

# PARENT/CARER INFORMATION 2025-2026



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

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.  
REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373

## CONTENT

Message from Mr Peacock	3
Safeguarding	3
Who to contact	4
Student information	4
Student Services	5
Signposting	5
Careers resource	6
School term and holidays (2025 - 26)	6
School day	7
Lunchtime arrangements	8
School curriculum	8
Parent communication	9
Cashless catering	10
Payment for school trips	10
Attendance process	11
Medicines in school	13
Progress reporting	13
Ways in which you can help your child	14
Child protection concerns	14
Daily routine	14
School uniform	16
Homework policy	20
Statement on bullying	21
Behaviour management procedure	23
Home/School agreement (including code of conduct)	30
School Governors and school policies	31

## 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.

**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 and Pastoral 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](mailto: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	Mr Andrews	(Year 7)
	Mrs Mills-Afford	(Year 8)
	Dr Phillipson	(Year 9)
	Mrs Nahal	(Year 10)
	Mrs Maxwell-Doyle	(Year 11)
Pastoral Assistant	Mrs Clarke	(Year 7)
	Mr Highfield	(Year 8)
	Miss Taylor	(Year 9)
	Mrs Harness	(Year 10)
	Ms Cawkwell	(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. <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/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:

**Mrs Staples** – Student Services Manager

**Mr Leitch-Devlin** – Data Manager

**Mrs Hamer** - Exams Manager

**Mr Thomson** – Receptionist/ Administrative Assistant

**Miss White** – Student Services Assistant

**Ms Kopacz** – Student Services Assistant

**Mrs Allen** - Student Services Assistant

**Miss Lang** – PA to Deputy Head teacher / Safeguarding

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](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 – 5.00pm, Monday to Thursday and 8.00am – 4.30pm Friday (answer phone is available outside of these hours should you wish to leave a message). Extracurricular queries from 4pm –5pm

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
- After School 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](mailto:parentpay@wbs.school).

## SIGNPOSTING

[Signposting](#) of support services is available to students on SharePoint and to parents via the school website.



## CAREERS

As a student at The West Bridgford School you are entitled to receive a planned programme of careers education lessons and events/activities. This programme is designed to help you make informed choices about GCSE and A Level choices and future career.

- You will receive Progress Reports and have regular Parent Consultation Afternoons to assess your progress and set targets
- You will receive a programme of specific careers related lessons in PSHE
- You will have access to mentoring support through your pastoral team
- You will have access to Careers resources and information on SharePoint, including Uniform
- You will receive information relevant to your year group through assembly and tutor time and through specific Careers Enrichment Days
- Access to a careers advisor
- Information events will also be provide for your parents/carers to enable them to support you in your decision making
- You will be given the opportunity to meet a variety of employers

[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. Students can also have it as a tab on their SharePoint page.



## SCHOOL HOLIDAYS (2025 – 26)

### Start of Autumn Term 2025:

<b>First day back for staff:</b>	Monday 1 September
<b>First day back for students:</b>	Tuesday 2 September
<b>School closure day:</b>	Friday 3 October
<b>Half term:</b>	Monday 20 October
<b>Return to school:</b>	Monday 3 November
<b>School closure day:</b>	Friday 5 December
<b>Last day of term:</b>	Friday 19 December

### Start of Spring Term 2026:

<b>Half term:</b>	Monday 16 February
<b>Return to school:</b>	Monday 23 February
<b>Last day of term:</b>	Friday 27 March
<b>Easter holiday:</b>	Monday 30 March – Friday 10 April

### Start of Summer Term 2026:

<b>May bank holiday:</b>	Monday 13 April
<b>Half term:</b>	Monday 4 May
<b>Return to School:</b>	Monday 25 May
	Monday 1 June

## SCHOOL DAY

Students should be with us in school by **8:25am**. Staff will be on the gate every day to welcome students to school and register late marks from 8:25.

This gives ample time for students to be standing in their year group morning line-up, or one day a week, sitting in the Hall ready for Assembly for 8:30am.

Morning Line-ups at **8:30:-**

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

**9.00am - Period 1**

**10.00am - Period 2** Year 8, 9,11,12 & 13

**10.20am - Period 2** Year 7, 10

2a Break	Year 7 & 10	-	09:56 - 10:16
2b Break	Year 9	-	10:30 - 10:50
2c Break	Year 8, 11, 12 & 13	-	10:56 - 11:16

**11.20am - Period 3**

**12.20pm - Period 4**

4a Lunch	Year 11, 12 & 13	-	12:20- 12:50
4ab Lunch	Year 7	-	12:35 - 13:05
4b Lunch	Year 10	-	12:50 - 13:20
4bc Lunch	Year 8	-	13:05 - 13:35
4c Lunch	Year 9	-	13:20 - 13:50

**1.55pm - Period 5**

Finish Times:-

- Year 7 – 14:50 (first half term)
- Year 8 – 14:55
- Year 9 – 14:55
- Year 10 – 14:55
- Year 11 – 14:55
- 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 (see "Cashless Catering"). 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 Call 0300 500800 or register online at <https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

## 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. In Technology, students are grouped into smaller classes for the practical subject.

In Year 9, students are also set in Science.

Where students are setted in 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 Y7&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 7/6	Languages 6	Geography 3	Technology 2 or 3	Computing 2	PE 4
Maths 6/7		History 3	Art 3 or 2		PSHE 2
Science 7		RE 2	Music 2	Drama 1	

### Year 9 Curriculum

The Y9 Curriculum is focussed on the transition from KS3 to KS4. Core subjects begin the transition to GCSE programmes of study. Drama is not studied in Year 9, however a targeted group of students are enrolled in a bridging extra curricular LAMDA course to support those who wish to take drama GCSE in years 10 and 11.

## Year 10 and 11 Curriculum

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

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.

### CLASSCHARTS APP

ClassCharts is our main platform for distributing homework, information on positive and negative behaviour, and brief communication notes. This can be found on both the Apple iOS store, Android Play store.

### TWITTER

The school maintains an X (formerly 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 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 [parentpay@wbs.school](mailto:parentpay@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.

The spending limit for each day by default is set to £4.50 per day, this being fair to all students. You can also request a report of your child's purchases via parent pay. We do not serve to Years 7 – 11 at break time, a provision is available in POST 16 for years 12 – 13 for break time.

## 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 parent pay on [parentpay@wbs.school](mailto:parentpay@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 parent [parentpay@wbs.school](mailto:parentpay@wbs.school) to access a payment barcode.

Students in receipt of FSM/Pupil premium maybe permitted some support with costs. The trip Leader will confirm any payments/contributions required.

## ATTENDANCE PROCESS

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, will be subject to the school's behaviour management policy, and will receive an appropriate sanction

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 on the school website: [Absence form](#)

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'](#)

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 Year Director and Pastoral Assistant..

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 medication.
- Non-prescribed medication will NOT be administered in school or stored by the school.
- Any student wishing to keep medication 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 consent form, any prescribed medication handed into school will be for safe keeping and not for administration.
- More detailed information can be found on the school website in [Supporting Pupils with Medical Needs Policy](#)

## PROGRESS REPORTING

The school operates a system of 'Progress Reports' that will track your child's progress in their subjects from Year 7 to 13. Each year group receives 3 progress reports per year. We are changing the format of the progress reports this year and support on how to interpret the new reports will come out with the first report of the year.

## 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 21 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 ClassCharts to ensure the required homework is being done and contacting the Year Director if there are problems.
- By downloading the ClassCharts App from the IOS or Android app store to check positive rewards, behaviour, announcements and homework. Encourage your child to also engage with ClassCharts every day. Student account details can be found in your child's school email (accessed through the O365 login on the school website). The student account also allows students to upload their work to their teacher. This feature is not part of the parent account.
- By checking that all personal property, including clothing and bags, is clearly marked with name and tutor group.
- 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. We recommend that students should wear a bike 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 through the gate by 8:25. **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 at busy times.
- 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, email, 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, they speak to their Pastoral Assistant or Student Services.
- 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 Just Schoolwear to ensure that the price of uniform is competitive and 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](http://www.just-schoolwear.co.uk).
- Deliveries to home via DPD will incur a delivery charge. A click and collect service is available from their local stores.
- A limited quantity of West Bridgford School uniform will be available to purchase in store from the Compton Acres store.
- Retail stores:

Just Schoolwear 11 Compton Acres West Bridgford Nottingham NG2 7RS	Just Schoolwear 12 Arnold Street Arnold Nottingham NG5 7DZ	To contact the stores please call:  0115 9652869
--	--	---

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 Act 2021 (guidance about costs and school uniforms), 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 Year Director will be final in these matters.

The following table provides information about uniform for students at the West Bridgford School. It is highly recommended that your child's name is written in each item of school uniform in case it is lost.

ITEM	<b>GUIDANCE – Please note that all items are compulsory unless stated as optional</b>	
Blazer	Navy blazer with school badge. Blazers must be always worn. Blazers can only be removed with staff permission, except for during lunchtime recreational activities.	
Skirt (or trousers)	<p><i>From Sept 2025</i> The grey tartan kilt is compulsory for Year 7 students from September 2025. Students in Years 8 – 11 are welcome to wear the grey kilt or to continue to wear the pleated mid grey skirt. Current Year 7 students cannot revert to wearing the grey skirt once they progress to Year 8.</p>	
	<p>A fully pleated plain mid grey skirt for students in Years 8 – 11.</p> <p><b>All skirts must be worn correctly and should not be rolled up. The hemline of the skirt must be within a 5cm tolerance of the knee.</b></p>	
Trousers (or skirt)	<p>Classic suit style trousers in mid-grey. Worn at the waist (with an optional plain buckled black belt). Trousers should have a crease down the front and a zip fly front.</p> <p>Tight fitting or cropped trousers are not acceptable. No stretch fabrics, jeans stye, turn ups, or flares.</p>	
Shirt and tie or blouse	<p>All hard collared shirts are to be buttoned up to the top. These shirts are to be worn with a school tie and must be tucked in.</p> <p>Short sleeved shirts are allowed.</p> <p>Revere collar white blouses are an alternative option and do not require a tie, they must be worn correctly.</p>	

	Students in Years 8-11 are still permitted to wear our current blue striped blouse.	
School Tie	<p>The school tie must be worn with a hard collared white shirt, with the buttons done up to the top.</p> <p>Our school clip on tie is available in two lengths of 16" and 19".</p>	
School Shoes	<p>Plain, sensible, polishable flat black shoes with no visible markings or logos.</p> <p>Boots are not permitted. Slip-on shoes may only be worn if they fully cover the top of the foot, providing protection. Open-toe shoes are not allowed. Examples are shown.</p>	
Jumper (Optional)	A school jumper may be worn in addition to the blazer. No other jumpers or hoodies are allowed.	

Socks or tights	<p>Grey, black, or navy-blue socks must cover the ankle. White socks are not allowed.</p> <p>Plain grey or black tights. Socks must not be worn over tights.</p> <p>Leggings, footless tights, and patterned tights are not allowed.</p>	
Hair Accessories (Optional)	<p>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 individual.</p> <ul style="list-style-type: none"> <li>• <b>Hair bands and ribbons:</b> plain black or navy blue</li> <li>• <b>Hat, scarf, gloves:</b> plain black or navy blue</li> <li>• <b>Turban:</b> plain black or navy blue</li> <li>• <b>Hijab:</b> plain black or navy blue. The hijab should be no longer than the shoulder, leaving the badge of the blazer clearly visible.</li> </ul> <p>Burqas, or face veils such as the niqab, are not allowed.</p>	
Jewellery, make up and nails	<p>None, except that students with pierced ears may wear one small plain metallic stud in each ear. No other studs are allowed. No nail varnish or false nails. No excessive make-up.</p>	
Undergarments	<p>Undergarments should be plain white and must not contain lettering which may be visible through the blouse or shirt.</p>	
Bags	<p>A black rucksack or other appropriately sized school bag.</p>	

Items not permitted on site.

- Aerosols, laser pens.
- Electrical items such as iPods, mobile phones, smart devices, smart watches, and cameras.
- Items of inappropriate uniform
- Any other items which interfere with the smooth running of the school day

**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 line with our school discipline policy.

ITEM	<b>GUIDANCE - Please note that all items are compulsory unless stated as optional.</b>	
V Neck polo	<p>Choice of a V-neck or polo shirt with the school logo on.</p> <p><i>(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 can be purchased from any shop)</i></p>	
Shorts	<p>Choice of navy-blue shorts or navy-blue 2 in 1 layered shorts.</p> <p><i>(As an option, plain navy-blue leggings, (made from polyamide/elastane) may be worn underneath the shorts as an additional layer to provide warmth. The optional leggings can be purchased from any shop)</i></p>	

Boys Jersey	A reversible long-sleeved jersey with the school logo for football, hockey, and rugby	
Unisex ¼ zip top (Optional)	<p>¼ zipped top with the school logo.</p> <p>This item cannot be worn for football and rugby.</p>	
Socks	<p>White ankle socks must be worn with sports trainers for indoor use.</p> <p>Navy blue football socks must be worn with football boots for field activities.</p>	
<p>Gum shield</p> <p>Shin guards</p> <p>Swimming</p>	<p>Gum shields must be worn for rugby and hockey.</p> <p>Shin pads must be worn for hockey and football.</p> <p>Plain black or navy-blue swimming costume/shorts/trunks. Please note that you can purchase these from a store of your choice. Alternatively, some items are available from Just Schoolwear.</p> <p>Jewellery must be removed during all activities. New ear piercings must be taped accordingly in line with policy.</p> <p>Hair must be tied up away from the face.</p>	

## 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 ClassCharts. If you have any issues with the software please contact [homeworksystems@wbs.school](mailto:homeworksystems@wbs.school) for support.
- All departments will set homework in ClassCharts. All students will be trained in the use of ClassCharts. 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. ClassCharts can be accessed by students either via a browser or the ClassCharts app. Search for 'ClassCharts' 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](mailto: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 ClassCharts. 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 [adminoffice@wbs.school](mailto:adminoffice@wbs.school).

## 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 SharePoint. 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.

## BEHAVIOUR MANAGEMENT PROCEDURE

### Dealing with good and bad behaviour

#### **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 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 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. See Appendix A for the poster which is displayed in all classrooms detailing how positives can be achieved and when negatives will be given. 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.

#### **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. In class work:**

1. Service

**2. Service to others:**

#### **Awards**

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 such as recognition badges. 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. The introduction and use of reward badges will also be integrated into these assemblies and tutor times.

#### **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

**R4 = Restorative.** If students are consistently disturbing the learning of others they will be asked to continue their work in another room in the department. At WBS we believe the most profound changes in behaviour occur when an adult and child talk through how our standards were not being met and agree how best to work together in the next lesson. To facilitate this, students, return to the teacher at the end of the same day for a 15-minute restorative conversation. Very occasionally, despite the best efforts of the member of staff, a student may escalate the situation which may result in a Head of Department detention.

**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.

## **SUSPENSION/PERMANENT EXCLUSIONS**

West Bridgford School has expectations that it places on its students relating to self-discipline and good behaviour. Sometime students breach these expectations and the school has an escalating scale of sanctions it employs in response to any breaches.

The most serious sanction is suspension from school. In the first instance this will be removal from school for 1 to 45 days. The length of the suspension is based on the professional judgement of the Headteacher 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 suspension sanction for the following serious breaches of its expectations:

- 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

## **7 STAGE INTERVENTION STRATEGY**

Where there is persistent and continuing disruptive and uncooperative behaviour then the suspension of a child may be the only option. It is therefore necessary in some cases to set in motion 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. Consequences Room together with a consideration of further support mechanisms
- 5) Further breakdown – issue a suspension of 1-5 days and seek outside agency support
- 6) Further breakdown – continue with further suspensions from school and issue a formal warning of a Permanent Exclusion. Alternative Provision will be considered at the discretion of the head teacher based on the circumstances and student's needs.

## 7) Further breakdown – issue a Permanent Exclusion.

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

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 student to remain in school would seriously harm the education or welfare of the student or others in the school. Alternative Provision will also be considered where appropriate and at the discretion of the head teacher.

### **SEARCHING WITH CONSENT**

Schools' common law powers to search:

- School staff can search students with their consent for any item.
- Schools are not required to have formal written consent from the student for this sort of search – it is enough for the teacher to ask the student to turn out his or her pockets or if the teacher can look in the student's bag or locker and for the student to agree.
- The school makes clear in Appendix C and in communications to parents and students what items are banned.
- If a member of staff suspects a student has a banned item in their possession, they can instruct the student to turn out their pockets or bag and if the student refuses, the teacher can apply an appropriate sanction
- A student refusing to co-operate with such a search raises the same kind of issues as where a student refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances the school will apply an appropriate disciplinary sanction.

### **SEARCHING WITHOUT CONSENT**

The law allows school staff to search for:

- Knives or weapons, alcohol, illegal drugs and stolen items;
- Tobacco and cigarette papers, fireworks and pornographic images
- Any article that the 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 property
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for (Appendix C). Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a student may have in their possession a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious.
- The powers allow school staff to search regardless of whether the student is found after the search to have that item. This includes circumstances where staff suspect a student of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen
- School staff can view CCTV footage in order to decide as to whether to conduct a search for an item
- Searches without consent can be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the student, for example on school trips.
- It is a condition of having a locker - that the student consents to have this searched for any prohibited item whether or not the student is present.

- Schools are not required to inform parents before a search takes place, or to seek their consent to search their child. Where practical, two members of staff will be present. If the member of staff carrying out the search reasonably believes that there is a serious risk that harm would be caused to someone if the search were not carried out as a matter of urgency, the normal procedures for a same-sex searcher and/or the presence of a 2nd member of staff can be waived.

### **AFTER THE SEARCH**

What the law allows:

- Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.
- The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it must be passed to the police.
- Staff have a defence to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

### **ITEMS FOUND AS A RESULT OF A 'WITHOUT CONSENT' SEARCH**

What the law says:

- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.
- Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of alcohol as they think appropriate but this should not include returning it to the student.
- Where they find controlled drugs, these must be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so.
- Where they find other substances, which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, new psychoactive substances. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.
- Where they find stolen items, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.
- Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco or cigarette papers as they think appropriate but this should not include returning them to the student.
- Fireworks found as a result of a search may be retained or disposed of but should not be returned to the student.
- If a member of staff finds a pornographic image, they may dispose of the image unless its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable. Images found on a mobile phone or other electronic device can be deleted unless it is necessary to pass them to the police.

- Where an article that has been (or could be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of
- Where a member of staff finds an item, which is banned under the school rules they should consider all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.
- It is up to the Head teacher to decide whether there is a good reason not to deliver stolen items or controlled drugs to the police. In determining what is a "good reason" for not delivering controlled drugs or stolen items to the police the Head teacher must have regard to the following guidance issued by the Secretary of State:
  - In determining what is a 'good reason' for not delivering controlled drugs or stolen items to the police, the Head teacher should consider all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.
  - Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.
  - With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, school staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks)
  - Where the person conducting the search finds an electronic device they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.
  - The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a "good reason" for examining or erasing the contents of an electronic device:
    - In determining a 'good reason' to examine or erase the data or files the staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.
    - If inappropriate material is found on the device it is up to the teacher to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.
    - The manner by which a confiscated item is returned to either the parent or the child will depend very much upon the item and the circumstances by which it is confiscated. A degree of discretion will be exercised by the school in this regard.

## **MOBILE PHONES AND OTHER ELECTRONIC DEVICES**

The school policy is clear on these devices. They are not permitted in main 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 is on the trip.

### **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 material deleted if the school reasonably believes it could be used to do harm.

## 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.
- will engage with the school online information services such as ClassCharts.

The **school** will:

- support the child in their 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, ClassCharts, SharePoint 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 at the right place, at the right time
- Wear uniform correctly
- Bring the right equipment
- Walk sensibly around school
- Eat and drink only in approved areas
- Do as told by staff – **first time, every time**
- Be kind and show respect for others
- Use language appropriate for a school setting

### **In the classroom**

- Arrive at the right place, at the right time
- Queue properly outside your classroom
- Take coats off on entry
- Listen to the teacher and follow their instructions throughout the lesson
- Show respect and kindness to everyone, both adults and pupils
- Show determination to learn and make progress
- Pack away when told, stand behind chairs and leave the room quietly when asked

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).