

HANDBOOK FOR YEAR 12 PARENTS 2020



Dear Parents/Carers

We are delighted that your daughter/son is joining us this September or staying with us for two more years.

We hope that you find this booklet helpful and that it provides the information which you need about the school and some of our expectations. We are always willing to discuss with you any of the areas covered in this booklet or any other issues you would like to raise with us. We see the sixth form as a partnership between the school, yourselves, and your daughter/son, and we will be looking to work together to make this time as profitable as possible. It is important that, at all times, you feel able to contact the staff of our school; we do believe that contact between home and school is essential to ensure that not only are problems shared but that successes are also recognised.

Please do encourage your daughter/son into good work habits. She/He will be given a planner to record homework and attendance so that you can see what is happening week by week. Good working and attendance habits laid down at the start will prove enormously valuable later in her/his Sixth Form courses.

In addition to the normal forms of contact between the school and parents, we have an active Parent Teacher Association (PTA) which I would commend to you as providing many opportunities for you to become more involved in the life of the school. We also invite parents to find out more about university applications and finance in July, and there may be opportunities for you to become involved more formally when a Parent Governor vacancy arises on our Local Governing Body.

The information in this booklet has been provided assuming the school is able to operate normally.

During the current pandemic we have had to make a number of changes which are summarised below. Once the pandemic is over we hope to return to our normal mode of operation.

The significant changes in place are:

- Hylands Sixth Form centre has been divided so that Year 12 and 13 can be in separate “bubbles”. Each has their own facilities.
- There are handwash stations throughout the school.
- Tutor time has been moved to the afternoon and will take place in Year group pairs.
- Registration in the morning takes place in period 1 lessons or in Hylands.
- More time is allowed for pupils to move around the school between lessons. There is also a staggered return to lessons after break and lunchtime.
- Assemblies and tutor activities continue to take place but are often recorded or delivered by Zoom.
- Pupils must bring a face mask with them and are required to wear it as they leave the school and begin their journey home.
- Activity days are suspended until further notice.

- We are not able to provide lockers at this time. Pupils are encouraged to reduce the amount of folders they bring to school by having a 'Day File'.
- Only Sixth Form students from WHSG can use The Coffee Hut.
- The end of the school day is staggered to keep Year bubbles apart.
- The Induction meeting for parents has taken place via Zoom and a number of relevant presentations and this booklet has been placed on the website.

We look forward to meeting you later in the school year.

Yours sincerely

A handwritten signature in black ink that reads "Paul Hayman". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Dr Paul Hayman
Headteacher

INTRODUCTION

Westcliff High School for Girls blends traditional values with a forward-looking view of secondary education. By combining what is best from the traditions of the past with the resources and methods of the present the School successfully prepares young women and men for the diverse career opportunities available to them in the modern world. We do believe in the importance of work, self-discipline, achievement and the development of moral values. We also emphasise our role in developing self-confident and independent young people who are ready to play a full part in society.

AIMS OF THE SCHOOL

1. To foster enthusiasm for life-long learning and the pursuit of excellence.
2. To develop in each student the skills, knowledge and qualities needed to plan an active role in a changing world.
3. To give students the confidence to apply knowledge, experiment and embrace challenge.
4. To provide opportunities for personal reflection and to encourage a deeper awareness of spiritual, cultural, ethical and social issues.
5. To establish a community where student, staff, parents and governors work as partners with mutual respect and shared responsibility.

VISION STATEMENT

The school's vision is to be an outstanding school with high moral values and a national standing for its scholarship, producing citizens who are leaders and thinkers, imbued with initiative, enterprise and a quest for life-long learning.

This mission statement was created through extensive consultation with all stakeholders and we believe it captures the distinctive ethos of the school. It means that we expect everyone involved in the school to do their best and achieve their potential as future leaders in society.

SCHOOL CODE OF CONDUCT

All members of the school are expected to observe the code of behaviour below which is based on our shared values.

To respect and to act considerately towards each other at all times.

To respect each other's right to express views and beliefs that are different from our own.

To care for the school environment and to respect other people's property.

To speak respectfully about other people, never helping to spread unkind rumours, etc.

To speak and to act honestly at all times.

To take responsibility for our own words and actions.

To promote the good name of the school through our behaviour and actions both in and out of the school.

TIMINGS OF THE SCHOOL DAY (YEAR 12)

Arrive in school	08:30
Registration in Lesson 1	08.35-08.40
Lesson 1 (55m)	08.40-09:35
Morning Break (25m) including movement to Lesson 2	09:35-10:00
Lesson 2 (55m)	10:00-10:55
Movement to Lesson 3	10:55-11:05
Lesson 3 (55m)	11:05-12:00
Cafeteria Slot (20m)	12:00-12:20
Break & Movement (15)	12:20-12:35
Tutor Time/Assembly & PM Reg (20)	12:35-12:55
Break	12:55-13:10
Movement to Lesson 4	13:10-13:20
Lesson 4 (55m)	13:20-14:15
Movement to Lesson 5	14:15-14:25
Lesson 5 (55m)	14:25-15:20
End of day	15:20

PARKING

In the interests of safety, parents are not allowed to enter or park in the private roadway between 8.00 am - 4.00 pm, nor to park on the zig-zag lines in Middlesex Avenue. There is a car park facility behind the Fire Station on Mountdale Gardens, where pupils can be picked up or dropped off. Parents are also requested not to park in the Hunters' Lodge car park, which is reserved for elderly residents. If access is needed to the school site during the school day, parents need to approach the electronic gates, stop and speak to the school office on the intercom. They will open the gates for you.

ARRIVAL

On arrival, students can use designated areas of Hylands Sixth Form Centre for study or socialising before moving to Period 1 for registration at 8.35 am. Students arriving in school after 8.35 am will be registered as late. Those arriving late **must** report to Miss Watson/Miss Arthur in Hylands, where they should sign in late, giving a reason.

Students arriving after 8.35 am without a valid reason will have an unauthorised late recorded in the register. Those doing Prefect duties during registration have a separate register in Hylands and should also see Miss Watson/Miss Arthur to sign in.

Cycles may be left in the bike sheds on the racks provided but should be secured with a lock or chain.

ATTENDANCE

Regulations on students' attendance require schools to record each absence as 'authorised' or 'unauthorised'. Unauthorised absences are recorded on end of year reports to parents. These occur when the school does not receive a valid reason for a pupil's absence or when a pupil arrives at school after 8.50 am. Students will receive a late mark if they arrive at school after 8.35 am or are late for afternoon Form Time.

ABSENCE DUE TO ILLNESS

Parents are requested to telephone the school on **01702 476026 (Option 2), before 8.30 am** on every day of absence, giving the reason i.e. Headache, Sickness etc (informing us that they are "unwell/not in today" is not acceptable). An answerphone is available on the above number. A letter regarding the illness must be handed in on the first day that your daughter/son returns to school or the marks will remain unauthorised.

LEAVE OF ABSENCE

Parents may occasionally need to apply to the Headteacher for leave of absence for their daughter/son. **Westcliff High School for Girls does not authorise absence for any form of holiday during term time.** The legal framework indicates that schools are not allowed to authorise absence for term time holidays, although they do have the discretion to grant up to ten days absence in any school year. (Schools cannot authorise more than ten days absence in a school year unless there are **exceptional** circumstances). Forms, which are available from the school office, should be completed and returned to the Attendance Administrator, at **least one month** before leave is required.

LEAVE OF ABSENCE DURING EXAMS

Leave of absence will never be authorised for a period that includes all or part of the school or public examinations which the pupil has been entered for (or is expected to take). Further information regarding the 'Leave of Absence Policy' can be found on our school website at www.whsg.info.

Parents have a right of appeal to the Chair of Governors if their request for leave is turned down by the Headteacher.

LEAVING SCHOOL TO KEEP AN APPOINTMENT

Where possible, appointments should be made outside of school time. No student in the Sixth Form will be allowed to leave school to keep an appointment unless the school receives a written request from a parent/carers, preferably a day in advance. The student must show this written request to her/his Form Tutor, who will sign it. The student must give the signed letter to a member of the office staff when they sign out. On their return to school from the appointment, the student must report to the school office. This system is for student safety and we feel confident of parental support. Wherever possible, please arrange for these appointments not to clash with morning registration (08.35–08.40am) and afternoon registration (1.15–1.25pm) as these times will affect your daughter/son's attendance record. Driving lessons should not be arranged in school time.

SITE SECURITY

Students are provided with a card containing a photograph which gives them access to the Sixth Form Centre on a school lanyard. It is expected that is worn at all times to confirm that they are members of the school.

STUDY PERIODS

Students will typically have 5 study periods a week (more if they are studying 3 A Levels). These can be spent in the study space in the Library or in the study rooms in Hylands. Pupils will be directed to **Supported Study** in a designated room for some of these periods. This can be used for a variety of activities – reviewing notes, reading or simply completing an assignment that has been set by teaching staff. Sensible use of study periods is essential for success in A Levels.

LOCKERS

Students will not be offered use of a locker while we are aiming to encourage social distancing. Pupils will need to pack appropriately for each working day.

BREAKTIME AND LUNCHTIME PROCEDURES

Students in the Sixth Form can go to the canteen at lunchtime. They may either buy food and drink or have a combination of this and food brought from home. You are reminded that the canteen is cashless. Students may also eat a packed lunch in Hylands or go off site at lunchtime to buy food from local outlets. (They must sign out and in if they leave the site). Our new coffee shop also provides hot and cold drinks and snacks throughout the day for Sixth Form students. Cash can be used in the coffee shop. Eating is NOT allowed in any room in the School except the Canteen and Hylands.

CASHLESS CATERING SYSTEM

The school operates a cashless catering system in the school canteen. All items have to be paid for by putting funds on ParentPay - no cash is taken in the canteen. The cashless system runs on a biometric process which generates a logarithm based on the individual's thumb or finger-print.

The cashless system allows parents to track on ParentPay exactly what their child is purchasing at the canteen. It also automatically allocates free school meal allowances to pupil accounts so that all pupils are indistinguishable in the canteen. The daily spend limit is set at £7 across the day and can be used in the school coffee shop before and after school. The daily limit can be increased or decreased by e-mailing the school office. An overdraft allowance of £5 is in place in case parents cannot top up funds when needed. Automatic daily e-mails will be sent out if pupils go overdrawn, although parents should check the balance and try to avoid going overdrawn please. A 4-weekly menu for the canteen is published in the electronic weekly school bulletin.

COFFEE SHOP

The school operates a coffee shop in one of the cabins next to the Sixth Form building. It is open only to the Sixth Form. It is possible to pay with either cash or using the cashless system in the coffee shop. It provides a range of hot and cold snacks and drinks.

SECTION TWO: ACADEMIC ORGANISATION

KS5 CURRICULUM ORGANISATION: YEARS 12 AND 13

- Year 12** On joining the school, students are placed into a tutor group. All Year 12 students attend Personal Social Health and Economic Education (PSHEE) every fortnight. They also study 3 or 4 A Level subjects and some may complete an EPQ or start a Music Technology course. Wednesday afternoon in Week B is designated 'Enrichment Time'. Pupils can use this time to carry out work experience or community service or take part in organised sporting activities. Only students who have achieved CDD (these must be high (D+) grades) in their internal examinations can continue their current courses into Year 13.
- Year 13** All Year 13 students attend Personal Social Health and Economic Education (PSHEE) every fortnight. They continue with at least 3 A Level subjects in Year 13 (as well as Extended Project* and Music Technology if they are taking them). If they choose to study four A Levels in Year 13 they should have gained at least a B grade in their internal (or external) examinations at the end of Year 12. *The Extended Project is scheduled to finish early in the Spring term.

HOMEWORK AND THE USE OF STUDENT PLANNERS

We believe in a regular pattern of homework for all pupils in the sixth form. Parents' co-operation is very important and a quiet place to study at home is desirable

Teachers set varied homework tasks: these may include reading and research, learning of information and writing of reports or essays. Sometimes a major assignment may be designed to be completed over several weeks. In addition, resources and homework may be placed on Google Classroom, our on-line virtual learning environment, which pupils can also access at home.

ASSESSMENT AND REPORTING OF PUPIL ACHIEVEMENT

We believe that it is important for pupils and their parents to be kept fully informed of progress. Pupils' achievements and progress are regularly monitored through a system of continuous assessment and recording.

Data is collected at appropriate intervals across the academic year. Parents will receive Pupil Tracking Reports (PTs) which will contain mainly grades, which relate to progress and current attainment.

Parents will also receive an Extended Tracking Report containing an area for celebration and development identified for each subject. All tracking reports are currently accessed in a digital format.

This Extended Tracking Report also contains comments by the Form Tutor, identifying contributions to extra-curricular activities and an assessment of progress to date and areas for development.

Pupils are also encouraged to set realistic personal targets which are recorded in their Student Planners.

The timing of reports is staggered, and the issue dates are confirmed in the School Calendar for Parents which is available on our school's website.

Parents are asked to confirm, via a dedicated e-mail address (see below), that they have viewed their child's report and this email can also be used to raise specific matters arising from the report. These concerns may be discussed with the Head of Sixth Form or the Sixth Form Pastoral Support Co-ordinator if you so wish.

psc-12-13@whsg.info

ON-LINE ACCESS TO ASSESSMENT DATA.

Currently we use My Child at School (MCAS) to make reports available to parents. MCAS is an electronic portal for parents, which allows them to access data held electronically/digitally on the school database. This can be accessed from most devices with access to the internet (computer, laptop, tablet etc). The major uses are:-

- to view Pupil Tracking Reports, as mentioned above, the facility allows parents to print hard copies if they wish or save locally for their own records as we no longer provide printed copies.
- to take responsibility for the maintenance of their data stored on the school's data system by updating the details themselves via the Data Collection facility provided.

ACTIVITY DAYS

We very much believe that trips and a range of activities are part of our core curriculum, but we want to ensure that these cause as little disruption to the timetable of lessons as possible. To encourage this wider learning, we have moved to Activity Days (the number of these in 2020-21 will be determined by the guidance to schools on organising large group activities or trips).

All students are required to attend our Activity Days. This is because the ethos of the school is that all pupils should experience a range of activities as part of their learning as well as academic study. By organising a large proportion of the school's annual events in this way there are less days when teachers and students are away from classes.

SCHOOLCOMMS

We are keen that you are kept informed of what is going on in school and that we are able to contact you quickly should we need to, for example, if the school has to be closed unexpectedly. We therefore use Schoolcomms which allows us to send e-mails and text messages directly to the main contact for your child using the information that you supply to us on the Student Information Form. **Under the Data Protection Act we are required to inform you that we transfer appropriate details from our records to enable e-mail and SMS messaging to take place using this method.** Obviously if you do not want your details to be used you can opt for them not to be transferred by sending a letter to the School Office. However, we encourage all parents to allow their contact information to be used to help us ensure we can communicate effectively with all parents.

OUR RELATIONSHIP WITH PARENTS

Meetings with subject teachers are held twice a year after school to supplement the report system and to enable parents to discuss their daughter/sons' work and progress. Parents are also invited to attend other events in the school year (we plan to hold an Induction evening for Year 12 Parents in early September 2020). The friendly, co-operative atmosphere existing between staff, parents and girls/boys is a valued feature of the school.

INTERNAL EXAMINATIONS

Internal examinations for Year 12 take place in June. There will also be Mock Examinations held in January for Year13 students. The dates of these examinations are fixed well in advance and parents are notified and asked to avoid absences during this time. The results of these examinations are made known to parents via a report.

CAREERS EDUCATION AND GUIDANCE

An extensive Careers Education and Guidance programme takes place throughout all years of the school, in subject lessons and in PSHEE. We place a very high importance on helping students in their choice of career, higher education or training. Group work and individual counselling are available at suitable stages from a team of staff who are up to date with the ever-changing employment situation. All students are offered opportunities and interviews with specialist careers officers. The school library also has extensive reference materials providing opportunities for personal research into University Courses and careers.

Students are encouraged to carry out work experience/shadowing which they organise themselves, but staff are very willing to support students in finding work experience opportunities.

A comprehensive programme of support for Higher Education applications is provided in PSHEE sessions and our Oxbridge Society supports students looking to apply to the top Russell Group universities.

Much individual careers guidance is given in the Sixth Form by their Form Tutor, Head of Sixth Form and Connexions Advisor, also Year 12 students can visit one of the local universities for the UCAS Superfair in June.

LINKS WITH INDUSTRY/COMMERCE

Westcliff has many of these links. All these contacts help to broaden the education of our students. Our links involve not only visits outside school but also preparation and follow-up in the classroom. Many subjects such as Business Studies, Geography and Science can use our links as part of their A level courses. We work with WHSB to prepare students for medicine interviews and provide mock interviews for many competitive courses. These links dovetail with our careers and economic awareness programmes.

THE LIS HARRIES LIBRARY

The library provides a splendid resource centre of books, magazines and many other learning materials for the entire school. Computer resources are available in the library offering comprehensive access to a variety of research materials. There is also a mezzanine floor for Sixth Form for private study which offers targeted resources for A Level study.

Our policy is to provide easy access and pupils are encouraged to read widely for pleasure and for the development of research and analytical skills. We provide books and other resources for 11 to 18 year olds and believe in promoting personal choices, therefore we would like parents to know that children could obtain material designed for young adults. Every effort is made to update stock across the curriculum and works of classic value are retained.

We are grateful to parents of past and present pupils who have been generous in making donations.

SPECIAL EDUCATIONAL NEEDS

It is possible for pupils who are admitted to the school to have special educational needs e.g. a physical disability, health related problems, emotional or behavioural problems or to have a specific difficulty related to one or more skills.

The Leadership Team along with Middle Managers and all teachers share the responsibility for monitoring and evaluating the accessibility of the curriculum for all pupils. It is the responsibility of every subject teacher to monitor the progress of individual students and to identify those who will need support. The school is committed to identifying and supporting individual needs; effectively using the criteria set out in the Special Educational Needs Code of Practice (July 2014) and provide the support necessary to enable students to make progress. As a school we involve and work with students and parents at the various stages and take into consideration their views. When the need arises, we make use of outside agencies where necessary as part of a planned and graduated response to individual need.

The overall management of special educational needs is the responsibility of the SENCO. For further detail on SEN and the local offer please see the school website.

ACKNOWLEDGEMENT OF ACHIEVEMENT

The Headteacher regularly sees students whose Pupil Tracking Report shows evidence of high standards of work or outstanding effort. Assemblies recognise personal achievements. We also celebrate individuals through the Jack Petchey Award scheme.

SECTION THREE: PUPIL SUPPORT & GUIDANCE ORGANISATION

PASTORAL CARE

1. Pastoral care is provided by a Student Support & Guidance team made up of the Headteacher, Deputy Headteacher, Head of Sixth Form, Assistant to the Head of Sixth Form, Form Tutors, a Pastoral Support Co-ordinator and our Pastoral Administrator.
2. The Pastoral Support Co-ordinator is the parents' first point of contact.
3. The Head of Sixth Form and his Assistant co-ordinate the work of the Form Tutors and deal with academic and disciplinary matters.
4. When students enter the school, they are put in forms under the guidance of a Form Tutor, who is their first point of reference.

SAFEGUARDING CHILDREN

We recognise that for our students, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse.

Our school therefore aims to:

- establish and maintain an environment where students feel safe and secure, are encouraged to talk and are listened to.
- ensure that students know that there are adults within the school who they can approach if they are worried or are in difficulty.
- include in the curriculum activities and opportunities for PHSE which equip students with the skills they need to stay safe from abuse and to develop healthy and safe relationships.
- include in the curriculum material which will help students develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- make parents/carers aware of the school policies and practice for safeguarding and ensure that, wherever possible, every effort will be made to establish open and honest, effective working relationships with parents and colleagues from partner agencies.
- support those who may be vulnerable to being drawn into violent extremist activity and protection from radicalisation
- protect students from sexual exploitation ensuring that the needs of young people who have been, or may be, sexually exploited and their families are considered
- safeguard those at risk of female genital mutilation
- actively promote online safety on its website and signpost stakeholders to information that will help keep students safe online.

The school will ensure that students, parents and families, school staff and other professionals engaging with schools can have access to personal advice and understand who they can turn to for support in relation to preventing violent extremism issues.

SCHOOL COUNCIL

The School Council is made up of elected representatives from each Year Group. The Council discusses issues and concerns raised by their particular forms and year groups. The School Council meets with the Headteacher at least once each term.

POSITIONS OF RESPONSIBILITY

The Head Girl/Senior Boy, Deputy Head Girls/Boys and Prefects in the Sixth Form are elected by a combination of staff selection and student vote. Sports Captains are selected by the PE department and Music Captains by the Music department. We have a strong House system and many students take positions of responsibility in their House. These are selected in March by the whole school. Sixth Formers can also play a leading role in their form as Form Captain.

DISCIPLINE AND PARENTAL SUPPORT

We provide students with opportunities to exercise self-discipline and to accept responsibility for their roles in the school community. We place great emphasis on high standards of behaviour. When sanctions need to be administered, they take various forms in accordance with the severity of the offence. Students and Parents sign a contract at the start of the year in which there is an expectation for attendance, punctuality and high standards of commitment and behaviour. Where this contract is broken, Parents may be invited to come to the school to see the Pastoral Support Co-ordinator, Head of Sixth Form or Deputy Headteacher should there be a serious concern about their daughter/son's behaviour.

Copies of the Behaviour Management Policy are on file in the school office for parents who wish to see them and available on the school's website. It is hoped that parents will support the school's discipline policy which Governors and staff consider to be fair and reasonable and, along with their daughter/son, sign and uphold the Home/School Agreement.

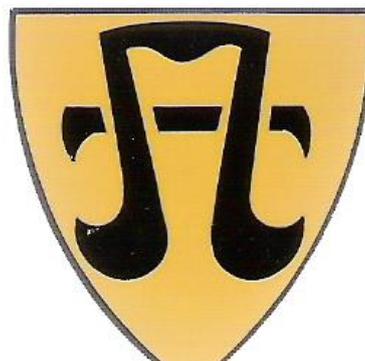
THE HOUSE SYSTEM

The school operates a vertical House System for Years 7 to 13. There are four Houses, BOHUN, BOURCHIER, DEVEREUX and MANDEVILLE. House points can be earned throughout the year by all students through attendance, achieving credit awards and through extra-curricular activities. Special events are organised which include public speaking competitions, sporting events, dance, music and drama activities.

All girls/boys are encouraged to join in and actively take part in House events.



MANDEVILLE
(Green)



BOURCHIER
(Yellow)



DEVEREUX
(Red)



BOHUN
(Blue)

ANTI-BULLYING STATEMENT

The community of Westcliff High School for Girls finds bullying in all its forms **unacceptable** and will do everything it can to stop any kind of bullying from taking place.

Every pupil must have the same opportunity to enjoy their lessons and break-times at school, free from the fear of being bullied, harassed, pressurised or name-called.

BULLYING INCLUDES:

- ❖ Racial and other name calling
- ❖ Making unpleasant remarks about another student
- ❖ Undermining a student's contribution to lessons in various ways
- ❖ Undermining a student by talking about her/him behind her/his back in an unpleasant manner or spreading unkind or false rumours
- ❖ Threats of physical violence and actual physical violence
- ❖ Insulting a person's appearance, beliefs, religion, family, friends, lifestyle etc
- ❖ Deliberately making a pupil feel unwanted or excluded
- ❖ Unpleasant or unwelcome text messaging
- ❖ Pressurising peers into taking part in illegal practices

ACTION TO BE TAKEN

All staff and students must take action to prevent and stop any incidents of bullying, harassment or pressure observed by them or known to them either by stepping in directly to intervene or by fetching someone else who can do so.

The Student Support & Guidance Team will conduct a thorough investigation resulting in a written record, which will be placed in the school's log of bullying incidents and on the files of the bullies. Appropriate sanctions **will** be taken against the bullies. These **can** include exclusion from school and referral of the bullies' names to the Governing Body. All racial bullying will be referred to the Local Authority Welfare Officer.

There will be no consequences for the people who report the bullying and all information will be treated with the utmost confidentiality.

SIXTH FORM UNIFORM

Girls

Compulsory: Black blazer, black skirt or black trousers, white shirt and school tie

Optional: Black jumper with school crest

Boys

Compulsory: Black blazer, black trousers, white shirt and school tie

Optional: Black jumper with school crest

Accessories and Outerwear

Girls

Socks or Tights: Socks or tights must be worn. Tights must be plain black or skin tone. Socks must be plain black. Trainer socks and ankle socks are acceptable. Long socks must not be worn.

Shoes: Shoes must be black leather look. Trainers or similar styles are not acceptable. Smart ankle boots are allowed when worn with trousers, but Doctor Marten boots or other similar styles are not acceptable at any time.

Boys

Socks: Socks must be worn. These must be plain black.

Shoes: Shoes must be black leather look. Trainers or similar styles are not acceptable. Smart ankle boots are allowed, but Doctor Marten boots or other similar styles are not acceptable at any time.

For All Students

Outerwear: Coats or jackets may be worn to and from school but cannot be worn in school.

Hoodies, denim jackets and leather jackets should not be worn to or from school.

Hats, scarves and gloves may be worn to and from school but cannot be worn in school.

Jewellery: A maximum of two discreet studs or small rings may be worn in each ear.

A discreet nose stud may be worn.

Septum, lip, eyebrow or other facial piercings are not permitted.

Hair: Hair should be neat and tidy. Extreme styles must be avoided. Hair colour should be natural or conservatively dyed. Bright and unnatural colours are not permitted, whether they are dyed, braided or woven.

Make-Up: Make-up and nail varnish should be discreet and natural.

False nails or nail extensions should be an appropriate and practical length for school.

Tattoos: Tattoos must be covered at all times.

Student ID: ALL STUDENTS ARE REQUIRED TO WEAR A WHSG SIXTH FORM EMBOSSED LANYARD WITH PHOTOCARD ID

FIRST AID AND MEDICAL FACILITIES

Parents are asked to complete a medical questionnaire when their daughter/son enters the school and to check the information held by us at the start of each academic year. It is essential that the school is kept informed of any medical conditions which arise. We have qualified First Aid staff available to deal with problems initially, but parents will be informed should their daughter/son need to go home.

The School Nurse attends the school regularly and students may book an appointment to see her if they wish via the Pastoral Support Coordinator. We also have a School Counsellor who is available to counsel pupils who are in need of additional support.

WHSG MEDICAL ROOM – STUDENTS UNWELL/INJURED DURING SCHOOL DAY

Due to social distancing requirements and the need to maintain year group bubbles, we currently have to minimise use of the medical room. If students are unwell or are injured during the day they should speak to Miss Watson or Miss Arthur, who are both trained in First Aid. If a student then needs to access the medical room, Miss Watson or Miss Arthur will make appropriate arrangements.

SECTION FOUR: EXTRA CURRICULAR ACTIVITIES

A NUMBER OF THESE ACTIVITIES WILL NOT BE AVAILABLE IN THE FIRST PART OF THE SCHOOL YEAR 2020-21

In addition to the work of the academic curriculum there is a range of activities which gives students the opportunity to participate in the corporate life of the school thus gaining the greatest benefit from all we have to offer. The school's clubs and societies reflect the particular interests and talents of the members of staff and senior girls who give their time to organise them.

- Clubs** There are numerous clubs available for students taking place both at lunchtime and after school. Among the many to choose from are Creative Writing, Film Club, Fitness, Football, ICT Access, Jazz Band, Harmonics, Netball, Interact, Oxbridge Society and Wind Band.
- Music** There are lively and enjoyable extra-curricular opportunities for all wishing to sing and play an instrument. We have a strong musical tradition and many concerts and musical activities take place each year. There are a wide variety of musical groups including ensembles such as Gospel Choir, Jazz Band, Orchestra and String Ensemble. Students are encouraged to join a musical ensemble regardless of their previous musical experience as the different groups are aimed at different musical abilities. Individual instrumental tuition is given by visiting music staff during lesson time on a 2 week rotation basis or after school. Students who bring instruments to school must take full responsibility for them and place them in the secure area which is provided for storage.
- Drama** The school has a long-standing tradition of drama and many plays and shows have been staged. Students also have the opportunity to attend productions at both local and London theatres.
- Sport** We are proud of our success in our activities and competitions which include hockey, netball, gymnastics, dance, volleyball, athletics and tennis. There is also a variety of excursions and an annual ski trip. Sixth Form Teams are welcomed in these sports.
- Duke of Edinburgh Award** The Bronze, Silver and Gold Awards are available.
- Charity Week** Each year the Sixth Form selects a charity to support and the whole school helps to raise funds from a variety of events which take place mainly in Charity Week. Invariably thousands of pounds are raised and we are particularly proud of the efforts and attitudes of all our students.

SECTION FIVE: CHARGING POLICY AND SCHOOL IMPROVEMENT FUND

GOVERNORS' CHARGING POLICY

Certain requirements for charging parents for school activities came into force under the Education Reform Act 1988. The Governors of Westcliff High School for Girls have agreed their policy and produced a Charging Policy Document. A copy of this document is available in the school office either for reference or for an individual copy on request and is also available on our website www.whsg.info

SCHOOL IMPROVEMENT FUND

Many aspects of School Life which are important to the pupils who come here are provided through the School Improvement Fund. These include, travel to sporting fixtures. Most recently the fund has been used to help pay for the extension to our Sports Hall, which houses a Dance Studio and Fitness Suite, and contributed towards the cost of our new Sixth Form Centre. We invite all parents if they can contribute at least £15.00 a month, by standing order, to the School Improvement Fund. This contribution is entirely voluntary. Please only contribute if you feel able to do so.

PARENTPAY

All payments for school meals, trips, resources, school uniform, PTA events etc. are payable on **ParentPay** (www.parentpay.com) using either a credit or debit card. WHSG does not accept cash or cheques. You will receive your ParentPay Username and Password before the start of the autumn term. If you have not received your details please contact Mrs Louise Davy, School Bursar on 01702 476026 or email st-louise.davy@whsg.info and your details will be given to you.

ParentPay is a payment system only. The log-in details can be shared with other family members, to enable them to make payments for your daughter. Card details can be stored on the system but the security code from your card will be required every time you need to make a payment. Please ensure that you give the school a valid/current email address on your daughter's Pupil Information Form.

It is important to have your email address in your "profile" on **ParentPay**. As soon as you make a payment, both the school and you will receive an email confirmation of your payment.

INSURANCE AGAINST LOSS OF PROPERTY AND PERSONAL ACCIDENT

We aim to provide a safe environment for pupils and also secure accommodation for belongings. However, students bring property onto the school premises entirely at their own risk. We therefore advise that unnecessary items such as expensive jewellery should not be brought to school. Necessary items of value such as musical instruments, bicycles, laptops, etc should be insured by parents for use at school.

The school does not accept any responsibility for the loss, damage or theft of students' personal property including mobile phones or MP3 players. This ruling is common to all state schools.

The school's provision of lockers, bicycle sheds and other facilities for the storage of students' possessions does not imply responsibility for the loss, damage or theft of the goods stored in them. We advise against students bringing property to school which is unnecessary and attractive to others.

We also advise that parents should take out Personal Accident Insurance for their children.

USE OF LAPTOPS/TABLETS

Students are encouraged to bring personal computers/tablets into school. They can be used in Hylands which has WiFi throughout and can be used in some lessons where appropriate. These will be particularly useful in Study Support Lessons. Mobile telephones may also be used in Hylands but must be turned off when in the school building. We recommend that all devices brought in to school are insured to be used outside of the home.

WHSG PARENT TEACHER ASSOCIATION

<http://www.whsg.info/index.php/parents-pages/parent-teacher-association>

The Westcliff Parent Teacher Association aims to promote close co-operation between home and school, and to provide financial assistance towards better amenities for the pupils. There is no membership fee and all parents and guardians automatically become members of the Association on the day their daughters join Westcliff.

The Association is run by a committee of elected members, the Headteacher and members of staff. The committee meets about ten times a year to arrange events and to agree how best to spend the funds raised. It is hoped that several parents of each September intake will be willing to join the committee, thereby preserving representation of as many year groups as possible.

Events organised during the past years have included a Quiz Night and a Year 7 Sleepover. We also run a 100 Club lottery for the parents/guardian and family members. The School encourages all parents to use Easy Fundraising which is completely free when purchasing on-line at various outlets. The school then gets a free donation with every purchase made.

<https://www.easyfundraising.org.uk/panel/> then just select Westcliff High School for Girls as your cause. AmazonSmile is also another way to support the school. Visit smile.amazon.com, sign in with your Amazon account and select Westcliff High School for Girls as your charitable organisation.

All these events help us to raise several thousand pounds per year in order assist the school to provide improved equipment or refreshments that benefits the students whilst at WHSG.

In past years, funds raised by the PTA have been used for the purchase of many diverse items. These are a few examples:

- Free refreshments for school events
- Decoration for the school shows
- 3 Large Shelters for students and 16 picnic benches (2016/2017)
- 100 chairs for the Sixth Form Block (2014/2015)
- Poet's Work Shops (2010/11 and 2011/12)
- Piano and PA system (2010/11)
- 180 Exam Tables (2009/10)
- 180 Double Lockers for the new Building (2009/10)
- School Mini-Bus (2008/09)

The PTA is dedicated to helping and providing the students of Westcliff with the facilities they deserve. Please give your full support by attending as many events as

possible. If you would like further information on the PTA please contact me on 07725845423 alternatively, please email me at milescroft@btinternet.com

Helen Miles
Chair

Teaching Staff September 2020-21

Leadership Team

Dr P Hayman BSc (Hons)	Headteacher and SEEAT Executive Principal: Strategic Direction/School Improvement & Self Evaluation
Mrs S Bain BA (Hons) NPQH	Deputy Headteacher: Pastoral/Curriculum Development/Self Evaluation & CPD
Miss G Fairfax LL.B, Maîtrise	Assistant Headteacher: Teaching and Learning;
Mr N Denton BSc	Assistant Headteacher: Assessment & Reporting; School Timetable
Mr B Hayton BA (Hons)	Assistant Headteacher: Head of Sixth Form; 14-19 Strategy; National Strategy (Assessment for Learning)
Miss A Hooks MMath	Assistant Headteacher; Assessment & Reporting; School Timetable
Mr D Struthers BEd (Hons)	Director of Teaching School
Mr N Brunning, MBA, FCA	SEEAT Finance & Operations Director

Extended Leadership Team

Mrs C Dell BEd (Hons)	SENCO
Miss N Thompson BSc (Hons)	Assistant to Head of Sixth Form

Teaching Staff:

Mr E Aitken BA (Hons)	Geography, Intervention Coordinator
Mr L Ashmore MPhil	Science and Physics
Mrs S Bain BA (Hons) NPQH	Business Studies
Mrs J Baker BA (Hons)	English
Mr M Barnes BSc	Psychology
Mr D Bines MSc	Mathematics
Ms E Birch BA (Hons)	History, Government & Politics
Mr A Bishop BEng (Hons)	Science & Physics
Miss J Blandford BSc (Hons)	Mathematics
Mr L Bortone BA (Hons)	Design & Technology: Graphics and Engineering
Dr A Bowman MSci	Science and Chemistry
Mr T Britton MPhys	Science and Physics
Mrs S Brook BA (Hons)	History
Mr A Cains BA (Hons)	Government & Politics, Law
Mrs J Clifford BA (Hons)	English
Mr J Cottee BA (Hons)	Religious Studies
Mrs A Daniels MA	Music
Miss M Daly BSc (Hons)	Computer Science
Mrs V Dawkins MA	English
Mr N Denton BSc	Science and Physics
Mrs C Dell BEd (Hons)	Physical Education, SENCo, Learning Manager
Mr J Dickens BA (Hons)	English

Mrs C Dron MA	English
Miss L Dunn BA (Hons)	History
Miss G Fairfax LL.B Maîtrise	Modern Foreign Languages
Mrs M Feeley BA (Hons)	Geography
Mrs S Ferguson M.Sci	Mathematics
Mr J Fraser LLB (Hons)	Economics, Business Studies, Law
Mr J Gardner BA (Hons)	Computer Science, Duke of Edinburgh Co-ordinator
Miss L Gittos BSc (Hons)	Mathematics, Learning Manager
Miss E González Reyes MA	Modern Foreign Languages
Mr R Gold BMus (Hons)	Music
Mrs E Gotts BA (Hons)	Physical Education
Ms E Grant BA (Hons)	Mathematics
Mrs J Guy B.Ed (Hons)	Physical Education
Dr P Hayman BSc (Hons)	Chemistry
Mr B Hayton BA (Hons)	History
Miss A Hooks MMath	Mathematics
Mr R Humphrey MA, BMus FRSA	Music
Miss E Jardine BA (Hons)	PSHEE
Mr M King BSc (Hons)	Science and Biology
Miss J Leonard BN (Hons)	English
Mrs A Leroux Licence d'Anglais (BA equivalent)	Modern Foreign Languages
Dr M Lillington MChem	Science & Chemistry
Mr J MacNamara B.Comm	Economics, Business Studies, Careers and Enterprise Education
Mr D Margett BSc (Hons)	Computer Science, Learning Manager
Mrs M Matsi BA (Hons)	Design & Technology: Textiles
Mrs R McDermott BA (Hons)	Drama
Miss D Meades BA (Hons)	Geography, Duke of Edinburgh Manager
Mr T Morgan BA (Hons)	Religious Studies
Mr A Morley BSc (Hons)	Mathematics, Physical Education
Mr J Nicholls MA	Mathematics
Miss O O'Brien BRE	English
Miss S Parkin BA (Hons)	Design & Technology: Graphics and Engineering
Ms M Pérez Azpeitia (MEd)	Modern Foreign Languages
Miss C Pérez Labrador MA	Modern Foreign Languages
Mrs E Piper BA (Hons)	Modern Foreign Languages
Mrs L Prescott BSc (Hons)	Design & Technology: Food
Mrs K Ralston BA (Hons)	Design & Technology: Food
Miss M Sathanandan BSc (Hons)	Science and Biology
Mrs S Selvarajah BA (Hons)	Drama
Miss E Smith BSc (Hons)	Physical Education, Learning Manager
Mrs I Smith BA (Hons)	Geography
Mr D Struthers Bed (Hons)	Physical Education
Miss N Thompson BSc (Hons)	Psychology
Miss A Tompkinson BSc (Hons)	Mathematics
Miss J Unwin BSc (Hons)	Science & Chemistry
Miss D Vaughan MA	Science and Chemistry
Mr P Vinten BA (Hons)	Art; Extended Project
Mrs R Vinten BA (Hons)	Religious Studies and History
Miss V Wadley-Smith BSc (Hons)	Science and Biology, Learning Manager
Mrs R Welsh BSc (Hons)	Science and Biology
Mrs R Wilkin BSc (Hons)	Physical Education
Mrs A Wright BA (Hons)	English
Mr M Yeomans BA (Hons) FRSA	Art

Support Staff September 2020 - 2021

Mrs J Argent	School Counsellor
Miss S Arthur BA (Hons)	Pastoral Support Coordinator (Years 12 and 13)
Mrs A Attack	Technician: Design and Technology
Mr N Banks BSc (Hons)	Senior Science Technician
Mrs M Bassett	Administrator (Attendance)
Mr C Bennett	Site Team
Ms M Bevins	Team Leader for Midday Supervisors
Mrs S Bhardwaj	Midday Supervisor
Miss H Bouttell	Coffee Shop Manager
Mr N Brunning MBA, FCA	SEEAT Finance & Operations Director
Mrs S Burns	Administrator (HR / SENCo)
Mrs J Cammidge MA	Pastoral Support Coordinator (Years 6-8)
Mr G Clapham	Site Team
Mrs L Conlon	Technician: Art
Mrs D Cotgrove	HR and Payroll Manager
Mrs L Davy BSc ACA	SEEAT Finance Manager
Mr M Day MMus	Music Technician
Ms L Edgeworth	Coffee Shop Assistant
Mrs T Elman	Higher Level Teaching Assistant
Mrs J Emmerson MA	Examinations Officer
Mrs E Emmerton	Teaching School Secretary
Mr P Endsor	Site Manager
Miss C Gahagan	Coffee Shop Manager
Mrs K Galloway-Dugard BA	Administrator (Data)
Mrs S Giles BA (Hons)	Librarian
Mr S Grajewski	Assistant Cook
Mrs R Guthrie	Library Assistant
Mrs S Holloway	Examinations Assistant
Mrs T Holloway	Learning Support Assistant
Mrs C Hughes	School Counsellor
Ms D Husbands	Learning Support Assistant
Mrs C Jarvis	Midday Supervisor, Learning Support Assistant
Mrs P Jefferson HNC	Technician: Science
Mrs S Joscelyne	Pastoral Support Coordinator (Years 9-11)
Mr A King	Groundsman
Miss J Knight	Finance Officer
Miss C Lawrence	Administrator (SLT and Pastoral Support)
Mrs J Leadbeater	Headteacher's PA
Miss J Lidbury	Technician: ICT
Mrs A Lillis	Receptionist
Mrs L Lim	Learning Support Assistant
Mrs L Lock BA (Hons)	Campaign Manager
Mrs E Lowne BA (Hons)	Administrator (SETSA)
Ms B Manicom BA (Hons)	Administrator (Trips, Social Media and Website)
Mrs J Mansfield	Admissions Officer
Mrs S Martin	Office Manager
Mrs L Matthews	Coffee Shop Assistant
Mrs S McCamley	Administrator (Events)
Miss C McDonnell	Administrator (Finance)
Mr S McHale BSc (Hons)	Data Manager
Mr M Moore	Network Manager
Miss G Osborn	Midday Supervisor
Mrs A O'Connell	Technician; Reprographics
Mr K Parker	Site Team
Mrs K Pell-Johnson BA (Hons)	Technician: Food and Textiles
Mr P Potter	Catering Manager

Miss K Riddell MA	Learning Support Assistant
Mrs M Shaw	Technician: Reprographics
Mrs A Sood	Administrator (Uniform Shop)
Mrs M Swain	Learning Support Assistant
Mrs J Taylor	Technician: Science
Mrs E Walker	Midday Supervisor
Mrs M Walker	Technician: Science
Miss T Watson	Administrator (Sixth Form)
Mrs D Webster	Assistant Catering Manager

GOVERNANCE

Westcliff High School for Girls is part of a Multi-Academy Trust known as South East Essex Academy Trust (SEEAT).

The Multi-Academy Trust operates four schools: Westcliff High School for Girls, Prince Avenue Academy and Nursery, Holt Farm Junior School and Rochford Primary and Nursery School.

The Trust has its own Board of Directors and Westcliff High School for Girls has its own Local Governing Body, which includes parent governors.

THE SCHOOL'S LOCAL GOVERNING BODY

Governor type	Name
Sponsor Governor – Chair	Mrs Amanda Solomons
Sponsor Governor – Vice Chair	Miss Mona Sood
Sponsor Governor	Dr Omash Aggarwal
Sponsor Governor	Mrs Judith Harding
Sponsor Governor	Mr Mike Wilson
Sponsor Governor	Mrs Denise Bottom
Sponsor Governor	Mr Alan Stanford
Sponsor Governor	Mr Sumit Sachdeva
Parent	Ms Gill Lofts
Parent	Mrs Vaishali Mantri
Parent	Mr Craig Lauder
Parent	Mr Peter Parkinson
Staff – Headteacher	Dr Paul Hayman
Staff – Teacher	Miss Louisa Dunn
Staff – Teacher	Mr Sean McHale
Clerk	Ms Jacqui Gibson

Deputy and Assistant Headteachers attend Governors' meetings in an advisory, non-voting capacity.

THE MULTI-ACADEMY BOARD

Trust Appointee – Chair	Sponsor Director	Mr Murray Foster
Academy Director Rochford – Vice Chair	Sponsor Director	Mrs Sonia Worthington
Trust Appointee	Sponsor Director	Mr Mike Lambert
Trust Appointee	Sponsor Director	Miss Mona Sood
Trust Appointee	Sponsor Director	Mr Mike Wilson
Trust Appointee	Sponsor Director	Mrs Amanda Solomons
Trust Appointee	Sponsor Director	Mrs Joanna Ruffle
Executive Principal/CEO	Ex-Officio	Dr Paul Hayman
Trust Appointee	Advisor	Mr David Struthers
Trust Appointee	Advisor	Mr Nigel Brunning
Trust Appointee	Clerk	Ms Jacqui Gibson

Parents who wish to contact the Board of either the Multi-Academy Trust or the Local Governing Body may do so via the school.

c/o Westcliff High School for Girls, Kenilworth Gardens, Westcliff-on-Sea, Essex SS0 0BS

Email: generalenquiries@whsg.info

SCHOOL CALENDAR

Dates are accurate when going to print, but may be subject to change. Please check the diary on the school's website for current information, www.whsg.info

SCHOOL TERM AND HOLIDAY DATES INCLUDING NON PUPIL DAYS ACADEMIC YEAR 2020/2021

Autumn Term 2020	Thursday 3 rd September 2020 – Friday 18 th December 2020 <i>Half Term 26th October – 30th October</i>
Spring Term 2021	Monday 4 th January 2021 – Friday 26 th March 2021 <i>Half Term 15th February – 19th February</i>
Summer Term 2021	Monday 12 ^h April 2021 – Friday 16 th July 2021 <i>Half Term 31st May – 4th June 2021</i>

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