



THE WENSLEYDALE SCHOOL
& SIXTH FORM
LEYBURN

COVID-19 version



PARENT

HANDBOOK

2020-21

‘A Strong Community, with Big Ambition’

WELCOME

Covid-19...

This is not our usual start to the academic year. Covid-19 has meant the 'New Normal' looks very different to how things were in March 2020. School is ready and will be open to all students in September 2020, but the structure of the day has changed significantly and we have implemented a number of new procedures to keep everyone as safe as possible. I have tried to include all of the new measures within this handbook.

It is very important to get our students back and learning. However it is equally important that everyone sticks to the new procedures and protocols and helps us stay safe.

Pages with a red header are specific to the current pandemic.

I believe that many of the changes we have made are for the best in the longer term anyway, so maybe this challenge has given us more time to really change our school into an even better one.

One addition is our new Facebook page which should allow us to communicate even more effectively with parents. Another is the relaunched uniform, which has been long overdue.

Thank you for being so supportive, especially during the Covid-19 crisis.



Mrs Julia Polley
Head teacher



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PROTOCOLS FOR STUDENTS

Arrival

- Disembark from your bus and head to your classroom: Any classroom on the A, B or C floor must enter school through the main student entrance, observing the yellow social distancing yellow guideline tape. Students allocated to K block, J block or Science are to enter school through the side gate observing the social distancing markers and one way system down to their classrooms.
- There is a strict one-way system around school, as corridors are not 2m wide. The far staircase (outside food, outside music and the basement) is DOWN only. The near staircase (in student reception) is UP only. To get from the basement classrooms to B or C rooms, you must exit the building at A8 and follow the yellow social distancing markers round to the Hall side door. Enter the Hall and walk through to the student foyer and then either up the stairs to the C rooms or along the B corridor. Entry into the basement is round the back of the building, down the steps adjacent to A5 and in the back basement door near Drama. The basement door near A8 is OUT only.
- Face-masks MUST be worn at all times whilst on school transport.
- Apply hand sanitiser on entry to the building and on departure and on entry/departure from your class rooms.
- Students must observe the social distancing guidance tape we have all around school in order to keep 2m apart.

Departure

- Students will be called over the public address system when their bus arrives at the end of school. Students who walk to/from school will also be called over this system. Do not depart your classroom until instructed to do so.
- Staff will accompany students to the bus collection point, which is at the top of the steps outside the student foyer. When you leave your classroom, you must apply hand sanitiser.
- Students must wear their face-masks on the bus and will not be allowed to travel without them.

The New Normal– key changes

Structure of the day

There will be a change to the structure of the school day. Tutor time and all enrichment clubs and activities will take place at the end of the day from 2.45pm. This means all teaching in lessons 1-5 can happen earlier and be more effective. It also gives us scope to provide catch up lessons, initially in September, in our new slot at the end of the day.

School timings will remain the same from 8.55am—3.45pm. There is a one way movement system in place and this will remain. Signage is in place to help everyone remember, with 2m markings inside and outside the building, where possible.

Arriving at school

Parents will no longer be able to drive onto the school site. Drop offs must happen on the main road.

Buses will be controlled at the start of the day. Each bus will be off loaded one at a time to ensure social distancing is maintained. Students will go straight to their first lesson which will start at 9am promptly.

Any students arriving before 8.45am will not be allowed to enter the building. School will have 25 places available from 8.30am for students who have to be dropped off earlier due to parental work commitments. These places must be booked weekly.

Hand sanitiser stations

ALL students, staff and visitors will be asked to sanitise their hands before entering the building. There are hand sanitiser units at all entrance points and outside every classroom across the school.

School is maintaining 2m distancing in corridors and whilst walking to and from classrooms, where possible.

Leaving school

Parents will no longer be able to drive onto the school site. Pick ups must happen on the main road.

Buses will be controlled at the end of the day. Each bus will be loaded one at a time to ensure social distancing is maintained. Students will be called to leave the building in a designated order which will be announced over the tannoy system. This keeps a reduced flow of students moving along the one way system.

The New Normal– key changes

Break

Break will not be in the same format. There will be 2 x 10 minute snack and comfort breaks at the end of lesson 1 and lesson 2.

Students will NOT be allowed to socialise and toilet breaks will be monitored on a one in - one out basis, based on the number of toilets and urinals in each block.

Dolce– our caterers will not be providing break time food. However they will be offering bookable Breakfast club– see below.

Lunch

Lunch is being split into 3 sessions of 30 minutes each.

We have split the hall into 2 sections separated by Perspex screens. When 2 year groups are on lunch at the same time they will be served as year groups and kept separate.

- Yr8 and 10 will share the lunch slot of 12:20 – 12:50
- Yr 7 will have lunch on their own at 12:50 – 13:20
- Yr 9 and 11 will share the lunch slot at 13:20 – 13:50
- Post 16 will have the option of using The Bistro at an appropriate time according to their timetable

As lunchtime will still need to conform to distancing guidelines, Dolce have confirmed that the food offer will be slightly reduced and the hot meal will be in the form of a 'Hot grab bag's which will make service quicker. Dolce have also informed us that they will be offering a Breakfast club this will be a bookable service for up to 25 students per day.

There will be an allocated outside space for student to stretch their legs and get some fresh air. **This space will be confirmed in August**, but will be away from the teaching rooms as far as is practicable in order to avoid noise to those students who are still working.

Enrichment—lesson 6

We have rewritten the timetable to allow for the usual clubs and revision sessions, which used to happen at lunchtime to now take place after tutor time at 15:05 each day. This time will be used initially as catch up time for content missed during lockdown.

A full breakdown of the new school day can be found on page 16.

HOME TO SCHOOL TRANSPORT

Covid-19

All school buses will be running as normal. There will not be a requirement to wear a face mask– however if this changes over the summer more guidance will be sent via email in August 2020.

As we cannot stagger arrivals on the buses, we have put the following measures in place.

1. Students walking to school or who are dropped off by parents are being asked not to arrive before 08:45am. This will help us to keep some separation at the start of the day
2. Buses will be off loaded one at a time and students directed to go to their first classroom for lesson one.
3. At the end of the day we will ask students who walk to leave site at 3.30pm
4. Buses will be parked for departure and students will be called in turn via our tannoy system.

These procedures will avoid a mass exit at the end of the day during the Covid-19 Crisis.

Transport is provided free for those students who live more than three miles from the school within the normal catchment area as defined by the Local Authority.

Bus passes are issued from North Yorkshire County Council for all school transport services other than the Catterick and RAF Leeming bus service. This service is provided and subsidised by the school and is solely for students' use. The school issues bus passes for these services which has a £1 per day charge for 2020-21. Students MUST wear a FACE MASK on this service.

All students travelling in school transport will not be expected to wear a face mask but must carry their bus pass on them at all times as NYCC inspectors regularly check the services. A student may be refused travel if they are unable to produce their bus pass and/or may incur additional travel charges. Timetables and bus passes are issued from North Yorkshire County Council during the summer holidays.

Students are expected to get to the bus stop promptly and to wait up to 15 minutes past the scheduled pick up time in case the bus is late. If the bus fails to arrive, students are expected to contact Parents/Carers and make arrangements to return home. It is then the responsibility of Parents/Carers to get their child to school via an alternative mode of transport.

If a student misses their bus home, they must report to Reception. Parents /Carers will be contacted and asked to make arrangements to collect their child from school.

The full school Risk Assessment during the Covid-19 crisis can be found on our website:
www.wensleydaleschool.net

The government advises everyone to follow this guidance.

The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia).

If you develop these symptoms, however mild, or you have received a positive coronavirus (COVID-19) test result, then you should immediately self-isolate stay at home for at least 7 days from when your symptoms started. If you live with others, all other household members who remain well must stay at home and not leave the house for 14 days. See the stay at home guidance and this explanatory diagram for further information.

You do not need to call NHS 111 to go into self-isolation. If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online service. If you do not have internet access, you should call NHS 111. For a medical emergency dial 999

If you have any symptoms of coronavirus (COVID-19), you should arrange a test by visiting NHS.UK, or contact 119 via telephone if you do not have internet access.

Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, before you eat or handle food, or when you get to work or arrive home

Cover your mouth and nose with disposable tissues when you cough or sneeze. If you do not have a tissue, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water for 20 seconds or use hand sanitiser.

At the current time and based on our understanding of what is known so far, COVID-19 can make anyone seriously ill, but for some people the risk is higher. You can find more information on higher risk groups on NHS.UK. As more information emerges, recommendations may change.

If you can, wear a face covering in enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet.

Social distancing, hand washing and covering coughs and sneezes, remain the most important measures to prevent the spread of coronavirus (COVID-19). Face coverings do not replace these. See the 'staying safe outside your home' guidance, and you can find guidance on how to wear and make a cloth face covering.

Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.

Young People support

Kooth Free, safe and anonymous online support for young people and provides information and guidance. www.kooth.com

Compass BUZZ US text service: Compass BUZZ offers a confidential text messaging service to young people aged 11-18 across North Yorkshire. By texting the service on 07520 631168 you will be able to receive confidential advice, support and signposting from a well-being worker within one working day via text. When you text BUZZ US you will receive a message letting you know if we are open or closed. Within this text it will also let you know what you can do if we are not open and you need help in the meantime.

Childline provides a range of information and support on a number of issues. This includes support on cyberbullying. Childline have the calm zone which provides a toolbox of ideas to support emotions and express your ways. www.childline.org.uk

Anna Freud has developed alongside young people some self-care ideas. www.annafreud.org/on-my-mind/self-care



Open evenings and Parent evenings COVID-19

During the current Covid-19 crisis we are planning on holding our annual Year 6 Open Evening, Post-16 Open evening, Year 9 Options and Parent evenings in different formats. This is to reduce the risk of transmission and enable us to protect the school environment which is being deep cleaned daily.

Open Evenings

In June 2020 we held a very successful 'Virtual' Q and A meeting for our new Year 7s and this is the format we will be continuing with this year. The Senior Leadership team will host virtual Q and A sessions and present the school through series of video and subject briefings, which will be recorded by our staff. I know it is not quite the same as seeing everyone in person, but until this crisis passes it will at least give you flavour of what we are about.

Year 9 Options evenings

Virtual videos of each subject on offer followed again by a Q and A session hosted by the Senior Leadership Team

Parents consultation evening

We are conscious that sometimes parents only ever have contact directly with teachers at parent evenings.

However it is time consuming for parents and only affords a 10 minute chat at best. Therefore we have decided to communicate with parents in a smarter way this year.

Your child's Form Tutor will make at least half termly contact either via video or phone call, to discuss academic progress and achievements. Parents will therefore have much clearer information about specific issues that might occur. In addition we will be re-launching GO4Schools which has a wealth of academic information and an App which can help parents to keep in touch with subject content and results.

In addition to this the Senior Leadership Team will hold face to face (socially distanced of course) consultation evenings for each year group, where as a parent you can book a longer session to discuss any concerns you may have.

Driven by Covid-19, we hope that these new reporting arrangements will result in more regular and smarter contact with parents.

MUSIC TUITION

We are waiting for definite guidance from NYCC about what will run in September and how. It is likely that Piano and Guitar lessons will run, but we will keep you informed. Remote lessons maybe via Skype

The Music Department offers a range of instrumental tuition to students, delivered by the North Yorkshire County Music Service.

Currently, peripatetic teachers visit once a week to teach Woodwind (flute, clarinet, saxophone, oboe), Lower Strings (cello, double bass), guitar and singing. Other instruments may be available if there is sufficient demand.

Lessons are usually taken in groups and last between 20 and 30 minutes, with up to 30 lessons offered in each academic year. They can be operated on a rotating timetable in order to ensure that your child does not miss the same subject lesson each week.

If your child is interested in learning an instrument, please contact Mr Hadfield via email at joshua.hadfield@wensleydaleschool.net for further information about our instrumental provision and details of lesson fees and payment options.



CONTACTING THE SCHOOL

If you need to contact the school concerning your child then the first point of contact is the Form Tutor.
MY CHILD'S FORM TUTOR IS [REDACTED]

Please be aware that during the day, most staff will be teaching, but will contact you as soon as possible. This may be at breaks or after school, but will be within 48 hours.

We operate a 'No see, No hear' mobile phone policy. Students have to switch their phones off and leave them in their school bags before they enter the building each morning, so please do not contact them on their mobile phones during the school day. If you need to contact your child in an emergency, please contact Reception and we will get a message to them.

We ask that all Parents/Carers respect the school's safeguarding protocols and always report to Reception upon arrival at school and await to be escorted to other areas of the school by a member of staff.

- 1) General questions should be directed to Reception. The Receptionist will be able to assist you in directing your questions to the relevant person. 01969 622244 or email: admin@wensleydaleschool.net
- 2) Information regarding attendance, including reporting a student absence should be directed to the Attendance Officer. Please dial 01969 621041 or email: attendanceofficer@wensleydaleschool.net
- 3) Information concerning your child's general well-being should be directed to your child's Form Tutor who will pass it on to the relevant personnel as necessary. Please refer to the contact details overleaf
- 4) If you are telephoning the school to inform us that your child has forgotten their lunch/PE kit or if you need to get an urgent message to them, please contact Reception via phone on 01969 622244
- 5) If you are enquiring about an educational visit that has been planned or you wish to speak to your child's teacher about their academic progress, please contact Reception who will redirect your call as necessary. 01969 622244

If you wish to write to a member of staff in the school please indicate clearly who you wish to be the recipient of your letter and address it to.

The Wensleydale School & Sixth Form
Richmond Road
Leyburn
North Yorkshire
DL8 5HY
Telephone: 01969 622244
Email: admin@wensleydaleschool.net
Website: www.wensleydaleschool.net

If you would like to meet with a member of staff you should contact Reception and an appointment will be made for you. All visitors must report to Reception on arrival to sign in and will be issued with a visitor's pass before access to the school site is permitted for safeguarding reasons.

ALL VISITORS TO THE SCHOOL ARE REMINDED THAT THEY ARE EXPECTED TO ADHERE TO OUR 3 KEY BEHAVIOURS.

WE HAVE A ZERO TOLERANCE POLICY IN RESPECT OF THREATENING OR VERBALLY ABUSIVE BEHAVIOUR TOWARDS OUR STAFF.

YOU WILL BE INSTRUCTED TO LEAVE SCHOOL PREMISES IN SUCH CASES.

WHO'S WHO

SENIOR LEADERSHIP TEAM

Mrs J Polley	Head teacher	headteacher@wensleydaleschool.net
Mrs N Geater	School Business Leader	nicki.geater@wensleydaleschool.net
Mr C Barnett	Assistant Head teacher - Raising Standards Lead	charles.barnett@wensleydaleschool.net
Mr M Ashcroft	Assistant Head teacher - Data	mark.ashcroft@wensleydaleschool.net
Mr R Lundie	Acting Assistant Head teacher - Character & Culture Lead	richard.lundie@wensleydaleschool.net

PASTORAL TEAM

Key Stage 3 Progress Leader	Mr J Hadfield	joshua.hadfield@wensleydaleschool.net
Key Stage 4 Progress Leader	Mrs S Hall	sara.hall@wensleydaleschool.net
Inclusion Lead and SENDO	Mrs S Brosnan	siobhan.brosnan@wensleydaleschool.net
Attendance Officer	Mrs J Cooper	attendanceofficer@wensleydaleschool.net

FORM TUTORS

	Progress Leader Mr J Hadfield		Progress Leader: Mrs S Hall		Progress Leader Mr C Ellis
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
Mr McIntosh	Mrs Coupland-Buckley	Miss Hancock	Miss Webb	Miss McGowan	Mr Ellis
Ms Porritt	Mr Berry	Mrs Wood	Ms Huitson	Mr Ferrier	
Miss Kelly-Farrell	Mrs Hewitt	Mrs Foster	Mr Bennison	Mrs Lewis	
				Mr Rowan	
				Mrs Smith	
				Miss Wallace	

WHO'S WHO... continued

CURRICULUM LEADERS

English Faculty Includes English, Music ,Drama, French, Geography, History, Life & Society	Mrs N Lewis	nadia.lewis@wensleydaleschool.net
Maths Faculty Includes Mathematics, Computer Science, Business, CCF & Learning Skills.	Mr S Ferrier	simon.ferrier@wensleydaleschool.net
Science Faculty Includes Biology, Chemistry, Physics, De- sign & Technology, Food, Physical Educa- tion & Art.	Miss J McGowan	joanna.mcgowan@wensleydaleschool.net

THE GOVERNING BODY

The Governing Body has responsibility for the overall effective management of the school. It acts within the framework of national legislation and with regard to policies set out by the Local Authority. Its focus is strategic and not operational - day to day decisions regarding the running of the school are the responsibility of the Head teacher.

The Governing Body meets regularly throughout the school year to review all the principal areas of school life and is particularly concerned with: the effectiveness of leadership and management, the quality of teaching and learning, the personal development, behaviour and welfare of students, outcomes for all learners and the effective management of the school's finances.

Its work can be divided into three key areas:

- setting the vision and strategic direction for the school
- holding the Head teacher to account for its educational performance
- ensuring financial resources are well spent

Governing Body membership:

Governor name	Date term of office ends	Category of Governor
Julie Cooper	31 May 2023	Staff
Rebecca Carlin	7 May 2021	Chair
vacant		Parent
vacant		Co-opted
Roger Harrison-Topham	13 November 2023	Co-opted
Julia Polley	Ex-officio	Head teacher
Jane Ritchie	7 May 2021	LA Governor
Robert Spensley	18 September 2023	Parent
Sharon Watkins	7 May 2021	Co –opted

KEY DATES 2020-21



AUTUMN TERM 2020	
Staff Training Day	Monday 7 September 2020
Staff Training Day AND School open for YEAR 7 ONLY	Tuesday 8 September 2020
School opens for ALL students	Wednesday 9 September 2020
Break Up	Thursday 22 October 2020
Staff Training Day	Friday 23 October 2020
School re-opens	Monday 2 November 2020
Break Up	Friday 21 December 2020

SPRING TERM 2021	
Staff Training Day	Monday 4 January 2021
School re-opens to students	Tuesday 5 January 2021
Break Up	Friday 15 February 2021
School re-opens	Monday 23 February 2021
Break up	Friday 29 March 2021

SUMMER TERM 2021	
School re-opens	Monday 12 April 2021
May Day Bank Holiday	Monday 3 May 2021
Break Up	Friday 31 May 2021
School re-opens	Monday 7 June 2021
Break Up	Friday 26 July 2021
Staff Training Day	Monday 27 July 2021

THE SCHOOL DAY

NEW

SCHOOL TIMETABLE

0830-0900	Arrival	
0900-1000	Period 1	
1000-1010	Break	
1010-1110	Period 2	
1110-1120	Break	
1120-1220	Period 3	
Y8/Y10	Y7	Y9/Y11
Lunch: 1220-1250	Lunch: 1250-1320	Lunch: 1320-1350
Period 4: 1250-1350	Period 4: 1220-1250 & 1320-1350	Period 4: 1220-1320
1350-1450	Period 5	
1450-1505	Tutor Time	
1505-1545	Enrichment Time	

COVID-19

There will be no assemblies whilst COVID-19 regulations are in place.

Assemblies would normally take place on a weekly basis.

There are whole school assemblies throughout the year as appropriate.

Special assemblies may take place at St Matthew's church in Leyburn.

SCHOOL MEALS



DOLCE School Catering

The school operates a cafeteria style canteen system, which provides a wide choice of foods. Catering services are provided for us by a local company, Dolce, who are based in Wetherby. Students may purchase food at breaks and lunchtime to eat in the Hall. Some students may wish to bring a packed lunch which they can eat in the Hall or in designated outside areas if the weather permits. We ask that students put all rubbish in the bins provided or take litter home. Food must not be consumed in classrooms, corridors or the Library.

Parents/Carers are asked to note that as Dolce are an external company, no overdraft facility is available on dinner money accounts. It is essential that you check your child's dinner money account regularly and ensure enough money is available for them to purchase lunch. It is our responsibility to provide a catering service and your responsibility to ensure your child is fed at lunchtime. Please do not put your child in the position of not having enough money on their account when they get to the till point.

Free School Meals:

Those students entitled to free school meals will have the DfE's current allowance of £2.20 per day allocated to their Vericool cashless catering account. This enables them to make purchases in exactly the same way as all other students.

Cashless Catering

We use a biometric cashless catering solution called Vericool. Each child has a Vericool dinner money account and Parents/Carers are asked to regularly upload money to their child's dinner money account through ParentPay, our online payment system. Parents/Carers are issued with a username and password to ParentPay on their child's admission to school. If you have any difficulty in accessing the system, please contact Reception for guidance.

PARENTPAY

We have been a cashless school for the last 10 years. We use an online payment platform called ParentPay for all financial transactions. Parents/carers will be issued with a username and password for ParentPay on their child's admission to school. Any payments parents/carers are asked to make to the school in respect of educational visits, dinner money, bus travel etc., must be made through ParentPay, we cannot accept cash.

Please note there is a delay in adding funds to ParentPay and the money appearing in your child's Vericool account. Please take this into account and avoid adding funds at the last minute!

If you experience any difficulty with ParentPay, please contact Reception where staff will be pleased to assist you.



WHAT TO DO IF YOU HAVE A CONCERN

At some point in your child's education, you may feel the need to raise issues and concerns at the school. We would ask that you follow the process detailed below, in order for us to identify who is the most appropriate person to deal with your queries. If necessary, your query will escalate to the next level, if your concerns are unable to be resolved.

POINT OF CONTACT

CONTACT DETAILS

Form Tutors

Progress Leaders

Curriculum Leaders

Senior Leadership Team

Head teacher

Chair of Governors

Telephone Reception 01969 622244 or send an email to admin@wensleydaleschool.net

headteacher@wensleydaleschool.net

cog@wensleydaleschool.net

COMMUNICATION WITH PARENTS

We encourage you to contact us with any problems you may have and we will keep you informed of events and information at the school. We will always deal with your query within 48 hours.

We are a paperless school which is why it is so vital that Parents/Carers provide us with an up to date mobile phone number and email address. All letters are emailed home as well as being placed on our website under the 'school communications' tab.

Other methods of communicating with Parents / Carers include:

- Website - Headteacher's blog
- Our Facebook Page— New for September 2020
- Parents' Consultation Evenings & academic mentoring events
- Parents' Forum
- SMS text messages and emails
- GO4Schools
- Telephone calls
- Twitter



Social events, concerts, school plays, performance and presentation evenings will be advertised.

TRAVEL

Cycles:

We want all of our students and staff to arrive safely and on time. Cycling to school is not only good exercise, but good for the environment as well. Whilst we encourage the use of cycles, we also have a concern for the safety of all. A few tips to remember are:

- Bikes should be in good working order. Repairs are best done at home rather than on the road
- Bikes need to have brakes that are in good working order
- Cyclists must dress to be seen and to be safe. We strongly recommend the wearing of a safety helmet
- Lights should be in good working order. Mirrors can be helpful and a loud bell or horn is advisable
- Rules of the road must be obeyed. Consideration should be given to others
- Students should avoid short cuts even if they are in a hurry and never cycle anywhere that they would not be comfortable walking
- A chain or padlock will keep bikes secure

EMERGENCY TRAVEL & EVACUATION

It is essential that all Parents/Carers agree a family emergency plan with their child in case the unexpected happens. All students travelling to/from school by bus should know whom to contact and how to return home safely in the event that the bus fails to arrive or the school has to close.

Although we do our utmost to keep the school open in all weathers, there are occasions when either the school is unable to open, or is forced to close during the day. The weather varies considerably from one end of our catchment area to the other and sometimes we have to make the very difficult decision to send students home early, in the interests of Health & Safety, or even not to open at all.

If this happens we send **Parents/Carers a SMS text message and email**; we also publish this information on the **school website**. We urge Parents/Carers to go through their family emergency plans with their child well in advance of the first snowfall, so that every child knows they can either get into their own home or that they are to go to a neighbour's/friend's house in the event that we have to close the school.

We respectfully ask that Parents/Carers do not block the school switchboard during an emergency closure, as we need the telephone lines kept free to communicate with transport and emergency services. If your family emergency plan is in place, your child will know what to do and how to keep safe and that will be an enormous relief to you. Please act now and make your family emergency plan; don't leave arrangements to the last minute!



SCHOOL AIMS

The Wensleydale School & Sixth Form staff, in partnership with Parents/Carers aim to:

- Provide students of all ages and abilities with a secure, well-ordered environment in which to foster their academic, physical, social and spiritual development
- Promote the development of their abilities, through a broad, balanced and relevant curriculum
- Create a caring community in which each child is valued as an individual and becomes prepared to make a positive contribution to adult life
- Ensure all students are offered equal opportunities to develop their potential throughout the school
- Develop initiative, responsibility and sensitivity to the needs of others and the ability to achieve sound personal relationships

To achieve these targets for students, the Head teacher and Governing Body of the school identify the welfare and development of all members of the school as a priority

We will provide your child with a high quality education and facilities that are up-to-date, safe and secure. We will treat them with courtesy and respect at all times.

We expect that whenever your child is in the school, they behave sensibly and appropriately, do and always show courtesy and consideration to other members of our community. Remember no one has the right to interrupt the learning of others. Please note that at this school, we also have a zero tolerance approach to swearing.

In our classrooms we want your child to:

- Arrive at lessons and registration on time
- Bring all necessary equipment in suitable bags
- Listen to the person who should be talking
- Always follow the teacher's instructions
- Respect all property and do not use graffiti
- Look after exercise books - be proud of your work
- Take care of all books lent to you by the school and return them in good condition
- Work sensibly and do not disturb classmates
- Adhere to classroom rules
- Try to see other people's point of view
- Know that only drinking water is allowed



SCHOOL RULES AND EXPECTATIONS

During the day we want your son/daughter to:

- Move around the school in a quiet and orderly way
- Keep to the one-way system in corridors and on stairs
- Show consideration for others in crowded areas
- Hold doors open and let others pass through
- Stay in the correct area at breaks and lunchtime
- Only eat food in the designated areas
- Put litter in the bins
- Leave sweets and fizzy drinks at home
- Know that chewing gum is not allowed
- Watch their language, remembering we have a zero tolerance approach to swearing
- Stay away from the staff car park



We Believe:

We believe that the purpose of our school is to help all of our students achieve their potential. The school is a gateway to the world, preparing our young people to be highly successful citizens. All those of us who work in the school are committed to making this happen. We are part of a team, that supports this process for each and every student. We are ambitious and have the highest expectations of and for everyone who makes up the school community. We want our students to have outstanding exam results and excellent communication and inter-personal skills. Not just one, but all three. If we achieve this, students have choice. And choice is liberating. Our understanding of how this can be achieved is simple and the following principles guide our work:

- We believe that all aspects of teaching and learning need to be outstanding
- We believe that strong, positive relationships founded on mutual respect between all stakeholders are essential. We need to get along!
- We believe that students need to be enthused and engaged by an interesting and stimulating curriculum that prepares them for the future
- We believe that all assessments need to be accurate and informative. We need to know what to improve and how to improve

All members of the school community, staff, students, parents and visitors alike are expected to adhere to key behaviours. These not only reflect traditional British values but are universally important in forming and maintaining successful societies and organisations worldwide:

3 key behaviours shape everything we do in school, you will see them on staff lanyards, on student water bottles and in every classroom.

**We are:
Positive Hardworking & Respectful**

HOME TO SCHOOL TRANSPORT

This is provided free for those students who live more than three miles from the school within the normal catchment area, as defined by the Local Authority.

Bus passes are issued from North Yorkshire County Council for all school transport services other than the Catterick bus service. This service is provided by the school and is solely for students' use. The school issues bus passes for this service, and is subject to a nominal £1 per day charge in 2020-21. We will review this policy in 2021. If you need to talk to us about the charge for this service, please do get in touch as we do have some ways to support families.

All students travelling in school transport must carry their bus pass on them at all times as NYCC inspectors regularly check the services. A student may be refused travel if they are unable to produce their bus pass and/or may incur additional travel charges. Timetables and bus passes are issued from North Yorkshire County Council during the summer holidays. It is strongly recommended that students take a photo of their bus pass and save this as their screensaver on their mobile phones. Students tend not to lose mobile phones, so this will help to ensure that they always have their bus pass on them and are not refused travel.

Students are expected to get to the bus stop promptly and to wait up to 15 minutes past the scheduled pick up time, in case the bus is late. If the bus fails to arrive, students are expected to contact Parents/Carers and make arrangements to return home. It is then the responsibility of Parents/Carers to get their child to school via an alternative mode of transport.

If a student misses their bus home at the end of the school day they must report to Reception. Parents /Carers will be contacted and asked to make arrangements to collect their child from school.

The school appoints Prefects on each bus service. Prefects have authority to reprimand any student whose behaviour is compromising the safety of the driver and/or passengers, causing discomfort and inconvenience to others. All students travelling on home/school transport are expected to adhere to the County Council's Code of Conduct. Failure to do so may result in a bus ban being issued.



CHILD PROTECTION

The Designated Safeguarding Lead for Child Protection is Mrs S Brosnan (Senior Teacher Access & Inclusion) and the person who deputises in her absence is Mrs Polley, Head teacher. If you ever have a concern regarding one of our students, you should contact Mrs Brosnan or Mrs Polley immediately at school.

The School is committed to safeguarding and promoting the welfare of all of its students. Each student's welfare is of paramount importance. Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare overrides all other considerations. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach, in order that we can support all of our students.

The Designated Safeguarding Lead, Mrs Brosnan, acts as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

As a school we will always refer suspected cases of physical abuse, emotional abuse, sexual abuse and neglect to North Yorkshire Children's Social Care. We will also refer if we believe that a child is at risk of being radicalised and drawn into terrorism as part of our PREVENT duty. In any referral we will usually seek the consent of Parents/Carers, unless we believe that by doing so it would place the child at further risk of harm.

FREQUENTLY ASKED QUESTIONS

Query - **I want to request time off school for my child.**

Solution - Send an email to the Attendance Officer at attendanceofficer@wensleydaleschool.net explaining the reasons for the request.

Query - **I want to take my child out of school for a holiday.**

Solution - Government guidelines do not permit any holidays in school term. time

Query - **My child is ill and will not be attending school.**

Solution - Call the Attendance Officer on 01969 621041 or email her at attendanceofficer@wensleydaleschool.net and explain the reason why your child will be absent

Query - **I am concerned that my child is being bullied.**

Solution - Contact your child's Form Tutor and explain your concerns to them. They may have to involve your child's Progress Leader or other staff if appropriate.

Query - **My child is feeling unwell but I have still sent them into school.**

Solution - Call or email the [Attendance Officer](#). You will be contacted if it is felt your child needs to be at home. Please ensure we have the correct details to contact someone

FREQUENTLY ASKED QUESTIONS

Query - I've heard I can receive information on my mobile phone. How does that work?

Solution - The school uses SMS texts to notify you if your child is absent from school without reason, as well as other important information and key events. Please check your mobile number is correct in Go4Schools to ensure this information reaches you.

Query - Why does the school need to take a photo of my child for work purposes?

Solution - A photo is taken of students on admission for use in our internal management information system. Once a year, we arrange for an external photographer to take photos of students both individually and in form groups. Parents/Carers are invited to purchase these photos if they wish. At the start of each academic year, all Parents/Carers sign a form to authorise the school to use photos of their child for promotional purposes. Parents/Carers can inform us if they wish this permission to be revoked at any time during the year by emailing admin@wensleydaleschool.net.

Query - My child lost their PE kit and/or coat yesterday.

Solution - All items of personal property should be clearly marked with your child's name. Lost property is taken to the Attendance Officer's office in BI and disposed of after 7 days. For insurance purposes, we are not able to store lost property for longer. Please get your child in the habit of checking their equipment daily, so they quickly notice if they have lost something

Query - My child is worried he/she won't be able to go to the toilet when she needs to.

Solution - Toilets are available throughout the school site. Access is primarily at break or lunch times or between lessons, but in an emergency, students can ask the teacher's permission to be excused from the lesson

Query - My child will be on holiday on GCSE results day and they want me to collect their results.

Solution - Although Year 11 students are minors in the eyes of the law, GCSE results 'belong' to the student. If your child would like you to collect their results, they must provide the Exams Officer with a signed statement detailing their wishes. Please bring ID with you, as the Exams Officer may not know all parents and will need to verify your identity before releasing results

Query - I was not contacted in an emergency.

Solution - Please check Go4Schools to check we have the correct contact details for you and/or someone who we can contact in an emergency. It is your responsibility to keep your contact details up to date.

Query - My child has to take medication.

Solution - Call or email the [Attendance Officer](#) who will arrange for the appropriate paperwork to be sent home for you to complete and return.



HOME SCHOOL AGREEMENT

The Home School Agreement is signed by Parents/Carers, students and school representatives on admission to the school and every year thereafter. It outlines the expectations of the school, students and Parents/Carers and is an agreement that we will work together to ensure our children get the best possible experience.

Safe and secure use of the Internet is vital in school. We have created a wide ranging e-safety policy that aims to ensure students can make positive use of Internet connected devices for their education but minimises opportunities for cyberbullying and related issues. The policy provides guidance for use of the Internet, devices and the appropriate procedures should any concerns arise. Every student in the school is required to agree to our Acceptable Use Policy before they are granted access to the school network. This policy outlines the responsibilities and expectations of safe, sensible and secure use of IT for effective learning. We are extremely keen to encourage the use of IT across all subjects, but such activities are predicated by e-safety and security at all times. In 2019, we introduced a 'No See, No Hear' mobile phone policy, as social media exchanges between students (usually during out of school hours), were impacting on the classroom environment. Our aim is for school to be a 'safe place' where students do not need to concern themselves over the latest social media posts. Students switch their phones off before entering the school building and leave them off until they leave the site at 3.45 pm. This decision has had a massive positive impact on student well-being whilst in school and has also significantly increased positive conversation between students during social times. The policy is rigidly applied and phones confiscated if seen or heard during the school day.

The School will:

- Provide clear guidelines on expectations of students in terms of both work and behaviour. This will include a reward process to congratulate students who keep to the guidelines and the consequences should students choose not to
- Communicate with Parents/Carers to inform them of their child's progress
- Monitor attendance, punctuality and uniform and inform Parents/Carers of concerns as soon as possible
- Respect each child as an individual and work with them to ensure they reach their full potential
- Undertake all National Curriculum, Special Needs & Disabilities and other statutory requirements

Parents and Carers will:

- Ensure their child arrives on time, attends regularly and wears the full school uniform
- Inform the Attendance Officer immediately of any absence
- Attend Parents' Consultation Evenings and, if applicable, academic mentoring sessions to support academic progress
- Encourage their child to respect all members of the school community and maintain a positive attitude towards their learning
- Support the school in implementing the rules in terms of both work and behaviour and any consequences which may be required as a result of breaching these rules
- Ensure their child completes any homework set and hands it in on time
- Ensures their child looks after any school books lent to them and returns them in good condition or provides a replacement copy

Students will:

- Work to their full potential at all times
- Follow the school expectations at all times observing all school rules
- Attend regularly, be punctual and wear full uniform
- Respect their environment and other members of the school community
- Bring the correct equipment for lessons
- Complete homework to a high standard and hand it in on time
- Take care of any school books lent to you and return them in good condition or provide a replacement copy

ATTENDANCE

Full attendance maximises learning opportunities and research suggests that just 17 days absence in any one year is equivalent to a one grade drop in GCSE achievement. The school places great importance in excellent attendance and punctuality, as this contributes to your child's success at the school.

Our school attendance target of 96.5% is the minimum attendance rate we expect of all students. To achieve this attendance level, a student should have no more than 8 days absence in an entire academic year. If a student's attendance falls to 90% this is the equivalent of missing half a day every single week; 85% is equivalent to a student missing around 6 weeks in an academic year.

HOW PARENTS CAN HELP

We would appreciate the full support of Parents/Carers in ensuring that their child attends school wherever possible. This means only keeping your child off school when it is unavoidable. This helps them develop good habits for the world of work. For example:

- **Illness** - only keep your child at home for genuine illnesses, not minor ailments (you will know!). If you're not sure, send them to school with a note and school can contact you if there's a problem
- **Medical/dental appointments** - make routine appointments out of school time. If this is not possible, please notify us in advance and ensure that your child attends school both before and after the appointment as appropriate

For all attendance matters, please contact the Attendance Officer, Mrs J Cooper, on 01969 621041 or email attendanceofficer@wensleydaleschool.net

HOW DOES THE SCHOOL HELP?

We monitor students' attendance and punctuality very closely and will follow up any unexplained absences with Parents/Carers. Where a student's attendance record causes concern, we will contact you to discuss ways in which the school can support you and your child. Attendance certificates are awarded to all students who show excellent attendance throughout the year. We follow the NYCC Fast Track Attendance Procedures to ensure that students access education for a full 190 days wherever possible.

REPORTING AN ABSENCE

If your child is too ill to attend the school, you should contact the Attendance Officer (see red text above) as soon as possible on the day of absence by telephone 01969 621041 or by [email](mailto:attendanceofficer@wensleydaleschool.net). We ask that you contact us each day your child is absent, unless you have already given us an indication of how long the absence will last. Please ensure you use the Attendance Officer email address only, as the admin email address is only checked periodically throughout the day.

SAFEGUARDING

We take our safeguarding responsibilities very seriously. If the school has not received notification of absence, an automated call is made daily to Parents/Carers, if a student is absent from registration. Calls are made on a daily basis, even when your child has been absent due to illness on previous days. We cannot assume that your child is still ill, unless you have notified us. We would not wish to put your child at risk by failing to contact you.

OUR MASTERY CURRICULUM

All subjects from Year 7 to Year 13 will follow the principles of a 'mastery' curriculum.

Underpinning our 'mastery' curriculum is a clear understanding of what constitutes progress. The expectation is that all learners fully understand the key facts and concepts before moving on to new material. Time is built into the curriculum to help students reflect on, consolidate and develop what they have learnt. Where students are struggling to make strong progress, the teacher will intervene to ensure they are quickly back on track.

In Year 7, each student is set a GCSE target for each subject of the curriculum. GCSE grades are based on numbers 9-1, with a Grade 4 being broadly equivalent to the old Grade C. Each student will then have a 'flight-path' - a term-by-term breakdown of where we expect them to be as they move through Year 7 to Year 11. Parents/Carers will have live access to all assessment data conducted across the curriculum so that they can see how their child is progressing towards their targets whenever they wish.

Key Stage 3

In Year 7, Year 8 and Year 9, all students study a set curriculum covering a broad range of subjects. The subjects studied are: Mathematics, English, Science, Geography, History, Physical Education, Computing French, Design Technology, Food and Textiles Technology, Art and Drama. Students also study PSHEe (Personal, Social, Health and Economic education) which includes the statutory elements of sex and relationships education and citizenship. There is also an option to join our in-school Combined Cadet Force (CCF).

At The Wensleydale School & Sixth Form, we are fortunate to have specialist teachers in all subjects, including in Life and Society which is a combination of RE, sex education and PSHE

As students move from Year 7 to Year 9, they will spend more time in classes, set on ability in each subject. In Year 7, we only set students on ability in Mathematics, with all other subjects taught in mixed ability classes. This allows us the opportunity to really get to know our students in all our subjects before they are streamed. In Year 8, students are placed in broad sets in Science and English. In Year 9, we set in French in addition to Mathematics, English and Science.

Students' performance is regularly monitored in all subjects so we will move students between sets if the assessment data supports this.

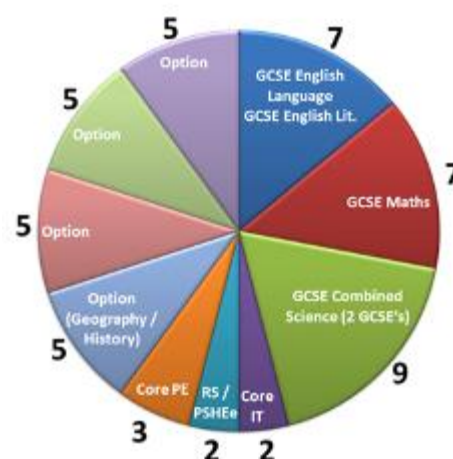
Key Stage 4

Our Key Stage 4 curriculum includes a range of compulsory subjects which make up approximately two-thirds of the curriculum time.

In addition, students then have 4 subject choices which they will pick from a range of about 16 GCSE and BTEC subjects.

The compulsory element of the curriculum gives students the confidence to select subjects they enjoy for their options without 'closing any doors' for their Post 16 option choices.

The Key Stage 4 Curriculum - Hours per fortnight



HOMework

This is an essential part of the curriculum developing students' ability to work independently and extending the work done in the classroom. Homework is published on Go4Schools. All parents and students have log in details. We will send out reminders if parents are unsure how to log on.

EXAMINATIONS

The school has a dedicated Exams Office. Students receive personalised exam timetables around Easter time and these are also copied to Parents/Carers by email.

It is the student's responsibility to report to their exam in accordance with their exam timetable. If a student fails to report to a scheduled exam without explanation, then it is school policy to charge Parents/Carers the exam entry fee for the exam in question (usually around £50 per paper).

If you feel your child needs any special considerations or support when taking their exams, please contact your child's Form Tutor.

LEARNING RESOURCE CENTRE

The Library is the key to all the information and resources available, linking to relevant websites in association with curriculum areas. Student librarians complete an accredited course and run the library under the direction and supervision of Mrs Lewis, Curriculum Leader for English. Student librarians offer a Reading Buddy scheme, Read for Pleasure club and other excellent facilities are available.



OUR SIXTH FORM



We are proud of our small friendly and successful BUSINESS & INNOVATION sixth form. For some students a very large institution is the right one for them, however a small intimate, more personal experience, suits other students.

At The Wensleydale School & Sixth Form, we believe that we have a very special sixth form, that helps students to develop and move on the next chapter of their lives.

We have a very long and successful record of helping students to progress to university, employment or setting up their own business. Whatever your dreams, with our support and your hard work, we can help make them real.

All our teachers are dedicated subject specialists, who will be there to support you every step of the way. We have excellent resources, including an iMac suite and dedicated Sixth Form study centre, which our students love.

Come along and have a look for yourselves.



Chris Ellis—Careers & Business Lead

BUSINESS AND INNOVATION



We have a significant number of local businesses that are involved in our mentoring and internship programme. These include Tennants of Leyburn, AD Calverts, The Saddle Room, Mark Johnson Racing, Purple Media, The Yorkshire Dales National Park and many more.

Our Business course provides you with the foundation to enable you to develop your own business idea or to have an impact in your choice of career.

You will be provided with the skills and knowledge to ensure you become a success in the business field.

The core units offer you the opportunity to explore business, to develop a marketing campaign, personal and business finance, to manage an event, international business and principles of management. Added to this you will investigate the recruitment and selection process and customer service. There are internal and external assessments and these provide you with the opportunity to demonstrate your business and enterprise skills.

The course will also support your access to university and the world of work as it provides business related life skills also.

Progression Routes – this qualification is on a par with A-Levels and has been built in close collaboration with employers and professional bodies ensuring that it has both recognition and value.

Students will leave with knowledge, theory and real world experience to separate them from the crowd.



Marketing technique– using a Mascot!

ANNUAL REPORTS



The system used at the school for monitoring students' progress is called Go4Schools. Find it at www.go4schools.com

The system provides online reports and assessments all year round that can be accessed at any time. There is a link on the school website for students and Parents/Carers to access.

Students use their school email address to access the system, parents use the email address supplied to the school. When you first logon click on the first time user link and you will be emailed your password to access the system. From there you can set your notifications and other settings.

How does it work:

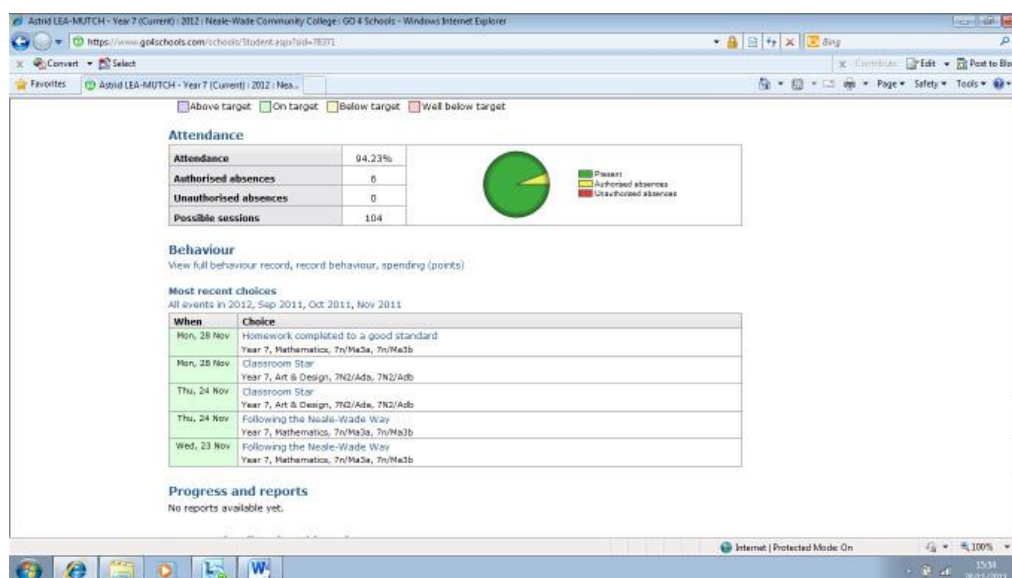
For each subject, students are given an end of year, or end of course target. The Minimum Expected target is what the top 25% of students might achieve nationally, the Aspirational target is the top 5% of students nationally.

Teachers record what students can and cannot do—which we call "I can" statements and then put in marks of any assessments that are undertaken. Go4Schools will colour code each student in each subject to show if they are on course to meet their target at the end of the year.

If students produce really good work in class or as homework, teachers reward this with positive points for effort and behaviour. Students can check how they are doing in all of their subjects and how many positive points they have gathered, by accessing any computer in school. At the end of each term, we hold Rewards Assemblies and award certificates. At the end of each academic year, a Rewards Trip is organised for the top performers in various categories.

The school also publishes students' annual reports online and Parents/Carers will be notified when they can access this information. Hard copies of reports are available upon request; please ask your child's Form Tutor to arrange this. We are, however, a paperless school, committed to saving paper costs and the environment, therefore we discourage printing wherever possible.

Parents/Carers can receive weekly emails advising them of how many positive or negative behaviour choices their child has made that week. If you are not currently receiving this service please contact Reception.



REWARDS

We insist upon high standards of behaviour from students at all times. A high premium is placed upon courtesy, self-restraint, respect for others, respect for property and consideration to all. We pride ourselves on the polite and co-operative behaviour of all our students and this achievement is the result of hard work by staff, Parents/Carers and the students themselves.

Most students in school work hard and try their best. We will recognise their efforts. Students will be given positive points by teachers and other staff to acknowledge their skills in leadership, organisation, resilience, initiative or communication. We will keep track of positive points and celebrate their success in a variety of different ways, including in assembly, by sending postcards of praise to Parents/Carers, by awarding certificates, through special trips and via Presentation Evening. Positive points are visible on Go4Schools.



C SYSTEM

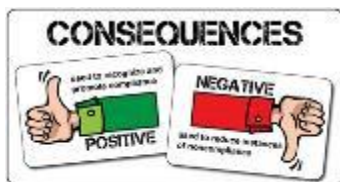
We have clear expectations of behaviour in the classroom and the school in general. These expectations are posted in every classroom and students are reminded of them if they fail to meet expectations. Being able to learn whilst in school is of utmost importance and as a school, we protect the students' right to learn.

Low level disruption in lessons is minimised using a 'Consequence System' or 'C' system. Students who misbehave will receive an appropriate sanction.

Initially, a student is given a verbal warning, called a C1 and the reason for the warning is clearly explained to the student. If behaviour does not improve, a formal written warning will be issued, called a C2. This is recorded on Go4Schools and can be viewed by Parents/Carers. If a student accrues more than one C2 in a short period of time, their Form Tutor or Progress Leader may decide on an additional sanction. The actions will be appropriate and proportionate and will help the student to behave appropriately in lessons, so that they and other students can learn.

Should the behaviour in class continue to be disruptive, then the student will be removed and taken to sit with another teacher, or in an isolated room. This is called a C3. The teacher issuing the C3 will meet with the student and a restorative conversation will take place to discuss how/why they were removed from the lesson and what they need to do to prevent this happening again.

If a student is removed from lessons frequently, then additional actions will take place to address their behaviour. Students being safe and able to learn in class, is our absolute priority. In extreme cases of misbehaviour, the Head teacher, with the knowledge of the Governors, will exclude a student from the school, either for a fixed term period or in exceptional circumstances, permanently.



UNIFORM

THE WENSLEYDALES SCHOOL & SIXTH FORM UNIFORM EXPECTATIONS

Every student in Years 7 to 11 is required to wear school uniform. High standards of appearance and dress are considered to be very important. Students are permitted to wear one small pair of stud earrings in their ears, however these must be removed for PE lessons. Students in Years 7-9 are permitted to wear cover-up makeup only, whilst students in Years 10-13 are permitted to wear discreet make up. The school will determine the amount and type of make-up that qualifies as discreet. Extreme hairstyles and hair colours are unacceptable.

Uniform Direct are our school uniform suppliers. Uniform has to be purchased either online through Uniform Direct's website: www.uniform-direct.com/acatalog/The-Wensleydale-School-and-Sixth-Form.html or by placing a telephone order over the telephone by calling 01522 510016. Usually orders are dispatched within 24-48 hours.

The school uniform consists of the following items:

- Plain blue v-necked jumper with school logo
- Blue striped blouse or shirt from Uniform Direct—No tie
- Black school trousers - jeans, jeans-styled trousers, canvas trousers, trousers with rivets, tracksuit bottoms, corduroy trousers, leggings or jeggings are not permitted. Please see the photographs on the school website for more guidance on permissible styles of trouser.
- Black skirts - skirts should be knee length, straight or pleated and not of a stretch material.
- Plain black shoes - shoes should be sturdy, polishable, plain, flat black shoes in leather or similar material. Trainers or canvas shoes are not permissible. Lace up shoes should have black laces only.
- Although there is no formal dress code for students at Post 16, they are expected to dress in a way that would be appropriate in a professional working environment. Further guidelines are issued by the Post 16 Progress Leader, before students start their courses of study.

Uniform Direct Items and Prices

Navy embroidered V necked Jumper: From £15.00

Black trousers from £14.00

Black skirt from £11.00 various styles on UD Pleated, straight and lined.

Uniform Direct Items and Prices

Reversible fleece/waterproof top for PE (outdoor) £14.99

Airflow navy/sky reversible rugby top (outdoor PE): 30" to 44" - £14.99

Airflow navy/sky embroidered PE top (indoor PE): 30" to 32" £6.99

34" to 44" £8.99

Navy breathable sports shorts:

Junior £3.99

Senior £4.99

Plain sky football socks: All sizes £4.00

Optional extras:

Navy Skirts: £9.99

Navy Track pants :£14.00

Navy Pro leggings : £15.00



UNIFORM STANDARDS

- The wearing of jewellery is **NOT** permitted except for one pair of studs where ears are pierced. Other visible facial or body studs are not permitted
- Only clear nail varnish is permitted
- Hair should be of natural colour and cut in a neat style. Extremes of hair fashion (for example hair-cuts shorter than a grade 2 and tram lines or other designs shaved into the hair) are not permitted
- Hair spray should **NOT** be used, as this can be dangerous in laboratories and workshops
- Outdoor coats must be plain with a minimum of logos, transfers or other decorations

Please note: Students will be expected to bring the appropriate uniform to all lessons irrespective of whether they are taking part practically. If students are not able to join in with the activities, they will be given other tasks to assist in the lesson. This is in order to fulfil national curriculum requirements on officiating, coaching and choreographing.

It is compulsory that students wear protective equipment during PE lessons, such as shin pads and gum shields. At the start of every academic year PE staff remind Parents/Carers and students of the safety requirements; please contact your child's PE teacher, if you have any queries or experience any difficulties.

Personal Possessions:

The school reserves the right to confiscate inappropriate items, including mobile phones and transmitting equipment and will return these to Parents/Carers as appropriate.

High value items and large amounts of cash must not be brought into school under any circumstances. Such items are not needed in school and the school will not accept any liability, financial or otherwise, for the loss or theft of such items.

The school recognises that many students need to carry a mobile phone for safety reasons. Mobile phones brought into school for this purpose do not need to be expensive and should be one of the many relatively inexpensive standard models that are now readily available. The school has a 'No See, No Hear' mobile phone policy. Mobile phones must be stored securely out of sight, switched off and not used whilst on the school site. If your child needs to contact you, they should go to the Attendance Officer or their Progress Leader who will arrange this. Should you need to contact your child in an **emergency**, please call Reception. Admin staff will arrange to pass your message on. As we only have two admin staff, we can only offer this service in emergency situations.

Students must not leave unattended any items of value that are actually needed whilst in school, for example small amounts of cash, watches and standard mobile phones. Students must either hand in all such items to their teacher for safe keeping (for example at the start of PE lesson). The school will not accept liability, financial or otherwise, for the loss or theft of any such items left unattended.

Mobile Phones:

We follow a No See, No Hear policy. Mobile phones are allowed to and from school, but must be switched off and in bags as soon as students, staff or visitors enter the school building.

If phones are 'seen' or 'heard' they are confiscated and placed in the Headteacher's safe. Parents/Carers will have to collect the phones, when convenient for them to do so.

Polite notice to students, staff,
parents and visitors



Please do not use a mobile phone in our school.
Thank you

STUDENT SUPPORT

Student support plays an important part in the day to day running of our school. Our aim is to provide optimum support for students and to resolve issues quickly and effectively. We work closely with other members of staff and many outside professional bodies to create an effective network of people who are able to offer information, advice and support to students and their families. The school offers confidential support around the delicate subject of Child Protection issues. As the Designated Safeguarding Lead, Mrs Brosnan (Lead Teacher Access & Inclusion), is on hand to protect and deal with all information in complete confidence.

Our in-house support team provides mentoring for referred students, together with support programmes that can run for a number of weeks. If required, behaviour is monitored via the use of reports and spot checking in lessons. A team of trained Peer Mentors are on hand to provide support for other students. This is a highly effective way for students to support each other. Students are then supported whilst integrating back into mainstream education.

Our aim is to prevent exclusions by offering early intervention. We believe it is vital to identify students most at risk; identifying their needs and working in close partnership with Parents/Carers, staff and other outside agencies, breaking down barriers and building strong links, thus ensuring we can provide a valuable service.

PASTORAL CARE & WELL-BEING

All students well-being is important to us. Every child is assigned a Form Tutor, who they will see every day during registration. The Form Tutor will help with students with organising themselves for the following school day, deal with any student issues and make contact with Parents/Carers if concerns arise. They will discuss how the student is getting on in their learning and help them to make the best progress that they can. Form Tutors will support students throughout the year and should be your first port of call if any concerns arise regarding your child's education. Each year group is assigned a Progress Leader who is responsible for the academic progress and well being of all students in their allocated year groups. They will monitor attendance, academic progress, behaviour and rewards for all of their students and intervene quickly where necessary

[Details of Form Tutors and Progress Leaders](#) can be found on page 13

PTA-Please Join us

We hope to establish a Parents' Teacher Association which is a group of Parents/Carers who will join together to fundraise for specific school projects that cannot be funded from allocated budgets. If you are interested in this group, please let us know on: headteacher@wensleydaleschool.net



THE BRIDGE

The Special Educational Needs & Disabilities (SEND) team liaise with partner primary schools, so that most SEND students have been identified before admission. We also carry out reading, spelling and numeracy assessments shortly after admission, to provide some baseline data and to identify any students who may have difficulty in accessing the curriculum.

The SEND team liaise with teaching staff to ensure that the teachers are able to meet the students' learning needs in the classroom. This can include the use of Teaching Assistants, differentiated resources, specialist equipment and learning workshops. 'My Plans' are drawn up to help the student explain how they can be helped with their learning and recognises the view of the student in the support process. We are committed to ensuring that every child can make good progress, regardless of their starting point.

Classroom support is provided by a team of Teaching Assistants and is structured to enable students to access the curriculum. Priority for support has to be given to students with Educational Health Care Plans (EHCPs) but other students also benefit. We strive to implement the principles of the SEND Code of Practice and aim to establish good working relationships with Parents /Carers.

Plans are reviewed regularly and Parents /Carers, along with students, are invited to be part of the review process.

The SEND team has a multi-agency approach to supporting young people. We work closely with professionals in the Health Service, the Prevent Team, student welfare organisations, our designated Educational Psychologist and other professionals. We intend to provide every opportunity for our young people to make a successful transition into adult life.



HEALTH & WELFARE

Feeling Unwell:

If your child feels unwell, he/she should ask his/her teacher for permission to report to the Attendance Officer, in room B1. If your child is too unwell to remain in school, you will be contacted and asked to make arrangements to have your child collected. We do not have provision to keep unwell children in school and request that you collect your unwell child promptly.

Medicine:

In the event that your child is asthmatic or requires medication to be administered in school, please contact the Attendance Officer by email at attendanceofficer@wensleydaleschool.net and she will send you the relevant paperwork for completion.

Medical Information:

If your child has any relevant medical information, please ensure you notify school so that this can be added to our management information system. It is essential that the school is kept informed of any serious or recurring medical conditions and the implications of how this could impact on your child's education. All information of this nature is treated confidentially.

Vaccinations:

Full information on the HPV cervical cancer vaccination programme will be sent to Parents /Carers once dates are confirmed.

Students with Disabilities:

Our school aims to be fully inclusive. We hope to make all our students welcome and feel happy. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves.

If your child has a disability, he or she will be treated no less favourably than other applications for admission. We make reasonable adjustments to ensure that students with disabilities are not placed at a substantial disadvantage. Our aim is for an effective partnership, working between home and school.

We ask Parents /Carers to:

- Inform the school at the earliest opportunity if their child has a disability and the exact nature of it
- Provide information that the school needs, to plan effectively for the child to be a full member of the school community
- Acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Head teacher must consider is the effect of the proposed change on all members of the school community
- Recognise the importance of school and home working in partnership.

Child Protection:

The school has a responsibility to safeguard and protect the welfare of all students. All staff at the school have an obligation to report any signs of obvious or suspected cases of child abuse. This includes non-accidental injuries, physical neglect, emotional disturbance and/or sexual abuse. The procedures that are in place are for the protection of children at risk and there may be instances when a case is reported that later proves to be unfounded. The school recognises that this is a difficult and delicate subject that may be upsetting, but the school must always put the welfare of students first. The Designated Safeguarding Lead (DSL) for Child protection is Mrs S Brosnan (Lead Teacher Access & Inclusion).

HOW YOU CAN SUPPORT

Your support is essential in helping your child to realise their full potential. Please inform us of any issues which you feel may impact upon their learning or general well-being.

Tips for a positive start to the school day:

- The beginning of the day can be a rush. Your child will need to be organised so that they are ready to learn. Encourage your child to pack their school bag and lay out their uniform before going to bed each evening
- Try to make sure your child eats breakfast - this provides essential energy and will help him or her perform better at school
- Allow plenty of time for your child to get to school - build extra time into your morning routine so that if there are transport problems, he or she won't be late for registration
- Each evening check your email for communications from the school as this will help avoid early morning panic and items being forgotten
- Keep an eye on your child's dinner money account and make sure it is kept topped up

Tips to help your child organise their homework:

- Check your child's homework schedule on Go4Schools
- Look for opportunities to talk to your child about school work. Try to find topics you're both interested in, so it's more of a conversation than an interrogation. Ask your child if there's anything you can do to help with homework
- Your child may be unwilling to show you work, if they are not happy with it. They need sensitive encouragement. Too much criticism can make it difficult for them to show you work again
- Set aside a place for homework to be done, this can be as simple as the end of the kitchen table or as elaborate as a desk with a lamp in a special place (perhaps your child's room)
- Make sure the necessary equipment is available – pencils, eraser, paper, etc.
- Set aside a special time for homework each day, don't wait until your child is nearly ready for bed, it is likely they will be too tired
- Insist that the television is turned off, so that your child can concentrate, sometimes playing music at low volume helps to mask household sounds
- If there is a lot of homework, help your child structure the time, set a timer and encourage short breaks of a few minutes
- Don't give your child the answer in order to get a task finished. Instead, explain how to look up information or find a word in a dictionary
- Report any concerns to your child's Form Tutor and/or Progress Leader via email

General Advice:

- Encourage your child to attend school regularly. Make doctor/dentist appointments outside school hours or in school holidays. Insist your child aims for 100% attendance
- Contact your child's Form Tutor if you have any concerns
- Insist that your child is punctual and arrives at school by 8.45 am
- Remind them of our shared expectations from the Home School Agreement
- Check that they have their 8-a day equipment for the day (**2 black pens, 1 green pen, 1 pencil, ruler, glue stick, calculator and eraser**). If your child forgets anything, equipment can be dropped off at Reception
- Check your child's homework schedule on Go4Schools
- Insist they work hard, listen and follow instructions
- Support them by attending Parents' Consultation Evenings and other academic monitoring events

ACADEMIC MENTORING

Form Tutors will have academic mentoring conversations with students throughout the year. These conversations will take place in form time and focus on progress in all subjects and how students can improve. Following these sessions, Form Tutors will identify students who may need additional guidance and Parents/Carers will be asked to attend a special Invited Parents' Evening (see below) to discuss progress.

Parents' Consultation Evenings

Remember, Parents' Consultation Evenings are a two way process – while Parents/Carers want and need to know how their child is doing, this is also an opportunity for teachers to learn how your child acts at home; for instance their approach to homework, and to make suggestions to Parents/Carers on how they can help with their child's learning.

The school also runs 'Invited Parents' Evenings' for each year group at strategic times of the year. These 'invitation only' events are run by Senior Leaders and Progress Leaders. The main aim is to talk to Parents/Carers of students who are under-performing in a number of subjects and to investigate ways to get students 'back on track'.

Tips for Parents' Consultation Evenings:

- Read your child's report and relevant progress information before going to school
- If possible, look at some of your child's work beforehand
- If the teacher says anything you don't understand, don't be afraid to ask what they mean
- If you feel nervous about meeting teachers, remember they probably feel the same way about meeting you!
- Try to come away with some positive steps for you, your child and teachers to help your child succeed
- If there are any points of conflict, try to talk about them with teachers and find a solution that is in the best interests of your child

Tips for Form Tutor discussions:

- If you think a meeting might be difficult, take another adult (a family member or friend) for support who can bring a different perspective to the situation
- Make a few notes of the meeting if it will help you remember what was said and what was agreed
- Think about your child's strengths and whether they have shown any special talents
- Is your child finding anything difficult and if so try and find out how you can help them
- Ask if you can be shown examples of any difficulties your child is experiencing
- Don't be afraid to ask whether your child tries hard enough and whether they join in class discussions
- Ask the Form Tutor for suggestions on how you can help with your child's school work in general
- Find out if your child has made sufficient progress since his/her last report
- Think about whether your child is happy at school and if not, why not? Talk through any concerns
- Find out whether your child has made friends
- Ask if your child's behaviour is giving any cause for concern



POLICIES

The school must have appropriate policies in place to ensure students receive a full and varied education in a safe and secure environment. The policies are reviewed on a regular basis and will appear on the school website following ratification by the Governing Body.

The relevant policies are:

- Anti-Bullying Policy
- Assessment, Recording and Reporting Policy
- Attendance Policy
- Acceptable Use Policy (including eSafety)
- Behaviour for Learning Policy
- Careers Information, Advice & Guidance Policy
- Charging and Remissions Policy
- Child Protection & Safeguarding Policy
- Classroom Teaching Policy
- Curriculum Statement & Policy
- Drug Education Policy
- Equality & Diversity Statement
- Examinations Policy
- Health & Safety Policy
- Homework Policy
- Inclusion Policy
- Lettings Policy
- Sex Education Policy
- Special Educational Needs & Disabilities Policy

If you would like more information on any of our school policies and procedures, please contact the School Business Leader, Mrs N Geater, for further details (see [page 4](#) for contact details)



GLOSSARY OF TERMS

School terminology may sometimes seem a bit confusing and difficult to follow, so we have put together this jargon busting guide to make sure everyone is clear about what we mean:

Academy Trust: Is an independent, state-funded school, which receives their funding directly from central government, rather than a local authority

Achievement: The progress and success of a student in their learning, development or training

Assessment: Ways of judging how well students are progressing

Attainment: The standard of the student's work shown by test and examination results and in lessons.

Attainment 8: The average grade Year 11 students achieve

British Values: All schools have a duty to promote the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs

BTEC: Business & Technology Education Council. This is a vocational course in which the majority of the assessment is conducted throughout the course rather than in a final examination. The key emphasis of a BTEC course is learning about how the subject is applied in a work-based context

CA: Controlled Assessment

CAF: Common Assessment Framework

Catchment Area: A defined geographical area from which a School takes its students

CLD : Complex Learning Difficulties (includes Autism and Asperger's Syndrome)

Code of Practice: A guide to Schools and local authorities about the help they can give children with special educational needs and disabilities

Core Curriculum: English, Mathematics and Science – subjects which must be studied by all students

Credits: Points which are awarded for students who achieve something or do something good in school

Curriculum: All the courses and learning opportunities a School offers, or a course of study being followed by a child

DfE: Department for Education – the government department responsible for education and adult skills

Differentiation: The way in which the School's curriculum and teaching methods are adapted to meet the needs of children

DSL: Designated Safeguarding Lead for child protection and safeguarding

EBD: Emotional and Behavioural Difficulties

EHC Plan: An Education, Health and Care Plan is a document that sets out a child's specific educational needs and all the extra help (provision) he/she should receive

Equal Opportunities: The chance for everyone to participate in School life/curriculum

Evaluation: How well did it work?

Exclusion: A serious sanction usually for a fixed period of time, but occasionally permanently, when a student is not allowed to attend mainstream due to a serious issue that has taken place in which they have been involved

GCSE: General Certificate of Secondary Education.

Horizontal Tutoring: Students allocated to tutor groups where the tutor group comprises of students in the same year group

IEP: Individual Education Plan – drawn up by a School's SENDCo (Special Educational Needs & Disabilities Coordinator). It sets targets for a child to achieve and a date for a review of progress

ICT: Information and Communication Technology – refers to the whole area of computers

Inclusion: A process by which Schools, local authorities and others develop their cultures, policies and practices to include students.

INSET Days: In-Service Education and Training. INSET days are set aside to allow teachers to update their skills and knowledge in order to raise student achievement

Key Stage Your child's progress through School is measured in Key Stages. Key Stage 1 covers students from 5 to 7 years, Key Stage 2 from 7 to 11 years, Key Stage 3 from 11 to 14 years, Key Stage 4 from 14 to 16 years and Key Stage 5 from 16-18 years

GLOSSARY OF TERMS

LA: Local Authority – a body responsible for providing education for students of school age in its area. It also has responsibility for early years, the youth service and adult education

Learning Difficulty: If a child has a learning difficulty s/he may find it harder to learn than most children of the same age

Level 2 qualification: A qualification that is worth a minimum of a Grade C (or Grade 4 on the new GCSE framework)

Level 3 qualification: A qualification equivalent to an A level

TAs: Teaching Assistants – a non-teaching member of classroom staff who helps to meet the educational needs of children

Mainstream School: Any School that is not a special School or an independent School

Managed Move: When the school and Parents/Carers agree that an alternative school may be a better option for a student, normally when facing possible exclusion and all other alternatives have been exhausted

MLD: Moderate Learning Difficulties.

Myplan: A document drawn up from the student's perspective that explains how the student feels in certain situations and what helps them to engage in their learning and school life

National Curriculum: The basic framework setting out what children aged 5 to 16 years of age in state Schools should learn.

National Levels: Schools must be able to say if students are making expected national levels of progress in a subject or range of subjects

New GCSE grades: GCSE grades are based on a numerical system with grade 9 being the highest and grade 1, the lowest. Grade 5 is considered by the DfE as a 'good' pass

OFSTED: Office For Standards in Education – the body which inspects state funded Schools. OFSTED inspectors produce education reports to help improve Schools

Participation: Do all students join in? Can they?

Progress: Continuous proven improvement

Progress 8 (P8): the new measure on which the school is held to account

Progression: Do students move forward with their learning?

PSHEe: Personal, Social, Health & Economic Education

PSP: Pastoral Support Plan.

Performance Tables: Available towards the end of the year to help parents whose children are moving to secondary school choose where they want them to go

Progress 8: A measure of the value added by a secondary school from the start of Year 7 to the end of Year 11. This is the key measure by which schools are judged. A score of 0.0 for a particular student means that they have progressed at a rate equal to the mean progress made nationally. A score of +1.0 for a particular student means that they have made an average of 1 whole GCSE grade better progress in all their subjects when compared to the national average

SEND: Special Educational Needs & Disabilities – learning difficulties, disabilities, talents or other needs, for which a child requires special help. One in five children may have some sort of learning difficulty during their school life

SENDCo: Special Educational Needs & Disabilities Coordinator – the teacher in a School who is responsible for arranging the extra help for children with special educational needs & disabilities. Our SENDCo is Mrs Brosnan

SMSC: We have a duty to develop students' Spiritual, Moral, Social and Cultural needs

Sp.L.D: A child has a Specific Learning Difficulty if s/he has a problem with one or more areas of the curriculum, usually reading, writing, spelling and/or number work

Targets: The individual goals set for a child. Targets are a way of checking a child's progress

Teacher Assessments: The teacher assesses the level of student performance at Key Stage 3 or grade at Key Stage 4 and reports this back to Parents/Carers

UniFrog: Online platform to search Post 18 options. Every student has an account

Vertical Tutoring: Students allocated to tutor groups where the tutor group comprises of students from different year groups

Work Experience: A system which allows students approaching the end of Key Stage 4 to experience the world of work in an area of potential career interest to them



**THE WENSLEYDALE SCHOOL
& SIXTH FORM
LEYBURN**

**PARENT
HANDBOOK**

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'A Strong Community, with Big Ambition'