

# WESTCLIFF HIGH SCHOOL FOR GIRLS

## SUPPLEMENT TO THE PROSPECTUS

2019 – 2020

### General Information



**AN ACADEMY GRAMMAR SCHOOL  
NATIONAL TEACHING SCHOOL  
AND A MEMBER OF  
SOUTH EAST ESSEX MULTI-ACADEMY TRUST**

**Headteacher: Dr Paul Hayman**

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**SEEAT**

SOUTH EAST ESSEX  
ACADEMY TRUST



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## Admissions to the School in Year 7

Details of the school's Admissions Arrangements for entry to Year 7 can be found on the school website:

<http://www.whsg.info/year-7-entry-september-2019>

### Open Evening for Prospective Year 7 Parents

Prospective parents and their daughters are invited to visit the school on **Tuesday, 9 July 2019** between 5.45 p.m. and 9.00 p.m. Parents will have the opportunity to talk to pupils and teachers and see many displays of work. The Headteacher will speak to parents at 6.00 p.m., 7.00 p.m. and 8.00 p.m. during the evening as well as being available to answer individual questions.

As part of the process for receiving pupils into Westcliff High School for Girls, we will invite pupils to induction days based at school. These will give your daughter the opportunity of getting to know the school, meet teachers and start to make friends with members of their form before joining us in September.

## Admissions to the School in Year 12

Details of the school's Admissions Arrangements for entry to the Sixth Form can be found on the school website:

<http://www.whsg.info/how-to-apply>

### Open Evening for Prospective Sixth Form Students

The Sixth Form Open Evening is on **Tuesday, 12 November 2019** from 7.00pm – 9.00pm

#### Course Selection Meetings

A course selection meeting will be held with Year 11 pupils and their parents with a senior member of staff. This will take place from December to January to assist with the decision of subjects to be studied in the Sixth Form.

## Vision Statement of Westcliff High School for Girls

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 lifelong learning.

## **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 play 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.

## **Role as a National Teaching School**

Westcliff High School for Girls is the lead school in The South Essex Teaching School Alliance. This was established in March 2012 and has formed partnerships with all Southend schools, as well as several in South Essex.

Our vision is for:

- Schools working with each other – to train and attract the best teachers to Southend schools.
- Schools trusting each other – to support areas of concern and share areas of success.
- Schools making a commitment to each other – which is sustained and developed over time.

## **Child Protection Statement**

Westcliff High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We recognise that for our pupils, 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 pupils feel safe and secure, are encouraged to talk and are listened to.
- Ensure that pupils 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 PHSEE which equip pupils 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 pupils 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 for those who may be vulnerable to being drawn into violent extremist activity and protection from radicalisation.
- Protection for pupils at risk of female genital mutilation.
- Protection for pupils from sexual exploitation ensuring that the needs of children and young people who have been, or may be, sexually exploited and their families are considered.
- Ensure that the physical, social, emotional and mental wellbeing of our students is paramount.

## **E-Safety**

WHSG takes the issue of E-Safety extremely seriously. During computing lessons in Years 7 and 8 E-Safety is part of the curriculum. E-Safety is also addressed in PSHEE sessions in Year 8 and the Sixth Form, as well as during full school assemblies over the course of the academic year. In Year 9 E-Safety is addressed during assemblies, with particular reference to network threats and environmental issues. Teaching and non-teaching staff have regular training related to the issue. Although WHSG can make students aware of the issues related to their “online” experience, parents must take responsibility for monitoring their daughter’s activity online. ‘Think U Know’ is an extremely helpful website for parents, students and educational professional alike <https://www.thinkuknow.co.uk>.

CEOP (Child Exploitation and Online Protection) helps any child or young person under the age of 18 who is being pressured, forced or tricked into taking part in sexual activity of any kind. This can be something that has taken place either online or in 'the real world', or both. The CEOP Safety Centre has clear information and advice on what can be reported to CEOP, the reporting process and what will happen if you do decide to make a report. You can visit the CEOP Safety Centre and make a report directly to CEOP by clicking the Click CEOP button which can be found on many websites as well as our safeguarding page on the school website [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre).

If you are experiencing online bullying or something else online has worried you please speak to an adult you trust, or you can talk to Childline at any time on **0800 1111** or at [www.childline.org.uk](http://www.childline.org.uk).

# Teaching Staff September 2019

## 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	SENCO
Miss N Thompson BSc (Hons)	Assistant to Head of Sixth Form

## Teaching Staff:

Mr E Aitken BA (Hons)	Geography
Mr L Ashmore MPhil	Science and Physics
Mrs S Bain BA (Hons) NPQH	Business Studies
Mrs J Baker BA (Hons)	English
Mrs H Barnes BA (Hons)	Design & Technology: Food
Mr M Barnes BSc	Psychology
Mr D Bines MSc	Mathematics
Mrs 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
Miss R Collins BA (Hons)	Drama
Mr J Cottee BA (Hons)	Religious Studies, EMABLES Coordinator
Mrs A Daniels MA	Music
Mr M Day MMus	Music

Mr N Denton BSc	Science and Physics
Mrs C Dell BEd (Hons)	Physical Education, SENCo, Learning Manager
Mr J Dickens BA (Hons)	English and Drama
Mrs C Dron MA	English and Drama
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
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, Art
Ms M Kennedy MA	English
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
Miss D Meades BA (Hons)	Geography, Duke of Edinburgh Manager
Mr T Morgan BA (Hons)	Religious Studies
Mr A Morley BSc (Hons)	Mathematics
Mr J Nicholls MA	Mathematics
Miss O O'Brien BRE	English
Miss S Parkin BA (Hons)	Design & Technology: Graphics and Engineering
Miss C Pérez Labrador MA	Modern Foreign Languages
Mrs E Piper BA (Hons)	Modern Foreign Languages
Mrs L Prescott BSc (Hons)	Design & Technology: Food
Miss M Sathanandan	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 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
Miss L Whitley BSc (Hons)	Mathematics
Mrs R Wilkin BSc (Hons)	Physical Education
Ms N Williams BSc (Hons)	Science and Biology
Mr A Woodruff BA (Hons)	Modern Foreign Languages
Mr M Yeomans BA (Hons) FRSA	Art

## Support Staff September 2019

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
Miss H Bouttell	Coffee Shop Manager
Mr N Brunning MBA, FCA	SEEAT Finance & Operations Director
Mrs J Cammidge MA	Pastoral Support Coordinator (Years 6-8)
Mrs L Conlon	Technician: Art
Mr G Clapham	Site Team
Mrs D Cotgrove	HR and Payroll Manager
Mrs L Davy BSc ACA	SEEAT Finance Manager
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 T Finch	School Counsellor
Miss C Gahagan	Coffee Shop Manager
Mrs K Galloway-Dugard BA	Administrator (Data)
Mrs S Giles BA (Hons)	Librarian
Mrs R Guthrie	Library Assistant
Mrs M Haiser BA (Hons)	Midday Supervisor
Mrs S Holloway	Examinations Assistant
Mrs R Holmwood	Midday Supervisor
Mrs C Hughes	School Counsellor
Ms D Husbands	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 M Livings BA (Hons)	Administrator (Trips, Social Media and Website)
Mrs L Lock BA (Hons)	Campaign Manager
Mrs E Lowne BA (Hons)	Administrator (SETSA)
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
Mrs U O'Reilly-Foley	Midday Supervisor
Miss G Osborn	Midday Supervisor
Mr K Parker	Site Team
Mrs K Pell-Johnson BA (Hons)	Technician: Food and Textiles



Ms M Perez Azpeitia MA  
Mr P Potter  
Miss K Riddell  
Mrs M Shaw  
Mrs R Smith  
Mrs A Sood  
Mrs G Stennett BSc (Hons)  
Mrs M Swain  
Mrs J Taylor  
Mrs M Walker  
Miss T Watson  
Mrs D Webster

Spanish Foreign Language Assistante  
Catering Manager  
Learning Support Assistant  
Technician: Reprographics  
Midday Supervisor  
Administrator (Uniform Shop)  
Librarian  
Learning Support Assistant  
Technician: Science  
Technician: Science  
Technician: Reprographics  
Assistant Catering Manager

## Governance

In April 2014, Westcliff High School for Girls became part of a Multi-Academy Trust known as South East Essex Academy Trust (SEEAT). The Multi-Academy Trust has a Board of Directors. Westcliff High School for Girls has its own Local Governing Body, which includes parent governors.

### The Local Governing Body

Governor type	Name
Staff	Miss Louisa Dunn
Staff	Mr Peter Vinten
Sponsor	Mr Omash Aggarwal
Sponsor	Mrs Judith Harding
Sponsor	Mr Sumit Sachdeva
Sponsor – <b>Chair</b>	Mrs Amanda Solomons
Sponsor – <b>Vice Chair</b>	Mrs Mona Sood
Sponsor	Mr Alan Stanford
Sponsor	Mr Mike Wilson
Parent	Mrs Denise Bottom
Parent	Mrs Vaishali Mantri
Parent	Mrs Tracy Walpole
Parent	Mr Godfried Williams
Clerk	Ms Jacqui Gibson

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

### The Multi-Academy Board

The Trust currently operates four schools:

Westcliff High School for Girls	Prince Avenue Academy & Nursery
Rochford Primary School and Nursery	Holt Farm Junior School

The details of the Multi-Academy Board are as follows:

Trust Appointee	Sponsor Director	Mr Charlie Bird
Trust Appointee – <b>Chair</b>	Sponsor Director	Mr Murray Foster
Trust Appointee	Sponsor Director	Mr Mike Lambert
Trust Appointee	Sponsor Director	Mrs Joanna Ruffle
Trust Appointee	Sponsor Director	Mrs Amanda Solomons
Trust Appointee	Sponsor Director	Mrs Mona Sood
Trust Appointee	Sponsor Director	Mr Mike Wilson
Trust Appointee – <b>Vice Chair</b>	Sponsor Director	Mrs Sonia Worthington
Executive Principal WHSG	Ex-Officio	Dr Paul Hayman

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

## **Accessibility Plan**

Westcliff High School for Girls recognises that there should not be discrimination against disabled pupils in relation to admission to the school and all aspects of school life.

Our aim is to minimise or remove any barriers for both current and future pupils so that disabled pupils are not disadvantaged when compared to pupils who are not disabled. This includes improving the physical environment of the school, providing alternative methods of delivering information, and increasing the extent to which disabled pupils can participate in the school's curriculum.

When improvements and alterations are made to the buildings, consideration is given to the requirements of disabled people e.g. various lifts have been installed. When disabled pupils have attended the school, large print details have been provided and timetable alterations made to allow pupils to be able to access their classrooms. When deciding on the assistance which can be provided the individual pupil's requirements are taken into consideration.

## **Activity Days**

All pupils (Year 7-13) are involved in activities such as trips, workshops, enterprise and health conferences and interview practice on these days. We believe 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 on Activity Days there are less days when teachers and students are away from normal classes. Attendance on Activity Days is compulsory and some activities are trips abroad, so a current passport and an European Health Insurance Card (EHIC) are required.

## **Arrangements for More Able Pupils**

All of our teaching aims to challenge, inspire and extend but we recognise that each intake of girls will include a number whose academic, intellectual and creative abilities require challenges that go beyond the main programme of study. Teachers expect to stretch more able pupils during the normal programme of lessons and have prepared extension materials for this purpose in each subject. Grouping by ability takes place in Mathematics from Year 8 onwards. A More Able provision is directed by an appointed co-ordinator who ensures that exceptional students are provided with opportunities to enrich and enhance their curriculum to help facilitate high aspirations.

## **Arrangements for Children with Special Educational Needs**

The Governing Body updates its policy on children with special educational needs each year to ensure that the school keeps abreast of current legislation. Arrangements are published by the Consortium of Selective Schools in Essex for children with special needs who are sitting the entrance tests.

It is the aim of the School that every pupil reaches their full potential at each stage of their school career and we consider that the special educational needs of all pupils are the shared responsibility of all staff. We encourage both parents and teachers to identify pupils with special educational needs or those pupils who may at some point experience difficulties with specific areas of the curriculum or require extra support due to medical needs. We seek to deliver a planned, broad, balanced, differentiated curriculum to ensure maximum progress and do not preclude those with disabilities from participating in extra curricular activities and residential visits.

Westcliff High School for Girls provides appropriate staged support which follows the guidelines of The Code of Practice. Teachers and the Higher Level Teaching Assistant undertake professional development to support those pupils with special educational needs and the school has made practical arrangements for children with a variety of needs. Our buildings, equipment and learning materials have been adapted to provide assistance and lifts and ramps have been provided to most areas of the school. Specialist advice and counselling has been arranged for children with social, mental or emotional difficulties and pupils' academic progress is carefully monitored. Extra support is provided for individuals and groups as the need arises and other agencies will be used as appropriate. The school has a close partnership with all parents, especially those of pupils with special educational needs and the Pupil Support & Guidance Team of Learning Managers and Pastoral Support Co-ordinators meet regularly with parents and pupils to ensure progression.

## **Assessment and Reporting of Pupil Achievement**

The School is committed to academic achievement and monitors carefully the progress of each pupil through a system of continuous progress tracking as well as examinations. Parents are kept fully informed of their daughters' progress and of any extra help or support which may from time to time be necessary. Parents may sometimes be asked to come into the school to discuss their daughters' work if there is a concern about progress or attitude to work.

### **Progress Tracking**

All students are set "estimates" which give an indication of their expected performance in each subject area. This is estimated using data from a range of sources. We use data provided by the Fischer Family Trust, which is based on prior attainment in Primary School (if your daughter did not attend a state primary school this does not exist). All pupils sit CATs (Cognitive Ability Tests) assessments in September. These results will provide data that looks at the strengths in a range of skills of your daughter and likely longer term outcomes. We also set our baseline tests in all subjects in the first few weeks as additional data to inform our picture of the potential of each child. In addition tests scores from the 11+ are also used. With all this information we are able to make an informed professional judgement about potential achievement.

Westcliff High School for Girls has a grading system that shows progress from Year 7 to 11; this integrates the new GCSE grading system with our own monitoring systems.

At Key Stage 4 and Key Stage 5, rigorous monitoring of performance according to predictions provided by the data, is undertaken with appropriate interventions put in place to assist in potential being reached.

Progress is monitored within subject areas by Heads of Department, by our Learning Managers and by our Senior Leadership Team.

Parents log in to the “**my child atschool.com**” to view Pupil Tracking Reports (PT’s) which will contain grades which relate to progress, attitudes to learning, homework and current attainment. This service is provided by a company called Bromcom. Once a year, parents will also be able to access a more detailed tracking report identifying achievements and areas for development in each subject area. The outcomes of formal assessments are also communicated during the course of the academic year (practice examinations and school examinations). The timing of reports is staggered and the issue dates are confirmed in the School Calendar for Parents which is published on the school’s website at the start of the new academic year.

### Parents’ Evenings

A meeting is held for each year group in the course of the academic year at which parents can discuss the progress of their daughters with the staff who teach them. Invitations to the Parents’ Consultation Evenings, which are held from 4.00 p.m. until 6.30 p.m., are sent out well in advance. Great importance is attached to these occasions for the opportunity which they provide to exchange useful information and to forge a close relationship with parents. The dates of these meetings are advised to parents in the school calendar on the school’s website at the start of each academic year. If parents are concerned about their daughters’ progress they should contact the relevant Learning Manager so that possible problems can be dealt with as quickly as possible. Meetings are also convened in order to provide parents with useful information about subjects such as the National Curriculum, school visits and applications to Higher Education.

The proposed programme for reporting and parents’ meetings (2019/20) arrangements is:

Year	Settling Tracking	Assessment Tracking	Internal Examination (Subject to review)	Extended Assessment Tracking (Full Report)	Meeting with Parents
7		December March July	May	July	<b>September</b> (induction meeting with form tutor) <b>March</b> - Meeting with subject teachers
8		November February July	May	February	<b>February</b> - Meeting with subject teachers <b>March</b> – Options meeting
9		November March June	April	March	<b>March</b> – Meeting with subject teachers
10		December March June	March	June	<b>April</b> - Meeting with subject teachers
11		October January March	November	March	<b>February</b> - Meeting with subject teachers
12	September	November February May July	June	May	<b>November/May</b> - Meeting with subject teachers
13		November February March	January Pre Public Examinations	January	<b>November/March</b> - Meeting with subject teachers

*Years 12 and 13 have two parent consultation meetings which are held in the Autumn and Spring Terms.*

## Attendance

The school staff attach considerable importance to maintaining high levels of attendance. Parents are asked to contact the school whenever their daughter(s) are unable to attend.

Parents are requested to telephone the school on **01702 476026 (Option 2), before 8.30 a.m. every day** of absence, giving the reason i.e. headache, sickness etc. (informing us that your daughter is “unwell/not in today”, is not acceptable, as we constantly monitor for viruses). An answerphone is available on the above number. Please always leave a message.

If the attendance level of any student falls below 90% action will be taken in consultation with our designated Local Authority Officer.

### **Rates of authorised and unauthorised absence September 2018 to May 2019:**

The number of registered pupils of compulsory school age (11-16 years) on roll during the period 1 September 2018 to 31 May 2019:	905
Percentage of half days missed through authorised absence (illness, medical appointments, etc.):	2.3%
Percentage of half days missed through unauthorised absence:	0.4%

**The Governors for Westcliff High School for Girls do not authorise absence for holidays.**

## Behaviour Management

Rewards are an integral part of the school ethos. Pupils can gain Merits or Credits for achievement, behaviour, progress and for supporting the work of the school. House Points are awarded for other successes and regular attendance. Merits, Credits and House Points accumulate and can lead to further rewards.

Discipline in the school is firm and considerable emphasis is placed by the Headteacher and staff at the school upon good behaviour. Responsible behaviour that enhances the life of the school community is encouraged and rewarded, and there is a clearly voiced expectation that pupils will show consideration and respect for other people at all times. The list of rules is kept to a minimum, but is sufficient to ensure the safety of pupils and the smooth running of the school.

Sanctions for irresponsible behaviour usually consist of a reprimand, Community Service, detention or loss of privilege. Parents may be invited to the school to discuss particular problems, and they are always informed in advance of proposed detentions and other disciplinary measures.

A copy of the Behaviour Management Policy, which includes the anti-bullying policy, is available for inspection via the school’s website.

## Charging for School Activities

The school's policy is based on the general principle that education during normal school hours should be free of compulsory charges to parents, and that all pupils should take part in school activities irrespective of their circumstances. However, the Governing Body recognises that there are many valuable activities that continue to be dependent on contributions from parents.

Parents will therefore be invited to make voluntary contributions to the cost of visits that take place during the normal school day and will be charged allowable costs for visits out of school time. Contributions may also be invited for ingredients, materials or equipment used in certain subjects such as Design and Technology. Parents are under no obligation to make this contribution unless they wish to own the finished product.

Public exam fees are paid by the school except where pupils are not prepared for an exam by the school. A copy of the school's Charging Policy is available on the school's website [www.whsg.info](http://www.whsg.info).

## Complaints Procedure

Parents are invited to refer any concern that they may have on curricular or other issues using the school's Complaints Procedure, details of which are to be found on the school website [www.whsg.info/policies-and-statutory-information](http://www.whsg.info/policies-and-statutory-information).

## Duke of Edinburgh Award Scheme & Outdoor Education

The school is a Licenced Centre for the Duke of Edinburgh Award Scheme. In Year 9 all pupils, as part of their Outdoor Education entitlement, take part in the Bronze Duke of Edinburgh Award and have the option to continue onto the Silver level in Years 10 and 11 and finally Gold in Year 12. The DofE programme is a real adventure from beginning to end. The scheme promotes self-discipline, commitment and personal development as well as providing the opportunity for friendship and fun, an aspect of this is a programme of volunteering that they undertake as part of the Scheme.

### Outdoor Education

The school prides itself on its outdoor pursuit ethos. All Year 7 pupils will take part in a team building, outdoor obstacle course and new Year 12 students experience an outdoor activity on an Induction Day.

Pupils in can also participate in World Challenge Short and Long Haul expeditions. In 2018 we had a short haul expedition to Norway and in 2019 a long haul expedition will be going to Madagascar. The next short haul expedition will be to Iceland in 2020 and the next long haul has already started to be planned! Short Haul expeditions are offered to pupils in Years 8 and 9, and Long Haul is offered to pupils in Years 11 and 12.

## **Extra-curricular activities**

There are a huge number of curricular and extra-curricular activities available which include ABC Buddies (peer support system), Cookery, Poetry, Textiles, Science and Dance Clubs, as well as Physical Education clubs and fixtures in a variety of sports. There are also opportunities in Science, Engineering, Drama, Music, Art and Design & Technology. In school productions and drama clubs pupils participate in acting, designing and constructing set, lighting, costume and stage management. There are orchestral and musical activities and our Library organises events such as author visit days. Throughout the curriculum there are residential trips, field trips, extra-curricular visits and ski trips to Europe and America. Our Activity Days allow pupils to enrich their experience through a wide variety of school based events and visits. The School has a very active House System, which offers many opportunities for all pupils to participate.

## **Homework Policy**

Homework is expected of all pupils attending the school and is an integral part of each pupil's work. There is a set pattern of homework in the main school and pupils are expected to develop the habit and discipline of regular private study. All pupils are provided with a planner in which to record homework on a daily basis. This enables parents to gain an overview of the work that has been set. In the Sixth Form, two to three hours a day should be set aside for private study, not only for the specific tasks set by teachers, but also for lesson preparation and the additional reading that is connected with most Advanced Level subjects.

## **Library**

The school has a purpose designed and well stocked library, which is a popular place for pupils to read and work. This includes non-fiction and reference books for each subject, a wide range of fiction, and access to computers for personal research.

We do encourage all pupils to read as much as possible, and to achieve this we provide a wide range of reading material. We believe pupils will want to read as long as the books provided are engaging, challenging and ones to which they can relate. Parents are welcome to contact the Librarians if they have any questions concerning the Library and its resources.

## **Music, Drama and Dance Activities**

The school places much importance on Performing Arts within the curriculum and they are encouraged at all levels.

Music plays a key role within the school curriculum and the wider life of the school community. Our range of extra-curricular activities includes both instrumental and vocal ensembles that cater for all musical abilities. The musical talent of our students is then showcased across the year in an array of different concerts, which includes a Live Lounge, Winter Concert, Carol Concert, House Music, Recitals,



the School Production, Jazz Evening and a Summer Music Festival. Every other year the Music Department also gives students the opportunity to perform abroad as part of a Summer Music Tour. Alongside these activities, we are able to offer our students the opportunity to pay for individual music tuition with our professional instrumental teachers. To support the learning in the classroom, where students develop an appreciation of a range of musical styles and cultures, trips are run to see live music performances both locally and in London.

Drama is an integral part of the school curriculum. Drama and musical events have become a successful feature of our school calendar. Past productions have included 'Macbeth', 'Noughts and Crosses', 'Memphis' and most recently "Legally Blonde". The Drama Department also recognises the importance of fostering links within the local community and this year students took part in The Shakespeare School's Festival where they performed "Othello" with other local schools at the Palace Theatre. Regular trips run to see live performances in the West End and local theatres. This year pupils have had the opportunity to see "The Wizard of Oz", an adaptation of the Greek Triloggy "Oresteia" and Frantic Assembly's "The Unreturning". In addition the Drama department organise workshops for pupils of all ages which are run by professional and internationally renowned theatre makers such as Frantic Assembly and Splendid Theatre Company.

Dance is integrated into the PE curriculum. Students will be exposed to a diverse range of dance styles and cultures throughout their school life and can experience dance through a wide variety of activities such as extra-curricular clubs, performance evenings and the school show.

## **Number of registered pupils**

On 31 May 2019 the school had 1,267 registered pupils, of whom 362 were in the Sixth Form.

## **Religious Studies and Ethos**

Westcliff High School for Girls is a non-denominational school and welcomes all students, regardless of belief. Religious Studies, which is taught in accordance with the Southend syllabus, as part of an *accelerated* curriculum, aims to give an understanding of the nature of religious beliefs, non-religious perspectives and their related lifestyles and attitudes. We believe it is important for people to understand how religion affects everyday life in a multicultural and multi-faith world. We therefore, where appropriate, invite representatives with varying viewpoints on the subject matter, to speak in school, as well as arrange visits to places of worship. All students are prepared for the full course GCSE in Religious Studies, which is taken at the end of Year 11.

The approach to teaching in Religious Studies is non-confessional in style, favouring deep, analytical thinking, questioning and Socratic methods, in addition to the rigorous learning of content. Students develop core examination skills to demonstrate knowledge, understanding and evaluative abilities, from the beginning of Year 7.

The daily assembly follows a pattern of broadly Christian worship and is regarded as important, both as a corporate occasion and because of its contribution to the moral and spiritual life of the school.

Parents may elect to withdraw their daughters from assembly and/or this subject on religious grounds but it is hoped that few will feel the need to do so. Parents should write to the Headteacher to request permission to withdraw their child and are asked to provide suitable materials for her to study in the school library during Religious Education and assembly periods.

## **School Improvement Fund**

The School Improvement Fund exists to enhance our pupils' experience and provide facilities and resources that would not be possible if we relied solely on Government funding.

The funding landscape that we operate in has changed; state funding has been squeezed, and the funding level we receive per pupil from the Government is significantly lower than most schools in Essex. Despite this we strive to provide outstanding facilities for pupils whilst continuing to provide first class academic education.

With thanks to contributions from parents, income from the fund has helped us to fund improvements such as:

- Resurfacing the netball courts
- Refurbishing the main toilets
- Providing a covered outdoor picnic area
- Extending the Sixth Form common rooms
- New projectors in Science
- New school coffee shop
- Refurbishing 2 ICT Suites

Our next priorities include funding an additional minibus, refurbishing toilets in the West Wing and Sixth Form block and funding extra-curricular activities, clubs and societies for all pupils to enjoy.

Parental contributions are voluntary and we encourage parents whose circumstances permit to set up a monthly contribution a level which suits them.

## School Term Dates 2019/2020

<b>Autumn Term 2019</b>	Tuesday 3 September 2019 to Thursday 19 December 2019 Half term 28 October 2019 to 1 November 2019
<b>Spring Term 2020</b>	Monday 6 January 2020 to Friday 6 April 2020 Half term 17 to 21 February 2020
<b>Summer Term 2020</b>	Monday 20 April 2020 to Wednesday 22 July 2020 (Bank Holiday 25 May 2020) Half term 25 to 29 May 2020

The dates for teacher training days are:

- Monday, 2 September 2019
- Friday, 14 February 2020
- Monday, 20 July 2020
- Tuesday, 21 July 2020
- Wednesday, 22 July 2020

A number of teacher training days have been converted into 'twilight' sessions

## School Term Dates 2020/2021

The dates for 2020/ 2021 are provisional, and up to 5 teacher training days still have to be allocated.

<b>Autumn Term 2020</b>	Tuesday 2 September 2020 to Wednesday 18 December 2020 Half term 26 October to 30 October 2020
<b>Spring Term 2021</b>	Monday 4 January 2021 to Friday 26 March 2021 Half term 15 to 19 February 2021
<b>Summer Term 2020</b>	Monday 12 April 2021 to Wednesday 21 July 2021 (Bank Holiday 31 May 2021) Half term 31 May 2021 to 4 June 2021

**Please note that our term dates may not necessarily be the same as other Southend or Essex schools.**

## **Sex Education**

The school aims to place the teaching of sex education within a caring moral context. We also include aspects of spiritual, social and cultural issues within the curriculum, how to understand the variety of beliefs which would impact on socially acceptable practices and where to get help. We stress at all times the importance of positive family relationships and parental responsibilities and seek to reinforce the role of parents. Accurate information, statistics and guidance are provided for young people as they progress through adolescence, and many opportunities are created for questions and serious discussion.

The school's programme covers many aspects of sexual development, including the study of friendships, sexual consent, love and marriage, an understanding of the processes of conception, pregnancy and birth; the recognition of peer pressure in sexual matters, including accepting people's choices of personal relationships. Information about birth control, contraception and sexually transmitted diseases is provided. Pupils are helped to consider the importance of respect for themselves and others, dignity, loyalty, recognizing their personal identity and self-restraint. Pupils are encouraged to empathise with their peers and discuss their opinions within a safe environment. We also cover all forms of sexual bullying including homophobic transphobic and biphobic bullying.

Sex education is taught within the Personal, Social, Health, Economic Education plus Careers and Citizenship (PSHEE & CC) programme, and outside speakers can be invited to deal with particular topics. Parents may withdraw their daughters from all or part of the sex education programme.

New guidance in relation to parents' rights states that:

- Parents can withdraw their children from the 'sex' elements of Relationship and Sex Education (RSE).
- They do not have the right to withdrawal for 'health', 'relationships' or any other aspect of PSHE education.
- A student can opt back in to RSE lessons against their parents' wishes from three terms before they reach the age of 16.
- There is no right to withdrawal from the National Curriculum science which includes elements of Sex Education such as puberty and reproduction.

These rules will come into effect from September 2019.

## **The Parent Teacher Association**

The Parent Teacher Association exists 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/carers are automatically members of the PTA whilst their daughters are members of Westcliff High School for Girls. The Association is run by a committee of elected members, the Headteacher and senior leaders. It is hoped that several parents of each September intake will be willing to join the committee, ensuring representation of as many year groups as possible. Events organised during the past year have included a Mothers' Day Fayre, Valentine's Fayre, Pamper Night, Christmas Fayre and Years 7 and 8 Discos.

## The School Curriculum 2019/20

In Years 7 and 8 pupils are taught in their tutor groups for most subjects with smaller classes arranged for Technology lessons. Pupils normally remain in the same tutor group of about 30 pupils throughout the main school.

Physical Education includes games, athletics, gymnastics and dance.

Technology includes Design in the areas of Food, Textiles, Electronics, Graphics, Resistant Materials and Engineering.

In Year 7 students will study either French or Spanish, and the language is allocated to them on arrival at the school.

The table below shows the number of hours allocated to each of the subjects per fortnight.

<b>Subject</b>	<b>Year 7</b>	<b>Year 8</b>
Art	2	2
Computer Science	2	2
Design & Technology	4	4
Drama	1	1
English	6	6
French/Spanish	6	3*
Geography	4	4
History	4	4
Mathematics	6	6
Music	2	2
Personal, Social, Health and Citizenship	1	1
Physical Education	4	4
Religious Education	2	2
Science	6	6

\*3 of each Language

In Year 8 the curriculum remains similar to that followed in Year 7. However, in Year 8, students will study a second additional language. Students will go on to study their First Language at GCSE and have the option to select their second as an additional GCSE choice. Careers guidance is also built into the curriculum at this stage.

Key Stage 4 begins in Year 9 and all pupils start studying GCSE courses at this point.

## Years 9 to 11:

### The core subjects taken by all pupils are:

English Language	Leading to GCSE
English Literature	Leading to GCSE
Mathematics	Leading to GCSE
Biology	Leading to GCSE
Chemistry	Leading to GCSE
Physics	Leading to GCSE
Physical Education	Core Physical Education
Religious Studies	Leading to GCSE
Personal, Social, Health & Citizenship and Careers Guidance & Work Related Learning	Including work experience in year 10
Outdoor Education	All pupils will undertake the Duke of Edinburgh Bronze Award as part of their studies in Year 9

Pupils choose between History or Geography and French or Spanish and then choose two further subjects from list below:

### The extended core subjects with some choice are:

History	Leading to GCSE
Geography	Leading to GCSE
French	Leading to GCSE
Spanish	Leading to GCSE
Art	Food Preparation and Nutrition
Business Studies	French
Computer Science	Geography
Design & Technology: Graphic Products	History
Design & Technology: Textiles	Music
Drama	Spanish
Engineering	

- All pupils must study either History or Geography, or may choose to study both.
- All pupils must study either French or Spanish, or may choose to study both.
- Students will take part in various activities or have the opportunity to study Level 2 Cambridge National Award in Sports Studies (GCSE equivalent qualification).
- All pupils will be able to complete the English Baccalaureate.
- There is an option for pupils to take Dual Award Science.

## Advanced Level subjects

For September 2019 we offer the following subjects:

Art	English Language and Literature	Music
Art, Craft and Design: Textiles, Fashion and Graphics	English Literature	Music Technology (Years 12 & 13)
Biology	Extended Project Qualification (Years 12 & 13)	Physics
Business Studies	French	Politics
Chemistry	Further Mathematics	Psychology
Computer Studies	Geography	Religious Studies
DT: Product Design - Graphics	History	Spanish
Drama and Theatre Studies	Law	Duke of Edinburgh Award Scheme - Gold
Economics	Mathematics	

The above table illustrates the wide range of subjects available to our current pupils. Courses are dependent on groups being of a viable size.

## Timing of the school day

Pupils are required to be in their form rooms for morning registration by 8.30 a.m. If girls arrive earlier they may wait in the school hall or the picnic area at the back of the school. Lunchtime is from 12.10 p.m. to 1.15 p.m. School ends at 3.30 p.m. every day. There are five one hour lessons each day. The school day also comprises two registration periods, assembly which lasts for ten minutes and a break of twenty minutes in the morning.

Activity	Time
Morning Registration	08.35 a.m.
Assembly or Tutor Time	08.40 a.m.
Lesson 1	08.50 a.m.
Break	09.50 a.m.
Lesson 2	10.10 a.m.
Lesson 3	11.10 a.m.
Lunch	12.10 p.m.
Afternoon Registration	13.15 p.m.
Lesson 4	13.25 p.m.
Changeover	14.25 p.m.
Lesson 5	14.30 p.m.
School ends	15.30 p.m.

## Transport to and from the school

The school is well served by local buses and trains. The CSSE Transport Office (CTO) has an agreement with First Bus Ltd and Stephenson's of Essex Ltd to provide transport to the four grammar schools in Southend. For route and price information, please visit the CSSE website [www.csse.org.uk](http://www.csse.org.uk) or telephone the CTO on 01245 281194 (term time only).

Parents are responsible for the behaviour of their child, whilst using contract buses or public transport. The bus companies and public services reserve the right to ban users for offensive behaviour.

## WHSG's *MyChildAtSchool* Parental Portal

All reports are accessed electronically using our online provider "*MyChildAtSchool* Parental Portal". Details of how to access this are distributed to all parents in Years 7, 8, 9, 10 and 12, either at the appropriate Parents Evening event or via their child. Parents are advised that they should read and understand the Acceptable Usage Policy and agree the contents before accessing the resource. It is the responsibility of all parents to ensure that their login details are kept secure. Parents of new Year 7 and Year 12 students receive their details during September.

We also stress the importance of ensuring that parents remember usernames and passwords so they can access their child's assessment data and complete any verification procedures requested by the service provider, Bromcom. Once parents have successfully logged in for the first time they should check that their account details and contact details are accurate and up to date, if not, they may edit the information and submit it directly from the website. The website also offers the facility to submit any changes to details such as e-mail address, telephone numbers and change of home address at any time via the Contact Details page.

The school does not have a dedicated "help desk" to deal with login problems and are unable to offer any telephone support. The website and our provider Bromcom provide a Login Details recovery process on the login screen should parents lose or forget their login details; to avail of this it is imperative that you have completed the security question at your first login and that the e-mail address we have in our system is active. If parents misplace login details it means that they may not be able to access assessment data immediately when it is released through our provider and you may have to wait a few days for new login information to be sent to you. There is a dedicated e-mail account for problems should they arise, only communications directed to this address will be dealt with - the address is [bromcom@whsg.info](mailto:bromcom@whsg.info).

Parents must acknowledge receipt of the electronic copy of a report by sending an e-mail to the appropriate Pastoral Support Co-ordinator, e-mail addresses for these personnel are published on the front page of all reports. Any issues arising from the report may be discussed with your daughter's Learning Manager if you so wish.

It is hoped that parents access and explore all of the information published to the *MyChildAtSchool* resource on a regular basis to monitor the academic progress, attendance etc. of their child throughout their time at WHSG.



# Uniform – Years 7-11

All girls in Years 7 to 11 are expected to wear uniform. Our aim is that girls should develop a sense of pride in themselves in relation to their appearance, as members of the school and community. We do ask parents to co-operate with us in the matter of sending their daughters to school in correct uniform. All items worn at school must be clearly marked with the owner's name. It is impossible to trace mislaid property which is un-named.

Our uniform is available from our school uniform shop and payment can be made via a link on the school's website, using the 'Quicklinks Uniform Shop' tab at the top of the home page: [www.whsg.info](http://www.whsg.info)

The school colour is navy blue. All items worn at school must be clearly marked with the student's name.

These styles are compulsory for all. No other style or manufacturer is acceptable. **All school uniform is supplied by WHSG Uniform Shop.**

The school has a limited supply of second-hand uniform. Please contact the office if you would like further information.

<b>BLAZER</b>	Navy with school crest on the pocket and the House ribbon supplied (to be sewn on top of pocket).
<b>SKIRT *</b>	Navy blue pleated regulation skirt, no more than 2 inches above the centre of the knee.
<b>TROUSERS (optional)</b>	Navy blue regulation.
<b>BLOUSE</b>	Blue short sleeved/long sleeved open neck fitted blouse. Vests may be worn under the shirts but should not be visible.
<b>PULLOVER</b>	Long sleeved navy V-necked pullover with school logo.
<b>SHOES</b>	Plain black, polished surface (no suede or canvas) with no decoration, low heeled (maximum height of heel 4 cm and sole 2 cm). No sandals, trainers, boots, platform, wedge or sling back styles, ankle straps or t-bar shoes. Further guidance on our shoe policy is available on our website <a href="http://www.whsg.info">www.whsg.info</a>
<b>SOCKS/TIGHTS</b>	Black ankle socks with no other colour introduced or plain black or flesh coloured, unpatterned tights. Pop socks may <b>only</b> be worn with trousers.
<b>OUTDOOR WEAR</b>	Plain navy blue or black full length or short coat. No leather, simulated leather, velvet or denim allowed. No logos allowed. Hoodies are not allowed. Plain navy or black scarf and gloves. Plain navy or black headwear.
<b>PE KIT (Compulsory)</b>	Sky blue polo shirt, navy PE shorts, navy games skort (skirt and shorts combined), school navy tracksuit bottoms, school navy tracksuit bottoms or leggings, tracksuit top and/or navy sweatshirt with school logo, white ankle socks, navy games socks, black or white trainers with non-marking soles, House T-Shirt. WHSG PE bag. All PE kit will be embroidered in red on the outside with the student's first (preferred) name and surname (included within the price) <b>(except the skort and leggings; please label the student's name on the inside). It is important to let us know your daughter's "preferred" name to be embroidered on the garments. No jewellery of any description may be worn for PE.</b>
<b>PE KIT (optional)</b>	Shin pads and mouth guards are highly recommended. Your daughter will be advised when to purchase these. PE leggings are now available.
<b>HAIR</b>	Hair must be a natural colour for the individual concerned with no streaks or beads. <b>Unusual styling is not acceptable.</b> Hair extensions including clip on hair extensions are <b>not</b> allowed. <b>All</b> long hair should be tied back for PE or practical activities.
<b>HAIR ACCESSORIES</b>	Hair slides/thin hair bands must be plain navy or black. No large bows.
<b>GLASSES</b>	Glasses should be discreet: not be brightly coloured and not oversized.
<b>JEWELLERY</b>	Girls may wear a wristwatch, and girls with pierced ears may wear one small plain stud in the lobe of each ear. <b>No other piercings or jewellery is allowed.</b>
<b>MAKE UP / APPEARANCE</b>	Nail varnish is not allowed. Nail extensions are not allowed. No make up is allowed in Years 7 to 9. Discreet make up only is allowed in Years 10 and 11.

Infringement cards are issued to ensure that uniform is worn correctly. Infringements of the uniform regulations will result in an after-school detention.

\* **Skirts must not be rolled up at the waist. All items worn at school must be clearly marked with the owner's name. It is impossible to trace mislaid property which is un-named.**

## Uniform – Sixth Form

A new Sixth Form uniform is being introduced from September 2019 which will impact on Year 12 students. All Year 12 students will be expected to wear the uniform; students continuing into Year 13 will be expected to abide by the school's previous dress code.

These styles are compulsory for all; no other style or manufacturer is acceptable. **All uniform (with the exception of the white shirt/blouse) is supplied by the school's Uniform Shop** and can be purchased after Results Day in August, once students have confirmed their place in the Sixth Form. Payment can be made via a link on the school's website, using the 'Quicklinks Uniform Shop' tab at the top of the home page: [www.whsg.info](http://www.whsg.info).

<b>SUIT JACKET</b>	Black with Sixth Form logo on the pocket.
<b>GIRLS</b>	Black skirt or black trousers
<b>BOYS</b>	Black trousers
<b>BLOUSE/SHIRT</b>	Short sleeved/long sleeved blouse/shirt with a collar, buttoned to the top. White buttons.
<b>TIE</b>	Sixth Form tie
<b>SHOES</b>	Black leather shoes or smart ankle boots are to be worn. Trainers, Doctor Marten boots and similar styles are not deemed to be appropriate.
<b>SOCKS/TIGHTS</b>	Black ankle socks/trainer ankle socks with no other colour introduced are acceptable or plain black or flesh coloured, unpatterned tights.
<b>OUTDOOR WEAR</b>	Coats can be worn to and from school but not in school. Leather and denim jackets should not be worn. No hats are to be worn in assemblies, around corridors or in the classroom.
<b>HAIR</b>	Hair must be of a natural colour. Extreme styles are not permitted.
<b>MAKE UP</b>	Discreet make up and nail varnish is allowed. Nails must be of a sensible length for school.
<b>JEWELLERY</b>	Jewellery must be discreet; inconspicuous ear/nasal piercings are allowed with small studs.  All students will be required to wear a Westcliff High School for Girls Sixth Form embossed lanyard with photo ID card.

Infringement cards are issued to ensure that uniform is worn correctly. Infringements of the uniform regulations will result in an after-school detention.

**The content of this Prospectus Supplement was correct at the time of going to press, but like any school we do make changes which may affect the education we offer.**