



Parent Handbook 2022-2023

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1. Welcome to the school

I am delighted to welcome you to the new 2022-23 Parent Handbook, which has all the essential information, including term dates, uniform requirements and many other useful contacts in school.

In May 2022, we successfully secured another Good rating from Ofsted who praised ‘...pupils’ ‘pride’ about their ‘tight-knit community’ and the ‘inclusive nature of the school...’ We continue to develop and build on the strong foundations to ensure your child has the best possible school experience both academically and pastorally.

Our students are at the centre of everything we do and I am very proud of our school ethos and community. Please do not hesitate to contact me if you have any concerns or questions:

Julia.polley@Wensleydaleschool.net

Julia Polley
Headteacher

2. Contact details

Telephone Hours: 8 am to 4.00 pm during term-time.
(messages can be left outside of hours)

School address: The Wensleydale School and Sixth Form,
Richmond Road,
Leyburn,
North Yorkshire
DL8 4DA

Telephone: **01969 622244**

Email address: admin@wensleydaleschool.net

Report a Child Absent: Call **01969 621041**
Or email attendanceofficer@wensleydaleschool.net

Website: <http://www.wensleydaleschool.net>
or www.wensleydale.n-yorks.sch.uk

Social Media:



@TheWensleydaleSchool6thForm



@TWSchool

3. Our visions and values

Our Vision:

“A strong community with big ambition”

Our Values:

- Positive: Together we relish challenges in our pursuit of academic achievement and personal development
- Respectful: Together we are kind and accepting of each other, working in a nurturing environment
- Hardworking: Together we take every opportunity to maximize learning and focus on the outcome
- Successful: Together we hold each other to account to achieve more than we did yesterday

4. Staff list

Headteacher:	Julia Polley - julia.polley@wensleydaleschool.net
Assistant Headteacher: (Data, Community and Sixth Form)	Mark Ashcroft – mark.ashcroft@wensleydaleschool.net
Assistant Headteacher: (Teaching and Learning, Curriculum)	Charles Barnett – charles.barnett@wensleydaleschool.net
Inclusion and Behaviour Leader:	Richard Lundie – richard.lundie@wensleydaleschool.net
Educational Needs (SENDCo):	Alexandria Wallis – alexandria.wallis@wensleydaleschool.net
Progress Leaders:	
• Year 10,11:	Rachel Smith – rachel.smith@wensleydaleschool.net
• Year 7,8,9:	Josh Hadfield – joshua.hadfield@wensleydaleschool.net
Curriculum Leaders	
• English Faculty:	Nadia Lewis – nadia.lewis@wensleydaleschool.net
• Acting leader of Maths: <i>Maths Faculty:</i>	Ryan Rowan – ryan.rowan@wensleydaleschool.net Simon Ferrier – simon.ferrier@wensleydaleschool.net
• Science Faculty:	Joanna McGowan – joanna.mcgowan@wensleydaleschool.net
Careers Advice and Guidance:	Chris Ellis – christopher.ellis@wensleydaleschool.net
Attendance Officer:	Julie Cooper – attendanceofficer@wensleydaleschool.net
Admin Team:	Kerry Gilbey - admin@wensleydaleschool.net
Site Manager:	Shaun Martin – shaun.martin@wensleydaleschool.net

5. School Term Dates

Autumn term 2022

Staff training day:	Monday 5 th September 2022 – school closed to students
Term starts:	Tuesday 6 th September 2022
Term ends:	Friday 16 th December 2022
Staff training day:	Friday 21 st October – school closed to students
Half term:	Monday 24 th – Friday 28 th October 2022 inclusive.
Christmas holiday:	Monday 19 th December 2022 to Tuesday 3 rd January 2023 inclusive.

Spring term 2023

Staff training day:	Tuesday 3 rd January 2023 – school closed to students
Term starts:	Wednesday 4 th January 2023
Term ends:	Friday 31 st March 2023
Half term:	Monday 13 th – Friday 17 th February 2023 inclusive.
Easter holiday:	Monday 3 rd April to Friday 14 th April 2023 inclusive.

Summer term 2023

Term starts:	Monday 17 th April 2023
Term ends:	Friday 21 st July 2023
Bank Holiday:	Monday 1 st May 2023 – school closed to students
Half term:	Monday 29 th May 2023 to Friday 2 nd June 2023 inclusive.
Summer holiday:	Monday 25 th July to Tuesday 5 th September 2023 (provisional)

6. Who to contact ...

If you have questions about any of the topics in the table below or would like to speak to a member of staff email admin@wensleydaleschool.net, put the subject and the name of the relevant member of staff (from the list below) in the subject line. We try to respond to all emails within 24 hours, usually sooner.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher
Payments	School Admin Team
School trips	School Admin Team
Uniform/lost and found	Julie Cooper
Attendance and absence requests	Julie Cooper <i>If you need to report your child's absence or request term-time absence call: 01969 621041 or email attendanceofficer@wensleydaleschool.net</i>
Behaviour (including concerns, bullying etc)	Rachel Smith for years 10 & 11 Josh Hadfield for 7, 8 & 9 Mark Ashcroft for Post 16
School events/the school calendar	Mark Ashcroft
Special educational needs	Alexandria Wallis
Lessons (curriculum / enrichment)	Charles Barnett
Hiring the school premises	Kerry Gilbey
The Governing Body	Clerk to the Governors (clerk@wensleydaleschool.net)
Catering/Meals	Kerry Gilbey
Careers Advice and Guidance, Work Experience	Chris Ellis
Go4Schools / Student Reports	Mark Ashcroft
Safeguarding / Child Protection	Richard Lundie, Rachel Smith, Josh Hadfield, Alex Wallis
Examinations	Mark Ashcroft
Sixth Form / Post 16	Mark Ashcroft
If your family are struggling and you need support:	Children and Families Social Care North Yorkshire 01609 780 780 (this number is also available out of standard office hours.)
If your child is experiencing mental health difficulties:	CAMHs (Child and Adolescent Mental Health Services) 0300 013 2000 (Monday to Friday 9 am - 5 pm, excluding bank holidays)

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
	Crisis line- 24 hours a day 7 days a week 0800 0516 171
If you and your family are experiencing low moods, anxieties	Mind, Darlington 01325 283169 / 07572 888084 or contactus@darlingtonmind.com

7. Timing of the school day

Event	Times of the Day				
School opens	0850 – 0900				
Period 1	0900 – 1000				
Break / Tutor Time	Yr 7,8 & 9		Years 10,11 & 12		
	Break Time 1000 - 1015		Tutor Time 1000 - 1015		
Period 2	1015 - 1115				
Break / Tutor Time	Yr 7,8 & 9		Years 10,11 & 12		
	Tutor Time 1100 – 1115		Break Time 1100 - 1115		
Period 3	1115 – 1215				
Period 4	Time		Lunch		
	1215 – 1245		Year 8 & 10		
	1245 – 1315		Year 7		
	1315 – 1345		Years 9, 11 and 13		
Period 5	1345 - 1445				
Period 6	Mon	Tue	Wed	Thu	Fri
	1445–1545 Tutor Time Yr10 Mentoring Yr 11 Rewards Monday	1445–1545 Enrichment Yr11 Revision	1445–1545 Enrichment Yr11 Revision	1445–1545 Enrichment Yr11 Revision	1445–1545 Enrichment Yr11 Revision
End of the School Day	1545 (buses leave at approx 1555)				

8. School meals information

The school canteen system offers a wide choice of foods provided by catering service Dolce (www.dolce.co.uk).

Parents can only pay for school meals using the Parent Pay (www.parentpay.com) system and adding money to their child's dinner money account. Students may bring in their own packed lunch. High-energy drinks are not allowed in school.

Change4Life has some great ideas for packed lunches. <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Allergy information will be made available (e.g. if there's a no nuts policy). Light snacks will be available for purchase at break times.

Students eligible for Free School Meals will receive a daily allowance which will automatically be added to the student's account.

Free school meals

Your child might be eligible for free school meals if you access:

- Universal Credit, provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit, provided you are also not entitled to Working Tax Credit and have an annual household gross income that does not exceed £16,190 (as assessed by HMRC)
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit

Please note that contribution-based benefits, including contribution-related Jobseekers' Allowance, do not entitle you to claim free school meals.

How do I register for free school meals?

You only need to register once at the school.

To register, please visit the North Yorkshire County Council website at https://fisportal.northyorks.gov.uk/Synergy/fsm_prereq.aspx

More information

If you have any questions or specific concerns, please contact our reception team on 01969 622244 or email admin@wensleydaleschool.net

9. Uniform and Appearance

Clothing

> For years 7-11

Plain blue v-necked jumper with school badge, A striped blouse/shirt, black trousers (not jeans, tracksuit bottoms, leggings or jeggings), black skirts, plain black shoes (no trainers or canvas shoes)
See our [website](#) for pictures.

> For Post 16

Students should dress in smart casual attire.

> PE kit

Outdoor PE top, indoor PE top, PE shorts, football socks

> Students should wear a coat if the weather looks to be cold or wet. **Hoodies are not allowed to be worn in school.**

> We recommend marking clothes with your child's name in case they get lost.

> Uniforms can be purchased with our supplier Uniform Direct. There is a link on our website or you can call them on 01522 510016. Orders are normally dispatched in 24-48 hours.

<https://www.uniform-direct.com/acatalog/The-Wensleydale-School-and-Sixth-Form.html>

Makeup and Jewellery

> The only jewellery allowed to be worn is one pair of ear studs (where ears are pierced). Other visible facial or body studs are not permitted.

> In years 10 & 11 a discreet amount of make-up is allowed

> In years 7, 8 and 9 the discreet use of cover-up make-up is allowed.

10. Illness and absence

If your child is absent for any reason please call, or leave a message, with our attendance officer on 01969 621041. You can also email attendanceofficer@wensleydaleschool.net

If, after registers are taken, we have no reason given for a child's absence, the attendance officer will be in touch with you to find out why.

We know it is not always possible but please try to book medical/dental appointments out of school time.

In line with Department for Education guidelines, children should be in school during term time and unless the circumstances for absence are exceptional, we do not normally permit absence. However, if you feel an absence from school is necessary please get in touch with our attendance officer on 01969 621041 to discuss your situation. You will be asked to complete an absence request form.

11. Homework

Students are expected to complete homework. The homework timetable is available via our website. We encourage parents to help students manage their homework by ensuring that there is a suitable space to work at home and by taking an active interest in the work they are doing.

12. The Governing Body

The up-to-date list of Governors is available on the [school website](#). At the time of publication, the list of governors is as follows.

Chair of Governors: Rev. Stephen Hanscombe

Vice-Chair of Governors: Robert Spensley

Other Governors

Louise Fieldgate <i>(Local Authority)</i>	Julia Polley <i>(Headteacher)</i>	Dr Stephanie Swift <i>(Co-opted)</i>
Julie Cooper <i>(Staff)</i>	Colin Toogood <i>(Co-opted)</i>	Hazel Bright <i>(Parent)</i>
TBD <i>(Parent)</i>	Allan Waring <i>(Parent)</i>	

Clerk to the Governors: clerk@wensleydaleschool.net

13. Complaints

We positively view all complaints, as it helps the school improve its practices. However, sometimes problems do occur and the best person to talk to first, if you have a child in school, is usually your child's class/form or subject teacher. If you do not have a child in school please talk to the Headteacher.

Please contact the school office to make an appointment to talk to the Headteacher or write to the Headteacher explaining your complaint and what you would like to happen.

If the Headteacher cannot resolve the issue or, if the complaint is about the Headteacher, you should then write to the Chair of Governors. If your complaint is about a governor, or governors', please write to the Clerk of the Governing Board through the school.

Full details of our Complaints Procedure can be found in the [policies section](#) on the school's website.

14. Behaviour

We expect all students to be respectful, positive, hardworking and successful. Students should be at school and in lessons on time. They should walk calmly and quietly around the school with their uniform correctly worn.

When behaviour is not correct we use a consequence system.

1. A verbal C1 (consequence 1) is given when a student is not behaving correctly. The student will have it explained to them what they should be doing to have a chance to correct their behaviour.
2. A recorded C2 (consequence 2) is given when a student is *still* not behaving correctly. The student will have it explained what they should be doing to have a chance to correct their behaviour. The consequence is recorded in our Go4Schools system and you will receive an email with the details.
3. A final C3 (consequence 3) is given where a student continues to misbehave and they will be removed from the class so that the rest of the class can learn properly. Details are put onto Go4Schools and an email will be sent to you. The student will be taken to another classroom to work and then have a restorative meeting with the teacher who removed them to understand what they can do together to stop it from happening again.

In the rare event that the restorative conversations do not improve behaviour, the student may be taken out of their normal classes for the day and work separately from other students.

If students are late to lessons, they will lose part of their lunch break the following day. We will always ensure that students get an opportunity to eat their lunch and visit the toilets.

Exclusion from school may be used for persistent refusal to follow instructions or more extreme behaviour such as violence, emotional or physical abuse, bringing illegal substances into school etc.

15. Health and Welfare

Feeling Unwell

If a child feels unwell they tell a member of staff who will call for one of our trained first aid staff. If the child is too unwell to remain in school, you will be contacted and asked to make arrangements to have your child collected.

Medicine

If your child requires medication to be administered in school or has any relevant medical information we need to know of, please contact the Attendance Officer by email at attendanceofficer@wensleydaleschool.net - or call **01969 621041** and we will send you the relevant paperwork for completion.

Toilet Breaks

There are 5 periods during the day where students are allowed to use the toilets. This minimises disruption to their, and other students, learning in the classroom. Students with a medical pass, or for urgent personal needs, will always be allowed to use the toilet.

Vaccinations

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

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.

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 Headteacher must consider is the effect of the proposed change on all members of the school community

Child Protection

The school has a responsibility to safeguard and protect the welfare of all students. All staff at the school must 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 Mr Richard Lundie. Progress Leaders and the SENDCo are also DSL trained and work as part of the wider safeguarding community in school.

Further details of the full policies can be found on the school website.

16. Relationships and sex education (RSE)

Relations and sex education are all included in our lessons on Life and Society. Full details of what is included can be found on our [website](#).

17. Pupil premium

The pupil premium is awarded to schools to help to challenge the underperformance and disadvantaged learners in their school. In our current education system, only one-third of disadvantaged students leave school with what is described as a basic entitlement. We aim to use our pupil premium to ensure that our students are not one of these “typical ” students. Full details can be found on our [website](#).

18. Special educational needs (SEN)

We have an inclusive ethos and strive to increase the learning and participation of all students, ensuring access to an appropriate curriculum. SEND is seen as a whole school issue, hence the responsibility of everyone. Full details can be found on our [website](#).

19. Privacy notice

Details of our privacy notice can be found in the policies section of our [website](#).

20. Social media policy and internet acceptable use agreement

Details of our social media policy and internet acceptable use notice can be found in the policies section of our [website](#).

21. Mobile Phones

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 please contact the school office on 01969 622244 or admin@wensleydaleschool.net and we will get a message to them.

Should a student use their phone during the school day (unless with permission from the headteacher) the phone will be confiscated, locked in a safe and you will be contacted to arrange for you to come and collect it. In almost all cases, students will not be allowed to pick it up again at the end of the day.

22. Go4Schools – Online Data about your child

Go4Schools

Go4Schools (www.go4schools.com/parents) is your internet-based system for getting up-to-date information about your child. The system shows timetables, attendance data, current working grades, behaviour points and much more. When used for the first time, enter the email address you gave us when you registered your child with us (or an updated version you sent us previously) and click on first-time user. You will be sent an email with a password reset link. If you forget your password, just do the same but click on forgotten password. You can also download the Go4Schools app to your mobile phone. Students can also access their Go4Schools data and we will show them how to do that in school.

Target Data

We calculate targets for each year group by using an organisation called the [Fischer Family Trust](#). This trust collects data from schools all over England and generates target grades based on primary school SATs results, geographic areas, gender and much more. We use these target grades to set a GCSE year 11 target and then drop back a grade each year from year 11 down to Year 7 to give a target grade for each year. We use a similar system for Post 16. Our targets are based on the top 20% of grades in the country. Whilst we want every child to reach their target grade it should be viewed as an aspirational grade rather than an expected grade.

Target Grading System (highest to lowest grade)

A-Level Grades:	A*, A, B, C, D, E, U
Post 16 BTEC Grades:	Distinction*, Distinction, Merit, Pass, Wt (Working towards - <i>not passed yet</i>)
GCSE Style Grades:	9, 8, 7, 6, 5, 4, 3, 2, 1, Transition 6 (tr6), Transition 5 (tr5), Transition 4 (tr4), Transition 3 (tr3), Transition 2 (tr2), Transition 1 (tr1)
BTEC Grades:	Level 2 Distinction*, Level 2 Distinction, Level 2 Merit, Level 2 Pass, Level 1 Pass, Wt (Working towards - <i>not passed yet</i>)

“I Can” Statements

In each topic that your child studies, Go4Schools will have a set of “I can” statements that are ticked off by the teacher once they have shown evidence that they can do that statement. For example, in maths, there may be a statement such as “I can convert improper fractions to mixed fractions” under a topic of fractions in Year 7. When all the statements are ticked off by the teacher the topic will be considered as “**Mastered**”. 75% complete is “**Secure**”, 50% complete is “**Developing**” and 20% is “**Emerging**”. This will help you to see what your child can, and cannot, do under each topic. This is useful for identifying what your child still needs to learn.

Current Working at Grade

In addition to the “I can” statements, teachers will also set end-of-topic tests, end-of-term tests, and end-of-year tests. The grades for these will be used to create a ‘live’ current working at grade that will change through the year. These grades will be colour coded to show if your child is above or below target at different points of the year. The idea is that the data in Go4Schools is always up to date.

Reports

Because Go4Schools contains up-to-date information about progress, behaviour, attendance, subject mastery and much more, we are now much less reliant on writing end-of-term reports. You can see at a glance where your child is, concerning their work, and what work has not been accomplished yet. We will produce an official report twice a year and they will be available on [Go4Schools](#), to view or print off. If you are unable to view the information we can send it to you on request.

23. Transport to School

Bus passes are issued from North Yorkshire County Council Passenger Services for all school transport except for the Catterick and RAF Leeming Buses. We operate a private service for Catterick and RAF Leeming. Application forms for this service will be issued before the start of the year. This is a paid-for service. 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 you and arrange to return home. It is then your responsibility to get your child to school via an alternative mode of transport.

If a child misses their bus home at the end of the school day, they must report to Reception. Parents will be contacted and asked to arrange to collect their child from school.

If you have any concerns about home-to-school transport please telephone 01609 780780 or email Passenger Transport at ipt_compliance@northyorks.gov.uk. For information and advice about the Catterick and RAF Leeming Buses contact our admin team at admin@wensleydaleschool.net.

24. Parents', Open and Options Evenings

By the end of the first half term, every parent will have been contacted by your child's tutor to give you an update about how things are going. Then during the year, we have set evenings where you can discuss progress with the subject teachers.

We have been running our parents' evenings virtually. You will log on and book your appointments with the teaching staff. You can send questions in advance of the evening so the teacher can get the information you might need. On the evening, you log on to our system and the teacher will appear on your screen at the set appointment time. Should there be any technical problems; the teacher will get in touch separately. Details of how to log on to the system will be sent out to you via email in advance of the evenings. Guides and instructions are available on our [website](#).

Parents' evenings run on Thursdays from 3.45 pm to 6.15 pm but may be subject to change.

Year 7	Thursday 30 th March 2023	Year 10	Thursday 8 th December 2022
Year 8	Thursday 9 th March 2023	Year 11	Thursday 29 th September 2022
Year 9	Thursday 2 nd February 2023	Post 16	Week of 10 th October 2022

In Year 9 students will need to make their GCSE options choices. We will have an options evening on Thursday 27th January with the parents' evening shortly after to help parents and students make their choices.

Our school open evening is scheduled for Thursday, October 6th and is aimed at prospective students coming to Wensleydale School but is open to all parents.

25. Music Tuition

The Music Department offers a range of instrumental tuition to students, delivered by the North Yorkshire County Music Service. For further details please contact Mr Hadfield at joshua.hadfield@wensleydaleschool.net.

26. Emergency Travel & Evacuation

You must agree on an emergency plan with your 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 if the bus fails to arrive or the school has to close. If this happens we will send a text message and email to all parents concerned as well as messages on our website.

27. Parent Teachers Association

The PTA has not been running for a few years and we are very keen to get it up and running again. We have an extensive list of events, activities and services we want to provide as a school that we cannot provide through our normal government funding. We need your support to create a PTA that will run fundraising activities throughout the year to support these activities for your children. If you would like to take part, and we hope you will, please contact Mark Ashcroft at mark.ashcroft@wensleydaleschool.net.

28. Enrichment Opportunities

School is not just about academic education. We want our students to learn new skills, to be physically active and culturally aware. Your child will be able to sign up for a wide range of enrichment activities each term from knitting to sailing, from debating to mindfulness. There may occasionally be a small fee for some of the optional activities or students may require collection after school.

29. Payment for Trips or Other Events

The school runs on a cashless basis and we use ParentPay to collect any money for trips, events and school dinners. You will be issued a username and password when your child is admitted into the school. If you have any issues contact our reception staff.

30. Home School Agreement

You will have been asked to sign a home-school agreement when your child was admitted. The details of this agreement can be found on our website under [the policies section](#).

If there is anything else you need to know please do not hesitate to contact the school either by telephone on 01969 622244 or by email at admin@wensleydaleschool.net.

This handbook was last updated on 21 July 2022.