

PARENT/CARER INFORMATION 2022-2023



Address: Loughborough Road, West Bridgford, Nottingham NG2 7FA
Telephone: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

THE WEST BRIDGFORD SCHOOL
A SPECIALIST TECHNOLOGY ACADEMY

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MESSAGE FROM MR PEACOCK

As Headteacher, my role is to maintain a safe, caring community that provides challenge and support for all our learners – allowing them to enjoy learning and go on to reach their full potential, whatever that might be.

We have high expectations of ourselves, and of our students – of excellent teaching and learning, a culture of aiming high and the desire that we all exemplify our Core Values of Kindness, Respect and Determination.

We are KIND – because it is the right thing to do – because we also expect others to be kind to us

We are RESPECTFUL – we respect ourselves, we respect our friends, we respect the staff at school and we respect our environment

We are DETERMINED – we do our best and don't give up

...and those things go **together** to help us all to be **THE BEST WE CAN BE**

We are very proud of our school – and of the students, parents and staff who make it so successful.



I feel very privileged to be the Headteacher for the West Bridgford School. It is a school with an excellent academic reputation; we have consistently been the highest performing school in the county for many years in a range of important measures and one of the best schools in the country.

Safeguarding is at the heart of our work in school; we recognise that students who do not feel safe and secure are not able to thrive and achieve. Our students feel safe in school, we are a very caring school and pride ourselves on having a strong and highly competent pastoral team. Each year group is led by a teacher in the post of Year Director, supported by a non-teaching Pastoral Assistant who are always on hand to support the students in our care. As a school we do not shy away from difficult conversations with our students and have a lot of experience in doing this.

Our consistent academic success owes a great deal to the dedication and hard work of our staff and students over a number of years. We are fortunate to have teachers who are all graduates in the subjects they teach, and students who value education. The vast majority of our student are keen to achieve, resulting in a positive learning environment where success is celebrated. I do not think I can over-emphasise the positive contribution our student body makes to this school, and I consider us fortunate to have a student population that can only be described as delightful.

Whilst we are an academically successful and oversubscribed school, our primary purpose is to serve all of the young people in our care. Our aim is to ensure that every child in our charge fulfils and exceeds their potential, and we endeavour to do this irrespective of their ability or needs. The evidence suggests that we are very successful in this aim.

We do place great emphasis on our standards agenda; we have high expectations of our students in terms of their approach to learning, their conduct and behaviour, their uniform and their involvement in the everyday life of the school. We expect our students to conduct themselves at all times in a manner that benefits this school and

its heritage, and we are justifiably proud of the many achievements of our students, be they on the sports field or in charity fundraising activities.

T. Peacock
Headteacher

SAFEGUARDING

The West Bridgford School is committed to safeguarding and promoting the welfare of children. Safeguarding is at the heart of our work in school and we recognise that students who do not feel safe and secure are not able to thrive and achieve. Each year group is led by a teacher in the post of Year Director, supported by a non-teaching Pastoral Assistant. As a school we do not shy away from difficult conversations with our students and have a lot of experience in doing this.

Designated Safeguarding Lead – Mrs Sharpe
Designated Deputy Safeguarding Lead – Ms Masterson

Should you have any concerns about your child or a child who attends The West Bridgford School please do not hesitate to contact any one of the Designated Safeguarding Leads via our school email address: adminoffice@wbs.school.

Please visit the school website or click on this link for further details about safeguarding: [Safeguarding tab](#).

WHO TO CONTACT

Year Director	Mrs Mills	(Year 7)
	Mrs Maxwell-Doyle	(Year 8)
	Mrs Mills-Afford	(Year 9)
	Dr Phillipson	(Year 10)
	Mrs Nahal	(Year 11)
Pastoral Assistant	Mrs Clarke	(Year 7)
	Mrs Hallam	(Year 8)
	Mr Highfield	(Year 9)
	Miss Burton	(Year 10)
	Miss Ledgister	(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 in the contact us section. *Emails can be sent to studentservices@wbs.school*

School Address	West Bridgford School Loughborough Road West Bridgford Nottingham NG2 7FA
Telephone Number	(0115) 9744488
Email	adminoffice@wbs.school
Website	www.wbs.school

STUDENT INFORMATION

If any of the following details change, it is vital that parents/carers 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 contact parents/carers in an emergency. A change of details form 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:

Mr Srinivasa – Student Services and Data Manager

Mr Leitch-Devlin – Exams Officer

Mr Thomson – Receptionist/ Administrative Assistant

Mrs Staples – Attendance Assistant/ Exams Administrator

Miss Curtis – Student Services Assistant

Ms Kopacz – Student Services Assistant

They are based in the Student Services office and their function is to offer support to all students and 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

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

We are a cashless school and all of our payments are made via Parentpay. If you need any support or advice in regards to our online payment system for trips, books and resources. Please contact parentpay@wbs.school.

SIGNPOSTING

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



Unifrog is a brilliant online careers resource, that will enable your child to access a wide range of **useful information**, including; careers advice, skills, opportunities and much more. Pupils can also have it as a tab on their Brightspace page.

SCHOOL HOLIDAYS (2022 – 23)

Start of Autumn Term 2022:

First day back for staff:	Wednesday 31 st August
First day back for students:	Thursday 1 st September
School closure day:	Wednesday 5 th October
Half term:	Monday 17 th October
Return to school:	Monday 31 st October
Last day of term:	Wednesday 21 st December

Start of Spring Term 2023:

Half term:	Wednesday 4 th January
	Monday 13 th February
Return to school:	Monday 20 th February
Last day of term:	Friday 31 st March
Easter holiday:	Monday 3 rd April – Friday 14 th April

Start of Summer Term 2023:

May bank holiday:	Monday 17 th April
	Monday 1 st May
Half term:	Monday 29 th May
Return to School:	Monday 5 th June
School closure day:	Friday 16 th June
Timetable Promotion	Monday 19 th June
Last day of term:	Friday 21 st July

SCHOOL DAY

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

Start Times: -

- Year 7 – 8.30 - Line up – Upper Languages Courtyard
- Year 8 – 8.30 - Line up – Top of the Drive
- Year 9 – 8.30 - Line up – Canopies Open Area
- Year 10 – 8.30 - Line up – Humanities Carpark
- Year 11 – 8.30 - Line up – Lower Languages Courtyard

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

9.00am - Period 1

10.15am - Period 2

- | | | | |
|----------|---------------------|---|---------------|
| 2a Break | Year 7 & 10 | - | 09:56 - 10:11 |
| 2b Break | Year 9 | - | 10:30 – 10:45 |
| 2c Break | Year 8, 11, 12 & 13 | - | 10:56 – 11:11 |

11.15am - Period 3

12.15pm - Period 4

- | | | | |
|-------------|-----------------|---|---------------|
| 4a Lunch - | Year 9, 12 & 13 | - | 12:15 – 12:41 |
| 4ab Lunch | Year 7 | - | 12:30 – 12:56 |
| 4b Lunch - | Year 10 | - | 12:45 – 13:11 |
| 4bc Lunch - | Year 8 | - | 12:55 – 13:21 |
| 4c Lunch | Year 11 | - | 13:15 – 13:41 |

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 canteen offers 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 and carers who may be entitled to claim free school 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@nottsc.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.

PARENT /CARER COMMUNICATION

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 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/carers 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 school 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.

The 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 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.

Parents/carers 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 our 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. 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

<u>Registration:</u>	<p>Students should arrive at school in time to register:</p> <ul style="list-style-type: none">Year 7 – 8.30Year 8 – 8.30Year 9 – 8.30Year 10 – 8.30Year 11 – 8.30 <p>On assembly day students need to be in the Hall by 8.30</p>
<u>Lateness:</u>	<p>Students who arrive after the completion of the register will be marked late. Students arriving after registration should sign in at Student Services.</p> <p>Students who are late for a third time in a half-term will be given a Year Director detention.</p>
<u>Planned absence:</u>	<p>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.</p> <p>Requests for leave of absence should be given to Student Services. Forms are available on the school website: Absence form</p> <p>Please be aware that all applications for leave of absence during term time must be made in advance.</p> <p>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.</p> <p>Time off school for family holidays is not a right and will <u>not</u> usually be approved. The Law states you do not have the right to take your child out of school for holidays during term time.</p> <p>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</p>

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:

- ⊗ 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

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 Drugs 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 school bag and our basic equipment - writing materials (pen, pencil and ruler), a reading book and a calculator.
- 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 21 for full details of the school homework policy).
- By downloading the ClassCharts App from the IOS or Android app store to check positive rewards and behaviour. Encourage your child to also engage with ClassCharts every day.
- 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

The rules and routines listed do not cover all eventualities. Students are expected to show common sense in dealing with 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.
- Access to the school site is via the entrance on Loughborough Road. Students must walk on the driveway or pathway adjacent to the drive.
- If students cycle to school, they must dismount when on the school site and walk their bicycles to the secure racks. We encourage students to wear helmets.
- Students are classed as late if they are not in line up by 8.30am. **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 permitted to bring vehicles on to 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 there is a one-way system which students are expected to follow.
- Whilst waiting for lessons, students queue in an orderly manner, or (where specific permission has been given) go into the classroom quietly and stand behind their chair.
- 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.
- Students cycling to school must use the cycle sheds. 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, they should go to Student Services.
- If a child suddenly become seriously ill e.g. an asthma attack, 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

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 retains the highest level of quality in the uniform and sportswear provided.

The service they provide includes:

- Online ordering from www.just-schoolwear.co.uk, with a free delivery service to the school during term time only. Deliveries to home via DPD will incur a delivery charge. A click and collect service is available from their local stores.
- Retail stores:

Just Schoolwear 11 Compton Acres West Bridgford Nottingham NG2 7RS Telephone: 0115 965 2869	Just Schoolwear 12 Arnold Street Arnold Nottingham NG5 7DZ Telephone: 0115 965 2869
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Purchasing items from our supplier is highly recommended as we have a strict uniform code.

We work hard with our uniform supplier in conjunction with the school's uniform policy and the Education (guidance about costs and school uniforms) Act 2021, to ensure that we maintain the rules around appearance, cost efficiency and value for money.

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 table provides information about uniform for students at the West Bridgford School.

ITEM	GUIDANCE
Blazer	School blazer with school badge. Blazers may be removed on the field at lunchtime, in classrooms when permission is given by the teacher, and during summer when a notice is put on the Student Bulletin Board.
Skirt	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.
Trousers	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.
Blouse or shirt and clip-on tie	School blouse must be buttoned to the top. 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. This must be worn with a West Bridgford school clip-on tie.
Shoes	Plain sensible polishable flat black shoes with no visible markings or logos. No boots. Suede is not acceptable.
Jumper (optional)	A school jumper may optionally be worn in addition to the blazer. No other jumper is permissible.
Socks or tights	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.
Coat	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 or reflective armbands is recommended.
Hair bands/ ribbons etc	Plain black or navy-blue.
Hat, scarf, gloves (optional)	Plain black or navy-blue.
Turban	Plain black or navy-blue
Hijab	Plain black or navy-blue. This should be no longer than the shoulder, leaving the badge on the blazer cleanly visible. The wearing of a burqa or face veil such as the niqab is not permitted in school
Jewellery, make-up and nails	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.
Hair	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.
Undergarments	Undergarments should be plain white and must not contain lettering which may be visible through the blouse or shirt.
Bags	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's Behaviour Policy.

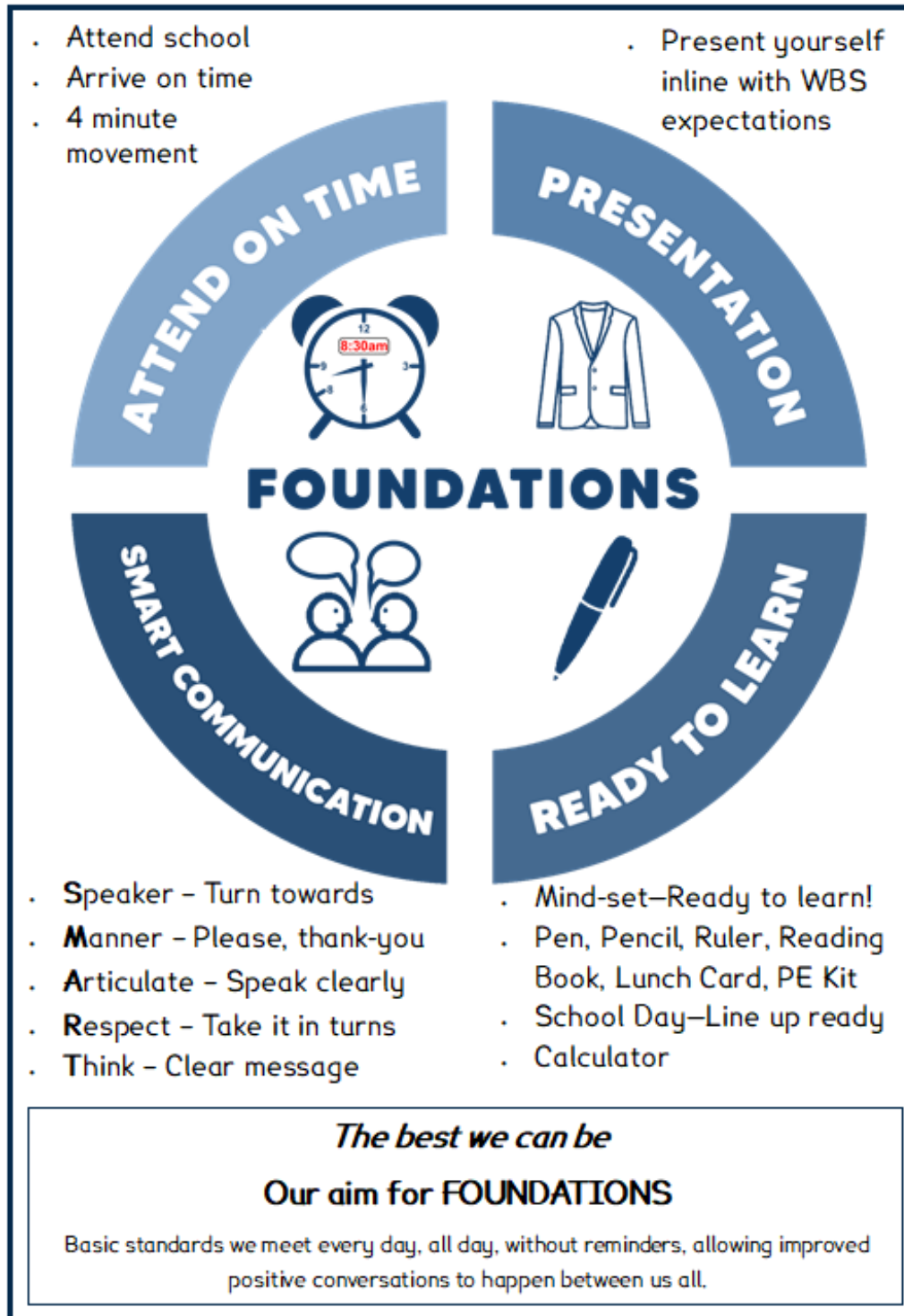
PE kit

- Choice of V-neck or polo shirt with the school logo on from Just Schoolwear. *(As an option, a navy-blue long-sleeved skin without visible branding may be worn underneath the V-neck or polo shirt for outdoor sports. The optional skin may be purchased from anywhere)*
- Choice of navy-blue shorts or a navy-blue skort from Just Schoolwear. *(As an option, plain navy-blue leggings suitable for sport may be worn underneath the shorts or skort as an additional layer to provide warmth. The optional leggings may be purchased from anywhere)*
- A reversible long-sleeved jersey with school logo for football, hockey and rugby from Just Schoolwear.
- Hooded top with school logo for netball from Just Schoolwear (optional)
- White ankle socks and sport's trainers for indoor use, athletics, netball, cricket, hockey and tennis.
- Navy blue football socks and football boots for field work, rugby and football.
- Shin pads for hockey and football.
- Plain black or navy-blue swimming costume/shorts/trunks.
- Gum shields for rugby and hockey.

All long hair must be tied back, away from the face for PE lessons. All jewellery must be removed before the lesson; new earlobe piercings must be taped appropriately.

FOUNDATIONS

As part of our daily routine students will be reminded of our Foundations. Throughout the school, posters are displayed reminding students to meet our basic expectations.



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 distribution of homework across a week can be viewed in Brightspace. If you have any issues with Brightspace please contact brightspace@wbs.school for support.
- All departments will set homework in the school Learning Management System in '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. 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 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 students 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 provide further opportunities to work on coursework and projects, especially for examination subjects.
- As homework is normally undertaken at home, it provides a genuine opportunity for the parent/carer to be directly involved in their child's work. Parents/carers are asked to show positive support and interest. Enable your child, wherever possible, to work on their own. 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 head of department by email via adminoffice@wbs.school.
- The work set is appropriate for your child's age and ability. Homework may come in a variety of forms including, written tasks, reading, investigations, watching videos, 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 introduce homework gradually over the first six weeks and ensure that all students are clear about what is expected of 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.
- If your child is unable to complete the work set, please contact the subject teacher or head of department via admin@wbs.school.
- Parents/carers can view marks for homework, classwork and assessments in Brightspace. Any detentions issued in connection with homework can be viewed in ClassCharts.

BRIGHTSPACE AND TEACHER MARKBOOKS

The school learning management system, Brightspace, has a Parent Portal that allows parents/carers to check upcoming Homework deadlines, download files and worksheets to support their child'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 is accessed 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.

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
(Subject to change as of September 2022)**

CLASSCHARTS – REWARDS AND SANCTIONS

The West Bridgford School prides itself on celebrating effort and achievement and recognising good behaviour. Good progress which has been achieved through effort and resilience is rewarded regularly through our behaviour information software programme, ClassCharts. All students, staff and parents /carers can access live information throughout the day. It is incredibly powerful, and ensures joint accountability and most importantly, that rewards can be recognised in an open and transparent way, allowing parents/carers and staff to congratulate students for their hard work and efforts as appropriate through awarding POSITIVES.

The flip side of positive reinforcement is when students do not make the right choices and a NEGATIVE may need to be awarded. We are very clear with staff that positives are much more powerful than negatives and seek to ensure that the balance of these becomes five times more positive than negative where at all possible. Of course, there are variations in this balance from student to student and there are many who only receive positives and never achieve a negative, but as a school we strive to accentuate and recognise where excellent effort or achievement have been shown.

This is a new system from September so there are elements within the approach that may change but we will be sure to inform students and parents/carers when these changes take place.

POSITIVE REWARDS SYSTEM

Acknowledging positive behaviour is at the heart of our culture and ethos. Staff are able to reward students for a variety of reasons both in and out of the classroom. These rewards are categorised in three ways:

1. Foundations:
Presentation, Attendance, SMART Communication, Ready to Learn
2. Class:
Effort/Determination, Homework, Contributions, Working at your 'Best', Taking pride in work, Use of literacy skills
3. School:
Q Random Acts of Kindness, Showing Respect, In school Community Awards, Out of School Community Awards, Cultural Contributions, Sporting Contributions.

Throughout the year positive behaviour points will accumulate in the ClassCharts system. At pre-set levels the system will notify the student, their parents/carers and the school team that the threshold has been reached, leading to a range of achievement rewards. The number of points required will be shared on a regular basis with our students and parents/carers.

CELEBRATION ASSEMBLIES

Each year group will have a celebration assembly at the end of the Autumn Term and Summer Term, the presentation of Awards will be given along with recognition at subject level and beyond. Subject awards are given for outstanding achievement, progress or resilience. Alongside this there are Tutor awards, Year Director awards and Attendance awards.

CHOICE AND CONSEQUENCES

At The West Bridgford School we expect our students to work hard and behave well in order to make sure they get the best out of school.

We expect our students to follow the school's expectations, values and foundations at all times.

Students who choose not to follow these expectations will be sanctioned in line with our Actions Bring Consequences (ABC) approach to behaviour.

This is a guideline to enable all staff to be consistent with sanctions as far as possible

IN LESSONS (ABC: Actions Bring Consequences)

Clear stages of how to deal with unacceptable behaviour:

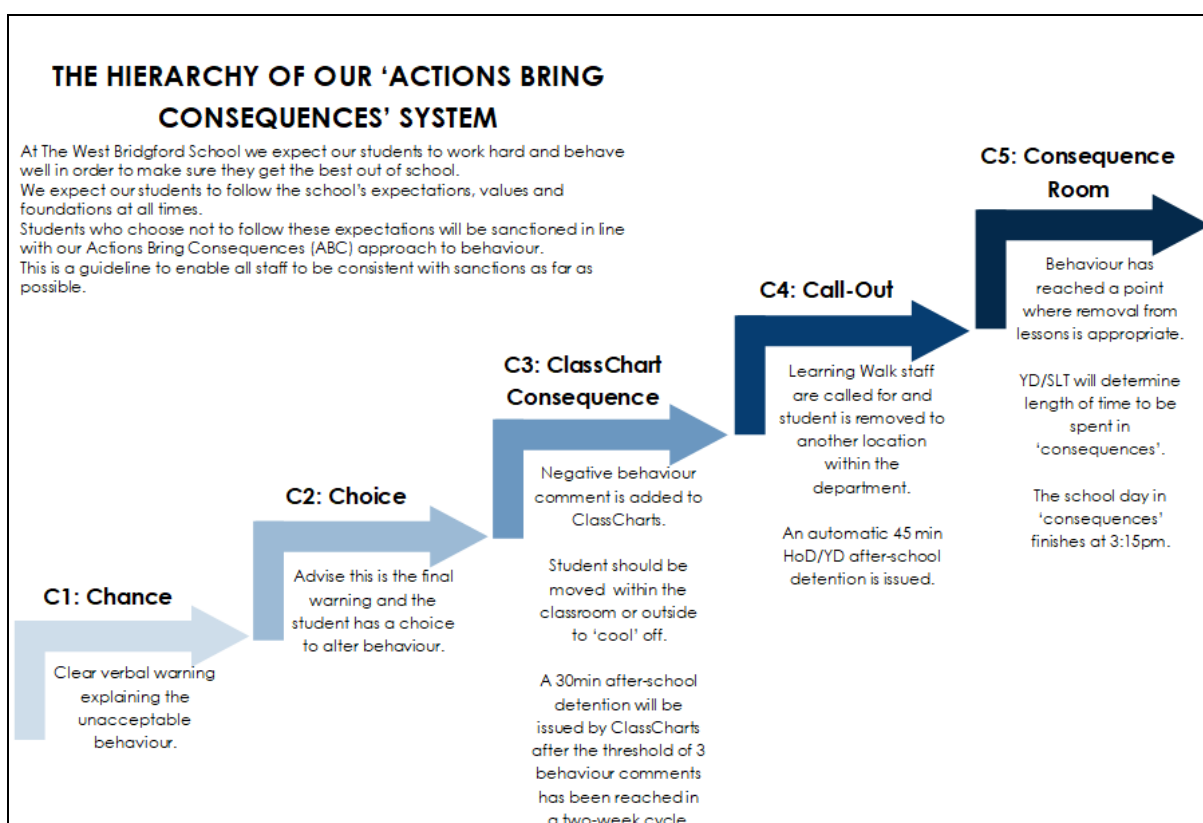
C1 = Chance: If a student's behaviour is unacceptable the teacher will give a clear verbal warning, explaining what the unacceptable behaviour is, in order for the student to rectify their behaviour.

C2 = Choice: If there is a repeat of this behaviour the teacher will advise the student they are choosing to behave in this way and this is the final warning.

C3 = ClassChart Consequence: A suitable negative (such as a Behaviour comment or Insufficient Work comment) is issued on ClassCharts and the student may be moved within the classroom or outside for a brief cooling off period during which the teacher should have a one to one conversation

C4 = Call-Out: Further unacceptable behaviour will require the student to be removed to another room – called a “Change”, and also entered on ClassCharts. A 45 minute after school detentions will be issued automatically by ClassCharts.

C5 = Consequences Room: This is where a student is removed to the ‘Consequences’ room for a period of time during the school day or longer if deemed appropriate. This sanction will be imposed by either a Year Director or a member of the Senior Leadership Team



How does the school support children?

Students who misbehave will be subject to our ABC consequences system, 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/carer 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/carer 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/carers 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/We will ensure that:

- My/our 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/our child's work or behaviour;
- any homework set is completed and that I/We will support my/our child in any opportunities for home learning;
- consultation events are attended and that I/We will follow up any opportunities to discuss my/our child's progress;
- the school's policies, code of conduct and guidelines for behaviour are fully supported.

The **school** will:

- support the child in their learning;
- contact parent/carer if there is a recurring problem with attendance, punctuality, uniform or equipment;
- arrange consultation events 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/carer with a termly Progress Report;
- keep parent/carers informed of school activities and any important school information through electronic letters home, Brightspace and the West Bridgford Post;
- inform parent/carer 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, kind and show respect for others

In the classroom

- Arrive on time
- Queue properly outside your classroom
- Stand behind chairs on entry to the room
- Take your coat off
- Listen to the teacher and follow their instructions throughout the lesson
- Show respect to everyone, both adults and students
- Be the best you can be throughout the lesson.
- Pack away when told, stand behind chairs and leave the room quietly

Aerosols, laser pens, items of inappropriate uniform, all electrical items such as iPod, 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 or the trust website at www.emet.academy.