

West Hatch High School



"The best that I can be"

Guide to Entrance
2024-2025



Dear Parents/Carers,

A very warm welcome to West Hatch to you and your son/daughter. We recognise that when parents choose our school for their children they entrust us with something very precious, years that are very important, golden years that are irreplaceable. You may or may not be aware, but I will be leaving West Hatch in August to take up a new role as Deputy CEO in a Suffolk based Multi Academy Trust. I want to assure families that with or without me, the West Hatch family remains strong and the school's commitment to an excellent education for your children is unrelenting. The Governors are committed to ensuring the next Headteacher has a strong track record and a passion for developing students academically and personally and will build upon our work of the last 7 years.

Making the transition from Year 6 to 7 a successful one is very important to us, never more so than now with the turbulence to your child's education over the last few years. We value working closely with parents and understand that continuing an active dialogue between school and home will provide the best support for your child.

The transition evening is a way of us introducing ourselves and to help you to put some faces to names and explain to you and your child what students might expect in Year 7 and beyond. We hope that these talks answer many of your questions; there will be time at the end for you to speak to individual staff should you have any further concerns or queries about next year.

It is a big moment in every child's life, moving from junior to secondary school. We want to ensure that parents and children are clear about our school values and our expectations so that together we can make their transition as smooth as possible and maximise their chances of success.

Your son/daughter is joining a school with high expectations of work and behaviour. We expect our students to treat everyone in our community with respect and consideration. We understand that school is a time to make and learn from their mistakes but our core values are important to us and something we work hard to instil in all our students.

Over the last few years the school has increased in size, and as a result we have been blessed with outstanding facilities that your children will enjoy. We pride ourselves on being the West Hatch family and we will continue to ensure that your child receives the attention and nurturing as well as academic challenge we have been so proud of for so many years. With that in mind, should you have any concerns and wish to arrange for a meeting before you start the school in September please contact the main office.

Our aim is to unlock pupils' potential and ensure that when they leave West Hatch they are confident, mature, well-educated and caring young people and very well equipped for the next steps in their lives. We hope that over the coming years your son/daughter will take every opportunity afforded to them to expand their horizons and give them the building blocks to a successful future and help to contribute to West Hatch's success.

Yours sincerely
Daniel Leonard
Headteacher

The Transition Process

Induction Days are special days when new students really get a feel for what life will be like when they start school here in September!

Please be aware that parents are not permitted to drive into the school site at any time. Please park locally and walk into the school grounds for drop off and collection.

Lone Joiners Day Thursday 27th June 2024

For **all** our new pupils who are coming from a School on their own.

The Details

Arrival: **9.30am** – Check in outside and receive name badges with group number - all students congregate in D1

Departure: **2:30pm** – Parents not allowed to drive into school but collection on foot from roundabout

What to Wear: Primary School Uniform - and bring trainers in a bag

What to bring: Bring a pen and pencil

Lunch: The Canteen will offer a **Meal Deal (£2.90) which will include a main meal, Cake & Water** Please ensure that your son/daughters Parent Pay account is in credit before the day. Details regarding Parent Pay will be sent in June 2024. Packed lunch is also allowed.

What you will do:

- A variety of 'taster' lessons.
- The experience of walking around the school and familiarising yourself with the layout.
- The opportunity to meet lots of new students and future friends!
- Students will be put into a class sized group, accompanied by a teacher at all times.

Induction Day Friday 28th June 2024

For **all** our new pupils from all primary schools

The Details

- Arrival:** 9.30am at the main entrance (name badges and teams will be advised nearer the day)
- Departure:** 2.30pm. Parents can meet their children at the school roundabout.
- What to Wear:** Primary School Uniform - and bring trainers in a bag
- What to bring:** Bring a pen and pencil
- Lunch:** The Canteen will offer a **Meal Deal (£2.90) which will include a main meal, Cake & Water** Please ensure that your son/daughters Parent Pay account is in credit before the day. Details regarding Parent Pay will be sent in June 2024. Packed lunch is also allowed.

What you will do:

- A variety of 'taster' lessons.
 - The experience of walking around the school and familiarising yourself with the layout.
 - The opportunity to meet lots of new students and future friends!
 - Students will be put into class sized groups, accompanied by a teacher
 - At lunch students will have time in the school dining hall and the playground this will be under staff supervision.
 - Over the summer holiday, each student will be expected to complete a homework project which will be outlined on the day and more information can be found in this pack.
- **You also need to carefully read the information regarding West Hatch's school values and sign and return the student declaration form.**

SEND students' Induction Day

Monday 24th June 2024

For pupils joining with SEN and/or an EHCP. Students will be invited to attend an event if they have been identified by their primary school. The invite will be sent to your home address. Please do not attend unless specifically contacted.

Further details of the Induction Day will be included in the written invitation. You could also receive an invitation to the Lone Joiners Day and the Main Induction Day. Your child is welcome to attend all of these days, or the days of their choice.

Arrival: 8.40am at Reception

Departure: 2.45pm at Reception

What to Wear: Primary School Uniform - and bring trainers in a bag

What to bring: Packed Lunch

What you will do:

- A variety of 'taster' lessons.
- The experience of walking around the school and familiarising yourself with the layout.
- The opportunity to meet the SEN team
- Students will be put into small groups, accompanied by an LSA

The Big Day!

First Day of Term: Tuesday 3rd September 2024

What to bring:

- Proper school bag (no handbags with brand names or carrier bags)
- Pencil case with pens, pencils, colouring pencils, sharpener, ruler (please see school website for full equipment list)
- Small dictionary
- The Me You Can See Project

What to do:

- Wear full school uniform if it's a hot day, no need to wear your jumper
- Students should arrive at 8.30am – Parents are welcome to walk their students into the main entrance but please park outside of the school grounds.
- School day will finish at 2.50pm
- Parents are not permitted to drive or walk into the school site. Please collect from outside the school gates.

Please do not drive into school to drop off or collect your son or daughter as unfortunately we do not have any additional car parking facilities for parents.

The School Day

4 Days – Monday, Wednesday, Thursday and Friday

8.40am	9.10am	Period 1 – Tutor Time/PSEC/Literacy KS3
9.10am	10.10am	Period 2
10.10am	11.10am	Period 3
11.10am	11.30am	Break
11.30am	12.30pm	Period 4
12.30pm	1.30pm	Period 5
1.30pm	2.15pm	Lunch
2.15pm	3.15pm 3.25pm	Period 6 (Years 9-11) Period 6 (Years 7&8)

1 Day – Tuesday

8.40am	9.40am	Period 2
9.40am	10.40am	Period 3
10.40am	11.00am	Break
11.00am	12.00am	Period 4
12.00am	1.00pm	Period 5
1.00pm	1.45pm	Lunch
1.45pm	2.40pm 2.50pm	Period 6 (Years 9-11) Period 6 (Years 7&8)

UNIFORM LIST 2024-25

Item	Details	From
Skirt & Trousers	Black knife pleat skirt - Worn on the knee Plain black trousers (<i>worsted or terylene material</i>)	Outfitters
Blazer	Black school blazer with school badge * <i>Pin House badge for blazer. First one provided by the school.</i>	Outfitters School
Shirt/Blouse	Plain white shirt or school blouse Grey Polo Shirt can be worn for the Summer Term Only instead of a shirt/blouse, tie and blazer.	Blouse from Outfitters Outfitters
Tie	School Tie must be worn with the plain white shirt	Outfitters
Jumper	Yr.7-10 plain grey V-neck pullover Yr.11 only , wear plain black V-neck pullover. Blazer not permitted.	
Shoes	Plain black leather shoes, low heeled or flat (without any colour or accessories and no trainers, boots, or canvas shoes)	
Tights and socks	Black, white or grey socks or natural or plain black tights	
Jewellery	Only plain silver or gold stud earrings are allowed	
Coats	Plain black, dark navy or dark grey outdoor coat (<i>No pattern, decoration, writing or logos</i>)	
Bags	School bags must be big enough to hold books and equipment. Expensive/Designer bags are not encouraged by the school	
Cultural or religious Headwear	Plain black scarf or head covering	
Plain T Shirt in House Colour	Year 7-9 only – plain t shirt in their House Colour	
PE Kit		
Item	Detail	From
Top	Red Polo Top - with logo, Red ¼ Zip Track Top - with logo <i>Black tracksuit bottoms (optional)</i>	Outfitters Outfitters
Bottoms	Panelled Skort/Plain black shorts with logo Black Sports leggings with logo (<i>optional</i>)	Outfitters Outfitters
Shoes	Sports Trainers, Football boots (studded footwear)	
Socks	Red Football Socks, White ankle/crew socks	
Accessories	Shin pads, Gum Shield	
Swimming	Plain black swimsuit/swimming trunks, Burkini/religious swimwear, Swim hat (advisable for long hair) Goggles (<i>optional</i>)	

School Outfitters

Carolina School Outfitters – www.carolinaschooloutfitters.co.uk

Forest Casual and Schoolwear – www.forestcasualwear.co.uk

Starting Lessons in Year 7

Subjects studied are:

- English
- Maths
- Science
- Art
- Design & Technology (Food, Resistant Materials and Textiles)
- Drama
- Geography
- History
- IT
- Modern Foreign Language
- Music
- Physical Education
- PSHC (Personal, Social Health and Citizenship) during Form time
- Religious Studies

Some Key Points

- The school has a progressive curriculum designed to build academic confidence in student's learning over time. The first 3 years mostly cover the KS3 National curriculum with some electives allowed from year 9 onwards. We believe that students are more empowered to achieve within a curriculum model that emphasises specialist teaching and learning in discrete subject areas so our curriculum is mainly organised this way.
- All subjects are run by a Head of Department who is responsible for the schemes of learning and curriculum in Year 7.
- Students will be issued with books to write and do homework in and need to get quickly into the habit of putting their full name and form details on the front.
- All homework will be set online via Show My Homework. This can be accessed via the school's website and downloaded as an app onto your smartphones. Parents can access this site to monitor their child's homework.
- Students will be placed in teaching groups when they enter the school, however, these can change over the course of student's time at school after we assess the progress they are making in their learning. We recommend parents put a copy of the timetable on display at home to help organise their son or daughter. It is available in your MyEd app on your mobile.
- Parents will be invited in to meet with senior staff during the first school term to discuss their child's progress to date and future expectations. This event is called Year 7 Aspiration Day.
- Form groups will be different to teaching groups and pupils will be in year groups during tutor time.

- Parents will receive a number of Dynamic Progress reports (DPR) telling you how well your son/daughter is doing in each subject in relation to the objectives for the key topics taught. You will also receive an end of year report which outlines how well they did in their end of year exams.
- Our MyEd app allows parents daily access to their child's information as well as instant access to school communication and reports on your child's progress.
- We carry out a number of assessments early on to help us assess the levels students are working at. These include baseline tests in subjects and Accelerated Reader tests. Assessment of students is on-going in each subject and students are set a formal assessment every half term. We have summer formal examinations as well. Marking may often be peer and self-assessment, which we encourage to develop independence. Students will be expected to re-do work that has not met expected levels. For each assessment point you will see a blue feedback sheet in your son/daughter's book explaining what they did well and where they need to improve.
- We use a range of information to help us set targets for students based on Year 6 SAT's tests but also reading age tests and department baseline information.
- Homework will be set differently by different departments. Some will be longer term projects, some catch up work and some may be extension tasks. We also ask staff to set knowledge-based homework for students to complete in preparation for new learning in lessons. You will not always receive homework each week for each subject and it will not always be marked by the teacher.

Encouraging Reading

We support reading in Year 7 and 8 with the Accelerated Reader programme. This identifies students' reading age and enables us to monitor progress. The programme has interactive games/quizzes for the students to enjoy and suggests suitable books for them to read. We value this scheme which aims to enhance literacy skills.

"Show My Homework" – SACHEL ONE

To enhance our partnership with parents, all homework set can be viewed by visiting the school's website at www.westhatch.net and clicking on the quick link menu "Show My Homework" link. This keeps parents and pupils fully informed of homework set by teachers and the date it needs to be handed in.

Please download the smart phone app!

'My Ed App'

In order to improve communications between school and home we have purchased the 'my ed app'. Please ensure you download the app so you can keep up to date with your child's education. This application provides information such as: behaviour logs, Attendance, house points, progress checks and message. We are aiming for 100% of our parents using this application as our main information sharing platform.



Who's Who at West Hatch High School

Headteacher	:	Mr D Leonard
Deputy Head	:	Mr A Sinfield
Deputy Head	:	Mrs V Schaefer
Assistant Head	:	Mr S Langton
Assistant Head	:	Mr D Pearson
Assistant Head	:	Mrs N Steadman
Assistant Head	:	Mr R Tester
Head of Transition	:	Mr G Blain
Heads of Year	:	Mr G Blain, Miss S Fraser, Mr J Limon, Mr J Orton, Mrs C Reid
SENCO	:	Miss V Hunt
Head of English	:	Mrs N Gill
Head of Maths	:	Mr S Hussain
Head of Science	:	Mr G Hikel
Head of Art	:	Miss S Cowie
Head of Computer Science	:	Mr C Sturdy
Head of Dance	:	Miss P Judge
Head of Drama	:	Miss C Kay
Head of Geography	:	Mr G Heale & Miss R Howarth
Head of History	:	Ms D Sterlini
Head of Languages	:	Miss J Marks
Head of Music	:	Ms M Lord
Head of PE	:	Mr A D'Silva
Head of Product Design	:	Mr L Taylor
Head of Religious Studies	:	Mr S Windsor & Mr G Blain

Useful Contact Points

Headteacher's PA	:	Mrs L Chittock
Library Manager	:	Mrs S Sheikh
Office Manager	:	Mrs I Muscatt
Admissions/Appeals/Induction	:	Mrs E Anderson (<i>Mon, Tues, Weds</i>)
Absence	:	Mrs I Mustafa
Medical and First Aid Coordinator	:	Mrs A Thomas
Lost Property	:	Mrs N Singh
Lockers	:	Mrs S Young
Director of Finance / School Fund	:	Mr C Hansen
Catering	:	Mrs L Smith
Second Hand Uniform Shop	:	Mrs I Muscatt

Parent Voice

If like me your child grunts rather than talks about their day, then Parent Voice is a real chance to find out about their education and the school

I was very anxious about my child starting school, but thanks to Parent Voice a lot of my fears have now disappeared

West Hatch believe strongly in the importance of the relationship between Parents and the school. Parent Voice, is not a fundraising committee, it is a chance for Parents to feel part of important decisions relating to the school and their children's education. The meetings are chaired by the Head Teacher, and it is a wonderful opportunity to really feel a part of West Hatch

We meet every term and we all have a chance to add items to the agenda and, as well as the minutes being published on the website we are also emailed them individually. Parents from specific year groups are also invited into school to meet the Headteacher on a termly basis.

A few examples of changes that have been suggested by Parent Voice

We kept work experience following requests from parent when a number of other schools were stopping it.

We have introduced Information evenings for all year groups on how parents can support their sons and daughters together with information pertinent to their children's stage in their education this followed discussions with parents who wanted to be more involved.

The meetings are either virtually or in the School Library from 7pm and last roughly 2 hours.

You are under no obligation to attend every meeting, but Parents who now have children in Year 11 & 12 are still members of Parent Voice, and can see the positive impact it has had in their children's education by being involved in Parent Voice.

Please see the Parent Voice section of the school website to find out when the next meeting is and get the minutes of previous meetings.

At my first meeting I could not believe the Head Teacher just sat there and listened to our views, and then at the second meeting changes had been made on the back of our suggestions

We value greatly the Parents Voice they act as a sounding board when we want to introduce new initiatives and we are very keen to involve them when we are reviewing current practice. They make excellent suggestions which we implement where ever we can



West Hatch High School

Sample Menu



	Main Course	Vegetarian	Potatoes Vegetables	Pasta Bar	Snack	Cold Dessert	Hot Dessert
MONDAY	Lasagne with Salad & Garlic Bread	Roasted Vegetable & Chickpea Lasagne	Jacket Pot Wedges Sweetcorn	1x Meat 1 x Veg Pasta Sauce	Selection of Panini Veg/meat	Jelly Grape Pots	Homemade Sponge & Custard
TUESDAY	Roast Dinner /Sausage Casserole	Tomato & Cheese Pasta Bake	Jacket Pot Roast Pot 1 x Fresh Vegetables	1 x Meat 1 x Veg Sauce	Selection of Panini Veg/Meat	Fruit Salad Trifle pots	Homemade Choc Sponge & Custard
WEDNESDAY	Chicken Burger or Beef Burger	Veggie Burger + Halal Burger	Jacket Pot Corn on the Cob	1x Meat 1 x Veg Sauce	Selection of Panini Veg /Meat	Fruit Salad Beetroot cake	Bakewell Tart
THURSDAY	Fillet of Fish	Stuffed Peppers	Jacket Pot Chips Peas Mushy Peas	1 x Meat 1 x Veg sauce	Selection of Panini Veg / meat	Fruit Salad	Homemade Apple Pie
FRIDAY	Chicken Curry with Rice	Lentils /Sweet Potato Curry	Jacket Pot Naan Bread	1 x Meat 1 x Veg Sauce	Selection of Panini Veg/meat	Assorted Desserts	Assorted Desserts



WEST HATCH HIGH SCHOOL



Sample of items available

(Subject to change)

(V) = Vegetarian Option

Fruit Bags	Pasta & Sauce (V)	Flapjack
Yoghurt	Pasta, Sauce & Cheese (V)	Muffins
Whole fruit	Pasta, Sauce & Extra Sauce (V)	Cake Slice
Fruit Pots	Bacon in a Roll	Cookies
Grape Pots	Sausage in a Roll	Biscuits
Fruit Salad	Sausage Roll	Cheese & Biscuits
Health Bars	Egg & Bacon Muffin	Iced Bun
Cereal	Soup (V)	Lasagne
Beans on Toast	Panini (V)	Lasagne & Garlic Bread
Spaghetti on Toast	Jacket Potato (V)	Roast Dinner
Toast	Jacket Potato with 1 Filling (V)	Fish & Chips
Crumpet	Jacket Potato with 2 Fillings (V)	Chicken Curry
Teacake	Cheesy Puff (V)	Shepherd's Pie
Hot Choc/Tea/Coffee	Herby Chicken	Shepherd's Pie & Veg
Jam	Baked Beans	Meatballs
Angel Delight	Veg Portion	Quiche
Jelly	Salad Portion	Meat Pie
Gravy	Salad Pots	Spaghetti Bolognese
Hot Pudding	Wedges	Oriental Stir Fry
Hot Pudding/Custard	Chips	Toad in the Hole
Cold Pudding	Plain Pasta Pots	Sausages
Juice	Salad Pasta Pots (V)	Country Bakes
Milk	Homemade Rolls	Tomato Pasta Bake (V)
Milkshake	Sandwiches	Various Vegetarian Meals
Water	Wraps	Stuffed Peppers
Flavoured Water	Calypso	Fish Pie & Veg

Our Pastoral System

Form Tutors

Students are placed in a form with a tutor, comprising of pupils from their year groups. The tutor registers them 4 days in the week (Monday, Wednesday, Thursday and Friday) and will lead a number of sessions each day based on ethical, personal, social, emotional and health education. Each year group has a Head of Year but every pupil will belong to a House as part of our House System. This is so that pupils from all years can work together as part of their House to preserve our family ethos and bring a sense of community to the school. There are ten form groups in each year group who will be assigned a House when they join. Each form has approximately twenty-five pupils.

Form Tutors are the first point of call for you for example if:

- Your child has suffered a trauma or bereavement
- Your child is unhappy about coming to school for any reason including possible friendship issues or bullying
- Your child is struggling with being organised or coping with school generally

The Head of Year

A Head of Year is responsible for the pastoral care of the students in the year group: this means that behaviour, safeguarding, punctuality and attendance issues all come under their remit. A Head of Year co-ordinates the academic and social progress of the students in their year groups. They liaise with the SEN (Special Educational Needs) Department and with the office Pastoral Support Staff to ensure a full picture is kept of students. This includes:

- Tracking progress throughout the year, identifying under achievement and taking action by, for example, organising mentoring
- Ensuring achievement is recognised
- Leading the work of the Form Tutors
- Liaising with SENCo over provision for SEN students
- Supporting with safeguarding and liaising with external agencies, e.g. Social Services
- Visiting lessons to monitor the quality of learning and marking by teachers and good behaviour of classes
- Dealing with serious behaviour issues
- Liaising with Heads of House
- Monitoring attendance of pupils

You may want to contact the Head of Year if for example:

- You feel your child is struggling to cope in several subjects
- You feel there is a problem with bullying
- Progress checks have shown up a problem

Please always contact the Form Tutor or Head of Year in the first instance. If your concern is related to a subject area, please contact the Head of Department.

Should your concerns not have been resolved, please contact Mr R Tester or Mrs N Steadman, Assistant Headteachers.

Help with particular subjects

If you feel there is a problem with a particular subject, we recommend contacting the subject teacher and/or Head of the Department direct on 0208 504 8216, via letter at the usual address, or via email admin@westhatch.net. You can also fill out the 'Contact us' form on the school's website, this will ensure that your message gets to the correct department. Please be aware that there is a 48-hour turnaround time on all communications.

Welfare

Mrs A Thomas is the main point of contact for notifying us if your child has a Care Plan, or about medical needs.

We can look after medicines which pupils need to take regularly. These are kept in a lockable cupboard in the school office.

If you have notified us that your child has a medical need, please complete and return the enclosed Care Plan as soon as possible. If you do not have one included, please contact Mrs Thomas on 0208 504 8216 or email athomas@westhatch.net.

Should your child require medication on the induction day please see Mrs Thomas at the start of the day. It is essential that you make us aware as this information doesn't always filter through from the primary schools in time for our induction days.

Please ensure that you bring your son/daughters medication into school on the first day of term and ensure that you see Mrs Thomas prior to leaving the building.

Attendance

If your child is unable to attend school for any reason, you must ring the absence line by 08:30am each day for the duration of the absence. The number is 0208 504 8216 option 2.

Medical Appointments: Appointments for opticians are not authorised during school hours. Medical appointments including Dentist and orthodontist are only authorised with proof of appointment.

Good Attendance is vital and all pupils are expected to maintain an attendance above 95%. Low attendance will affect their place at Graduation, Reward days and Prom.

Good Punctuality: Please arrive at school in good time for form time at 8.40am. **Please note** that we now operate a gated security system. Students that do not arrive at school by the time the gates close will be issued a late card and an after-school detention.

All pupils must sign in and sign out at student services when arriving or leaving the school outside of normal morning or afternoon lesson times.

Holidays during Term time will not be authorised.

If a pupil's attendance or punctuality is consistently poor then this may result in a fine or prosecution with the Local Authority. This includes absences for holidays.

Parent/School Contact – Phone Calls & Meetings

We try to work closely with parents so if you do need to contact the school you may have to leave a message in the first instance as all staff teach. However, you should receive a call back within 48 hours to acknowledge your call. Should you need to come into school to see a member of staff please arrange this in advance, we are not able to accommodate meetings with staff on the same day. Appointments are essential.

To contact us please call on 0208 504 8216

Parent/School Contact – Emails

As I'm sure you are aware there is a recruitment crisis in education nationally and there are many teachers who are leaving the profession early in their careers due to the pressure and excessive workload associated with teaching. We need to make sure we support our staff in maintaining a positive work life balance, while at the same time keeping our standards high and ensuring our students make exceptional progress.

One of the factors that cause staff the most stress is the amount of emails we all receive during and outside of working hours. Schools managed to function very effectively before email and there are not many professions where a member of staff would expect to be contacted after work, during the evenings or at weekends. I believe there has been a blurring for our staff between work and home life and I want to redress this balance.

To this end, we have put in place an 'Email Policy' which means staff are not permitted to check or use emails between 7pm and 7am on weekdays or at all at weekends.

I would therefore ask parents to refrain from emailing staff outside of these hours.

Communication between school and home is absolutely paramount for us and we take it very seriously. I am certainly not asking for parents not to contact the school merely that you do so during working hours and allow us a reasonable time to respond.

Special Educational Needs (SEN)

SEN Co-ordinator (SENCo) : Miss V Hunt
Deputy SENCo : Miss J Cunningham

We run a busy team of Learning Support Assistants (LSAs). The SEN team has a great deal of experience in dealing with all sorts of needs and in helping identify specific problems. If needed, support continues throughout a child's time at West Hatch and this might include extra support in public examinations.

Children with EHCP's are supported with a range of meetings and visits. The SENCo liaises closely with both parents and primary school to ensure we have full information and this is communicated to all teaching staff at the beginning of term.

Students identified as being on the Learning Support Register are notified to us by the primary school together with relevant details which is also passed on to teaching staff.

About Year 7 – Frequent Q&As

How do you decide which form my child will go in?

With students joining us from as many as 45 different primary schools, our aim is to create a mix in forms which will work together well. We therefore do not, for example, put all students from one primary school together. Starting secondary school should be seen as a new start for all students and we consider the ability to get along with different people is a key skill in life. Whilst we aim to help students develop their personal and social skills, and learn to get on with everyone, we also stress that school is for studying, learning and achieving. We want students to be serious about studying and being **“the best that they can be”**.

How do you know about my child’s abilities?

- Mr Blain communicates and visits primary schools in the summer term to get information from Year 6 teachers and SENCOs.
- The Library and English Department organise a reading test which gives a reading age.
- Subjects carry out various assessments during the first term.

All of this help provide us with as wide a picture as possible of your child’s academic abilities.

Can I disagree, change or alter a detention?

A detention can only be rearranged if there is a pre-existing medical appointment that would be missed as a result of the detention. If this was the case the detention would be re-set for the next available day.












If you would like to ask a question about a detention this should be directed to the admin@westhatch.net email address where the appropriate member of staff/Head of Department will be able to reply. These questions should not be directed to the Head of Year. Often the detail of the circumstances that lead to the issuing of the detention is not known by the Head of Year.

What extracurricular opportunities are there?

We are pleased to offer a very wide range of sporting and other activities and strongly encourage students to take part in them. A programme is published three times a year for students to take home. We are particularly keen on encouraging leadership skills, for example students organising events for charity, acting as form representatives serving on our whole School Council

Please see the example programme – on the next page.

EXTRA CURRICULAR ACTIVITIES AND CLUBS – This is an example and is subject to change each academic year

<p align="center">SPORTS</p>  <p>Monday Athletics – All years & abilities at Ashton Playing Fields 3.30-4.45pm</p> <p>Wednesday Tennis – All years/abilities/gender 7.00-8.15am (CH) Athletics – All years & abilities at Ashton Playing Fields 3.30-4.45pm</p> <p>Thursday Cross-country Running Club 7.30am</p>	<p align="center">Handwriting Club</p>  <p>Monday, Tuesday & Wednesday Lunchtime in E1</p>	<p align="center">Homework Club with Colour Printing</p> <p>Before School Mon, Tues & Weds 8.15am – 8.45am</p> <p>Lunch Times Tues & Weds 1:25pm – 3:10pm</p> <p>After School Mon, Tues & Weds 3:10pm – 4:10pm</p>	<p align="center">Art</p>  <p>Monday & Tuesday Art Catch-up/Open Studio (GH/CB) Yrs 10-13 after school</p>
<p align="center">Library</p>  <p>Open for Reading/Homework/Study every lunchtime and after school</p> <p>Mon – Thurs 3.10pm - 4.30pm Reading Club – Friday 3.15pm – 3.45pm</p>	<p align="center">Football Hire</p>  <p>All-year at lunch times 1:25pm – 2:05pm (Weather permitting)</p>	<p align="center">Geography</p>  <p>Wednesday Yr 11 Catch up session/intervention after school</p> <p>Thursday Yr 11 Catch up session/intervention after school</p>	<p align="center">Astronomy & Science</p>  <p>Monday Astronomy Club in S3 3.10pm – 4.00pm</p> <p>Thursday Science Club in S3 3.10pm – 4.00pm</p>
<p align="center">Media/Film - Thursday</p> <p>Yr 10 Media Coursework interventions in C21 3.10pm – 4.30pm</p>	<p align="center">Dance Club</p>  <p>Stretch and Flex' Dance class, 3.10- 4.10pm in TB</p>	<p align="center">Drama</p>  <p>Tuesday KS3 (Year 7, 8 & 9) Drama Club 3.10pm – 4.15pm</p>	<p align="center">LSU Every Day</p> <p>Read/Write/ink every morning (invite) Reading form time Handwriting Club form time Computer Club break time Homework Club break time Games Club break time Arts and Craft break time The Retreat Club lunchtime</p>
<p align="center">Psychology, Sociology & Law</p> <p>Monday Year 12 Psychology Revision 3.10pm-4.10pm B2 (JW)</p> <p>Tuesday Year 13 Psychology Revision 7.45am-8.45am B2 (JW) Year 12 & 13 Sociology Revision 3.10pm-4.10pm B3 (JV)</p> <p>Wednesday Psychology extra lesson for AS external exam students P5 S6 (JW) Year 12 & 13 Sociology Revision 3.10pm-4.10pm B1 (AA)</p> <p>Thursday Year 13 Sociology extra lesson 7.45am-8.45am B2 (JW) Year 13 Law Revision 7.45am-8.45am B3 (JV) Yr 12 Law Revision 3.10pm-4.10pm R3 (JV)</p> 	<p align="center">Music</p>  <p>Tuesday Choir Rehearsals (all years) at lunchtime in M1 KS4 Music Tech Booster sessions afterschool in M2</p> <p>Wednesday Guitar Club lunchtime in Music Music Technology (all years) after school in M2</p>		

What happens if a pupil is ill or has an accident at school?

If a pupil feels unwell during the school day they should tell the teacher whose lesson they are in.

They will be sent to the main office where our staff are qualified First Aiders. They will assess students to ascertain if parents should be contacted.

They will question and clarify what the problem is; it might be something that will 'feel better' with a glass of water and a quiet sit down and students will be encouraged to return to lessons. However, if students feel unable to carry on, we will advise you and ask you to collect them.

It is important that pupils are able to ask for help if they feel unwell or have had an accident and we do keep a log of the incidents.

The First Aiders apply the principles of First Aid and if deemed necessary will call for an ambulance.

Medical related issues or queries, such as if your child should need to use crutches, please contact Mrs A Thomas, Medical and First Aid Coordinator on 0208 504 8216 or via email AThomas@westhatch.net

Do the students need their PE kit on the first day of term in September?

No, it will not be needed on the first day of term, students will receive a timetable on the first day which will clearly show the students when they need to bring their full kit into school.

Do the students need a packed lunch on the first day of term?

It is entirely up to you, the canteen will be running a full service on the first day of term, in order for the students to buy items it is essential that their ParentPay account is in credit. This can be topped up via www.parentpay.com, any problems please speak to the finance team.

My son doesn't like football or rugby do I still need to buy boots shin pads and mouth guards?

Yes, this is part of the school curriculum and all pupils are required to participate in all activities this also includes swimming, the students will need appropriate swimming attire.

What studs should the football boots have?

Moulded studs are better but non-moulded are also fine

Are students allowed a water bottle?

Yes, all pupils should have a refillable water bottle. Students are not permitted to take any food or drinks out of the designated areas. Refillable sports bottles are the only drinks containers allowed. Students are allowed to drink from these bottles during lesson provided it is appropriate.

Can students go to the toilet during lesson times?

Students are not permitted to leave lessons to go to the toilet. The only exception to this is for medical reasons. If your son/daughter has a medical condition, please inform Mrs Thomas and she will issue an exit card for the student to use.

What make up is allowed in school ?

The school policy states that NO MAKE-UP is allowed in Key Stage 3 (Year 7-9) and that students can wear VERY DISCRETE make-up in Key Stage 4 (Year 10&11)

How do students have to have their hair?

The school policy states that students are not permitted to have any extreme haircuts or non-natural colours in their hair. Hair styles should not draw attention to the student. In subjects like PE and Science pupils with long hair will be required to tie it up. No bandanas or head coverings are permitted with the exception of religious head wear.

Is a green pen, pritt stick, colouring pencils and scientific calculator compulsory?

Yes, the school policy states that all students must have a working pen, green pen, pencil and ruler. They are also expected to have all the correct exercise books for each lesson. Some departments will have specific requirements such as science who require pupils to have a glue stick for all lessons and Art requires the pupils to have their colouring pencils. The scientific calculator is advised for KS3 but becomes compulsory from Year 9 onwards. It is therefore advisable to have it from the beginning to allow the students to become familiar with its functions.

Should pupils bring money into school?

The school operates on a cashless system, there is no need for students to bring in money to use during the school day. Students may wish to carry money for the journey to and from school, if this is the case we strongly recommend that this only a small amount.

My child sometimes gets headaches, can they bring painkillers to school?

Yes, the rule states that students can bring ONLY two painkillers with them to school, not the whole box.

Contact between Parents and their Children

Like all schools we regard mobile phones as a mixed blessing of the modern world: useful for keeping in touch but a real distraction from learning.

We ask that parents avoid contacting their children during the day unless there is an emergency and in the case of a family emergency, it is better to contact the school's main office so that a message can be given to the child confidentially. Please call us on 0208 504 8216.

Mobile Phones

Pupils are allowed to use mobile phones at break and lunch only.

Mobile phones **must not** be used to film, record or photograph other students, staff or lessons.

We have a system in place which means if a pupil is found by any member of staff to be using his or her mobile phone during the school day it will be confiscated. This may mean that a student has to go home without his or her phone.

1 st Confiscation	Returned to student at the end of the school day
2 nd Confiscation	Parents to collect their child's phone in person
3 rd Confiscation	Parent must meet with Head of House or other senior member of staff to discuss the matter

Electronic Equipment

Please note that iPods and iPads are not allowed in school, unless being used for learning as directed by a teacher.

Messages Sent Home

We use a service (PS Connect) which enables us to send letters and messages directly to parents via email and text/app message. The service is used by many schools around the UK and we believe the result is that you receive information from us in a reliable and efficient way. In order to use this service, we simply need your parent email address and mobile telephone number, so please ensure you complete the Pupil Information Form if you have not already done so.

Anti-Bullying Policy

At West Hatch we take bullying very seriously and our pastoral team work very hard to ensure our pupils get on well and have strong senses of community. All pupils receive regular reminders about what bullying is and that it is not acceptable. We encourage pupils to let us know if they feel they are being bullied, either through their Form Tutor, Key Stage Pastoral Manager, Head of Year, email or their Sixth Form Mentor. Parents should inform the Head of Year if their child complains of unacceptable behaviour and we will investigate it.

West Hatch is a school in which bullying of any kind is not acceptable

Bullying is the intention to hurt, threaten or frighten someone **over time** and includes:

- Calling people names
- Personal – making fun of something, for example, physical features in a way that is intended to cause distress, making fun of someone about his/her family
- Trying to make someone fight others when they don't want to ('stirring')
- Arm twisting
- Pushing
- Sexual and racial abuse
- Hiding others' belongings or tipping out their bag
- Threatening, for example, with violence
- Leaving people out in a way which makes them feel sad
- Putting others down

All pupil groups receive regular reminders about what bullying is and how it is not acceptable

HELPING YOUR CHILD COPE WITH A CHANGE OF SCHOOL

Starting Secondary School

Starting secondary school is a significant time in a child's life and can be daunting. It marks a passage into adolescence and requires major adjustments for children – i.e. from being the oldest in their school to being the youngest, to find their way around a large building, with different teachers for different subjects and carrying their bags from classroom to classroom. They have to remember books, the right kit for the right days and are getting used to new and different homework arrangements. It is no wonder that Year 7 pupils often feel tired!

Helping a child settle into a new school

Parents and other family members, or friends play a key part in helping the child to be organised and in giving reassurance if it is needed. Most children feel a mixture of excitement and anxiety before starting a new school, then settle down quite happily. However, allow time for this to happen and be prepared for a few 'teething troubles'. Some things that help include:

- ◆ Finding out which teacher to contact, when and how, in case you have any questions or problems.
- ◆ Giving advance notice of any particular needs of your child so that teachers can be ready with any support that is needed.
- ◆ Remaining calm and cheerful when tempted to fuss. If you are anxious, your child's anxiety may be increased too. It is natural to feel some anxiety, but it is important to keep things in perspective, especially if the anxiety is triggered by your own unhappy memories of school. We do much more nowadays to help children feel welcome than schools did ten or more years ago.
- ◆ Acknowledging any feelings of nervousness your child may have. Try saying "It's only natural to feel nervous" rather than "Don't be silly, there's nothing to worry about".
- ◆ Talking about it with your child beforehand. Discuss any worries and think about whom to ask for information or advice if needed – e.g. "What happens if I get lost?"
- ◆ Looking through this "Guide to Entrance" together to check rules and regulations and what it is required in the way of school uniform.
- ◆ Attend Parent Voice meetings to increase your knowledge on the school and how it runs; contact parentvoice@westhatch.net

Travelling to School

Your child's journey to school will probably take a new and unfamiliar route, possibly involving a longer walk, bike ride or public transport.

- ◆ Where possible practice the journey with your child a few times beforehand.
- ◆ Try to find at least one other neighbouring pupil who is going to the same school so that your child has a travelling companion.
- ◆ If you will need a bus pass apply to the LA for it in good time, and impress on your child the importance of keeping it in a safe place.

- ◆ Make sure that your child always has 'emergency money' (separate from any other money, e.g. lunch money etc) in case they forget their Oyster Card, need alternative transport or have to phone for help. You could also provide them with a phone card.

Making New Friends

A child's main anxiety may be the fear of not knowing anyone or having no friends. Children though, are usually very flexible in making new friends, and we actively help new pupils to get to know one another. Children sometimes, make friends and then fall out again for a short time. Many different groupings and re-groupings can occur in the early days. Allow time for children to make friends at their own pace. Encourage your child to get to know as many classmates as possible, to talk to you about them if she or he wants to, and, in due course, to visit each other's homes after school or at weekends, if circumstances permit. Discourage your child from being over reliant on a small group of friends. If your child feels excluded by a group encourage them to make friends with other pupils.

Routine

Much distress can be avoided by helping your child establish a regular routine – for example, by checking the timetable together and packing the school bag the night before, by getting enough sleep and by getting up in time to have breakfast.

Once your child has started school, make time to talk and listen to him or her each day to check how things are going. Just giving attention in this way can help a child feel supported and more confident. However, resist the temptation to ask too many questions, especially when a child first gets home from school and is likely to be tired, hungry and even short tempered from having to deal with many new people and activities.

Summer Holidays Homework Task

All Year 7 students joining West Hatch are expected to complete a small selection of homework tasks prior to their first day

The Me You Can't See

Task 1: To create one of the following creative items:

- A3 piece of artwork
- A Poem
- A photo collage with captions
- Cartoon strip about you
- Or ANY other creative items you want to create
- Short film (no longer than 1 min on dvd or memory stick)
- A short speech (A4 page)
- A song or piece of music (MP3 on memory stick)
- Giant spider diagram with words and pictures

WHAT DOES IT HAVE TO INCLUDE?

All you need to ensure is that it helps us to learn as much as we can about you.

Think about including information on any of the following areas:

Family

Favourite things

Hobbies

Talents

Holidays you have been on

Subjects you enjoy

Important things that make you unique

ANYTHING you would like us to know about YOU!

DUE: The first full day at West Hatch High school

What happens next?

Your work will be collected by your form tutor during the first tutor time. You will be asked to share your work with the other Year 7's within your form (usually 4-6 students)

This will mean that your small group of Year 7's within your form will be able to learn lots about you, so will your new form tutor.

House Points

You have the opportunity to gain your first House Points! You could be given:

1 House Point for 'Homework Effort' and 1 House Point for 'Pride in Presentation'

If you successfully show and talk about your work within your first tutor time.

Competition

Your form tutor will put forward the best pieces of work to your Head of House.

Each House will put forward 2 projects to the Headteacher, Mr Leonard who will select the best project as the winners!

Display

Your beautiful work will be displayed within the House area for you to see.

Task 2 Student and Parent Declaration

Please spend some time reading through the documents that are in the declaration, this includes:

West Hatch Vision Statement

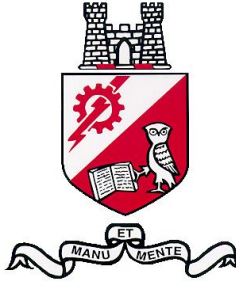
Our Core Values

Pupil Guidelines

My Character Pledge

Once you have read these documents please sign your declaration and make sure that one of your parents has signed their section.

Please return the declaration along with all other paperwork as soon as possible.



West Hatch High School Vision Statement

Our Core Values

Vision

We are a **family** dedicated to all our students excelling **academically** and **personally** in our school and beyond by seizing the opportunities we provide.

We **unlock potential** for all to thrive and **open doors** for all to achieve.

We expect everyone in our community to be the

“Best that I can Be”.

Our values that underpin this are to....

Be determined and persevere

Be respectful

Be responsible

Be considerate

Be ready to achieve

Be proud



Behaviour

We expect high standards of behaviour. These are clearly embedded in the Pupil Guidelines and the Character Pledge below.

Pupil Guidelines

I will act with courtesy and consideration to others.

I will wear my uniform smartly and with pride.

I am responsible for being organised and bringing the correct equipment to school.

I must be honest with myself and others.

I will join in lessons fully.

I must never prevent learning.

I will show respect for myself, my fellow students, staff and the wider school community.

I will walk quietly and sensibly around the school.

I will help take good care of our school and its appearance.

I will have good attendance and arrive on time

I will work hard to achieve my full potential



My Character Pledge

I will take responsibility for my actions and will not make excuses or blame others.

I will value my education in all its forms because education is the key to my success in life.

I will say no to negative influences and people. I understand that my self-worth will not be helped by harmful attention from other people.

I will choose my friends carefully and take time to get to know my peers. I know their influences can affect my growth and development.

I will always believe in myself and will always try to exceed the expectation people have of me. I can and I will achieve great things in my life.

I will make good choices based on my principles and values. There are always consequences for my decisions and actions.

I know time does not stand still for me, so I will not waste it. Tomorrow belongs to me and I will prepare for it today.



Student and Parent Declaration form
To be signed and returned as soon as possible