

WESTCLIFF HIGH SCHOOL FOR GIRLS

SUPPLEMENT TO THE PROSPECTUS

2020 – 2021

General Information



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

**Headteacher: Dr Paul Hayman
Chair of Governors: Mrs Amanda Solomons**

**Kenilworth Gardens, Westcliff on Sea, SS0 0BS
Tel: 01702 476026**

Email: generalenquiries@whsg.info Web: www.whsg.info



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In light of the COVID-19 Pandemic restrictions, it may be that some events need to be postponed/cancelled, as well as changes to other arrangements, for example the timing of the school day. We would appreciate your understanding in the event that it is necessary to take such action.

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/admissions/years7-11/admissionscriteria2020onwards>

Open Evening for Prospective Year 7 Parents

Prospective parents and their daughters are usually invited to visit the school for Open Evening; however, due to the COVID-19 pandemic this has been cancelled, and is taking place remotely. A virtual tour and introduction to Westcliff High School for Girls can be found on the school's website. We hope that we can arrange our planned Open Evening on 6th July 2021 as normal.

As part of the process for receiving pupils into Westcliff High School for Girls, we usually invite pupils to induction days based at school prior to joining us in September, in order to give your daughter the opportunity of getting to know the school, meet teachers and start to make friends with members of their form. Again, due to the COVID-19 pandemic it has not been possible for these to take place during the Summer Term, but these are scheduled for the start of the Autumn Term.

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/admissions/sixthform/how-to-apply>

Open Evening for Prospective Sixth Form Students

The Sixth Form Open Evening is on **Tuesday, 10 November 2020** from 7.00 p.m. – 9.00 p.m. Should we be unable to hold this event due to pandemic restrictions, a virtual Open Evening will be available.

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 PHSEEC+C 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.
- Protect children from any form of exploitation, ensuring that the needs of children and young people who have been, or may be, sexually exploited and their families are considered.
- Safeguard girls at risk of female genital mutilation and forced marriages.
- Actively promote online safety on its website and signpost stakeholders to information that will help keep children safe online.
- Ensure that the physical, social, emotional and mental wellbeing of our students is paramount.
- Ensure that pupils, 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.

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.

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.

Teaching Staff September 2020

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

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)
Mrs S Beresford-Cole	Computer Hub Project Officer
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
Miss G Osborn
Mrs A O'Connell
Mr K Parker
Mrs K Pell-Johnson BA (Hons)
Mr P Potter
Miss K Riddell MA
Mrs M Shaw
Mrs A Sood
Mrs M Swain
Mrs J Taylor
Mrs E Walker
Mrs M Walker
Miss T Watson
Mrs D Webster

Network Manager
Midday Supervisor
Technician; Reprographics
Site Team
Technician: Food and Textiles
Catering Manager
Learning Support Assistant
Technician: Reprographics
Administrator (Uniform Shop)
Learning Support Assistant
Technician: Science
Midday Supervisor
Technician: Science
Administrator (Sixth Form)
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 Seán 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
	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 OBS

Email: generalenquiries@whsg.info

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 (2020/21) 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	September (induction meeting with form tutor) March - Meeting with subject teachers
8		November February July	May	February	February - Meeting with subject teachers March – Options meeting
9		November March June	April	March	June – Meeting with subject teachers
10		December March June	March	June	April - Meeting with subject teachers
11		October January March	November	March	January - Meeting with subject teachers
12	September	November February May July	June	May	November/May - Meeting with subject teachers
13		November February March	January Pre Public Examinations	January	November/March - 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. It is vital that you give the reason for absence, i.e. headache, sickness etc. Informing us that your daughter is “unwell/not in today”, is **NOT** acceptable, as we constantly monitor for viruses, and particularly in light of the current COVID-19 Pandemic. 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 2019 to March 2020*:

The number of registered pupils of compulsory school age (11-16 years) on roll during the period 1 September 2019 to 31 March 2020: 907

Percentage of half days missed through authorised absence (illness, medical appointments, etc.): 2.6%

Percentage of half days missed through unauthorised absence: 0.4%

* Percentages shown cover the period to 20 March 2020, the date Government guidance stated that schools should close.

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. Due to the current pandemic, further measures and expectations have been put in place to ensure the safety of the school community.

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 and an addendum covering expectations during the pandemic, are 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.

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.

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 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 to Madagascar. Planning for the next long haul expedition to eSwatini and Mozambique in 2021 has already started. 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', 'Othello', 'Noughts and Crosses', 'Memphis' "Legally Blonde" and most recently "Little Shop of Horrors". The Drama Department also regularly performs exam pieces after school. These are always high quality productions, which students and parents are encouraged to attend. Regular trips run to see live performances in the West End and local theatres. This year pupils have had the opportunity to see "The Woman in Black", "The Secret River" at the National Theatre and Frantic Assembly's "I think we are alone". 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. We run a KS3 Drama club once a week, culminating in a performance showcase for family and friends. House Drama is an opportunity for thespians to earn points for their house.

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 17 July 2020 the school had 1,267 registered pupils, of whom 360 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
- installing a new ICT suite and lift in the Sixth Form Block
- new projectors in Science
- new school coffee shop
- relocating and improving the Duke of Edinburgh base
- the installation of LED dimmable lights in the Sports Hall
- refurbishing 2 ICT suites with 60 new desktops
- funding an additional minibus for trips and sporting fixtures
- providing a new supervised Study Room for Sixth Form
- installing additional water fountains

Our next priorities include completing the top floor of the new East Wing, turning the Food Tech room by the Library into a Sixth Form study space, purchasing new equipment in the fitness suite, installing LED flood lighting for the netball courts and funding new trampolines.

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 2020/2021

Autumn Term 2020	Wednesday 2 September 2020 to Friday 18 December 2020 Half Term 26 October to 30 October 2020
Spring Term 2021	Monday 4 January 2021 to Friday 26 March 2021 Half Term 15 to 19 February 2021
Summer Term 2020	Monday 12 April 2021 to Wednesday 21 July 2021 (Bank Holiday 3 May 2021) Half Term 31 May 2021 to 4 June 2021

The dates for teacher training days are:

- Wednesday, 2 September 2020
- Friday, 12 February 2021
- Monday, 19 July 2021
- Tuesday, 20 July 2021
- Wednesday, 21 July 2021

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

School Term Dates 2021/2022

The dates for 2021/2022 are provisional, and up to 5 teacher training days still have to be allocated.

Autumn Term 2021	Wednesday 1 September 2021 to Friday 17 December 2021 Half Term 25 October to 29 October 2021
Spring Term 2022	Tuesday 4 January 2022 to Friday 1 April 2022 Half Term 14 to 18 February 2022
Summer Term 2020	Tuesday 19 April 2022 to Friday 22 July 2022 (Bank Holidays 18 April and 2 May 2022) Half Term 30 May 2022 to 3 June 2022

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 came 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 previously organised have included a Mothers' Day Fayre, Valentine's Fayre, Pamper Night, Christmas Fayre and Years 7 and 8 Discos.

The School Curriculum 2020/21

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.

Subject	Year 7	Year 8
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

The optional subjects leading to GCSE are:

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 2020 we offer the following subjects:

Art	English Language and Literature	Music
Art, Craft and Design: Textiles, Fashion and Graphics	English Literature	Music Technology AS
Biology	Extended Project Qualification (Level 3)	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 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.

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 ask parents to ensure they send their daughters to school in the 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.

All uniform is supplied by 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

The school colour is navy blue. These styles are compulsory for all. **NO OTHER STYLE OR MANUFACTURER IS ACCEPTABLE.**

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

BLAZER	Navy with school crest on the pocket and the House ribbon supplied (to be sewn on top of pocket).
SKIRT*	Navy blue pleated regulation skirt, no more than 2 inches above the centre of the knee.
TROUSERS (optional)	Navy blue regulation.
BLOUSE	Blue short sleeved/long sleeved open neck fitted blouse. Vests may be worn under the shirts but should not be visible.
PULLOVER	Long sleeved navy V-necked pullover with school logo.
SHOES	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 www.whsg.info
SOCKS/TIGHTS	Black ankle socks with no other colour introduced or plain black or flesh coloured, unpatterned tights. Pop socks may only be worn with trousers.
OUTDOOR WEAR	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.
PE KIT (Compulsory)	Sky blue polo shirt, navy PE shorts, navy games skort (skirt and shorts combined, 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) (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.
PE KIT (optional)	Shin pads and mouth guards are highly recommended. Your daughter will be advised when to purchase these.
HAIR	Hair must be a natural colour for the individual concerned with no streaks or beads. Unusual styling is not acceptable. Hair extensions including clip on hair extensions are not allowed. All long hair should be tied back for PE or practical activities.
HAIR ACCESSORIES	Hair slides/thin hair bands must be plain navy or black. No large bows.
GLASSES	Glasses should be discreet: not be brightly coloured and not oversized.
JEWELLERY	Girls may wear a wristwatch, and girls with pierced ears may wear one small plain stud in the lobe of each ear. No other piercings or jewellery are allowed.
MAKE UP / APPEARANCE	Nail varnish or 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**. **It is the parent's responsibility to make alternative arrangements for your daughter to get home in this instance.**

***Skirts must not be rolled up at the waist.**

Uniform – Sixth Form

All students in Years 12 and 13 will be expected to wear the uniform.

These styles are compulsory for all; no other style or manufacturer is acceptable. **All uniform is supplied by the school's Uniform Shop (with the exception of the white shirt/blouse which can either be purchased from the Uniform Shop or another retailer).** 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.

SUIT BLAZER	Black with Sixth Form logo on the pocket
GIRLS	Black skirt or black trousers
BOYS	Black trousers
BLOUSE/SHIRT	Long sleeved blouse/shirt with a collar, buttoned to the top. White buttons.
TIE	Sixth Form tie
OPTIONAL	Black jumper with school crest
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.
SOCKS/TIGHTS	Boys must wear socks. Girls must wear either socks or tights. 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.
OUTERWEAR	Coats or jackets can be worn to and from school but cannot be worn in school. Hoodies, denim 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.
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.
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.
TATTOOS	Tattoos must be covered at all times.
STUDENT ID	All students are required to wear a Westcliff High School for Girls Sixth Form embossed lanyard with photocard ID.

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.