

CLIMBING HIGHER



Parent Handbook

Taking you step-by-step through starting school

Mrs G Middlemas Headteacher, says:

Welcome to Whitworth Community High School and I look forward to getting to know you and your child.

Congratulations on being offered a place.

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

What you need to know

From page 11 onwards we have covered everything you need to know for your child starting at our school.

Any questions?

If you have any questions that are not answered in this Parent Handbook, please contact the school office on 01706 343218 or Email: y.ellis@whitworth.lancs.sch.uk



Pupil Data Collection Form

This form should be completed by parents or by those who have parental responsibility or day to day care of the child. Please keep school informed of any changes to this information such as new mobile telephone numbers, changes of address, etc. Please complete this form in BLOCK CAPITALS and return it to the school office.

STUDENT DETAILS

Legal surname: <i>(As shown on Birth Certificate/Passport)</i>	Legal forename:
Middle name(s):	
Preferred surname:	Preferred forename:
Date of birth:	Gender: Female / Male <i>(delete as applicable)</i>

STUDENT ADDRESS DETAILS

Home address	Other address
House No./Name:	House No./Name:
Street:	Street:
Town/City:	Town/City:
County:	County:
Postcode:	Postcode:

STUDENT ADDITIONAL INFORMATION

Doctors name and address:	
Doctors contact number:	
Lunch meal type: Paid school meal/ Free school meal/ Packed lunch <i>(delete as applicable)</i>	
Special dietary requirements:	
Usual mode of travel: Walk / Cycle / Car / Bus / Taxi / Other <i>(delete as applicable)</i>	
Medical: <i>(Medical conditions/ allergies/asthma etc.)</i>	
Legal: <i>(Legal Orders etc. Please attach a copys)</i>	Social care and other agencies:
Previous schools and nurseries:	
Siblings: <i>(Names and DOB)</i>	
Religion:	Ethnicity:
First language:	

Names of any other people who are permitted to collect your child from school:

Names of any people who are NOT permitted to collect your child and reasons for this:

I hereby give permission for my child's photograph to be used in school publications *(including our website, prospectus and in the local media)* Yes / No *(delete as applicable)*

I hereby give consent for my child to use the Biometric Technology and would like them to be registered for the cashless catering system Yes / No *(delete as applicable)*

Name of person completing this form:

Relationship to child:

Date:

Signature:

DATA PROTECTION STATEMENT

The school is registered under the Data Protection Act 2018 to keep the information submitted on this form. Pupil data is used for statutory returns to the Local Authority and the Department for Education. For information about how the school uses personal information please refer to the privacy notice displayed on the school website.

DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY:

I declare that the information provided above to be the best of my knowledge at the time of completion.

I agree to notify the school of any change in my child's circumstances.

Name (Block Capitals):

Signed:

Date:

FOR SCHOOL USE ONLY	
Registration group:	Admission no.:
NC year:	Year taught In:
Enrolment status:	Admission date:
Biometric consent: Y / N	Home/School Agreement:
UPN:	Medical form:

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Step 1

Step 2

STEP 2: FREE SCHOOL MEALS AND PUPIL PREMIUM
Whitworth Community High School

FSM & PP Form – revised June 2019

Lancashire

County Council

FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child so that we can provide them with the best education and support, by making sure that their school receives all the government funding to which it is entitled.

Please complete all sections of the form and return this to the school

Free Schools Meals & Pupil Premium Eligibility Criteria:

Please indicate which benefit you are currently in receipt of:

☐ Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)

☐ Income-Based Jobseekers' Allowance

☐ Income-Related Employment and Support Allowance

☐ Child Tax Credit, **not entitled to Working Tax Credit** and household income less than £16,190

☐ Support under part VI of the Immigration and Asylum Act 1999

☐ Guarantee element of State Pension Credit

☐ Income Support

☐ Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

Applicants in receipt of the above benefits or credits may be required to enclose proof. You will be contacted should further information be needed.

Please **ONLY** complete the form overleaf if you have ticked one of the boxes above

CONTACT DETAILS FOR PUPIL ACCESS TEAM AREA EDUCATION OFFICES		
<div><div>NORTH AREA</div><div>Lancaster, Wyre & The Fylde</div><div>Area Education Office White Cross Neighbourhood Centre Quarry Road Lancaster LA1 3SE</div><div>(01524) 581207</div></div>	<div><div>SOUTH AREA</div><div>Preston, South Ribble, West Lancashire & Chorley</div><div>Pupil Access Team South Room C37 County Hall Preston PR1 0LD</div><div>(01772) 532109</div></div>	<div><div>EAST AREA</div><div>Burnley, Hyndburn / Ribble Valley, Pendle, Rossendale</div><div>Area Education Office 44 Union Street Accrington BB5 1PL</div><div>01254 220747</div></div>

Lancashire County Council - DfE Free School Meals Eligibility Checker

By sharing your information with us, you agree to the LA accessing the DfE Eligibility checker on your behalf.

Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

The Data Protection Act 2018 and GDPR are laws that are designed to protect and maintain personal identifiable information. When we are in possession of personal information we will protect it and aim to keep service user information safe, abide by the law in respect of handling personally identifiable information, and respect the wishes of service users who do not want us to share their information. Unidentifiable service user data may also be used to aid service development. Lancashire County Council holds personal data about the people/children to whom we provide services. There is more information about your rights and how the Council uses and stores data: <http://www.lancashire.gov.uk/data-protection>. To request a copy of the information we hold about you, contact The County Council's Data Protection Officer, PO Box 78, County Hall, Preston PR1 8XJ

Please tear here

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1. PARENT / GUARDIAN DETAILS – these should be the details relating to the person who is claiming the benefits and where the pupil resides.

	Parent / Guardian 1			Parent / Guardian 2		
Title						
First name						
Last name						
Date of birth	DD	MM	YYYY	DD	MM	YYYY
Relationship to pupil						
National Insurance Number*						
National Asylum Support Service (NASS) Number*			/			/
Daytime telephone number						
Email address						
	Parent / Guardian 1			Parent / Guardian 2		
Address						
	Postcode:			Postcode:		
Previous address if you have moved in the last year						
	Postcode:			Postcode:		

*Complete as appropriate

2. CHILD / CHILDREN DETAILS					
Child's last name	Child's first name	Date of birth	Male / Female	Name of school attending	Year Group

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to LCC checking my details with relevant Government Departments or other agencies to assess my initial and ongoing entitlement to Free School Meals, Free Travel to School and Free School Milk. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent / guardian: _____

Date: _____

FOR OFFICIAL USE ONLY			
Outcome		Checked by	
Date		Household ID	

MEDICAL OR OTHER CONFIDENTIAL INFORMATION

Name of student:		DOB:			
GP SURGERY INFORMATION					
Surgery Name:					
Surgery Telephone Number:					
DIETARY					
No nuts of any type/quantity	<input type="checkbox"/>	Seafood allergy	<input type="checkbox"/>		
Vegetarian	<input type="checkbox"/>	Gluten free	<input type="checkbox"/>		
No dairy produce				<input type="checkbox"/>	
Other (please specify)					
MEDICAL INFORMATION					
Does your child suffer from?	Asthma	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	
Bowel or bladder problems	<input type="checkbox"/>	Serious allergies	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>
Any other medical condition (please give details below)					
Do you consider your child to have a disability? Yes / No – if yes please select all that apply from the list below.					
A child is considered to have a disability if their parent indicates substantial and/or long term difficulties with one or more areas listed below. Please exclude difficulties that you would expect for a child of their age.					
Mobility	<input type="checkbox"/>	Hand function	<input type="checkbox"/>	Personal care	<input type="checkbox"/>
Medication	<input type="checkbox"/>	Incontinence	<input type="checkbox"/>	Eating and drinking	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	Communication	<input type="checkbox"/>	Learning	<input type="checkbox"/>
ASD/ Asperger’s	<input type="checkbox"/>	Behaviour	<input type="checkbox"/>	Consciousness e.g. seizures	<input type="checkbox"/>
Palliative care needs	<input type="checkbox"/>	ADHD	<input type="checkbox"/>	Other	<input type="checkbox"/>
If ‘Other’ please give details:					
Does your child attend any medical clinics? Yes / No (If yes, please give details):					
If your child is on medication, does it need to be taken during school hours? Yes / No					
ADMINISTRATION OF PARACETAMOL					
I confirm that I have administered paracetamol without adverse effect to my child in the past.				<input type="checkbox"/>	
I give consent to the school staff administering paracetamol in accordance with the school policy				<input type="checkbox"/>	
I will inform the school immediately, in writing, if my child subsequently is adversely affected by paracetamol				<input type="checkbox"/>	
OTHER MEDICATIONS					
Where students are on regular medication prescribed by a GP this should be brought into school marked with the child’s name on a label from the GP/Chemist. This will be stored in a secure cabinet in our medical room. Students are responsible to come for medication at the specific times. Medicines must be in the original container as dispensed by the GP/Chemist. Parents/carers must fill in a medical consent form (available from the school reception).					
The school office must be notified IMMEDIATELY of any changes to medical conditions and contact telephone numbers, in case of emergency.					
Students who are asthmatic need to carry an inhaler with them and leave a spare inhaler in the medical room in case of emergency and students who carry an adrenaline pen with them must provide a spare for the medical room. Please kindly ensure all medications are provided to school immediately following your child's admission to school.					
IN THE EVENT OF AN EMERGENCY					
Should it not be possible to get in contact with the next of kin or any other emergency contacts, I hereby give consent for a first aid trained member of staff to give general first aid/to give emergency medication and call for emergency services.				<input type="checkbox"/>	

Please tear here

HOME/SCHOOL AGREEMENT

The principal aim of our school is to enable all students to achieve their full potential irrespective of age, ability or background.


STUDENT RESPONSIBILITIES

I will seek to:

Attend school regularly, properly equipped and wearing school uniform correctly.	
Meet the school’s Expectations of Students: our 7 Respects and School Standards; follow the Code of Behaviour.	
Accept the consequences of failing to do any of the above.	
Signature of Student:	Date:

SCHOOL’S RESPONSIBILITIES

We will seek to:

Ensure achievement for all within a school which is ‘Climbing Higher’ by promoting the highest standards of achievement, dress, behaviour, attendance and punctuality.	
Provide students with a rich, interesting and varied curriculum.	
Ensure students feel safe, secure and healthy in a pleasant and attractive school environment free from verbal or physical abuse.	
Address problems and take complaints seriously.	
Keep parents/carers informed of a student’s progress, including issues relating to their behaviour and attendance.	
Signature: 	Date:
Mr Kewin (Assistant Headteacher)	

PARENT/CARER’S RESPONSIBILITIES

I/We will seek to:

Support the school’s expectations of students: our 7 Respects School Standards and Code of Behaviour.	
Respect the school’s behaviour for learning policy and procedures and the disciplinary authority of staff, and treat all staff as professionals.	
Support the school by encouraging hard work, positive behaviour, punctuality and excellent attendance and by supporting the school’s rewards and sanctions; ensure that my child follows reasonable instructions by school staff and adheres to school policies.	
Send my child to school each day punctually, suitably clothed, fed, rested and equipped and ready to learn.	
Let the school know of problems that arise and of factors which may result in my child displaying behaviours outside the norm.	
To abide by and support the parent/carer code of conduct.	
Signature of Parent/ Carer:	Date:

CONSENT

I have read and understood the following information which can be found in the Parent and Carers section/Starting at WCHS of the WCHS website. (<https://www.wchs.co/starting-at-whitworth-community-high-school>)

	Parent Signature		Student Signature
Parent/Carer Code of Conduct		WCHS IT Acceptable Use Agreement	
Privacy Notice		Pupils Personal Electronic Device Policy	
Operation Encompass			
Photography/ Filming Policy			

Key Information

Term Dates	
Autumn Term 2022	Term openings and closures
INSET DAY 1	Thursday 1 st September 2022
School term starts	Friday 2 nd September 2022
INSET DAY 2 & 3	Thursday 15 th & Friday 16 th September 2022 (Closed to students)
Mid-term closure	Monday 24 th October– Friday 28 th October 2022 (inclusive)
School re-opens	Monday 31 st October 2022
End of term closure	After school on Friday 20 th December 2022
Spring term 2023	
School re-opens	Monday 11 th January 2023
Inset Day 4	Friday 10 th February 2023
Mid-term closure	Monday 13 th February – Friday 17 th February 2023 (inclusive)
School re-opens	Monday 20 th February 2023
End of term closure	After school on Friday 31 st March 2023
Summer term 2023	
School re-opens	Monday 17 th April 2023
May Day Closure	Monday 1 st May 2023 (One day only)
Mid Term Closure	Monday 29 th May- Friday 2 nd June 2023 (Inclusive)
School re-opens	Monday 5 th June 2023
Closure after school on	Friday 20 th July 2023
INSET DAY 5	Friday 21 st July 2023

School Day		
Time	Years 7 and 11	Years 8, 9 and 10
8.15AM	School gates open	
8.30am – 8.45am	Doors open for all students. Students must only use the canteen and main corridor.	
8.45am- 9.10am	Tutor Time	
9.10am- 10.10am	Lesson 1	
10.10am -11.10am	Lesson 2	
11.10am – 11.25am	Break time	
11.25am- 12.25pm	Lesson 3	
12.25pm- 12.55pm	Lunch time	Lesson 4a
12.55pm- 1.25pm	Lesson 4a	Lesson 4b
1.25pm- 1.55pm	Lesson 4b	Lunch time
1.55pm – 2.55pm	Lesson 5	Lesson 5
3.00pm	Extra-curricular activities and intervention sessions begin	

School Ethos and Values: ‘Climbing Higher’

School Vision, Ethos & Curriculum Aims

- To promote the highest aspirations amongst students: to have dreams for the future and to work towards them in the present
- To develop resilience, self-belief and self-motivation
- To enable every student to reach their full academic potential
- To promote the social, moral, spiritual and cultural development of every student and to develop British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- To create a safe and secure, disciplined and happy learning environment

Our vision for our students as lifelong learners:

- Confident individuals with respect for self and others, able to relate to others, to manage themselves and to communicate effectively
- Responsible citizens with the commitment to participate responsibly in economic, social and cultural life; who have a moral purpose in life and values by which to live

- Successful, confident learners with enthusiasm and motivation for learning, able to link and apply skills and knowledge to new situations
- Effective contributors with resilience, creative ideas and problem-solving skills

Respects and Expectations

At Whitworth Community High School, the staff, governors, parents and community have high expectations of all our students.

- If you cannot meet the school's expectations and follow the Code of Behaviour, you do not fit into our school and you will not keep your place.

This is what we expect of all students:

1. TO SPEAK RESPECTFULLY TO STAFF

This means:

- Speaking quietly and in a polite tone of voice;
- Thinking before you speak;
- Speaking when it is appropriate to do so;
- Using polite and respectful language;
- Telling the truth when asked a question.

2. TO BEHAVE RESPECTFULLY TO STAFF

This means:

- Doing as you are asked or told without argument;
- Entering and leaving classrooms quietly and sensibly;
- Accepting that members of staff have authority over you because they have responsibility for your welfare;
- Treating staff as professionals and co-operating with them;
- Showing that you want to learn.

3. TO SPEAK RESPECTFULLY TO OTHER STUDENTS

This means:

- Speaking politely to other students;
- Thinking before you speak;
- Keeping quiet if you have nothing pleasant to say;
- Keeping ‘street language’ out of school;
- Working co-operatively with other students when asked to in lessons.

4. TO BEHAVE RESPECTFULLY TO OTHER STUDENTS

This means:

- Showing consideration on the corridors;
- Moving around school in a sensible, thoughtful and responsible way, carrying bags carefully;
- Queuing properly;
- Avoiding physical contact with other students;
- Respecting other students’ space;
- Sitting where you are asked to in class;
- Telling a member of staff if there is a problem with another student.

5. TO HAVE RESPECT FOR YOUR OWN LEARNING AND YOURSELF

This means:

- Having pride in yourself in your reputation and your achievements;
- Being resilient and independent;
- Wanting to succeed, valuing success and being the best version of yourself;
- Being on time to school and lessons;
- Having excellent attendance;
- Having the correct equipment;
- Doing your work to the best of your ability;
- Recording home learning in your planner;
- Taking responsibility for doing home learning and handing it in on time.

6. TO HAVE RESPECT FOR OTHER STUDENTS’ LEARNING.

This means:

- Working hard in class without disturbing others;
- Celebrating other students’ successes as well as your own;
- Valuing other people’s opinions, ideas and beliefs.

7. TO RESPECT THE SCHOOL ENVIRONMENT AND THE WIDER COMMUNITY AND THE SCHOOL’S REPUTATION

This means:

- Putting rubbish in bins – in and out of classrooms;
- Looking after and having pride in your tutor room;
- Keeping the school tidy, clean and free from graffiti;
- Sticking to the standards regarding specialist rooms and equipment- e.g. Science labs; technology rooms; sports and ICT equipment and areas;
- Reporting damage to a member of staff; making sure you are in the right place at the right time, including at lunchtimes;
- Eating and drinking only in the designated areas. Chewing gum is not allowed anywhere in school;
- Behaving out of school in a way that would be expected when in school;
- Making best use of the systems in school to reduce, reuse and recycle.

ALL STUDENTS ARE EXPECTED TO BE AMBASSADORS FOR OUR SCHOOL

This means:

- Wearing uniform correctly, including when it is worn out of school time;
- Having respect for the school’s reputation at all times, including when in the wider community such as travelling on public transport;
- Having respect for the local community;

- Being proud to be members of our school community;
- Challenge and report issues when appropriate to do so.

Behaviour for Learning Summary

- Follow the school’s 7 Respects.
- Use recommended routes when moving between classrooms and go straight to lessons sensibly following the one way system at all times.
- Bring the correct equipment to school every day in an appropriate, robust school bag.
- Only eat and drink in designated areas not in classrooms, corridors or outside.
- Wear correct uniform at all times and in an appropriate manner – this includes the journey to and from school. Your clip-on school tie needs to be worn at all times with the top button of your school shirt fastened.
- Act in an appropriate and sensible manner on the journey to and from school particularly when on buses, and also when out in the local area before and after school.
- Follow instructions given by **all** school staff without argument or question
- Respect the instructions and authority of prefects without argument or question.
- Use appropriate language.
- Arrive punctually to all lessons and to registration. Ensure you are at your classrooms by the end of break time and lunch time.
- Be polite, helpful and courteous to all staff, visitors, and guests in school and to each other.
- When on a school visit or trip follow instructions carefully and do not tarnish the reputation of the school in public. Wear full school uniform unless specifically told otherwise.

The following items must not be brought onto, or near the school site:

- Any item which is, or could be used as, a weapon.
- Laser pen or similar.
- Any kind of smoking materials including e-cigarettes/vapes
- Alcohol, illegal substances or legal ‘highs’.

The supply of illegal drugs will result in a permanent exclusion as per the Behaviour for Learning Policy.

The possession of a knife, BB gun or similar weapon in school, on the school site, or on the journey to and from school, will normally lead to a permanent exclusion. Possession of **any** of the above items will normally result in an exclusion. See our Behaviour for Learning Policy.

Equipment:

There are mandatory items that all students should have with them every day, in a suitably large, robust, school bag. Failure to bring any of these items will result in a detention from your form tutor:

- Student Planner
- 2 Black pens
- Purple pen
- Pencil
- Ruler
- Rubber
- Y7-10 must bring a reading book

- Locker key (provided on the first week of school – £5 payable to school when you first join the school). Duplicate keys will cost £3. **This is non-refundable.**

Students should also bring into school the following items to enhance their learning:

- Calculator
- Coloured pencil crayons.

Most of the above items can be purchased between 8.30 and 9.00 from the student shop.

Modern Languages - Spanish

- A pocket dictionary (a student dictionary is recommended).

Physical Education

- A full PE kit for every PE lesson. Students missing any item of their PE kit will be given a 30 minute detention after school on a Friday.

Looking after Property

- All clothing should be marked with the student’s name.
- All books should be named and kept in good condition.
- Exercise books should not be defaced, lost or damaged.
- Lost or damaged books / planners must be replaced at the student’s expense.
- Keep your valuables safe.
- If you find lost property take it to the school office.
- Coats must be kept in your locker throughout the day.
- Bags must be kept in lockers during the lunch break. (They are not allowed in the dining room).
- You are responsible for your own belongings. The school accepts no responsibility whatsoever for your property.
- Lockers may only be accessed before school, break-time, lunch-time and after school.

Uniform

Rationale:

Whitworth Community High School insists on the highest standards of uniform. It is important that students take pride in their appearance and are aware of the impression their appearance makes within the community. Whitworth Community High School seeks to promote a sense of belonging and shared identity through the implementation of its uniform policy.

The Headteacher will be the arbiter in all matters relating to uniform, dress and appearance. Parents/carers and students are advised to consult the Headteacher, or a member of the Senior Leadership Team, if they are considering uniform, dress or appearance changes that might conflict with the school policy.

Any student who arrives wearing the incorrect uniform, wearing inappropriate jewellery, with henna/mehndi without prior permission, or with an unsuitable hairstyle or hair colour may be removed from lessons and parent/carer contacted. A record will be made in the student’s file. If a student ignores or persistently ignores the uniform code, the school will need to employ further sanctions including detentions.

Uniform:

Blazer - blue blazer for Y7 to Y10. Grey blazer for Y11 only - blazers are only available from school.

School Tie - blue with red stripe clip-on tie - this is only available from school.

White Shirt or Blouse - must be tucked into skirt or trousers, top buttons fastened.

Skirt or Trousers - The WCHS skirt is only available from school. It is to be worn with the hem of the skirt on the knee or longer (not shorter, and rolling up of waistbands is not permitted); or conventional black tailored school trousers (not skinny fit, denim, canvas, stretch, leggings or jeggings). Please purchase trousers that are long enough to at least touch the shoe (no ‘crop’ or ‘ankle grazers’ please). Trousers can be purchased from any retailer as long as they conform to the above description.

In response to parent/carer feedback, a service has been set up on <http://www.swidtp.co.uk/> for any parents/carers who are struggling to find suitable trousers that meet the policy requirements. A pre-purchase fitting service is available in school and there is a free click-and-collect option for convenience and to reduce costs to parents/carers.



Black Socks or plain black tights – not both. If wearing the new skirt with black socks, then the socks must be knee high with no frills. If wearing school trousers, socks must be black and at least ankle length (Not trainer socks).



Shoes - low heeled, below the ankle, completely plain black leather or leather look with no coloured logos. Please note that trainers, boots (including ‘Kicker’ style boots), pumps, canvas, ‘Dolly’ shoes with no top strap, sports branded footwear and footwear with Dr Martens soles or similar are not acceptable.

School shoes can be purchased from any retailer as long as they conform to the above description.



Outdoor Coats are not to be worn inside the school. Parents are asked to buy only blue or black outdoor coats. Hoodies are not allowed and will be confiscated.



PE Kit - is available from Anne’s in Bacup, Moses or Ziggy’s in Rochdale. Students missing any item in their PE kit will be given a 30 minute detention after school on a Friday.

Year 7/8 kit: WCHS top, WCHS skort or shorts, royal blue or white sports socks, WCHS half-zip mid-layer top (optional), trainers with non-marking soles.

Hairstyles and colouring:

Parents should be aware that we do not permit extremes of fashion in students’ hairstyles or dress. Added hair colours must be natural and subtle (bright colours including shades of red, and dip dying, are not permitted). Close shaved heads, for example, any shorter than a number 2 (6mm) and patterns cut into hair or eyebrows are not acceptable. Very short hairstyles including extreme hairstyles (e.g. where some hair is very short and the rest is not) are not acceptable. Students who have shoulder length hair, or longer, may be required to tie it back for health and safety reasons and/or if it obscures the face. The decision of whether or not a hairstyle is acceptable rests with SLT and is not negotiable. Students must be clean shaven with no beards or obvious facial hair.

Henna/Mehndi Tattoos - Henna/Mehndi Tattoos are not allowed in school. However, it is understood that in some cultures or religious traditions, it might be considered as part of family celebrations such as Eid or weddings. If a student wishes to have henna/mehndi applied, parents must write to the head teacher for permission, in advance, at least a week prior to the event, to explain the rationale behind the request.

Jewellery, Make-up and Valuables:

Make-up, false nails, false eyelashes, nail varnish, fake tan are not acceptable. Coloured contact lenses are not permitted in school. Natural eyebrows only are permitted, not shaved or stencilled.

Jewellery must be limited to a watch and one pair of studs (no ‘spacers’ or ‘stretchers’) worn one in the lobe of each ear. Health, safety and security considerations mean that other items of jewellery are **not** permissible.

Watches and studs should be removed for practical lessons when necessary or any lesson where they may pose a danger. Individual subject teachers will make the decision. **The school cannot accept any responsibility for the loss of valuables.**

No facial or body piercing is permitted for Health and Safety reasons. There are no exceptions to this.

Headphones, portable speakers, toys, fidget spinners, tablets, games consoles, Smart watches (e.g. Apple watch or any mobile device with a touchscreen display, designed to be worn on the wrist.) etc. must **not** be brought into school.

Only badges awarded by school may be worn at school.

The school will temporarily confiscate inappropriate items of jewellery, hoodies and valuables. Confiscated items can be claimed by students at the end of the week at 3pm Friday. Items confiscated on a repeated basis should be collected in person by parents after a meeting with SLT/Progress Leaders.

Mobile phones - Students must not bring mobile phones onto the school site. Any student seen with a mobile phone, whether using it or not, will have the item taken from them. The phone will be stored securely until the parent/carer arranges to collect it from the office. Should any student be known to have used their phone in school, this item will again be confiscated and sanctions applied.

Students needing to contact parents/carers may use a school telephone with a member of staff’s permission. If parents need to contact children **urgently** they should telephone the school office and a message will be relayed promptly.

Phones or smart watches must not be taken into examinations under any circumstances. Any breach of this rule will be reported to the relevant examinations authority.

Attendance and Punctuality

If my child is ill and will be absent: Parents/carers must inform the school before 8.40am to avoid receiving contact from school.

Any medical appointments need to be evidenced with an appointment card or letter from the medical organisation (GP, hospital, dentist and such like).

If my child either needs to take medication in school or are injured and need extra support e.g. Need to use crutches: The student must be brought to school by a parent/carer who will speak with a member of the pastoral team to discuss and agree what support I will receive from school, before they can take part in lessons.

If my child is late: The student must come in through the Main Reception and sign in **before** going to their lesson. They will be given a lunchtime detention. If they are late due to a medical appointment they must bring proof of the appointment on the day.

If my child has been absent: They must bring a note from their parent/carer to their form tutor to explain why they have been off school.

If my child is ill in school: They must tell their class teacher at the time or inform a member of the Pastoral team if it is break/lunchtime.

Please note: All students **must** be collected from the Main Reception for any appointment in school time e.g. doctor/dentist/college interview, by a responsible adult for safeguarding reasons. Under extreme circumstances e.g. sudden deterioration in weather conditions, then students may be allowed to leave site for health and safety reasons once parental permission has been given to the school. **Please note** this will only be under exceptional circumstances.

For safeguarding purposes, no student will be allowed to leave the school site at break-times or lunchtimes.

The Whole School Attendance Policy, available on the school website, makes it clear about our position in respect of requests for holidays etc. in term time. School will use Fixed Penalty Notices when thresholds are met and will support court action for students with a high unauthorised absence figure.

In order to participate in educational visits and trips, students with above 95% attendance will be given priority, and any student with attendance below 90% will not normally be considered for inclusion on an educational visit unless exceptional circumstances apply. **Any unauthorised absence may prevent a student being included on an educational visit.**

Any student who takes an unauthorised holiday during term time may automatically not be eligible to participate on any residential educational visit, and if this happens after a student has already been accepted on such a visit, then the school has the right to remove the student from the trip and any monies already paid will be forfeited.

All requests for leave of absence in term time need to be made in writing and will require a face to face discussion in school with a member of the Senior Leadership Team (SLT) before a decision is made.

Safeguarding

Schools are particularly well placed to observe children because of the day to day contact. Occasionally we see outward signs of abuse, changes in behaviour or failure of children to develop.

Children may make disclosures to us that raise concerns about their well-being. Parents/carers should be aware that where it appears to be a member of school staff that a child may have suffered or be at risk of abuse or if the school has any concerns about a child’s health, development, safety or welfare then the school may report their concerns to other agencies.

If it is appropriate to the circumstances then parents will be notified before the referral is made. However, parents/carers should be aware that the school does not always require permission to make the referral.

The current Safeguarding and Child Protection Policy is available on the school website.

Online Safety

At Whitworth Community High School we recognise that the appropriate use of new technologies, both in the classroom and at home, provides our students with richer learning experiences. However, whilst we recognise the advantages of new technologies, as a school we are also acutely aware of its possible dangers.

At Whitworth Community High School we have a managed system of filtering.

Whitworth Community High School asks families to sign an ‘acceptable use’ policy on entry to the school, which details what our students are allowed and not allowed to do when using new technologies and which makes explicit the consequences of breaching this agreement. Online safety is a key part of our safeguarding training, and we actively involve other agencies where necessary to back up this message in order to keep our students safe.

You will find a copy of the school’s online safety policy in the policies section of the website.

First Aid/Medical

Lists of first aid staff, locations of first aid boxes and defibrillator machines are clearly displayed throughout the school and are updated on a regular basis. All first aid staff are qualified and copies of certificates can be seen on request.

At school, the main duties of a first aider is to give immediate help to casualties with injuries arising from any accidents at school and when necessary, ensure that an ambulance or other professional medical help is called.

If a student has Asthma, they must ensure that they have their inhaler with them at all times in school.

Administering paracetamol

We are unable to administer ibuprofen or any medication that contains aspirin to students at school unless prescribed by a doctor

If a student still complains of pain, even after having a drink, sitting quietly or lying down, we will contact parents/carers by phone to ask permission to give one dose of paracetamol. An electronic record will be kept of this on our school medical tracker and a sticker will be placed in this planner for future information, this will show the date and time that the paracetamol was administered.

If a student has an ongoing medical condition and require regular paracetamol, then a box of paracetamol must be sent into school. The box must have the student’s name and date of birth written on the front of the box. The box must then be handed into the main office where it will be stored in a locked medical cabinet.

It is a legal requirement that the school has written permission from parents/carers before a student is given paracetamol. The school will contact parents/carers by phone before any paracetamol is given, to obtain verbal consent and to confirm whether the student has taken any medicines before attending school.

Please ensure that we always have your up to date contact number and make sure you inform us of any changes.

Please note paracetamol will not be issued without written and verbal consent and paracetamol is a last resort option.

Head Injuries

Should your child sustain a head injury whilst at school an electronic record will be kept of this on our school medical tracker and a sticker will be placed in this planner for future information, a call will also be made to parents.

Aftercare – Whilst at home ensure an adult is with you. Should you experience any of the following symptoms you should seek urgent medical attention from your nearest A&E Department:

Severe/worsening headache/ confusion / feeling unusually sleepy/ vomiting/ passing out or fits/ changes in eyesight/ dizziness or lack of co-ordination/ weakness to one or both arms or legs/ clear fluid or blood seeping from ears or nose/ new deafness to one or both ears/ amnesia (can’t remember what happened).

Infection Control

To prevent the spread of infection ensure good personal hygiene and routine immunisations are up to date. Please contact the Public Health Agency on 03005550119 or visit www.publichealth.hscni.net for further information and guidance for students with rashes and skin infections/ diarrhoea and vomiting illnesses and other infections to ensure it is safe to come back to school.

Food in school

We encourage healthy eating here at school and students all remain on site for their lunch.

A typical daily choice can include:

- A range of sandwiches, wraps, rolls and salads from the sandwich bar
- Pasta with a variety of sauces
- Jacket potatoes with a selection of fillings
- A hot meal such as pizza, lasagne
- Hot and cold desserts
- Fresh fruit, yoghurt, water, milk and fruit juices.

We have a cashless system in place, money can be put on students’ accounts via ParentPay

Packed lunches

Students can bring a healthy packed lunch from home if they prefer. This should contain:

- Starchy foods like bread, rice, potatoes or pasta
- Protein like meat, fish, eggs or beans
- Dairy products like cheese or yoghurt
- Vegetables or salad and fruit

Free school meals

Young people from families who are on specific types of benefits may be eligible for Free School Meals. You can find out if your child is eligible through the Lancashire County Council website.

Snacks and drinks

Students may bring a healthy snack from home to eat at break time and bring a bottle of water to school to drink throughout the day. On certain days, break time snacks are available for specific year groups and students can also purchase bottled water.

Curriculum

Our curriculum:

- Is appropriate and relevant to all our students
- Is progressive and flexible, interleaved and sequenced to develop knowledge, skills and understanding which lead to valuable, sustainable learning for all students

- Provides opportunities to develop literacy and numeracy knowledge and skills across curriculum areas

- Recognises the increasing pressures of the digital age on students, and supports their understanding of how to stay safe

- Promotes opportunities across the curriculum for the development of positive health and wellbeing

- Provides a broad range of subjects/courses that engage, challenge and raise student aspirations

- Promotes learning and an enjoyment of learning through a wide range of contexts and experiences

- Promotes reading

Through our curriculum offer we intend to develop our students so that:

- They have the confidence, resilience and knowledge to support their own mental and physical wellbeing and make healthy lifestyle choices

- They have high aspirations, an ambitious vision for their future, and recognise education as central to this

- They have a positive work ethic and thus achieve their academic potential

- They are happy and enjoy school

- They are respectful, tolerant and empathetic towards others and uphold British values

- They know their own strengths and areas for development

- They can make informed decisions and understand their rights and responsibilities

At WCHS, the senior and operational leadership teams regularly review the curriculum offer to ensure that it achieves the aims as set out above and meets the requirements as set out in the national curriculum in both key stages 3 and 4.

Curriculum offer from September 2022

The School operates a three year Key Stage 3 and two year Key Stage 4. In both Key Stages students follow a weekly timetable of 25 lessons. Each lesson is 60 minutes long

Options

At the end of Year 9 students will select 3 options from a range of subjects. The additional concentrated time in these lessons enables students to ‘master’ the subject, fostering deeper knowledge and understanding. All students, regardless of prior attainment, are entitled to choose the subjects that are most appropriate to their needs, interests or future career path, including a language and separate sciences if they choose to do so. The majority of option choices are GCSE qualifications but some alternatives are available to students across Key Stage 4, including Physical Education, Health and Social and Business. Our high-quality vocational offer is clearly attached to the local workplace, where there is a lot of self-employment, sport provision and care based professions.

Careers

Whitworth Community High School is committed to providing a planned programme of Careers Education, Information, Advice and Guidance (CEIAG) for all students in year 7 through to 11, in partnership with local education providers, employers and other key stakeholders. The impact of our CEIAG provision is measured and assessed using the 8 Gatsby Benchmarks for world class careers guidance and our excellent Destinations Data.

Personal development

In addition to providing a broad and balanced academic curriculum, we see it as vitally important to prepare students so that they have the confidence,

resilience and knowledge to support their own mental and physical wellbeing and make healthy lifestyle choices. Further to this, it is vital that they learn to be respectful, tolerant and empathetic towards others and uphold British values. It is also important that they can make informed decisions and understand their rights and responsibilities. Therefore, sufficient time is allocated in all year groups so that citizenship, religious education and sex and relationships education is included throughout covered. In addition, we see computing as an essential employment skill and as such, is given appropriate curriculum coverage in both key stages.

Enrichment, extra-curricular and cultural capital

At Whitworth Community High School, all students in Years 7-11 strongly encouraged to take part in our extensive extra-curricular programme of activities. Our aim is to nurture and develop each student, therefore, we offer a wide variety of activities that allow our students to develop into capable and responsible citizens with a wide variety of skills and experiences. Examples of activities include:

Timetabled music lessons: Instruments are provided to all students involved in the programme.

- Various musical ensembles including wind band, choir, ukulele club and various other ensembles depending on the interests of current students.

- Various sports activities including netball, climbing, football, badminton, general fitness and cricket

- STEM club

- Duke of Edinburgh Award Scheme (currently offering Silver and Bronze)

- Drama club

- Performing arts theatre trips

- Annual school production

Cultural capital is addressed through all areas of the school. We recognise that for students to aspire and be successful academically and in the wider areas of their lives, they need to be given rich and sustained opportunities to develop their cultural capital.

Assessment and Reporting

Subject teachers will assess and monitor students both formally and during the natural course of lessons, with the overall aim of improving progress and attainment of students.

Each year group has a set of formal exams at the end of the academic year. Year 10 & 11 have additional exams.

Our reporting cycle breaks the academic year into the three terms. This translates into parents receiving 3 academic reports per year. Each report is uploaded to Edulinkone, where it can be viewed and printed as many times as parents require. Students in Year 11 will therefore be able to see all their reports back to their time when they started at Whitworth Community High School in Year 7. The first progress report is released in December, with subsequent reports at the end of the spring and summer terms. If you have any concerns or questions about your child’s progress, please contact their class teacher, form tutor, progress leader or Assistant Headteacher.

Home learning

The purpose of Home Learning is to consolidate and reinforce skills and understanding and extend school learning. It helps students develop self-discipline and confidence, and practise life skills for the future. Sanctions will be applied if a student does not complete/forgets Home Learning.

We recommend that students get into the habit of completing their Home Learning as soon as it is set, rather than just before it is due and much of this work comes in the form of weekly Home Learning Booklets. This way students can ask for any support needed to complete tasks to a high standard.

SEND

All students are entitled to a broad and balanced curriculum, suitably differentiated to meet individual needs. It is our belief that all students should aim to achieve their full social, emotional and academic potential, both within the school community and in wider contexts. Provision will be made for those whose needs are not easily met within the normal academic and pastoral curriculum so that they may remain as fully integrated as possible. Our Mission Statement “Climbing Higher”, underpins our entire ethos and promotes equality for all stakeholders and visitors involved in our school community.

Rewards

Students will receive postcards when they collect the relevant number of achievement points.

Parent Code of Conduct

Parents / carers should indicate their agreement to act in accordance with this Code of Conduct by signing the Home School Agreement annually.

Purpose of the Code of Conduct

To provide a clear statement to all parents / carers of the school’s expectations in terms of their conduct.

To outline the action that WCHS will take if a parent/ carer’s conduct does not meet these expectations.

To support the vision and values of WCHS.

Expectations of parents/carers

In addition to following the Home/School Agreement we expect that parents/carers will:

- Follow WCHS expectations regarding respect
- Speaking and behaving respectfully towards school staff, students, governors and members of the school community
- Demonstrating respect for the school’s reputation
- Approach the school in an appropriate and timely manner to help resolve or clarify and concerns that they or their child may have
- Understand that teachers / school staff and parents and carers need to work together for the benefit of students
- Treat all members of the school community with respect at all times, thus setting a good example through their own conduct
- Follow the process in the Complaints Policy if a concern is not otherwise resolved

- Make anyone who may be involved in visiting the school with them or on their behalf aware of the Code of Conduct and the requirement to adhere to it

You will find a copy of the school’s Parent Code of Conduct on the website. Please read it.

Any parental complaint arising from an incident of unacceptable behaviour will be addressed via the Complaints Policy. The Headteacher will contact the Chair of Governors and/or Lancashire County Council for guidance where appropriate.

Emergency arrangements

On rare occasions, particularly in winter, the weather can be so severe that getting to and from school becomes hazardous.

Severe weather overnight

If the school has to be closed a decision will be made before 7.30am. In the event of a closure, a message will be read out on BBC Radio Lancashire on 103.9, 95.5, 104.5FM or on their website.

All families will be contacted wherever possible by text message about school closures. It is vital we are provided with the correct mobile number – please notify us of any changes. The school website will also announce the decision along with an Edulink message that will go out to parents and carers.

PLEASE ASSUME THE SCHOOL IS OPEN IF THE RADIO AND SCHOOL WEBSITE DO NOT ANNOUNCE OTHERWISE. If any students arrive at the school unaware of the closure a member of staff will be here to help. Students will be able to phone their parents to decide whether they should return home or wait to be collected.

When the weather is bad please do not ring the school unless it is an emergency.

If the weather deteriorates during the day

The school will close only in extreme circumstances. Any decision to close the school will be made by the Headteacher and other Senior Leaders. All families will be notified by text message if the school is to close.

Communications

Website: www.wchs.co

Twitter: https://twitter.com/WCHS_PE?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

Newsletters:

<https://whitworth-community-high-school.secure-pri-marysite.net/stream/newsletters/full/1/-/>





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