hair should always be tied off the face during lessons where there is a potential Health and Safety risk e.g. Food Preparation & Nutrition or a Science experiment where a Bunsen burner is used.

*In some instances, where parents meet certain criteria, we may be able to provide assistance with the cost of purchasing uniform for your child, including the PE kit. Parents/carers who are experiencing difficulties should speak to their child's Form Tutor or Head of Year Team in the first instance.*

## School Uniform – This list can also be found on the school website.

- Blazer:** Maroon, polyester blazer with school badge on breast pocket from approved school uniform suppliers.
- Shirt:** White, straight-collared (standard fit, no soft collar) with maroon and gold striped tie (only available in school) **OR** pink/white check reverse neck blouse, long or short sleeved from suppliers.
- Tie:** Maroon with gold stripes (only available in school). To be worn with white, straight-collared shirt.
- Trousers:** **Black**, plain trousers. Plain or pleated front. **NOT** tight fit, lycra, stretch trousers, leggings, or jeans.
- Sweater:** The wearing of this garment is optional. If worn, it should be a maroon 60% wool 40% nylon v-necked sweater to retain its smart appearance and wearability e.g. Trutex
- Socks:** Plain Mid – grey, charcoal or black socks  
No white socks to be worn, apart from PE/Games
- Shoes:** **Black**, sensible footwear without badges, coloured bands or coloured laces. **No** backless slip-on shoes. Flat shoes are required for reasons of safety. Black trainers are



not allowed.

**Outer Coat:** Optional. If worn, it should be a practical waterproof coat and should cover the blazer  
'Hoodies' are not acceptable and may be confiscated.

**Sportswear:  
Essential Kit**

Black football socks  
White sports socks  
Black shorts with maroon side detail and school badge  
Black performance t-shirt with maroon piping and embroidered school badge  
Appropriate indoor training shoes and astro trainers / boots

**Optional Kit**

Black hoodie with maroon shoulder panels and embroidered school badge  
Black tracksuit pants with embroidered school badge  
Black and maroon rain jacket with embroidered school badge

**Practical Work**

An apron for practical work in workshops is required

**Geometry Set:**

Containing ruler, pencil, compass, protractor and eraser  
Calculator: Casio FX83GT

**Suppliers:**

Monkhouses Schoolwear, 86 The Rock, Bury BL9 0PB - 0161 764 4320  
Murray Ltd, 26 Bridge Street. Ramsbottom BL0 9AQ - 01706 281812  
Pretty Things, 14 Market Parade, Bury BL9 0QE - 0161 761 1365  
SK Kits, 73 Lumb Carr Rd, Holcombe BL8 4NL—01706 829840

*Uniform supplied by these suppliers has been checked by the school and is of the correct style and colour, of good quality and is available all year round. Prices vary*

## Shoes



Examples of  
acceptable  
footwear

Please note, Woodhey High School does not take responsibility for any uniform, non-uniform or other valuables which are left on site.

Please ensure all uniform items are clearly labelled with student name and form group.

## Welfare

We endeavour to ensure that no student feels threatened by the actions or words of another person. We take all alleged bullying issues seriously and follow the procedures detailed in the Woodhey Anti-Bullying Policy. Parents should be aware that the school will take all reasonable steps to ensure the safety of its students. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or abuse, staff have no alternative but to follow the procedure laid down in the Department for Education child protection guide “Keeping Children Safe in Education” and to inform Social Services of their concern. All staff have received the required training on child protection and safeguarding. The Designated Safeguarding Lead is Mrs C. Lomax.



**Woodhey High School - Transition Form**

Pupil's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

At Woodhey High School we understand that the transition from Primary to Secondary education can be an unnerving time for some students and parents. We feel it is vital that we listen to our students and parents and welcome any extra information you would like to share with us about your child to help them make a successful start at Woodhey. Accurate responses to these questions will allow us to support your child more comprehensively in school.

**Section A** – This information is designed to help your child settle into our school. It will be shared with pastoral staff, such as your child's Head of Year and Form Tutor.

Does your child have any special interests or extra-curricular activities that they are involved in?
What do you and your child feel are their areas of strength and weakness in learning?
Do you or your child have any concerns about starting at Woodhey High School?
Please use the space below to share with us any information about your child you feel would be helpful for us to have, for example: any significant life events; shared parenting/living arrangements; any agencies working with your child.

Parent Signature:

Date:

*Please also see overleaf for Section B*

**Section B** – The school receives additional funding in certain circumstances, known as the ‘Pupil Premium’. Information from this section is stored on our school database to ensure that we claim all of the money to which we are entitled on behalf of your child.

Pupil’s Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

<p>Is your child entitled, or have they been entitled to, free school meals? (please circle): YES NO</p> <p>If Yes (please tick):</p> <p>currently <input type="checkbox"/> on free school meals</p> <p>has <input type="checkbox"/> previously been on free school meals and approximate date this ended .....</p>
<p>Are any of your child’s parents or carers a member of the armed forces? (please circle): YES NO</p>
<p>Was your child adopted from care? (please circle): YES NO</p>

Parent Signature:

Date:

# School, Parent/Carer, and Pupil Agreement 2021

## The School will:


- Care for the safety and happiness of all students
- Recognise and respect the individuality of each pupil
- Provide all students with a balanced education, including the setting of appropriate homework
- Provide the framework to ensure that each pupil has the opportunity to reach his/her potential
- Keep parents informed of their child's progress and provide an annual written report
- Let parents know as soon as possible of any significant problems affecting their child's life in school
- Share information about general school matters and offer opportunities for parents and students to share their views with school
- Treat students with respect whilst exercising appropriate authority
- Staff members will be respectful when dealing with parents and carers

## The Parent/Carer will:

- See that their child attends school regularly and on time
- Contact school on the first day of absence and send a note in to school on their child's return
- Support their child by ensuring that they go to school in full uniform and with the correct equipment
- Ensure their child conforms to school expectations in regard of hairstyle, jewellery, make-up etc
- Support the school's policies on behaviour and the Code of Conduct
- Understand the impact of their child's behaviour on others
- Monitor their child's homework and use of the homework planner
- Attend Parents' Evenings concerned with their child's progress
- Ensure the safety of all students by following school parking rules when dropping off at school
- Inform the appropriate member of staff of any problems that may affect their child's life in school
- Be supportive of the school's position when concerns are raised about their child
- Be respectful when dealing with members of staff.
- Parents/Carers will not enter the main school buildings during the school day unless accompanied by a staff member
- Parents/Carers will not be verbally or physically abusive towards staff members

## The Pupil will:

- Go to school regularly and be on time
- Go to school in full uniform and with the correct equipment
- Conform to school expectations in regard of hairstyle, jewellery, make-up etc
- Do their work, including homework, to the best of their ability and on time
- Follow the Code of Conduct
- Be polite and respectful to all other people in school
- Avoid using language or names that may offend other people in the school
- Let their teachers know about any problems which may be affecting their life in school
- Respect the buildings, and use the equipment provided with care
- Respect the property and work of others in school
- Follow instructions given to them by the adults of the school
- Follow instructions from Ambassadors and other pupil representatives
- Be honest about their experiences in the school and their involvement in them
- Be a good ambassador for the school in the outside community
- Allow teachers to teach and other students to learn

Signed by the School: \_\_\_\_\_  \_\_\_\_\_ Date: \_\_\_ June 2021 \_\_\_

Signed by the Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by the Pupil: \_\_\_\_\_ Date: \_\_\_\_\_

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- Follow instructions from Ambassadors and other pupil representatives
- Be honest about their experiences in the school and their involvement in them
- Be a good ambassador for the school in the outside community
- Allow teachers to teach and other students to learn

Signed by the School: \_\_\_\_\_ *B. Conroy* \_\_\_\_\_ Date: \_\_\_June 2021\_\_\_

Signed by the Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by the Pupil: \_\_\_\_\_ Date: \_\_\_\_\_

## All About Me – *To Be Completed By Child*

Preferred Name:

Birthday:

Family:

Hobbies:

Place I enjoy being most:

Friends coming to Woodhey:

Favourite Subject(s):

Favourite Book(s):

What am I good at?

What would my family/friends say I am good at?

What am I most proud of?

What are my hopes for Year 7?



# Expectations at Woodhey

We believe all students need to be smart, organised, ambitious, and respectful every day in order to provide them with the skills they need to excel. Below are some things that we expect everyone to try and do each day they attend school. We have behaviour and reward systems in place that recognise all of these things.

Highlight in one colour all the things you think are going to be easy to do and choose another colour to highlight anything you think you might struggle with.

Use the box at the bottom to add any other things you think you could do to help you excel at Woodhey.

Things I can easily do

Things I might struggle with

Saying good morning to people as you pass

Turning up on time to school

Supporting others

Having a pen, pencil and ruler in lesson

Working successfully as part of a team

High level of respect shown to all

Turning up on time to lessons

Contributing positively to lessons

Consistent punctuality over the whole year

Staying calm if something goes wrong

Holding the door open for a teacher

Discussing issues with a teacher rather than dealing with things alone

Apologising if you have done something hurtful

Remembering your homework

Giving someone a compliment

Asking for help when needed

Trying your best with your work

Being respectful of other people's beliefs

Being respectful to other staff and students

Sitting with someone who is alone at lunch