



West Hatch High School



Getting Started at West Hatch

2026-2027



Headteacher's Welcome

A very warm welcome to West Hatch. We understand that when you choose a school for your child, you are placing your trust in us with something truly precious—these are formative, golden years that help shape who your child becomes, and they are irreplaceable. It is a responsibility we carry with great care, commitment, and pride.

Supporting a smooth and positive transition from Year 6 to Year 7 is a top priority for us. We believe that strong partnerships between home and school are key to a successful journey. By working closely together and maintaining open, honest communication, we can provide the best possible support for your child's learning, development, and wellbeing.

Our school motto is simple but powerful: **"To be the best that I can be."** This belief shapes every aspect of life at West Hatch and rests on three core pillars:

1. Academic Excellence

We are committed to helping every student make outstanding progress. Our goal is for your child to leave West Hatch with the knowledge, skills, and confidence they need to thrive—whether that's at university, through an apprenticeship, or in the world of work. As Aristotle said, *"We are what we repeatedly do. Excellence, then, is not an act, but a habit."* From the very first day, we support our students in building those habits—through clear routines, high expectations, and a strong culture of learning.

2. The West Hatch Spirit

We are more than just a school; we are a community. One that is rooted in kindness, empathy, justice and diversity. We want every student to feel safe, seen and celebrated for who they are. We teach our young people that how they treat others is just as important as what they achieve. Kindness is king here and everyone is welcome.

3. Developing Character

We believe in educating the whole child. Academic success matters but so does developing resilience, confidence and integrity. We offer a wide range of clubs, sports, creative and leadership opportunities. These experiences help students grow into well-rounded individuals ready to contribute meaningfully to the world.

At West Hatch, we are committed to academic excellence, we nurture a strong school spirit, and we provide the opportunities and support for every child to develop their character, all in pursuit of helping them truly be the best that they can be.

Thank you once again for choosing West Hatch. We are thrilled to welcome you into our school family and look forward to a strong partnership with you in the years ahead.

Mrs Victoria Schaefer
Headteacher



Welcome from Mrs Agyei-Osafo – Head of Year 7

Hello and welcome to West Hatch High School!

My name is Mrs Agyei-Osafo, and I am proud to be your Head of Year. I am a passionate teacher who truly believes in striving for excellence in all that we do. My core belief is simple yet powerful: we can all be *"The Best You Can Be."* This motto will guide much of what we do together this year.

As your Head of Year, I am here to improve standards and support your conduct both in and around school. I pride myself on having high expectations, and I will work closely with you to ensure these are met consistently. I will also be working in partnership with your parents and carers, as their support and commitment to West Hatch High School are essential in helping you succeed. I will be working closely with you throughout your time here - celebrating your achievements, supporting your well-being, and ensuring that everyone upholds the high standards we set at West Hatch. Whether it's recognising your successes, checking in to see how you're doing or helping you stay on track with expectations, I am here to help you grow and thrive.

I'm genuinely excited to meet each and every one of you and look forward to supporting you on this new and exciting journey. Together, we'll make this year one to be proud of.

Let's aim high and be *The Best You Can Be!*

Warm regards,

Mrs Agyei-Osafo

Head of Year 7 & Transition Lead

Other Key Staff:

Mr L Taylor

Assistant Head – KS3

Ms T Hunt

SEND CO

Miss M Lord

Attached Head of House - Year 7

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 25th June 2026**

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 the Hall
- Departure:** **2:15pm** – 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 selection of food. Prices are detailed on the individual items. Please ensure that your son/daughters Parent Pay account is in credit before the day. Details regarding Parent Pay will be sent in June. 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.

Full Induction Day **Friday 26th June 2026**

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) – all students to gather in the Hall

Departure: **2.15 – 2.30pm** - Parents are to wait outside the main street gate. Students will be dismissed in groups of twos starting with group 1 and 2. A member of staff will be at the top gate to direct parents when their child's group is called out.

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

What to bring: Bring a pen and pencil or pencil case

Lunch: The canteen will offer a selection of food. Prices are detailed on the individual items. Please ensure that your son/daughters Parent Pay account is in credit before the day. Details regarding Parent Pay will be sent in June. 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 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.
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- **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

Wednesday 24th June 2026

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 or their choice.

Arrival: **8:45am** at Reception (Parents are invited to stay for coffee morning)

Departure: **2.45pm** at Main Gate by the roundabout

What to Wear: Primary PE kit

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: Wednesday 2nd September 2026

What to bring:

- Black, proper school bag (no handbags with brand names or carrier bags)
- Pencil case with pens, pencils, 2 green pens, sharpener, glue stick, ruler, eraser (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 3.15pm
- 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 grounds to drop off or collect your son or daughter as unfortunately we do not have any additional car parking facilities or drop off zone for parents.

The School Day

4 Days – Monday, Wednesday, Thursday and Friday

8.40am	9.10am	Period 1 – Tutor Time/House Thursday/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 3.20pm	Period 6 (Years 7-9) Period 6 (Years 10-11)

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 2.45pm	Period 6 (Years 7-9) Period 6 (Years 10-11)

Uniform List 2026-27

Item	Details	From
Skirt & Trousers	Black knife pleat skirt - Worn on the knee Plain black trousers (<i>worsted or terylene material</i>)	Any shop Any shop
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 optional school blouse Optional 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.	Any shop
Shoes	Plain black leather shoes, low heeled or flat (without any colour or accessories and no trainers, boots, or canvas shoes)	Any shop
Tights and socks	Black, white or grey socks or natural or plain black tights	Any shop
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>)	Any shop
Bags	School bags must be big enough to hold books and equipment. Expensive/Designer bags are not encouraged by the school	Any shop
Cultural or religious Headwear	Plain black scarf or head covering	

PE Kit

Item	Detail	From
Top	KS3 (Yrs.7-9) Red Polo Top with logo Red ¼ Zip Track Top with logo Optional for KS4 (Yrs.10-11) Black crew neck t shirt with logo	Outfitters Outfitters Outfitters
Bottoms	Plain black shorts or plain black sports leggings or tracksuit bottoms on the colder months	Any shop
Shoes	Sports Trainers, Football boots (studded footwear)	Any shop
Socks	Red Football Socks, White ankle/crew socks	Any shop
Accessories	Shin pads, Gum Shield	Any shop
Swimming	Plain black swimsuit/swimming trunks, Burkini/religious swimwear, Swim hat (advisable for long hair) Goggles (optional)	Any shop

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, Product Design and Textiles)
- Drama
- Geography
- History
- IT
- Modern Foreign Language
- Music
- Physical Education
- PSHC (Personal, Social Health and Citizenship) during Form time
- Religious Studies

How students are assessed and the use of DPR (Dynamic Progress Reporting)

Subject teachers use Dynamic Progress Reporting software to assess students on 10 key curriculum objectives from yr7-11. Students are assessed continually across these objectives on a regular lesson basis to ascertain if a student is developing, consolidating or secure in their skills and knowledge against each objective. Summative topic tests will also be issued and assessed using the DPR software.

Parents are able to view their child's progress continually on a live, up-to-date basis by logging into their child's platform on DPR www.dpr.education.

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.
- 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 Edulink app on your mobile.

- Parents will be invited in to meet with form tutors 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.
- Our Edulink 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. It is also used for setting homework so you can monitor what your children should be doing.
- 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 coloured 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 on different schedules for 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 linked to their subject Key Objectives. You will not always receive homework each week for each subject, and it will not always be marked by the teacher formally, but it will contribute to Key Objective judgements on DPR. **It is vital for students to check DPR for when HW has been set and is due, they are responsible for submitting on time either on DPR or in class.**
- Behaviour management, monitoring and effective strategies are essential in maintaining a safe and supportive environment both in and outside of school. These approaches help us to identify concerns early, guide positive behaviour and provide appropriate support to individuals. By consistently applying clear expectations and monitoring wellbeing, we can promote respect, reduce risks and ensure that everyone remains safe, included and always supported.

Encouraging Reading

We support reading in Year 7 and 8 with the Think Reading 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.

Who's Who at West Hatch High School

Headteacher	:	Mrs V Schaefer
Deputy Head	:	Mr A Sinfield
Deputy Head	:	Mrs N Steadman
Assistant Head	:	Mr L Taylor – KS3
Assistant Head	:	Mr D Pearson – KS4
Assistant Head	:	Mr T Jarvis – Pastoral
Assistant Head	:	Mr R Tester – KS5
Head of Transition	:	Mrs S Agyei-Osafo
Heads of Year	:	Mrs S Agyei-Osafo, Mr J Limon, Mr G Blain Mrs C Reid, Ms K Young
SENCO	:	Miss V Hunt
Head of English	:	Mrs D Howlett
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
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 Design & Technology	:	Mr T Stokes
Head of Religious Studies	:	TBA

Useful Contact Points

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

Parent Voice and PTA

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

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

We kept work experience following requests from parents 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

Introducing the Friends of West Hatch Parents Association!

We are a group of friendly, dedicated parents working together to enhance your child's school experience. Whether it's organising fun events, fundraising for extra resources, or supporting school initiatives, our goal is to create the best possible environment for all students; currently we consist of just Year 7 parents but would love to get to know you all better and leverage some of your experiences so please do get in contact if you'd like to join us.

We'd love for you to get involved—whether that's lending a hand at events, sharing ideas, or simply staying informed about what we do. Together, we can make a real difference! Stay connected and be part of the journey; to register your interest please email

friendsofwesthatchhighschool@gmail.com



West Hatch High School

Week One Menu



Date Week 1 13 th – 17 th April 5 th – 8 th May	Main	Vegetarian	Meal Deal Option £3.00	Snacks	Pasta Option	Daily	Cold Dessert
MONDAY	Shepherds Pie With Vegetables	Quorn Shepherds pie with Vegetables	Main Meal Dessert £3.00	JP with Fillings	Homemade Pasta Bake	Whole Fruit Fruit Pots Yoghurts	Iced Buns
TUESDAY	Sausage with Mash served with Veg or Beans	Veg Sausage With Mash, Veg or Beans	Main Meal Dessert £3.00	JP with Fillings	Homemade Pasta Bake	Whole Fruit Fruit Pots Yoghurts	Jelly Delight pots
WEDNESDAY	Chicken Curry with Rice Naan Bread Samosa	Veg Curry with Rice Naan Bread Samosa	Main Meal Dessert £3.00	JP with Fillings	Homemade Pasta Bake	Whole Fruit Fruit Pots Yoghurts	Cornflake Tray Bake
THURSDAY	Fish fingers served with Hash Browns	Veg fingers served with Hash browns	Main Meal Dessert £3.00	JP With Fillings	Homemade Pasta Bake	Whole Fruit	Short Bread Cookies
FRIDAY	Bolognaise Pasta Bake served with Garlic Bread	Various	Main Meal Dessert £3.00	JP with Fillings	Various	Whole Fruit Fruit Pots Yoghurts	Various



WEST HATCH HIGH SCHOOL

May 2026



(V = Vegetarian) (H= Halal)	Daily Meal Deal (Main Meal , Dessert ,) £3.00 Dish of the Day £2.20 (DOD)		Snacks	
			Prawn Crackers	60p
Breakfast / Break items	shepherd's pie & Veg DOD		Baked Beans Portion	50p
			Rice Portion	50p
Fruit Pots £1.00	Chicken Fajitas (H) DOD		Extras Naan Bread ,	45p
Yoghurt Pots 80p	Spaghetti Bolognese DOD		Veg Portion	50p
Whole Fruit 65p			Garlic Bread	40p
Croissant £1.30	Lasagne & Garlic Bread DOD		Samosa	50p
Cereal / Milk £1.10	Chilli Con Carne DOD		Jacket Potato Plain (V)	£1.40
Toast 30p	Sweet N sour Chicken ,Rice ,prawn Crackers DOD		JP with Fillings x1	£1.70
Crumpet 65p			JP with Fillings x2	£2.10
Tea cake 65p	Chicken Curry & Rice (H) DOD		Tomato / Carbonara Pasta Bake (V)	£2.10
Porridge Pots £1.30	BBQ Chicken Drumsticks with Rice (H) DOD		Selection of salad Pots	£2.50
Hot Drinks 90p	Sausage,Mash &Veg DOD		Wedges	£1.40
Water/Juice 65p / 70p	Beef Burgers (H) £1.80		Steak Puff	£1.60
	Veg Burgers (V)			
Milkshakes 70p	Cheese Burger £1.90			
Bacon, Sausage in a Roll (V,H) £1.25	Chicken Burger £1.80		Panini Small (V , H)	£1.30
			Panini Large	£2.35
Oat Yoghurt Pots £1.20			Cold Pasta Pots	£2.00
Break Pizza (V) £1.00	Various Wraps (H,V) £2.80 / £2.90		Dessert Of The Day	£1.00
	Various Rolls (H,V) £1.50		Fruit Salad Pots	£1.00
Buttered Roll 45p	Various Sandwiches (V) £1.80 / £2.80		Various Cakes	£1.00
Bread Roll 45p			Biscuits (Pk 3)	65p
Jam Portions 25p	Ketchup Portions 15p			

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 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 L Taylor or Mr T Jarvis, 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?

- Mrs Agyei-Osafo 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 and track progress against 10 Key Objectives. These are updated continuously, and can be viewed live using our Dynamic Progress Reporting system online: www.dpr.education As a parent it is vital that DPR is checked and discussed with your child at on at least a weekly basis.

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

Will my child be able to attend all school trips and reward events?

Attendance and behaviour are essential parts of school life. We actively monitoring both and we encourage you to remember that they will play a key role in our decisions when selecting students for school trips and end of year rewards. Consistent attendance and positive behaviour reflect commitment and responsibility. These are values we want to celebrate and reward.

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

SPORTS  Monday Athletics – All years & abilities at Ashton Playing Fields 3.30-4.45pm Wednesday Tennis – All years/abilities/gender 7.00-8.15am (CH) Athletics – All years & abilities at Ashton Playing Fields 3.30-4.45pm Thursday Cross-country Running Club 7.30am	Handwriting Club  Monday, Tuesday & Wednesday Lunchtime in E1	Homework Club with Colour Printing Before School Mon, Tues & Weds 8.15am – 8.45am Lunch Times Tues & Weds 1.25pm – 3.10pm After School Mon, Tues & Weds 3.10pm – 4.10pm	Art  Monday & Tuesday Art Catch-up/Open Studio (GH/CB) Yrs 10-13 after school
Library  Open for Reading/Homework/Study every lunchtime and after school Mon – Thurs 3.10pm – 4.30pm Reading Club – Friday 3.15pm – 3.45pm	Football Hire  All-year at lunch times 1.25pm – 2.05pm (Weather permitting)	Geography  Wednesday Yr 11 Catch up session/intervention after school Thursday Yr 11 Catch up session/intervention after school	Astronomy & Science  Monday Astronomy Club in S3 3.10pm – 4.00pm Thursday Science Club in S3 3.10pm – 4.00pm
Media/Film - Thursday Yr 10 Media Coursework interventions in C21 3.10pm – 4.30pm	Dance Club  Stretch and Flex' Dance class, 3.10-4.10pm in TB	Drama  Tuesday KS3 (Year 7, 8 & 9) Drama Club 3.10pm – 4.15pm	LSU Every Day Read/Write/Link 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
Psychology, Sociology & Law Monday Year 12 Psychology Revision 3.10pm-4.10pm B2 (JW) Tuesday Year 13 Psychology Revision 7.45am-8.45am B2 (JW) Year 12 & 13 Sociology Revision 3.10pm-4.10pm B3 (JV) Wednesday Psychology extra lesson for AS external exam students P5 S6 (JW) Year 12 & 13 Sociology Revision 3.10pm-4.10pm B1 (AA) 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 B3 (JV)	Music  Tuesday Choir Rehearsals (all years) at lunchtime in M1 KS4 Music Tech Booster sessions afterschool in M2 Wednesday Guitar Club lunchtime in Music Music Technology (all years) after school in M2		

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 which includes goggles.

What studs should the football boots have?

Moulded firm ground studs are best but metal soft ground studded footwear are also suitable.

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, DT 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, glue 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 (Mobile Phone Policy)

As your child begins their journey with us, we'd like to share some important information about our approach to mobile phones and communication during the school day.

To help create a calm, focused, and respectful learning environment, **mobile phones and connected devices (including smartwatches, wireless headphones, and tablets)** must be:

- **Switched off** before entering the school gates
- **Kept out of sight** in bags or lockers for the entire school day
- **Not used at any point**, including breaks and lunchtimes

We kindly ask parents **not to call or message their child** during the school day. If you need to contact your child urgently, please **call the school office on 0208 504 8216** or email us at **admin@westhatch.net**. We'll make sure your message is passed on quickly and discreetly.

If a student needs to contact home, they should do so **via Student Services**, not via their mobile phone.

If a student is seen using a phone or connected device during the day, it will be confiscated. Our graduated sanctions are:

1. 1st Offence – Confiscated and returned at the end of the day. Parents informed.
2. 2nd Offence – Confiscated, returned at end of day, plus a 30-minute detention.
3. 3rd Offence – Confiscated, 1-hour detention, and parental action advised.
4. 4th Offence – 2-day isolation in school.
5. 5th Offence – 2-day suspension.

Repeated offences may lead to longer confiscation or more serious disciplinary measures.

Exemptions for Medical Needs

If your child requires a device for medical reasons (e.g., diabetes monitoring), please contact us to arrange an exemption. An official Medical Exemption Card will be issued.

Messages Sent Home

We use Edulink as our communication system. It allows us to send push messages to parents who use the app (this is our preference) but can also generate emails and text messages for us. It is important that you check your junk mail regularly as these can be identified as spam by some e mail providers.

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 defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. At this school we take bullying very seriously and recognise the need for support for all students involved.

- 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 Holiday 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 items to help us, and your new School friends, to learn about you:

- 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 memory stick or electronic file)
- 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 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

This will mean that your classmates 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. House points are able to be spent on our Rewards shop for prizes such as stationery, books and air pods.

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, Mrs Schaeffer who will select the best project as the winners!

Display

Your beautiful work will be displayed within the House area in the main foyer 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

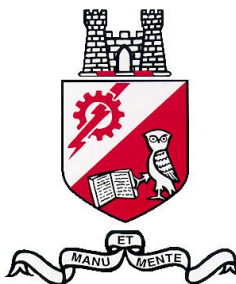
Our Core Values

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 SPIRIT values that underpin this are:

Self-Discipline
Perseverance
Integrity
Respect
Independence
Team West Hatch



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