

# PARENT INFORMATION

## 2021-2022

This is the usual publication we send to parents and carers at this time of year. However, please note that in light of Covid 19 there will be necessary changes made to general operations of the school day which may not be listed in this booklet, to ensure the safety and wellbeing of all pupils and staff.



Address: Loughborough Road, West Bridgford, Nottingham NG2 7FA  
Telephone: 0115 9744488  
Email: [adminoffice@wbs.school](mailto:adminoffice@wbs.school)  
Website: [www.wbs.school](http://www.wbs.school)

**THE WEST BRIDGFORD SCHOOL**  
A SPECIALIST TECHNOLOGY ACADEMY

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.  
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## WHO TO CONTACT

Year Director	Mrs Maxwell Doyle	(Years 7)
	Mrs Mills-Afford	(Year 8)
	Ms Martin	(Year 9)
	Mrs Nahal	(Year 10)
	Ms Martin	(Year 11)
Pastoral Assistant	Mrs Clarke	(Year 7)
	Mr Highfield	(Year 8)
	Miss Burton	(Year 9)
	Ms Fletcher	(Year 10)
	Mrs Hallam	(Year 11)

## WHO TO CONTACT

Student Services	Report absence (please call 0115 974 4488 option 1 where a member of the student services team will take your call from 8am. Before 8am there is the option to leave a message. Absence can also be reported using the West Bridgford School website, the app or <i>emails can be sent to <a href="mailto:studentservices@wbs.school">studentservices@wbs.school</a></i>
School Address	West Bridgford School Loughborough Road West Bridgford Nottingham NG2 7FA
Telephone Number	(0115) 9744488
Email	<a href="mailto:adminoffice@wbs.school">adminoffice@wbs.school</a>
Website	<a href="http://www.wbs.school">www.wbs.school</a>

## STUDENT INFORMATION

If any of the following details change, it is vital that parents inform school as soon as possible:

- home address
- telephone numbers (home, work, mobile)
- emergency contacts
- email address
- medical information

The school's database needs to be accurate so that we can make contact with parents in an emergency. A change of details form to complete can be found in the parents section on our website and will need to be returned for the attention of Student Services.

## STUDENT SERVICES

We have a dedicated Student Services Team at the school:

**James Smith** – Student Services and Data Manager

**John Leitch-Devlin** – Exams Officer

**Liz Staples** – Attendance Officer

**Ginette Sargent** – Receptionist/Administrative & Attendance Assistant

**Suzanne Kopacz** – Student Services Assistant

They are based in the Student Services Office and their function is to offer support to all students (and of course parents/carers) during their time at the school. Please contact them in the following ways:

Telephone: (0115) 9744488, (press option 1 for Student Services or option 4 for the Exams Office)

Email: [studentservices@wbs.school](mailto:studentservices@wbs.school)

Alternatively please come to the main school reception should you wish to speak to a member of staff. Staff will be on hand to assist you between the hours of 8.00am – 4.00pm, Monday to Thursday and 8.00am – 3.30pm Friday (answer phone is available outside of these hours should you wish to leave a message).

For information, it is their responsibility to deal with all administration related to:

- Attendance, holiday forms, sickness and absence recording and reporting
- Collection and processing of data for internal/external examinations
- Consultation afternoons
- First Aid emergencies
- Head and uniform detentions
- Lost property
- Student information
- School uniform
- Teaching & exam timetables

Mark Thomson is responsible for ParentPay, our online payment system and for School Fund collection for trips, books etc. Mr Thomson can be contacted via Reception.

## SIGNPOSTING

Signposting of support services is available to students on Brightspace and to parents via the school website.

The logo consists of the text 'careercomp@nion' in a white, lowercase, sans-serif font. The '@' symbol is stylized with a circular arrow around it. The text is set against a dark blue rectangular background.

Careers Companion is an online careers resource that will enable your child to access a wide range of useful information including; careers advice and skills opportunities. Pupils can access via Brightspace and parents via the school website.

## SCHOOL HOLIDAYS (2021 – 22)

### Start of Autumn Term 2021:

First day back for staff:	Tuesday 31 August *
First day back for students:	Wednesday 1 September
School closure day:	Wednesday 6 October **
Half term:	Monday 18 October
Return to school:	Monday 1 November
Last day of term:	Friday 17 December

### Start of Spring Term 2022:

Half term:	Tuesday 4 January
School Closure Day:	Monday 14 February
Return to school:	Monday 21 February
Last day of term:	Tuesday 22 February
Easter holiday:	Friday 1 April
	Monday 4 April – Monday 18 April

### Start of Summer Term 2022:

May bank holiday:	Tuesday 19 April
Half term:	Monday 2 May
Late Spring Bank Holiday:	Monday 30 May
Queens Platinum Jubilee Bank Holiday:	Thursday 2 June
Return to School:	Friday 3 June
School closure day:	Monday 6 June
Last day of term:	Friday 17 June
	Tuesday 26 July

## THE SCHOOL DAY

Arrival from 8:30 to 8.40am - Registration/Assembly

Start Times:-

Year 7 – 8.30 - Lineup – Languages Courtyard  
Year 8 – 8.30 - Lineup – Canopies Open Area  
Year 9 – 8.35 - straight to Tutor rooms  
Year 10 – 8.35 - straight to Tutor rooms  
Year 11 – 8.40 - straight to Tutor rooms

On assembly days students should go to the hall for 8.30 for an 8.35 start.

**9.00am - Period 1**

**10.00am - Period 2**

2a Break	Year 7 & 10	10:00 – 10:15
2b Break	Year 9	10:30 – 10:45
2c Break	Year 8, 11, 12 & 13	11:00 – 11:15

**11.15am - Period 3**

**12.15pm - Period 4**

4a Lunch -	Year 9	-	12:15 – 12:45
4ab Lunch	Year 7	-	12:30 – 13:00
4b Lunch -	Year 10	-	12:45 – 13:15
4bc Lunch -	Year 8	-	13:00 – 13:30
4c Lunch	Year 11	-	13:15 – 13:45

**1.45pm - Period 5**

Finish Times:-

Year 7 – 14:40  
Year 8 – 14:40  
Year 9 – 14:45  
Year 10 – 14:45  
Year 11 – 14:50  
Year 12 & 13 – after last lesson

## LUNCHTIME ARRANGEMENTS

The Cafeteria and Snack Bar offer a daily choice of hot and cold dishes at reasonable prices, which students purchase as required. Alternatively, students may bring their own packed lunch. Students are not permitted to leave the school site for lunch.

Parents who may be entitled to claim free meals for their children are asked to enquire direct to Grants and Benefits Team, Parent & Pupil Services, Children & Young People's Services, Meadow House, Littleworth, Mansfield, Nottinghamshire NG18 2TA (01623 433009) or alternatively email [parentpupil.north@nottscc.gov.uk](mailto:parentpupil.north@nottscc.gov.uk)

## SCHOOL CURRICULUM TEACHING GROUPS, CLASS SIZES AND GROUPING ABILITY

In Year 7, students are placed in tutor groups of approximately 30 and work in these groups through to the end of Year 9 for all subjects other than Maths, English and PE where students are grouped by ability to allow for appropriate challenge and support. From January in Year 7, classes in Modern Foreign Languages are regrouped in order to allow most students to study a second language (either Spanish or German) in addition to French. In Technology, students are grouped into smaller classes for the practical subject.

A small number of students are identified on transition from KS2 as having particular needs with literacy. These students follow a literacy programme rather than a Foreign Language. Depending on progress, they may return to languages in Year 8 or continue with literacy.

In Year 9, students are also set in Science.

Where students are in setted ability groups, class sizes will vary, but are usually smaller for the students requiring additional support.

At KS4, students are taught in ability groups for English, Maths, Science and PE, and in mixed ability groups defined by their option choices for other subjects.

### Year 7 and 8 Curriculum

The Year 7 and 8 Curriculum focuses on embedding and developing basic skills and developing strengths. All students study the same subjects. The current allocation of periods per fortnight is:

English 7	Languages 6	Geography 3	Technology 2 or 3	Computing 2	PE 4
Maths 7		History 3	Art 3 or 2		PSHE 2
Science 7		RE 2	Music 2		

### Year 9 Curriculum

The Y9 Curriculum is a transition from KS3 to KS4. Core subjects begin to explore the GCSE programmes of study. Students continue with other subjects and follow a transitional course while selecting 4 option subjects to study to GCSE.

From October through to Christmas there is a major focus on careers education and the options process. Students select 4 subjects from a range of approximately 30 GCSE and vocational courses. The final choice for each individual student is reached by April through a guided choice involving student, parents, pastoral, subject teachers and the Curriculum Manager.

### Year 10 and 11 Curriculum (Key Stage 4)

The curriculum for year 10 and 11 students is planned to allow the vast majority (>90%) of students to take the full suite of EBAC subjects. This is achieved by making certain combinations of subjects in the options process compulsory. Students will be able to choose the following combinations of subjects.

Core Subjects	Humanities*	MFL*	Up to 2 from:
English Language GCSE and English Literature GCSE 7	At least 1 from: History Geography	At Least 1 from: French German Spanish	Art, Business, COPE (ASDAN), Computing, Dance, Drama, Economics, Engineering, Food, Graphic Design, iMedia (Cam Nat), IT (Cam Nat), Media Studies, Music, Photography, PE, Product Design, RS Philosophy & Ethics, Sociology,
Maths 7			
Double or Triple Science 10			
PSHE 2			
Core PE 4			

\*These rules will be relaxed to allow the students to access a personalised curriculum under the following criteria:

Students for whom a full suite of EBAC GCSE subjects is deemed to be inappropriate. Usually a group of <10 students. At the discretion of the intervention team. Final decisions are made by the Headteacher.

Students who have not studied a Modern Foreign Language at KS3 through a personalised curriculum. Usually a group of <5 students.

Students who, due to exceptional circumstances, require an adaptation to their curriculum. This will be at the discretion of the intervention team for that year. Final decisions are made by the Headteacher.



## CONSULTATION DATES AND TIMINGS

Our Parents Consultation events provide the opportunity for parents to receive professional information about every aspect of their child's education, by direct personal contact, in order to reinforce a partnership between home and school. This encourages a greater involvement of parents in their child's education and fosters a working relationship between parents and teaching staff, which will enable them to develop strategies to assist the child's education.

Year	Date of consultation	Early closure	Time
13	Mon 6 December	No early closure	3.30 – 6.00pm
11	Thurs 14 October	Early school closure at 1.13pm <b>all years</b>	2.00 – 5.30pm
10	Tues 2 November	Early school closure at 1.13pm <b>all years</b>	2.00 – 5.30pm
9	EFGHJ - Tues 23 November ABCD - Thurs 2 December	Early school closure at 1.13pm <b>all years</b>	2.00 – 5.30pm
12	Tues 11 Jan	No early closure	3.30 – 6.00pm
7	EFGHJ – Tues 25 Jan ABCD – Wed 2 Feb	Early school closure at 1.13pm <b>for year 7, 8 and 9 only TBC</b>	2.00 – 5.30pm 2.00 – 5.30pm
8	EFGHJ –Wed 24 Mar ABCD – Tues 8 Mar	Early school closure at 1.13pm <b>for Year 7, 8 and 9 only TBC</b>	2.00 – 5.30pm 2.00 – 5.30pm

## PARENT COMMUNICATION

Parents use a range of media to access information in their daily lives, however the clear majority now receive their information via the internet, smartphone and tablet devices (*based on our latest Parent Survey*). To facilitate this the school has invested in a range of services in an endeavour to reach as many parents as possible.

### EMAIL AND TEXT COMMUNICATION

The school has been using email successfully for some time and it delivers a range of benefits for parents. On joining the school you are automatically registered on the school mailing list for whole school communications such as 'The West Bridgford Post' and targeted group information. You will also receive text messages about emergency issues such as school closure during adverse weather conditions. Contact [studentservices@wbs.school](mailto:studentservices@wbs.school) if you would like us to update your email or mobile phone number. Please include your name, your child's name, preferred primary email address and mobile number. It is essential that the school has your most up to date email and mobile phone number for this service to work.

### THE WEST BRIDGFORD SCHOOL APP

As more and more parents have told us that they predominantly access the internet via their smartphones, the school provides an app that will allow access to the key information from the school website, in a convenient format, on a phone. Search 'School News on the iOS App or Google Play store and the app can be downloaded for free. Then search 'West Bridgford School' to establish a link to the school site.

## TWITTER

The school maintains a Twitter account – @WestBSchool. Please follow the account for the latest news from around the school community.

## CASHLESS CATERING

This is a system that incorporates the latest technology, eliminating the need for your child to carry cash throughout the school day. Instead, children carry a card which they swipe at the point of sale to identify themselves to the system. A photograph of the child appears on the till and is viewed by the catering assistant. This ensures that a child cannot make purchases on another child's account. This system offers the following advantages:

- Healthy eating is encouraged as the school's kitchens comply with the national nutritional standards for school food;
- Discourages the misuse of school dinner money through spending in shops outside of the school grounds;
- Alleviates many of the associated problems with the use of cash in schools i.e. loss, theft and bullying;
- Queuing times are reduced through increased speed of service;
- Automatic free meal allocation with the student remaining anonymous;
- Parents are able to limit spending and can see reports of their child's eating habits.

A card is issued by the school in year 7 and, even if your child does not require this for lunch, it must be retained as it will be required for use in year 11 for access through security gates for exams and transfer to post-16 where it is used to register on site. The cards will be recalled in year 11 for gate access to be added. A replacement card costs £2 should it be damaged, lost or stolen. The card remains the property of the school.

We have two methods by which money can be paid into a child's account. Our preferred method of payment is to place money on your child's account through our secure online payment system ParentPay. If you have yet to register for ParentPay please email [studentservices@wbs.school](mailto:studentservices@wbs.school) and details of how to register will be sent to you. In order to keep administration costs down, you should make a minimum transaction payment of £20. A cash payment option has been maintained, however we would request that parents avoid its use except in special circumstances. There is a pay point (called a revaluation machine) placed in the canteen area of the main school for children (years 7-11) and one in the post-16 centre, whereby cash can be placed onto the account. These take paper notes and silver coins but no copper coins. This should be done before the start of the school day, at break or lunch time but not during lesson time. Payment by this method is not ideal, since we are attempting to create a cashless school and it fails to provide you with the full parental control this system offers.

Parents have the opportunity to set a child's spending limit for each day or for each part of the day at breakfast club, break and lunch time. By default we will set the spend limit to £4.00 per day, unless you inform us otherwise. You can also request a report of your child's purchases.

## PAYMENT FOR SCHOOL TRIPS

The school offers a variety of trips for the students to attend throughout their time here which can either cover curriculum material or just be an enrichment visit. Each trip usually requires a payment for each student and depending on the total value of the trip can either be paid in instalments or all in one go.

Trips are paid for via our ParentPay online payment system. If you have yet to register for ParentPay please email [studentservices@wbs.school](mailto:studentservices@wbs.school). The system allows you to track how many payments you have made for multi-instalment trips, be aware of payment deadlines and plan your future payments.

In very specific circumstances we can issue 'Paypoint' barcodes allowing parents to pay for a trip with cash at several local shops, such as ASDA. Please contact Student Services to access a payment barcode.

## ATTENDANCE PROCESS

### Registration:

Students should arrive at school in time to register:

Year 7 – 8.30

Year 8 – 8.30

Year 9 – 8.35

Year 10 – 8.35

Year 11 – 8.40

On assembly day students need to be in the Hall by 8.30

### Lateness:

Students who arrive after the completion of the register will be marked late. Students arriving after registration should sign in at Student Services.

Students who are late for a third time in a half-term will be given a Year Director detention.

### Planned absence:

Requests for absence from school for dental appointments, visits to hospital etc, should be addressed through Student Services and give at least one clear day's notice. Less school time is lost if such appointments can be arranged at the beginning or end of the day.

Requests for leave of absence should be given to Student Services. Forms are available from Student Services, on the school website and the school app. Please be aware that all applications for leave of absence during term time **must be made in advance**.

For a request of Absence for the purpose of participation in a sporting activity or drama or music performance a formal request from the organising body is also required. It is expected that school absence will be kept to a minimum and authorisation is at the discretion of the school.

Time off school for family holidays is not a right and will not usually be approved. The Law states you do not have the right to take your child out of school for holidays during term time.

Permission for authorised leave of absence may be granted for holidays in exceptional circumstances only. "The applications must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where the leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion."  
(DfE School Attendance)

Holidays taken for the following reasons will **not** be authorised:

- ✿ availability of cheap holidays
- ✿ availability of desired accommodation
- ✿ poor weather experienced in school holiday periods
- ✿ overlap with the beginning or end of term

If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised. **Unauthorised absences may lead to a Penalty Notice being issued against you for irregular school attendance.**

"If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the parents keep the child out of school longer than is agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised." (DfE School Attendance)

Acceptable absence:

- ✿ illness or other unavoidable cause that prevents attendance
- ✿ on a day exclusively set aside for religious observance by the religious body to which the student's parents belong
- ✿ with the leave of the school
- ✿ to attend a job or college interview
- ✿ to take part in approved public performances
- ✿ to take part in special tuition, public exams, sporting events, etc
- ✿ for more details please see 'application for leave of absence during term time' guidelines

Unacceptable absence:

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- ⊗ truancy
- ⊗ minding the house/staying in for repairs
- ⊗ shopping
- ⊗ attending sporting events, pop concerts or festivals
- ⊗ annual holidays
- ⊗ to do homework
- ⊗ to help with the family business
- ⊗ birthdays
- ⊗ school uniform in the wash
- ⊗ looking after brothers or sisters
- ⊗ oversleeping

Unexpected absence: If your child is absent from school please let Student Services know on **each day** of absence. Student Services staff will pass on any information they receive to the appropriate tutor.

Absence due to illness/emergencies should be reported to Student Services as early as possible on the morning of **each day** of absence. Please call (0115) 9744488 (option 1) where a member of the team will take your call. If you wish to call before 8.00am or after 4.00pm you will be able to leave a message on the answering machine. Messages will be picked up after 8.00am. Alternatively, out of hours, emails can be sent to [studentservices@wbs.school](mailto:studentservices@wbs.school)

If the school does not receive an explanatory note or telephone message you will be contacted by Student Services.

Poor attendance: Ultimately, the Family Service has the right to pursue such cases through the courts.

We hope that you will appreciate the importance the school places on school attendance, and will work with us to ensure that your child attends school regularly and punctually.

## MEDICINES IN SCHOOL

- Wherever possible, children should be allowed to carry their own medicines.
- Non-prescribed medicines will NOT be administered in school or stored by the school.
- Any pupil wishing to keep medicines in school for the school to administer **must** have a signed Administration of Drugs consent form from their parent or carer. Unless the school receives an Administration of Medicines form any prescribed medicines handed into school will be considered to be for safe keeping and not for administration.
- More detailed information can be found on the school website in the Supporting pupils with medical conditions policy

## PROGRESS REPORTING

The school operates a system of 'Progress Reports' that will track your child's progress against national targets from Year 7 to 13. Each year group receives 3 progress reports per year. When viewing your child's report be aware that the 'Base Target' is set using prior-attainment based on national data, while the 'Aspirational Target' is decided in school using the judgement of the teacher and data we hold on your child. The 'Aspirational Target' will always be above the 'Base Target', but remain achievable.

For each progress report, staff produce 'Predicted Grades' after considering your child's Key Assessment marks, their work habits and their own professional judgement, to make a prediction of what grade your child will attain at the end of the key stage. The report will show all previous predictions for the year so as the year progresses you will be able to see if performance is improving or declining. The system differs slightly in Years 7 and 8, compared to Years 9,10 and 11.

In Year 7 and 8 students will be described as 'Below Target', 'On Target' or 'Above Target' in their predicted grade column. In Year 9, 10 and 11 however, numbers are used for predicted grades. As an example, a child with a 'Base Target' of a grade '7' by the end of KS4, who receives a '7' 'Predicted Grade' in every report in Year 10 and 11, is exactly 'On Target'.

Predicted grades show 'traffic light' colours to give an 'at a glance' overview of the report.

Reports also record 'Attitude to Learning' and 'Independence'. This is graded on a '1 to 5' scale with extensive notes as to what each grade describes.

## WAYS IN WHICH YOU CAN HELP YOUR CHILD

- By providing a suitable bag and writing materials (pen, pencil and ruler).
- By providing a correct school uniform and P.E. kit (see pages 17 to 19 for details).
- By making sure your child's attendance is regular and punctual (see pages 10 to 12 for details of what to do if your child is absent).
- By checking 'Brightspace for Parents' to ensure the required homework is being done and contacting the Year Director if there are problems. Students should be using the Planner to schedule their time and this can be checked and signed every week (see page 18 for full details of the school homework policy).
- By checking that all personal property, including clothing, is clearly marked.
- Please note that the school cannot accept responsibility for loss of personal property. Children must not bring any electrical items including mobile phones, i-pods, smart watches, cameras or any other similar items to school. When a change of clothing is made for P.E, money, watches etc **must be**

**handed to members of staff in charge.** A plastic bag should be provided by parents for the articles to be kept in, **which should be named.**

- It is strongly recommended that articles of value, e.g. watches are not brought to school on days when a student has P.E. or Games. We would also ask that aerosols are not brought to school.
- By ensuring that bicycles are kept in good working order and that your child has a secure padlock and chain with which to lock his/her cycle to the stand provided. Students should also wear a safety helmet when cycling to school.

## CHILD PROTECTION CONCERNS

Every school is required to refer their concerns to the Children's Social Care Services Department. While we will seek, in general, to discuss these concerns with the family and where possible seek agreement to making the referral, this will only be done where such discussion and agreement seeking will not place a child at increased risk of significant harm. This procedure is intended to protect children from abuse. When we refer a concern about a student to the Children's Social Care Services Department we are not accusing the parents/carers of abuse, but requesting that further enquiries take place and that any necessary help and support is provided.

## DAILY ROUTINE

Rules can seem annoying to us as individuals, but they are there to ensure that all of us can enjoy and benefit from our time at school. The rules and routines listed do not cover all eventualities. Students are expected to show common sense in dealing with other situations.

### To and from school

- Whilst they are travelling to and from school students should always conduct themselves in a manner which is a credit to both themselves and the school. Members of the public will judge the school by the way in which they behave.
- Use the entrance to Loughborough Road. Students must stick to the driveway or pathway adjacent to the drive.
- If students cycle to school, they must dismount at all times when on the school site and walk their bicycles to the secure racks. We encourage students to wear helmets.
- Students should be punctual. They are late if they are not in their tutor room by the beginning of the registration or lesson session. **If students arrive after tutor time they must go to student services to sign in late and collect a slip which should be handed to their tutor or shown to their class teacher.**
- Parents and carers are not to bring vehicles on the school site at the start or end of the school day to drop students off, unless the child has a disability, or is injured.

### Movement about school

- Always **walk** in the building and on outside footpaths.
- In the main building at busy changeover times, students are asked to keep to the left of the corridors.

- When waiting for lessons students queue in an orderly manner, or (where specific permission has been given) go into the classroom quietly and sit down.
- Students may only be in the Hall and the Theatre when supervised by a member of staff.

### **Personal property**

- All personal property should be marked with the student's name.
- Aerosol sprays are banned from being brought into school under any circumstances due to health and safety regulations.
- Leave valuable items e.g. mobile phones, smart watches, ipods and jewellery at home.
- Alcohol, smoking materials and drugs referred to in the policy document must not be brought to school.
- Avoid leaving bags and coats unattended.
- If students bring a cycle to school, take appropriate security measures. To protect cycles, the cycle sheds must only be used by students depositing or collecting their cycles. We encourage safety helmets to be worn when cycling to school.

### **Lockers**

School lockers are allocated to each new student in year 7 who has returned a reply slip and a non-refundable payment to their Pastoral Assistant at the beginning of the academic year. When students move to year 8 a new locker is allocated, if required, for their remaining time at the school up to year 11. It must be noted that no individual locker can be requested as they are distributed on a first come first served basis. If a locker key is lost the student is charged a replacement cost; once this has been met the student's Pastoral Assistant will provide them with a replacement key.

It is a condition of having a locker that the pupil consents to have this searched for a prohibited item, whether or not the pupil is present.

### **Emergencies**

- If a student feels unwell they should ask the teacher, tutor or another member of staff for permission to go to the First Aider. If the First Aider is unavailable, then they should go to Student Services.
- If a child suddenly become seriously ill e.g. an attack of asthma, or has an accident, or if a student sees someone else in this situation, they should ensure that a teacher is told immediately.
- **It is very important that our school's information system is accurate and up-to-date with your child's details. Please report any changes to your home address, telephone contact numbers and medical information at the earliest opportunity. Please ensure you supply sufficient contacts in case of emergency.**
- If a student needs to make an emergency telephone call, a public pay phone is available for use at break and lunchtimes. If a student has no money, they should find a pastoral assistant and explain why they need to use the telephone.
- Fire regulations are posted in each classroom. Students should make sure that they are aware of them.



## SCHOOL UNIFORM

**Please see separate leaflet regarding uniform sales during summer 2021.**

Just Schoolwear is our official school uniform supplier. The school has worked with our supplier to ensure that the price of uniform is competitive and also retaining the high level of quality in the uniform and sportswear provided. All uniform is embellished with the school logo.

The service they provide includes:

- Online ordering from [www.just-schoolwear.co.uk](http://www.just-schoolwear.co.uk), this also provides a free delivery service to the school during term time only. Deliveries to home via DPD comes with a delivery charge. Click and collect service from three of their local stores.
- Retail stores: Just Schoolwear have three retail shops located in West Bridgford, Arnold and Bulwell.

Just Schoolwear 11 Compton Acres West Bridgford Nottingham NG2 7RS	Just Schoolwear 12 Arnold Street Arnold Nottingham NG5 7DZ Telephone: 0115 965 2869	Just Schoolwear Main Street Bulwell Nottingham NG6 8ED
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Purchasing items from our suppliers is highly recommended as we have a strict uniform code and the only way that parents can be certain that uniform is correct is to purchase it from our suppliers.

The school reserves the right to take disciplinary action against any child whose uniform does not comply with these requirements. For persistent offenders this could result in the child forfeiting their place in the school. The judgement of the Director of Learning will be final in these matters.

The following tables provide information on uniform for students at the West Bridgford School.

<b>Uniform for Girls</b>	
<b>Blazer</b>	School blazer with school badge. Blazers may be removed on the field at lunchtime, in classrooms when permission is given by the teacher and in Summer when a notice is put on the Student Bulletin Board.
<b>Skirt</b>	A fully pleated skirt, in plain mid-grey. The skirt should not be tightly tailored or of a stretchy "Lycra" type material. It must not be split above the knee. The hemline of the skirt should be "on the knee" with a tolerance of 5cm either above or below the knee.
<b>Trousers</b>	Classic suit style trousers in mid-grey, worn at the waist (with a plain buckled black belt – optional) and touching the foot with a crease down the front and zip fly front. Tight fitting or cropped trousers are not acceptable. No stretch fabrics, jeans style, turn ups or flares.
<b>Blouse</b>	School blouse buttoned to the top
<b>Shoes</b>	Plain sensible polishable flat black shoes with no visible markings or logos. No boots. Suede is not acceptable.

<b>Jumper (optional)</b>	A school sweater may optionally be worn in addition to the blazer. No other jumper is permissible.
<b>Socks or tights</b>	Grey, black or navy plain socks. Grey, black or skin coloured tights. No leggings, footless tights or patterned tights. There is no intention that socks and tights should be worn together. No trainer socks.
<b>Coat</b>	Outdoor coats should be dark and plain in colour, compatible with our school uniform and without logos. We do not consider sports tops, hoodies, fleeces, leather jackets and other fashion items to be school uniform. The use of high visibility/reflective armbands is recommended.
<b>Hair bands/ ribbons etc</b>	Plain black or navy
<b>Hat, scarf, gloves (optional)</b>	Plain black or navy
<b>Hijab</b>	Plain black or navy. This should be no longer than the shoulder, leaving the school blouse and badge on the blazer cleanly visible. The wearing of a burqa or face veil such as the niqab is not permitted in school
<b>Jewellery, make-up and nails</b>	None except that students with pierced ears may wear only small plain metallic studs – one per ear. No other studs are permissible. No nail varnish or false nails. No excessive make-up.
<b>Hair</b>	There should be no extreme hairstyles or unnatural variations in the colour or length of hair which have the effect of drawing attention to the student concerned.
<b>Undergarments</b>	Undergarments should be plain white and must not contain lettering which may be visible through the blouse.
<b>Bags</b>	These should be fit for purpose in that they are big enough to hold books and equipment required for the day.
<b>Uniform for Boys</b>	
<b>Blazer</b>	School blazer with school badge. Blazers may be removed on the field at lunchtime, in classrooms when permission is given by the teacher and in Summer when a notice is put on the Student Bulletin Board.
<b>Trousers</b>	Classic suit style trousers in mid-grey, worn at the waist (with a plain buckled black belt – optional) and touching the foot with a crease down the front and zip fly front. Tight fitting or cropped trousers are not acceptable. No stretch fabrics, jeans style, turn ups or flares.
<b>Tie</b>	School clip-on tie.
<b>Shirt</b>	White shirt - must be tucked in at all times and the top button done up. Sleeves must not be rolled up but short sleeved shirts may be worn.
<b>Shoes</b>	Plain sensible polishable black shoes with no visible markings or logos. No boots. Suede is not acceptable.
<b>Jumper (optional)</b>	A school sweater may optionally be worn in addition to the blazer. No other jumper is permissible.
<b>Socks</b>	Grey, black or navy plain socks. No trainer socks.
<b>Coat</b>	Outdoor coats should be dark and plain in colour, compatible with our school uniform and without logos. We do not consider sports tops, hoodies, fleeces, leather jackets

	and other fashion items to be school uniform. The use of high visibility/reflective armbands is recommended.
<b>Hat, scarf, gloves (optional)</b>	Plain black or navy
<b>Jewellery</b>	None except that students with pierced ears may wear only small plain studs – one per ear. No other studs are permissible.
<b>Hair</b>	There should be no extreme hairstyles or unnatural variations in the colour or length of hair which have the effect of drawing attention to the student concerned.
<b>Turban</b>	Plain black or navy blue
<b>Undergarments</b>	Undergarments should be plain white and must not contain lettering which may be visible through the shirt.
<b>Bags</b>	These should be fit for purpose in that they are big enough to hold books and equipment required for the day.

Aerosols, laser pens, items of inappropriate uniform, all electrical items such as ipods, mobile phones, smart devices, cameras, smart watches and items which interfere with the smooth running of the school day are all banned items and must be left at home. You should be aware that these items may be searched for and if found will be confiscated. A confiscated item will be dealt with in accordance with the School Behaviour Policy.

## PE

- Polo shirt with school logo on
- Hooded top with school logo (girls only)
- Reversible jersey with school logo (boys only)
- School navy blue shorts/navy blue skirt
- Navy blue football socks with school logo
- White ankle socks
- Football boots
- Sports trainers
- Shin pads
- Dark coloured swimming trunks/shorts/costume

The PE department recommends that your child has a gum shield for rugby and hockey.

## HOMWORK POLICY

- Homework is strategically planned by school departments to maximise the impact of independent learning at home. Homework will always have a purpose and be linked to learning outcomes. The spread and distribution of homework across a week can be viewed in Brightspace. If you have any issues with Brightspace please contact [brightspace@wbs.school](mailto:brightspace@wbs.school) for support.
- All departments will set homework in the school 'Learning Management System', 'Brightspace'. All students will be trained in the use of Brightspace. The homework will have a deadline and clear instructions of how the work should be carried out. The homework will also be explained in class. Students who do not have access to the internet at home will have access to homework club every day after school. The school provides a 'Homework Planner' to empower students to take control of their time away from school. This should be used in conjunction with Brightspace to effectively plan and meet deadlines.
- Brightspace can be accessed by students either via a browser or the D2L Brightspace app 'Pulse'. Search for 'Pulse' in the Google Play Store or the Apple iOS store.
- Homework has a clear purpose:
  - a. To encourage students to become 'Independent Learners'. Independent learners are self-motivated, self-confident and resilient individuals who can manage their own time. Homework set will encourage this growth as student progress through the school.
  - b. To develop and strengthen learning activities undertaken at school.
  - c. To enhance and extend the range and variety of learning activities.
  - d. To further opportunities to work on coursework and projects, especially for examination subjects.
- Since homework is normally undertaken at home, it provides a genuine opportunity for the parent/carer to be directly involved in the child's work. Parents are asked to show positive support and interest. Enable your child, wherever possible, to work on his/her own. By all means monitor the time taken on homework and note any difficulties your child has. When concerned about problems with homework, please inform either the subject teacher or the Tutor/Year Director by email.
- The work set is intended to be appropriate for your child's age and ability. Homework may come in a variety of forms including, written tasks, reading, investigations, watching video, listening, translation, discussion and extended projects.
- Many students in year 7, at the start of their secondary school life may not be used to regular homework. Teachers will, therefore, introduce homework gradually over the first six weeks and ensure that all students are clear about what is expected from them.
- Homework must be completed and handed in according to the instructions from the subject teacher. Some homework will be handed in online in Brightspace. Departments will encourage students to meet deadlines, and some may use lower grades to reflect when work is handed in late. Many departments run weekly homework clubs for students who are struggling with homework, and students should plan to access these if they need help. School sanctions, such as detentions, will be used to motivate students to meet deadlines and produce work at an appropriate level.

- If your child, for any reason, is unable to do or complete the work set, you are asked to write an email to the subject teacher. However, every effort must be made to do the work set. When, therefore, homework is not completed on time it will normally have to be done as soon as possible thereafter.
- Parents can view marks for homework, classwork and assessments in Brightspace for Parents.

## BRIGHTSPACE AND TEACHER MARKBOOKS

The school Learning Management System, Brightspace, has a Parent Portal that allows parents to check upcoming Homework deadlines, download files and worksheets to support their children's learning, and see the outcome of assessments in the recent grades view. In addition all 'Key Assessments' will have a clear 'rationale' shared via the Brightspace Gradebook.

Brightspace can be consulted online, using an Internet connected computer, smart phone or tablet. Brightspace complements our reporting system and provides more details about specific unit results and completed homework across our curriculum.

Year 7 students receive their training and log in details at the start of the academic year while parents receive those details by email. An additional help sheet for parents is also available in the welcome pack.

## STATEMENT ON BULLYING

The West Bridgford School is committed to ensuring that all students are able to learn in a supportive, caring and safe environment without the fear of being bullied. Bullying is unacceptable and will not be tolerated. We would expect pupils to feel safe in school, understand issues related to safety and feel confident to seek support from school should they feel unsafe. We would also want parents/carers to feel confident that their children are safe and cared for in school and that, when incidents do arise they are dealt with promptly and well.

*The school aims:*

- *To increase awareness and to encourage students to report concerns regarding bullying*
- *To provide protection, support and reassurance for victims*
- *To develop the self-confidence and self-esteem of all students*
- *To develop an effective range of emotional resilience skills for all students*
- *To promote an anti-bullying ethos amongst the whole school community*
- *To develop an awareness that we all have a shared responsibility to prevent and tackle bullying of all kinds*

### **What is Bullying?**

At The West Bridgford School we have adopted the definition of bullying from the Anti-bullying Alliance:

**The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace.**

Although bullying can occur between individuals it can often take place in the presence (virtually or physically) of others who become the Bystanders or Accessories.

How does bullying differ from teasing/falling out between friends or other types of aggressive behaviour?

- There is a deliberate intention to hurt or humiliate
- There is a power imbalance that makes it hard for the victim to defend themselves.
- It is usually persistent

### **What does bullying look like?**

Bullying behaviour can be:

- Physical – pushing, poking, kicking, hitting, biting, pinching etc.
- Verbal - name calling, sarcasm, spreading rumours, threats, teasing, belittling.
- Emotional – isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidating, excluding, manipulation and coercion.
- Sexual – unwanted physical contact, inappropriate touching, abusive comments, homophobic abuse, exposure to inappropriate films etc.
- Online /cyber – posting on social media, sharing photos, sending nasty text messages, social exclusion

### **Specific types of bullying include:**

- prejudice related bullying of children with special educational needs or disabilities, homophobic, biphobic and transphobic bullying or related to race, religion or culture
- bullying related to appearance or health
- bullying of young carers or looked after children or otherwise related to home circumstances
- sexist or sexual bullying

*...all forms will be taken equally seriously and dealt with appropriately.*

*We have clear and well publicised systems to report bullying for the whole school community. This includes those who are the victims of bullying and those who have witnessed bullying behaviour.*

*It is possible for a child to report bullying confidentially via our Report Bullying button on BrightSpace. The school will offer a proactive, sympathetic and supportive response to children who are the victims of bullying.*

### **Parent Involvement**

Parents who believe their child is the victim of bullying should share their concerns with the school at the earliest opportunity and be prepared to work with school to keep their child safe in future. All expressions of concern will be taken seriously and

investigated thoroughly. Where parents have concerns about bullying they should contact the appropriate Year Director.

### **Student Involvement**

Students are expected to tell an adult if they have been bullied or if they have witnessed, or are aware of the bullying of another student.

### **Use of social media**

Use of Social Media at home often impacts on school life. The school expects that students will continue to show respect to other members of the School community even when off site. Students are also expected to show due respect to the reputation and good name of the School and its staff.

When using Social Media, students are expected to ensure that they:

- Respect the rights and confidentiality of other members of the school community;
- Do not impersonate or falsely represent other members of the school community;
- Do not bully, intimidate, abuse, harass or threaten other members of the school community;
- Do not make defamatory comments against the school or other members of the school community;
- Do not post content that is hateful, threatening, pornographic or incites violence against others;
- Do not harm the reputation and good standing of The West Bridgford School or those within its community;
- Do not film, photograph or record members of the School community without express permission of the School or use film, photographs or recordings without express permission of the above.

Electronic devices can be seized, searched and deleted if the school reasonably believes it could be used to do harm.

## **BEHAVIOUR MANAGEMENT PROCEDURE**

### **Dealing with good and bad behaviour**

#### **How does the school encourage positive behaviour?**

This is done by rewarding children, challenging unacceptable behaviour, providing appropriate support and by operating a system of clear and fair sanctions.

#### **What sort of opportunities are taken to reward children?**

The reward system includes the awarding of merits in Years 7 and 8. Merits are given to pupils for achievement, improvement and for the contributions they may make to school life. The accumulation of merits leads to the award of bronze, silver, gold and platinum awards. Awards are given to pupils through Brightspace whereby pupils can gain different online badges which are then collated in an online trophy cabinet which records achievement over their time in school. In Year 9-11 badges are awarded for exceptional effort in subjects and contributions to school life.

Further recognition of pupil achievement and progress takes place within Celebration assemblies.

In order to function effectively, the school will respond promptly in dealing with any form of unacceptable behaviour.

### **What sort of behaviour is regarded as unacceptable?**

In a school there are some forms of behaviour that are regarded as unacceptable which in other contexts might seem to be quite reasonable. This will arise whenever the behaviour disrupts lessons or interferes in any other way with the smooth running of the school. The following are examples of unacceptable behaviour:

- impolite behaviour
- bullying
- excessive noise
- bringing banned items into school
- insolence or inappropriately challenging language
- untidy appearance or wearing incorrect uniform
- the wearing of jewellery (other than ear studs as stipulated in the uniform policy)
- forgotten or incorrect equipment
- chewing gum and eating and/or drinking in the classroom
- late arrival to school or to a lesson

### **How do we respond to unacceptable behaviour?**

The response to these behaviours will be the imposition of an appropriate sanction. The following are examples of the sanctions which may be used by staff at the school:

- verbal reprimand from a member of staff
- detentions (break time, lunchtime, after-school, closure days or at the weekend)
- extra work or repeating unsatisfactory work
- contact with parents by letter or telephone
- reprimand by a senior member of staff and ultimately the Head Teacher
- placement on report
- exclusion from lessons
- isolation
- exclusion from school activities
- School-based community service including restorative justice



## **What is the West Bridgford School's policy on exclusion from school?**

West Bridgford School has a Code of Conduct that stresses the importance the school places on self-discipline and good behaviour. Sometime students breach the Code and the school has an escalating scale of sanctions it employs in response to breaches of the Code.

The most serious sanction is exclusion from school. In the first instance this will be a Fixed-Term Exclusion i.e. removal from school for 1 to 45 days. The length of the exclusion is based on a professional judgement reflecting the severity of the incident.

The ultimate sanction of any school is a Permanent Exclusion when a student has to leave and move to another school.

West Bridgford School uses the exclusion sanction (usually fixed-term) for the following serious breaches of the Code of Conduct:

- failure to comply with the school's drugs policy
- theft
- physical assault
- defiance of the instructions from a member of staff
- disruptive behaviour in lessons
- bullying (hate incidents)
- deliberate damage to property
- refusal to comply with the sanctions of the school
- obscene language to a member of staff
- verbal abuse to any individual, including obscenity and the use of offensive language
- extortion and/or intimidation
- bringing any item into school which may be regarded as an offensive weapon or any item with the intent to use it as an offensive weapon
- malicious accusations against school staff

A Permanent Exclusion will be used as a last resort, in response to a serious breach, or persistent breaches, of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

### **7 stage intervention strategy**

Where there is persistent and continuing disruptive and uncooperative behaviour then the exclusion of a child may be the only option. It is therefore necessary in some cases to set in train actions that will either lead to the improvement in the behaviour of the individual child or ultimately the permanent exclusion of the child from the school.

1. Communicate to parents that continuing behaviour concerns are preventing their child's effective progress in learning
2. Inform parents that unsatisfactory progress and behaviour continue to affect several different lessons and the learning of others resulting in a 2 weeks' target report
3. Breakdown of Report – Parents are invited to meet the Year Director and pastoral assistant to discuss the situation, possible causes and ways forward with a range of support mechanisms
4. Further breakdown – parents are informed about more serious sanctions being issued e.g. Isolation together with a consideration of further support mechanisms
5. Further breakdown – issue a Fixed Term Exclusion of 1-5 days and seek outside agency support
6. Further breakdown – continue with further Fixed Term exclusions and issue a formal warning of permanent Exclusion. Alternative Provision will be considered at the discretion of the headteacher based on the circumstances and pupil's needs.
7. Further breakdown – issue a Permanent Exclusion.

In the event of exclusion, parents will be informed either by telephone or via the delivery of a letter to the home on the day of exclusion.

### **How does the school support children?**

Pupils who misbehave will be punished, but we will also provide them with support in order to help them avoid such problems in the future. The support structures include the following:

- Support from staff
- circles of friends/peer mentoring
- guidance from tutor, Year Director and pastoral assistant
- access to the Learning Centre and support staff
- advice and guidance from outside agencies
- behaviour record/targets
- contact between parents and teachers
- curriculum support through teachers and heads of department

At certain times throughout the academic year it may be necessary to impose additional short term measures to ensure the maintenance of good school discipline. In such situations the head teacher and staff reserve the right to exercise discretion in the adoption of additional measures.

Pupils may become vulnerable through events such as bereavement, divorce or separation and the school will use a range of strategies to support pupils at such times. Special care will be taken to ensure that the more vulnerable pupils such as those with additional needs, those with physical or mental health needs and looked after children are supported and included.

## **Mobile Phones and other electronic devices**

The school policy is clear on these devices. They are not permitted into school and will be confiscated if seen.

### **Confiscation**

In the case of a mobile phone or other electronic device, the confiscated item will, in the first instance, under normal circumstances, be made available for the parent to collect at the end of the school day and during school opening hours. If an electronic item is confiscated from the same child on a second occasion, the confiscated item will be retained by the school for a period of five whole school days before being made available for a parent to collect. This would normally mean the confiscated item is retained by the school over a weekend. If a confiscation occurs for a third occasion from the same child, the electronic item will be retained for a further five school days alongside the use of a more serious school sanction for the persistent defiance of school rules. In all instances the school reserves the right, depending upon the nature of the incident, to issue school sanctions against the child in addition to confiscation.

This incremental confiscation tariff will not carry over into a new academic year and will be 'reset' at the start of each new academic year. In addition, confiscated items would not normally be held over a school holiday and would normally be made available to parents for collection.

### **School off-site events outside of the normal school day – after 4pm.**

Should a child be involved in a school event which takes them off the school site outside of the normal school day (defined as 4pm when the school closes), then mobile phones are permitted but under strict terms and conditions. Such events might include trips or away sporting fixtures.

For these occasions the child will be informed in advance that a mobile phone is permitted. The child is then able, if they wish, to bring their mobile phone into school but must hand the phone in to student services immediately upon their arrival. The phone will be held securely on behalf of the child for the school day and will be made available for collection 5 minutes prior to the departure of the trip. The child is expected to comply with all teacher instructions about the use of the phone for the duration of the trip but it will then be available for the child to use on their return to school.

The school will take all reasonable steps to look after the phone whilst it is in our care but we accept no liability for its loss whilst either with us or whilst with the student on the trip.

## **PROHIBITED ITEMS AND ITEMS BANNED BY SCHOOL RULES**

School staff have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any item that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or to cause personal injury to, or damage to the property of, any person

Staff can also search for any item banned by school rules which has been identified as an item which may be searched for. These are: aerosols, laser pens, items of inappropriate uniform, all electrical items such as ipods, mobile phones, smart devices, cameras, smart watches and items which interfere with the smooth running of the school day

Where an item is confiscated the school will secure it so far as is reasonably possible, but ultimately as with all student possessions brought on the school premises, the school cannot be held responsible for items that go missing.

## HOME/SCHOOL AGREEMENT

As a **parent/carer** of a child or children at the school I will ensure that:

- my child attends school regularly, is punctual, wears school uniform and is properly equipped;
- the school is notified of any concerns or problems that might affect my child's work or behaviour;
- any homework set is completed and that I/We will support my child in any opportunities for home learning;
- consultation afternoons are attended and that I/We will follow up any opportunities to discuss my child's progress;
- the school's policies, Code of Conduct and guidelines for behaviour are fully supported.

The **school** will:

- support the child in his/her learning;
- contact parent/carers if there is a recurring problem with attendance, punctuality, uniform or equipment;
- arrange consultation afternoons at which your child's progress can be discussed;
- set, mark and monitor your child's school and homework; homework will be available online;
- provide parent/carers with a termly Progress Report;
- keep parent/carers informed of school activities and any important school information through electronic letters home, a school App, Brightspace VLE and the West Bridgford Post;

- inform parent/carers of any serious concerns or problems associated with their child's work or behaviour.

The **Code of Conduct** must be followed by each student. The **student** will:

### **Around the school**

- Arrive on time
- Wear your uniform correctly
- Bring the right equipment
- Walk sensibly around school
- Eat and drink only in approved areas
- Do as you are told by staff – first time, every time
- Be polite and show respect for others

### **In the classroom**

- Arrive on time
- Queue properly outside your classroom
- Take your coat off
- Listen to the teacher and follow their instructions throughout the lesson
- Show respect to everyone, both adults and pupils
- Pack away when told and leave the room quietly

Aerosols, laser pens, items of inappropriate uniform, all electrical items such as ipods, mobile phones, smart devices, cameras, smart watches and items which interfere with the smooth running of the school day are all banned items and must be left at home. You should be aware that these items may be searched for and if found will be confiscated. A confiscated item will be dealt with in accordance with the School Behaviour Policy.

## **SCHOOL GOVERNORS**

Chair of Governors: Ms Fitchett

A full list of Governors can be found on the school website.

## **SCHOOL POLICIES**

School policies can be found on the school website at [www.wbs.school](http://www.wbs.school) or the trust website at [www.emet.academy](http://www.emet.academy).