

WESTCLIFF HIGH SCHOOL FOR GIRLS

SUPPLEMENT TO THE PROSPECTUS

2018 – 2019

General Information



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

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Chair of Governors: Mrs Amanda Solomons

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S E E A T

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/index.php/admissions/years-7-to-11/admission-criteria>

Open Evening for Prospective Year 7 Parents

Prospective parents and their daughters are invited to visit the school on **Tuesday, 10 July 2018** between 5.45pm and 9.00pm. Parents will have the opportunity to talk to pupils and teachers and see many displays of work. The Headteacher will speak to parents at 6.00pm, 7.00pm and 8.00pm 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. This 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/index.php/admissions/years-12-13/admission-criteria>

Open Evening for Prospective Sixth Form Students

The Sixth Form Open Evening is on **Tuesday, 13 November 2018** 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 will be 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>.

Teaching Staff September 2018

Leadership Team

Dr P Hayman BSc (Hons)	Headteacher and SEEAT Chief Executive: 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 L Ashmore MPhil	Science and Physics
Mrs S Bain BA (Hons) NPQH	Business Studies
Mrs J Baker BA (Hons)	English
Mrs H Barnes BA	Design & Technology: Food
Mr D Bines MSc	Mathematics
Miss E Birch BA (Hons)	History
Mr A Bishop BEng (Hons)	Science & Physics
Miss J Blandford BSc	Mathematics
Dr A Bowman MSci	Science and Chemistry
Mrs S Brook BA (Hons)	History
Mr A Cains BA (Hons)	Government & Politics and Law
Mrs J Clifford BA	English
Mrs C Cobb BSc (Hons)	Science & Physics
Miss R Collins BA (Hons)	Drama
Miss A Cooper BA (Hons)	English
Mr J Cottee BA (Hons)	Religious Studies/Learning Manager
Mrs A Daniels MA	Music and Geography
Mr N Denton BSc	Science and Physics
Mrs C Dell BEd (Hons)	Physical Education, PSHEE/Lower School Learning Manager

Miss K Devine-Smith BA (Hons)	Music
Mrs C Dron MA	English
Miss L Dunn BA (Hons)	History
Mr C Durand LLCE	Modern Foreign Languages
Mrs C Durrant BA (Hons)	English
Miss G Fairfax LL.B Maîtrise	Modern Foreign Languages
Mrs M Feeley BA (Hons)	Geography
Mr J Gardner BA (Hons)	Computer Science; Duke of Edinburgh Co-ordinator
Miss L Gittos BSc (Hons)	Mathematics
Miss E González Reyes MA	Modern Foreign Languages
Ms E Grant BA (Hons)	Mathematics
Dr P B 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
Mr K Jones BA (Hons)	Economics and Business Studies
Ms M Kennedy (Hons)	English
Mrs C Larkin BSc	Science & Biology
Miss J Leonard BSc	English
Mrs A Leroux Licence d'Anglais (BA equivalent)	Modern Foreign Languages
Dr M Lillington PhD MChem	Science & Chemistry
Mr J MacNamara B.Comm	Economics, Business Studies, Careers and Enterprise Education
Mr D Margatt BSc (Hons)	Computer Science
Mrs M Matsi BA (Hons)	Design & Technology: Textiles
Mrs L McSorley BSc (Hons)	Design & Technology: Engineering
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	Design & Technology: Engineering
Miss C Pérez Labrador MA	Modern Foreign Languages
Mrs E Piper BA	Modern Foreign Languages
Mrs H Pitt BSc (Hons)	Science & Biology; Learning Manager
Mrs S Selvarajah BA	Drama
Mrs C Simmonett BSc	Mathematics
Miss E Smith BSc (Hons)	Physical Education; Learning Manager
Mrs I Smith BA	Geography
Mr D Struthers BEd	Physical Education
Miss E Tellis BA	Mathematics
Miss N Thompson BSc (Hons)	Psychology
Miss J Unwin BSc (Hons)	Science & Chemistry
Mrs C Vale-Tubman BSc	PE
Ms L Varela MA	Modern Foreign Languages
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
Miss D Wajgensberg BA, BEd	Psychology
Miss L Whitley BSc (Hons)	Mathematics
Mrs R Wilkin BSc (Hons)	Physical Education
Ms N Williams BSc (Hons)	Science and Biology
Miss M Yeap MA	Mathematics
Mr M Yeomans BA (Hons) FRSA	Art

Support Staff September 2018

Mrs J Argent	School Counsellor
Miss S Arthur BA (Hons)	Pastoral Support Coordinator (Years 12 and 13)
Mr N Banks BSc (Hons)	Senior Science Technician
Mrs M Bassett	Administrator (Attendance)
Mrs M Bevins	Team Leader for Midday Supervisors
Miss H Boutell	Coffee Shop Manager
Mr N Brunning MBa, FCA	SEEAT Finance & Operations Director
Mrs J Cammidge MA	Pastoral Support Coordinator (Years 6-8)
Mr J Clements	Site Team
Mrs L Conlon	Technician: Art
Mrs D Cotgrove	HR and Payroll Manager
Mrs L Davy BSc ACA	MAT Finance Manager
Mrs 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 B Ghir BSc	Technician: Science
Mrs S Giles BA (Hons)	Librarian
Mrs R Guthrie	Library Assistant
Mrs M Haiser	Midday Supervisor
Mrs S Holloway	Examinations Assistant
Mrs R Holmwood	Midday Supervisor
Mrs C Hughes	School Counsellor
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 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
Mr R Nash	Technician: DT
Mrs U O'Reilly-Foley	Midday Supervisor
Miss G Osborn	Midday Supervisor
Mr K Parker	Site Team
Mrs K Pell-Johnson	Technician: Food and Textiles
Ms M Perez Azpeitia	Spanish Foreign Language Assistante
Mr P Potter	Catering Manager

Miss H Sankey BA (Hons)
Mrs M Shaw
Mrs R Smith
Mrs A Sood
Mrs G Stennett BSc (Hons)
Mrs M Swain
Mrs M Walker
Miss T Watson
Mrs D Weaver
Mrs D Webster

Technician: Art
Technician: Reprographics
Midday Supervisor
Administrator (Uniform Shop)
Librarian
Learning Support Assistant
Technician: Science
Technician: Reprographics
Midday Assistant
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 – Headteacher	Dr Paul Hayman
Staff	Mrs Louisa Dunn
Staff	Mr Peter Vinten
Sponsor	Dr Omash Aggarwal
Sponsor – Chair	Mrs Amanda Solomons
Sponsor	Mrs Judith Harding
Sponsor	Ms Mona Sood
Sponsor	Mr Alan Stanford
Sponsor	Mr Mike Wilson
Parent	Mrs Karen McConkey
Parent	Mr Akinyele Ojo
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
Rochford Primary School and Nursery

Prince Avenue Academy, Nursery & Children's Centre
Holt Farm Junior School

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

Trust Appointee	Sponsor Director	Mrs Mona Sood
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	Mr Mike Wilson
Trust Appointee - Chair	Sponsor Director	Mr Murray Foster
Trust Appointee – Vice Chair	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 E111 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.

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 will sit a CAT (Cognitive Ability Test) assessment 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 (2018/19) arrangements is:
Years 12 and 13 have two parent consultation meetings which are held in the Autumn and Spring Terms.

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 February – Options meeting
9		November April June	May	April	April – Meeting with subject teachers
10		December March June	April	June	March - Meeting with subject teachers
11		October January April	November	March	January - Meeting with subject teachers
12	September	November February May July	June	May	November/May - Meeting with subject teachers
13		October January April	March – Mock Examinations	January	November/March - Meeting with subject teachers

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. Pupils returning after absence must bring a note for the whole period from parents to be presented to their Form Teacher. If a student's attendance becomes a cause for concern, then a referral will be made to the school's Pastoral Team.

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 2017 to May 2018:

The number of registered pupils of compulsory school age (11-16 years) on roll during the period 1 September 2017 to 31 May 2018:	879
Percentage of half days missed through authorised absence (illness, medical appointments, etc.):	2.7%
Percentage of half days missed through unauthorised absence:	1.0%

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.

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.

Duke of Edinburgh Award Scheme & Outdoor Education

The school is a 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 and finally Gold. 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 experience a day at Thurrock Outdoors for a team building day and new Year 12 students experience an outdoor activity on an Induction Day.

Pupils in Years 10-13 can also participate in World Challenge Short and Long Haul expeditions. In 2016 we had a short haul expedition to Morocco and in 2017 a long haul expedition went to Vietnam. The next short haul expedition will be to Norway in 2018 and the next long haul expedition will be to Madagascar in 2019.

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.

For individuals with a specific interest in Music, special tuition is available but we do have to make a charge for individual music tuition. There is also a range of extra-curricular activities including choir and instrumental groups. Pupils also take part in joint activities with other local schools; while we like to encourage this cooperation, we ask that we are made aware of these commitments so we can ensure that the pupil's work is not adversely affected.

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 'A Midsummer Night's Dream', 'West Side Story', 'Into The Woods', 'Ghost' and most recently 'Memphis'. 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 "Macbeth" 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 "Wicked", "Hairspray", "The Woman in Black", Buchner's "Woyzeck" and Kneehigh's adaptation of "The Tin Drum". 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 2018 the school had 1,227 registered pupils, of whom 348 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

All parents are asked to contribute to our School Improvement Fund. This fund pays for a variety of equipment which cannot otherwise be afforded, and provides support when pupils have financial difficulties. With your support we shall also use this fund to help pay for some extra-curricular clubs and societies, the running of the school's minibus, the remodelling of classrooms and the provision of new premises, so pupils can learn in the most up to date teaching environments.

School Terms Dates 2018 / 2019

Autumn Term 2018	Tuesday 4 September to Thursday 20 December Half term 22 October to 26 October
Spring Term 2019	Thursday 3 January to Friday 5 April Half term 18 to 22 February
Summer Term 2019	Tuesday 23 April to Tuesday 23 July (Bank Holiday 6 May) Half term 27 to 31 May

The dates for teacher training days are:

- Tuesday, 4 September 2018
- Thursday, 20 December 2018
- Friday, 15 February 2019
- Monday, 22 July 2019
- Tuesday, 23 July 2019
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School Terms 2019 / 2020

The dates for 2019/ 2020 are provisional, and up to 5 teacher training days still have to be allocated.

Autumn Term 2019	Tuesday 3 September to Wednesday 18 December Half term 28 October to 1 November
Spring Term 2020	Monday 6 January to Friday 3 April Half term 17 to 21 February
Summer Term 2020	Monday 20 April to Wednesday 22 July (Bank Holiday 4 May) Half term 25 to 29 May

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.

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

The School Curriculum 2018/19

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.

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 complete 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 2018 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 and 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

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 through ParentPay, details of which are available from the Finance Office.

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.

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 (nu 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 slingback 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 & shorts combined), school navy tracksuit bottoms, 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, 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.
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 lip 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 is allowed.
MAKE UP / APPEARANCE	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.

Uniform 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.

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.