

# Weaverham High School

Excellence in Learning and Leadership Development



## Guide for Parents And Pupils 2026



Weaverham High School is a vibrant, thriving and successful school where every member of our community feels valued, safe and supported to ensure they surpass their potential. We celebrate uniqueness and see individuals. We understand that our pupils have hopes and dreams, challenges and barriers and it is our privilege to celebrate their worth and their potential. We want every child to enjoy their own journey of discovery, acquire a thirst for knowledge, creativity and imagination and develop a love for their learning. We want pupils to leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and leadership experience they need to thrive in the world. We will work tirelessly to ensure individual barriers are overcome so pupils are challenged and supported in equal measure. Our desire is to nurture talent, ability and ambition with energy, creativity, determination, relentless kindness and high expectations. When we combine such a desire with our ethos of 'Safe. Ready. Respect' you will thrive in our care.

**"Be the best version of you"**



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## Welcome

Welcome to Weaverham High School and this guide for parents and pupils. Starting any new school brings a lot of questions, hopefully this guide will answer some of them.

There are other documents that will also inform you about the school. Every year we publish a prospectus that gives the formal information about policies that we are obliged to provide. There is a lot of extra information on the school website [www.weaverhamhighschool.com](http://www.weaverhamhighschool.com) where you will find information about provision for pupils with Special Educational Needs and the role of the Access & Achievement Department. There is information about 'The Weaverham Way of Learning' which includes an overview of the content, skills and knowledge for each of our subject areas. Furthermore, you can learn more about how we will support your child to ensure they achieve their true academic potential.

At the core of Weaverham High School is the learning and development of each individual pupil. That is our purpose and our priority. This happens most effectively when the school and parents work in partnership together. If you have concerns about the progress of your child, please contact us sooner rather than later as we will be able to resolve any problems swiftly.

Working together is key. We will keep you informed through a range of mediums including letters, newsletters, social media posts as well as the more traditional Progress Reports and Parents' Evenings. These begin with the evening for Year 6 parents in the summer term.

Follow **Weaverham High School** on Facebook <https://www.facebook.com/weaverhamhighschool>

We look forward to getting to know you and working with you over the coming years and hope that life at Weaverham will be a fulfilled and happy time. We hope that as a family you will become fully involved in the life of the school. If, having been a member of the school community for some time, you feel there is more information that would have been useful at this stage, do let us know.

## School Year 2026-2027

| HOLIDAY PERIOD        | DATE OF CLOSING<br>(Pupils last day in school before break) | SCHOOL CLOSED                                             | DATE OF RE-OPENING                |
|-----------------------|-------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------|
| SUMMER 2026           |                                                             |                                                           | Tuesday 1 <sup>st</sup> September |
| AUTUMN HALF TERM 2026 | Friday 23 <sup>rd</sup> October                             | 26 <sup>th</sup> to 30 <sup>th</sup> October              | Monday 2 <sup>nd</sup> November   |
| CHRISTMAS 2026        | Friday 18 <sup>th</sup> December                            | 21 <sup>st</sup> December to 1 <sup>st</sup> January      | Monday 4 <sup>th</sup> January    |
| SPRING HALF TERM 2027 | Friday 12 <sup>th</sup> February                            | 15 <sup>th</sup> to 19 <sup>th</sup> February             | Monday 22 <sup>nd</sup> February  |
| SPRING BREAK 2027     | Thursday 25 <sup>th</sup> March                             | 26 <sup>th</sup> March to 9 <sup>th</sup> April           | Monday 12 <sup>th</sup> April     |
| SUMMER HALF TERM 2027 | Friday 28 <sup>th</sup> May                                 | 31 <sup>st</sup> May to 4 <sup>th</sup> June              | Monday 7 <sup>th</sup> June       |
| SUMMER 2027           | Wednesday 21 <sup>st</sup> July                             | Thursday 22 <sup>nd</sup> July to 31 <sup>st</sup> August |                                   |

**5 INSET DAYS** To be Confirmed



## **Induction**

We have a well-established pattern of inducing pupils into life at Weaverham High School. It comprises a number of important stages:

### ***Summer term Year 6***

#### **Primary School Visits**

Every child is visited either face to face or remotely in their primary school by the Head of Year 7, Mr Norton, or a member of the Senior Leadership Team.

### ***Tuesday 30<sup>th</sup> June – Friday 3<sup>rd</sup> July Year 6***

#### **Intake Induction**

Induction experience for Year 6 pupils. All pupils attend Weaverham High School for four days, they will meet their form tutor and have lessons in their form groups.  
Pupils to wear primary school uniform.

### ***Thursday 18<sup>th</sup> June***

#### **Parents Welcome Meeting**

Evening for parents of new pupils to inform them about the school

### ***Autumn term Year 7***

#### **Team Building Timetable**

*Settling in and making friends* activities take place in tutor time

#### **Year 7 Tutor Evening**

Individual meetings for parents with the form tutor

### ***February 2027***

#### **Residential Team Building Experience**

All Year 7 spend one week on a residential activity

## Parental Support

Weaverham High School is a community and its ethos will be at its strongest when relationships are collaborative and supportive. When parents and school work effectively together with mutual respect for one another, we will create a safe, ready and respectful environment because that is when our children learn best.

**Communication** - School will always aim to respond to queries at the earliest opportunity.

### We request that parents:

- Direct their queries to the relevant class teacher, form tutor, pastoral lead or support staff in the first instance.
- Keep the school informed of any changes of address or contact numbers.
- Update the school of any concerns that may affect your child's learning opportunities and wellbeing.
- Monitor your child's BFL via Class Charts. Celebrate their successes and please talk to them if they have been awarded BFL grades 1 and 2 – we would value your support.
- Communicate any issues in an appropriate manner. We will always do the same. We always seek to resolve issues together.
- Contact the school if you wish to arrange a face to face meeting as we may not be available to meet without an appointment. Meetings are most productive when they are planned and the agenda is understood.

All staff want the very best for your child. If there are worries or concerns we will work with you to resolve them together. We request your interaction with staff is respectful.

**Standards and Expectations** – Our Ethic of Excellence approach to all areas of school life means we have the highest of standards. We need parental support in ensuring all our pupils understand and adhere to those standards.

### We request that parents

- Support and encourage your child to follow the school ethos of safe, ready and respect.
- Respect and support all school policies with particular focus on our Relationship policy including sanctions. Remember that children have their own perception on events. We will work closely with them to understand the impact of their actions on others, to reflect on their choices and support them in learning from their mistakes.
- Ensure your child comes to school every day wearing the correct school uniform and is punctual. This will give your child the best opportunity to achieve.
- Ensure your child is fully equipped with a school bag and materials they will need to access lessons. We can support you if you are struggling to provide equipment.
- Take an interest in your child's participation in school life and encourage them to join in a wide range of activities both during and after school. There is direct correlation between those who embrace our enrichment offer and those who surpass their minimum expected grades.
- Share the successes that your child has outside of the school so that we can celebrate them together.
- Do not attempt to contact your child by mobile phone during the school day. Mobile phones are not allowed to be seen or heard in our school.



## Who's Who?

You will find a complete list of the staff and their contact details of the school on our school website. However, there are some staff whose role permeates the whole school.

|                                                                                                                        |                                                                  |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <b>Headteacher</b>                                                                                                     | <b>Clare Morgan</b>                                              |
| <b>Deputy Headteacher</b><br>(Raising Standards)                                                                       | <b>Sarah Brookes</b>                                             |
| <b>Deputy Headteacher &amp; Designated Safeguarding Lead</b><br>(Ethos, Climate for Learning and Personal Development) | <b>Richard Harris</b>                                            |
| <b>Designated Teacher for Looked after Children</b>                                                                    | <b>Richard Harris</b>                                            |
| <b>Assistant Headteacher</b><br>(Aspiration, Personal Development and Wellbeing)                                       | <b>Gary Makin</b>                                                |
| <b>Assistant Headteacher</b><br>(Pupil Premium and Intervention lead)                                                  | <b>Ellen Green</b>                                               |
| <b>Assistant Headteacher</b><br>(Teaching & Learning)                                                                  | <b>Liam Holian</b>                                               |
| <b>Assistant Headteacher</b><br>(Excellence in Learning)                                                               | <b>Charlotte Murray</b>                                          |
| <b>Head of Year 7</b><br><b>Pastoral Support Manager for Year 7</b>                                                    | <b>Phil Norton</b><br><b>Sam Hughes</b>                          |
| <b>Head of Year 8</b><br><b>Pastoral Support Manager for Year 8</b>                                                    | <b>Rebecca Gate &amp; Philippa Baker</b><br><b>Sue Lightfoot</b> |
| <b>Head of Year 9</b><br><b>Pastoral Support Manager for Year 9</b>                                                    | <b>Adam Gill</b><br><b>Sarah Preston</b>                         |
| <b>Head of Year 10</b><br><b>Pastoral Support Manager for Year 10</b>                                                  | <b>Phil Young</b><br><b>Rebecca Shore</b>                        |
| <b>Head of Year 11</b><br><b>Pastoral Support Manager for Year 11</b>                                                  | <b>Vicky Hilton</b><br><b>Jane Bird</b>                          |
| <b>Pastoral Support Manager</b>                                                                                        | <b>Helen Protano</b>                                             |

## Attendance

It is the right of children to attend school and we have high expectations in relation to pupil attendance.

Research proves that there is a very clear relationship between excellent school attendance and academic achievement. Year after year, the students with the best school attendance achieve the best results. We are passionate about providing students with the best possible life chances and as such, know they have to 'be here to get there.'

All students at Weaverham High School are set an attendance target of 96% or above.

Students with 96% attendance and above are more likely to:

- Be appointed to a well-paid job.
- Make the best progress in their subjects.
- Develop good habits for work and wider life.
- Achieve higher than average grades in their GCSEs.
- Secure a place at a college, Apprenticeships, University or a training course.
- Maintaining strong and sound friendships.

Parents, carers and families are therefore asked to ensure that their child is in school every day of term. Where this is not the case, tutors and pastoral staff will talk to pupils and parents about why their attendance is lower than this. Support will be offered to secure and sustain good attendance.

|                                                                                                                                                                   |                              |                                                                   |                                       |                                                           |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------|-----------------------|
| <div> <div>175 non school days a year</div> <div>175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments</div> </div> |                              |                                                                   |                                       |                                                           |                       |
| 365 days in each year                                                                                                                                             | 10 days absence              | 19 days absence                                                   | 29 days absence<br>Half a term missed | 38 days absence                                           | 47 days absence       |
|                                                                                                                                                                   | 190 School days in each year | 180 days of education                                             | 171 days of education                 | 161 days of education                                     | 152 days of education |
|                                                                                                                                                                   | 100%                         | 95%                                                               | 90%                                   | 85%                                                       | 80%                   |
|                                                                                                                                                                   | 100%                         | 95%                                                               | 90%                                   | 85%                                                       | 80%                   |
| GOOD<br>Best chance of success<br>Gets your child off to a flying start                                                                                           |                              | WORRYING<br>Less chance of success<br>Makes it harder to progress |                                       | SERIOUS CONCERN<br>Not fair on your child<br>Court action |                       |

## Punctuality

Pupils are expected to be in school on time. Lesson 1 begins at 8.30am. We ask that parents do all they can to ensure their child arrives on time, fully prepared for the day ahead.

When a student is late to school, or late to a lesson, they will receive a 'late detention' which is held at break time the following day. If there is an issue and your child will be unavoidably late, please contact the school office and explain, so they are removed from the late list.

Lost learning through lateness is not accepted and we strive for all children to receive the education they deserve.



## The School Day

|          |                       |
|----------|-----------------------|
| 8.30 am  | Lesson 1              |
| 9.30 am  | Assembly / Tutor time |
| 9.55 am  | Lesson 2              |
| 10.55 am | BREAK                 |
| 11.20 am | Lesson 3              |
| 12.20 pm | Lesson 4              |
| 1.20pm   | Lunch                 |
| 2.00 pm  | Lesson 5              |
| 3.00 pm  | End of school         |

3.10 pm Extra-curricular / Enrichment Programme begins when safe to do so.

## Assemblies

|           |         |    |      |
|-----------|---------|----|------|
| Monday    | Year 8  | in | Hall |
| Tuesday   | Year 7  | in | Hall |
| Wednesday | Year 9  | in | Hall |
| Thursday  | Year 11 | in | Hall |
| Friday    | Year 10 | in | Hall |

## **Lunchtimes and Break times**

Pupils are not allowed out of school at break or lunchtime. Those pupils whose parents wish them to have lunch at home, must give written permission and the student must stay at home and not return to school until 5 minutes before the end of their lunch break, in time for the start of lesson 5.

During break time and lunch time pupils can socialise in a number of indoor and outdoor spaces. We have a small playground by the library that has a covered area and benches. The larger yard also has a number of benches for pupils. In the summer term pupils are allowed to go onto the school field to enjoy physical activity. When the weather is not favourable, the hard court sports area is opened for pupils to ensure they have an opportunity to enjoy outdoor space. In the second half of lunchtime, a room is made available for each year group to socialise in and this is supervised by a member of staff. During periods of wet weather we do allow pupils to socialise in ground floor corridors located in the main building.

Pupils can eat their packed lunches in the canteen or outside if the weather allows. There is a variety of food available for students to purchase from the school canteen. We also have an outdoor food pod with a canopy cover and picnic tables for pupils to enjoy lunch outside. In accordance with the school's healthy eating policy, chips are served only once per week. We do expect pupils to be respectful of our environment and dispose of rubbish in the recycling bins or usual bins. Keeping our site clean, litter free and inviting is important to us.

We operate a cashless catering system in school all the details of which will be sent to you before September. Money must be added to your child's account before it is used and the cost of the food is deducted automatically. Pupils are also issued with a card that operates the door entry and the library book system. If the card is lost there will be a replacement charge of £1.50. Replacement cards can only be purchased online through our online payment software called SCOPAY.

Lunch accounts can be topped-up on-line through SCOPAY - the minimum top-up amount is £5.  
<https://www.weaverhamhighschool.com/parents/internet-payments/>

## **Free School Meals**

A number of pupils are entitled to receive Free School Meals. This means an amount of money is added daily to the pupils' lunch card which then can be spent in the school canteen. If pupils wish to purchase additional food they will need to add additional money to their card.

Pupils who are entitled to Free School Meals may also receive a reduced cost of music tuition.

Your child may be eligible for Free School Meals if you receive any of the following

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

The guaranteed element of Pension Credit

Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Universal Credit - if you apply on or after 1 April 2018 your household earnings must be less than £7,400 a year (after tax and not including any benefits you get)

Please visit <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/free-school-meals> for further details and to apply or contact Cheshire West & Chester Council

03001238123



## What will I study?

### Key Stage 3 (Years 7 – 9)

The link below takes you to the area of our website which provides you with an overview of the curriculum journey of each subject area

[Curriculum Journey | WEAVERHAM HIGH SCHOOL Lime Avenue, Weaverham. Cheshire. CW8 3HT](#)

In line with the requirements of the National Curriculum all pupils follow courses in:

|                                                      |                           |
|------------------------------------------------------|---------------------------|
| English                                              | Mathematics               |
| Science                                              | Design and Technology     |
| Geography                                            | History                   |
| Computing                                            | Religious and World Views |
| Music                                                | Drama                     |
| Art                                                  | Physical Education        |
| Modern Foreign Languages (French, German or Spanish) |                           |

Life Curriculum/ Personal, Social, Health & Citizenship Education (PSHCE)

All pupils follow a course that covers Personal, Social, Health & Citizenship Education. In the first 3 years at the school this is taught mostly by the form tutor. Parents may ask for their children to be removed from the sex education section of the curriculum.

In Years 7, 8 and 9 pupils will largely be taught in groups of mixed ability.

## Timetable

At the start of each year pupils will be given a timetable. This will tell them what subject they have each lesson, where the lesson will take place and who will teach them. It is important that they do not lose it or else they will not know where to go for each lesson.

It is sensible to keep a copy of the timetable at home so that pupils know what subjects they will be studying each day and what equipment they will need to bring.



## Learning the Weaverham Way: On-line Learning Platform

The link below will take you to the area of our website that informs you and your child about the way we teach and how we support pupils to be the very best learners

[Learning the Weaverham way | WEAVERHAM HIGH SCHOOL Lime Avenue, Weaverham. Cheshire. CW8 3HT](#)

In order to support the delivery of homework in addition to learning in lessons, we use the on-line learning platform **Google Classroom**. This is an on-line tool which will be used by teachers to support pupils in a number of ways.

Teachers will use Google Classroom for the following;

- To set homework tasks to be completed at home.
- To provide extra resources such as Knowledge Organisers, Revision Checklists and 'How-to' clips to support independent learning.
- To provide links to other revision sites such as SENECA and for older pupils, GCSE Pod.
- To provide feedback and results of on-line quizzes such as Common Knowledge Tests.
- To reiterate key messages to the pupils in their class.

In the case that a pupil is absent from school or misses lessons due to other commitments in school, teachers will provide work on the Google Classroom and expect pupils to check their Google Classroom to see what they have missed and complete any work from the lesson. This is the responsibility of the pupil.

### Learning the Weaverham Way: Knowledge Organisers and Retrieval Tools

We are very keen to support our pupils to access our knowledge rich curriculum. Therefore, we will provide every Year 7 with an electronic Knowledge Organiser or Knowledge Retrieval Tool at the beginning of the year which will contain core content required for all of their subjects for the year. This will enable them to prepare thoroughly for lessons, prepare for retrieval quizzes, complete independent learning and read forward in preparation for future learning.

Our use of these various tools for knowledge retrieval, coupled with our use of Google Classroom, will provide pupils with all of the content and they will require for each subject in one place.

Pupils will also find electronic versions of their Knowledge Organisers and Knowledge Retrieval Tools on their Google Classroom alongside other materials to support their learning and revision.



## Learning the Weaverham Way: Homework

Homework is an integral part of our commitment to high quality learning and excellence for all. It supports our aim to develop self-regulated and independent learners, confident in their learning beyond the classroom and equipped to respond to the challenges posed by their teachers in every lesson.

Each department follows a bespoke homework policy which is designed to support pupils' curriculum and reinforce their revision and retrieval skills. Teachers will provide the same consistent core learning tasks for all pupils, whilst also offering further stretch and challenge or extra support if required by the individual pupil.

Our Homework approach is based upon the 'Four Planks of Homework' to ensure that all tasks are of high quality and are valued. These are as follows:

**Plank 1 : Access** – Homework will be common across the curriculum and set electronically through Class Charts. Where access to electronic devices is difficult, subjects will ensure that paper copies are available.

**Plank 2: Purposeful learning** - All homework will be linked to classroom learning and focus on retrieval and embedding practice. Where relevant homework will be scaffolded with pupils able to access what a good one looks like.

**Plank 3: Accountability** – Deadlines will be set by the classroom teacher within a reasonable window of completion. Pupils will be responsible for meeting these deadlines.

**Plank 4: Value** – All homework tasks will include feedback from the teacher. This Feedback may take a number of forms such as: whole class feedback, self-marking quizzes and in class knowledge tests.

Homework tasks are expected to take approximately 30 minutes, but this is only a guide and will vary by task. Homework should not exceed 2 hours per night. Occasionally, but especially early in Year 7, pupils sometimes find homework tasks mount up and takes up much more time than expected. It is usually due to the pupil not quite managing their time effectively and we will work with the pupil to help them to organise their learning.

From September homework tasks will be set on Class Charts, including teacher instructions, resources, deadlines and any assessment information. As this will be a new system for everyone, more information on how to access this will follow in September.

A copy of our homework policy can be found on our School website.



## Learning the Weaverham Way: Power Hour

We recognise the importance of homework and independent study. Therefore, we offer an afterschool club called Power Hour. This runs Monday-Thursday, 3-4pm for Year 7. The Power Hour is run by our Power Hour team who are on hand to support pupils in completing homework tasks, independent research or completing silent revision. The team will also provide support around organisation and approach to learning. The Year 7 Power Hour room is equipped with PCs/Chrome books for use by the pupils.

Pupils can improve the quality of their home learning by:

- regularly referring to their Google Classroom for all set work.
- paying particular attention to deadlines set by their teacher.
- planning and organising their work throughout the week.
- not leaving their work until the last minute.
- completing their homework at a suitable time of the day.
- doing their homework in a quiet place.
- turning **off** any electronic devices such as phones, which may distract.
- not rushing their work, but taking a pride in the presentation and amount of work completed at home.
- always asking the question **'Is this the Best Version of me?'**

Parents can support their children in completing homework by:

- providing a quiet place to work.
- establishing a regular routine and time for doing homework.
- ensuring that distractions, such as electronic devices are removed.
- providing basic equipment.
- taking an interest in the work their children are doing.
- encouraging their children to produce their best work possible.
- celebrating with their children the completion of the home learning tasks.

### **Power Hour Plus**

Pupils who are not managing to complete homework independently will be enrolled in 'Power Hour Plus' (with the support of parents) which tracks attendance to weekly compulsory 'Power Hour' sessions. The aim of 'Power Hour Plus' is to support pupils in the completion of homework to ensure they fully benefit from the purposeful practice it facilitates. If you feel your child would benefit from 'Power Hour Plus', please contact the Head of Year.

## Learning the Weaverham Way: Revision Strategies and preparing for quizzes, tests and assessments



We are aware that revision and preparing for assessments can be challenging, so we devote lots of time in school to providing all pupils with effective revision skills. Below are ten strategies you may wish to use when helping your child to revise and prepare for quizzes, tests, assessments and exams.

Throughout the curriculum we will use the common approach and language of the revision cycle:

- **Audit** – identifying gaps in knowledge.
- **Understanding** – re-learning to fill the gaps in knowledge.
- **Memorise** – employing techniques to commit knowledge to memory.
- **Apply** – applying the knowledge to subject specific problems.

This will give pupils a metacognitive framework to better understand the process of revision and allow them to apply specific revision tasks to support their individual needs. It will also support teachers by providing a frame of reference to embed revision and retrieval within the curriculum.

### The Retrieve Curriculum

Once a fortnight, as part of their tutor time curriculum, students will focus on developing retrieval and revision skills based around the revision cycle. The form time sessions will then be structured around the revision cycle, giving students specific skills in order to meet the requirement of the element of the cycle. For example, the first half term will be dedicated to planning and auditing revision, giving specific instruction on how to plan and audit tasks. Subsequent half terms will then follow the understand, memorise, organise and apply structure with the last half term left to begin the audit process again.

### Learning the Weaverham Way: Assessment and Feedback

#### Feedback:

Research from the Education Endowment Foundation tells us that feedback is the least costly and most efficient way to improve student outcomes. Therefore, it is the key to unlock student success. At Weaverham our feedback policy maximises the impact of this feedback and ensures that all our students can achieve excellent outcomes. We frame written feedback as student response and remove the expectation for teachers to write comments or acknowledge work through ticking pages. This allows our feedback to be responsive and immediate, driving forward student progress and ensuring they become self-regulated learners.

This will mean that you will see a difference in student's books with the shift towards student response and redrafting of work. This response will be completed in green pen and will ensure that pupils are continually reflecting, critiquing, redrafting and re-applying their learning. Below are the different forms of feedback you will see:

### **Analytical feedback**

Direct feedback from the teacher in which a misconception has been identified. Pupils will correct the misconception, in green pen, and bubble the note to remember. This will support them when reflecting back on their work in revision.

### **Metacognitive feedback**

This feedback will require pupils to reflect on their work, noting down in green pen, the successes, misconceptions and next steps on a piece of work. For example, after an assessment pupils completing a reflection sheet.

### **Response and extension**

This type of feedback will require pupils to redraft part of, or a whole, piece of work in green pen. Alternatively, pupils may be asked to reapply learning to another piece rather than redraft. All departments are required to do this twice a half term.

### **Assessment:**

Teachers are continually assessing pupil progress throughout each lesson to check for understanding and inform planning. We also assess pupils more formally throughout each year via common knowledge tests (CKTs), key marked pieces (KMPs), assessments and examinations.

### **Common Knowledge Tests:**

These are knowledge tests completed with all students of a subject to assess the retention of core knowledge in the long-term memory. Learning is remembering and we are committed to ensuring pupils can use knowledge fluently.

### **Key Marked Pieces and Assessments:**

These are pieces completed by all students of a subject where more formal feedback is provided, and a grade recorded. Typically, they will assess how well pupils can apply the knowledge they have retained. Key marked pieces can take place throughout a topic whereas an assessment tends to be something done at the end of a topic or unit of work to measure progress.

### **Examinations:**

All year groups have an examination window each academic year the dates for which are on the school website <https://www.weaverhamhighschool.com/information/exams/> . These exams will assess the knowledge and skills taught throughout the Weaverham learning journey. Guidance regarding which topics need to be revised and how to revise effectively are also on the school website <https://www.weaverhamhighschool.com/year-10-and-year-11-gcse-revision-materials/> . Year 7 and 8 do their exams in a classroom whereas Year 9-11 pupils complete their exams in the Sports Hall.

## How will I know how well my child is getting on at school?



If you are concerned regarding the progress your child is making, please do not hesitate to contact the school; the learning and development of pupils is the reason for us being here. There are a number of ways we routinely inform parents of their child's progress levels but if teachers have particular concerns about your child's progress they will contact you to discuss any barriers and potential solutions.

### 1. **Early Progress Meeting for Year 7 Pupils**

Approximately two-thirds of the way through the Autumn Term parents will be invited into school to meet the form tutor to discuss how smoothly the pupil has made the transition from primary to secondary school.

### 2. **Parents' Evenings**

These provide an opportunity for parents to discuss their child's progress with subject teachers. Parents book appointments for the teachers they wish to see using the online system. An email is sent to parents when appointments are available to book.

### 3. **Class Charts Parent App**

This can be accessed through the Parent section of the school website. It enables parents, through a unique username and password, to find up-to-date information regarding their child including attendance, behaviour incidents, timekeeping and levels of organisation. You will receive the login details for this app in due course. Thereafter, if you have any problems accessing this information, please contact Ms Margaret Case.  
(Margaret.case@weaverhamhighschool.com)

### 4. **Progress Reports**

These are sent home (via pupils) and emailed to parents twice a year to give an indication of the progress of each pupil; they assess the progress of pupils against a Minimum Expected Grade (MEG) based on their Key Stage 2 data. Whilst MEGs are aspirational, they are designed to be exceeded where possible; pupils should always strive to do their very best. Documentation explaining how progress reports work is emailed home along with reports.

## **School Library**

The library is open 8.15am - 4pm every day for reading, homework, quiet chat and board games. We run a variety of clubs and activities through the week which are open to all.

Students are welcome to return/change their books before school, at break time and after school as well as in their timetabled reading lessons. We currently run a pass system at lunchtimes to limit students in the space to a safe number. Anyone interested in using the library at lunchtimes should speak to a member of the library staff to be added to the waiting list for a pass.

Books are available to borrow for two weeks at a time but can be renewed on request. Books that are lost or badly damaged should be replaced with a second-hand copy of the same book OR another Accelerated Reader quizzable book to add to our collection.

## **Computer Network**

All pupils are given a user name and password by which to access the computer network. It is important no one else knows this. Although most computers have internet access we operate a security system to ensure appropriate use. The same user name and password will give pupils access to Google Classrooms and to the school-wide WiFi network.

## **Music Lessons**

Pupils are able to undertake individual or small group instrumental lessons at school. These are taught by different teachers for one day each week. We ask parents to make a contribution to the cost of these lessons. In cases of genuine hardship or for pupils receiving free school meals, a further subsidy is available. Our Extended Services Co-ordinator organises these lessons.

Please contact Karen Bryer ([Karen.bryer@weaverhamhighschool.com](mailto:Karen.bryer@weaverhamhighschool.com)) for assistance.

## **On-Line Payment for Optional Activities and Lunches**

We operate an online payment system, SCOPAY. All payments for lunch credits and trips are paid online. You will be emailed the information to create an online payment account. Please ensure we have your current email address on your child's registration form.



## Extra-Curricular Activities

Weaverham High School has a strong tradition of activities outside the usual curriculum. All pupils need to experience success in some part of school life in order to gain confidence with which to tackle the aspects they find difficult.

### 1. PE and Sport

We operate a wide range of PE and sporting activities. These are open to team members and non-team members alike. Many pupils having begun their experience here at school, pursue it further through local sports clubs. We continue to have sports fixtures and tournaments on a Saturday morning.

We operate the following PE clubs and teams:

*Rugby, Football, Netball, Hockey, Cross-Country, Table Tennis, Badminton, Athletics, Tennis, Cricket, Rounders, Gymnastics, Volleyball, Basketball, Indoor Rowing and Boxing.*

### 2. The Arts

#### **Music**

We have a wide range of choirs, concert, jazz and steel bands and several ensembles. These rehearse regularly, perform frequently and take part in competitions.

#### **Dance & Drama**

In addition to the regular Dance and Drama clubs throughout the year, we also stage an annual major production.

#### **Art**

There are regular Art clubs which give pupils the opportunity to extend the range of medium they use.

### 3. The Enrichment Programme

Many other activities are available for pupils to undertake.

The full enrichment programme is put together in September each year and uploaded onto the school website. Please see link below for an overview of our [current programme](#):

## Student Leadership Pathway



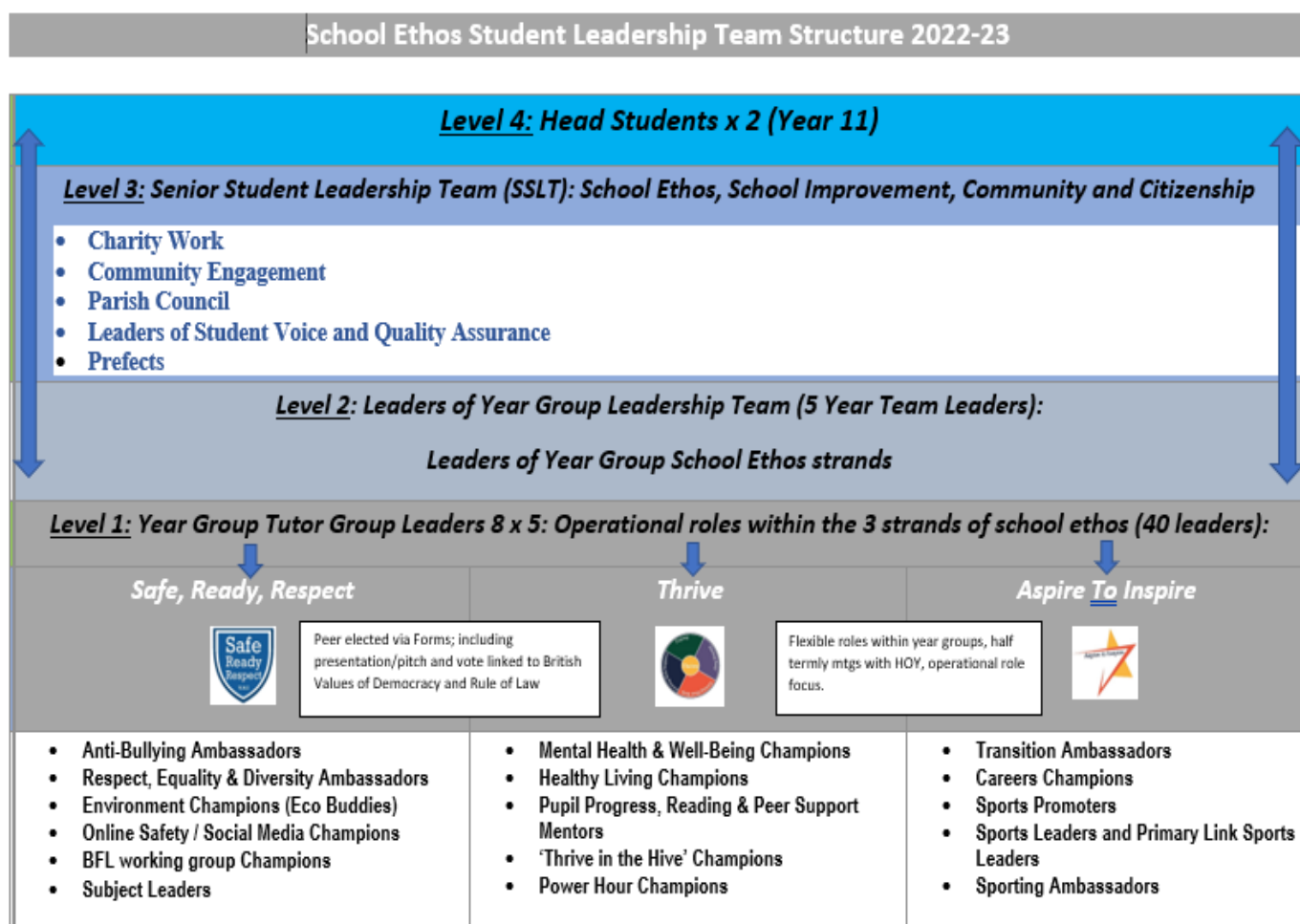
Students have numerous opportunities to develop leadership skills throughout their Weaverham High School journey. These opportunities are available across various subject areas, within year groups and in support of the school's pastoral care offer (e.g. student wellbeing ambassadors).

## School Ethos Leaders

Our Student Leadership Pathway provides opportunities for students to be peer elected to 'School Ethos Leader' roles within their Tutor groups and year groups. These roles allow students to become active leaders, making a positive difference to the school community - within areas of personal interest. Ethos Leaders are coordinated by Heads of Year and meet half termly.

Year group Ethos Leader roles feed into the whole school 'Student Council', whose focus is within active leadership and citizenship - within and beyond the school – that includes engagement within local, regional and national community and charitable causes.

Please see the infographic below for an overview of some of our Student Leadership opportunities



## School Uniform

Weaverham High School expects pupils to wear uniform at all times. A high standard of personal appearance is expected of all pupils. Uniform helps promote a sense of belonging within the school and public image outside. A smart appearance is essential in most workplaces. We aim to prepare our students for the world of work.

### Uniform

\*School Jumper (embroidered with school logo)

\*School tie

Pale blue shirt

Black trousers

Navy-blue **pleated** knee length skirt (NO straight skirts), preferably from our uniform supplier SWI

White or blue ankle or knee length socks or Navy-blue tights with skirts

Black socks with trousers

Flat heeled shoes in black

### Boys PE Kit

\*Polo Shirt – Red (embroidered with school logo)

\*Shorts – Navy (embroidered with school logo)

\*Sports Socks - Red/Navy

3G Football Boots

Trainers

Gum Shield (recommended)

### Girls PE Kit

\*Polo Shirt – Red (embroidered with school logo)

\*Skort – Navy (embroidered with school logo) **or**

\*Shorts – Navy (embroidered with school logo)

\*Sports Socks – Red/Navy

Trainers

3G Football Boots

Gum Shield (recommended)

### Optional Additional PE Kit:

\*Multisport Top – Red/Navy (embroidered with school logo)

\*¼ Zip Top – Navy/White (optional for winter, embroidered with school logo)

\*Training Pants – Navy/Silver (optional for winter, embroidered with school logo)

### Optional Additional PE Kit:

\*¼ Zip Top – Navy/White (optional for winter, embroidered with school logo)

\*Training Pants – Navy/Silver (optional for winter, embroidered with school logo)

Uniform marked with a \* is ordered direct from our supplier SWI

All clothing should be marked for identification. Make-up and nail varnish are not allowed. Jewellery must not be worn (**with the exception of one pair of studded earrings and one hand ring**) including, bracelets, necklaces or nose studs. Hairstyles should not be extreme. i.e. only a style and colour that would be acceptable in the workplace. Additional fashion accessories are not permitted. **Skirts must be pleated and should not be rolled at the waist. If this item of uniform is not worn correctly pupils will be provided with a pair of school trousers for the day to ensure they look smart.** Labelled/branded (e.g. Nike, Reebok, etc) sportswear is not acceptable. School wear in the summer remains the same as for winter, except during hot weather, jumpers will not need to be worn.

Replacement school ties can be purchased via your SCO account and collected the next day via the Pupil Services Office.



Footwear should always be clean and in good condition

# Weaverham High School

## Uniform Visual Guide



School tie



Too short



Pleated skirt



Navy tights



Short or Long Sleeve



Tucked in



No nose piercings



No false nails or varnish



Black school trousers



No Jeans



White knee socks



White ankle socks



Blue knee socks



Navy ankle socks



School Jumper



All black trainers



Black socks if wearing school trousers



No over-knee socks



No black socks



No Hoodies or sweatshirts



Black school shoes



Trainers with a non-black logo

**The Best Version Of You**

## How to Order Uniform

### Price List and Online Orders :

Visit the SWI website [www.swischoolwear.co.uk](http://www.swischoolwear.co.uk) order via DIRECT TO PARENT, Login/Register. You will need to register if this is your first visit to the site. Or visit the school website [www.weaverhamhighschool.com](http://www.weaverhamhighschool.com) click on the 'Parents' tab, drop down to 'School Uniform' and click hyperlink to [www.swischoolwear.co.uk](http://www.swischoolwear.co.uk) and order via DIRECT TO PARENT, Login/Register

### By Telephone:

Call the SWI team on 01928 752 610 Option 1

### Delivery Information:

Orders over £75 are delivered to home free of charge, for orders under £75 there is a charge. **SWI recommend that you place your order before 1<sup>st</sup> August.**

### Returns and Exchanges:

Returns and exchanges will NOT be dealt with by the school. Returns or exchanges are direct with SWI, a returns form is included with every order. SWI offer a 30 day returns policy. Full terms can be found on their website.

### Sizing Your Child:

For information on how to size your child please view the sizing guide on the SWI website at [www.swischoolwear.co.uk/help](http://www.swischoolwear.co.uk/help)

### Equipment list - What equipment will I need?

When coming to lessons pupils should bring the following basic equipment:

- Pen (fountain or roller ball or ballpoint, black ink)
- Green pen to respond to teacher's feedback
- Pencil to draw tables, graphs and diagrams
- Ruler to keep work neat and well presented
- Pencil sharpener
- Rubber
- **Scientific calculator to support your learning in Maths and Science.** We recommend <https://www.casio.co.uk/fx-83gt-cw-black> It is available in all supermarkets, Rymans, Amazon etc Any calculator that has a model number starting fx-83 or fx-85 is suitable. Pupils with an older version do not need to buy a new one. For pupils considering A-Level maths the fx-991 is also an option - as this is the calculator Sir John Deane's requests pupils have.
- Protractor to support your learning in Maths
- Compass to support your learning in Maths

### Specialist Equipment - Design and Technology

Pupils are expected to provide ingredients for practical food lessons. Pupils entitled to free school meals have access to ingredients supplied by school.

### Irlens

Please be aware that if your child uses a coloured lens, paper or has glasses we need an up-to-date diagnosis of the specific help they require. This is the same for any other visual modification that will need to happen when printing, for example font size. We will not be able to make any modifications without the medical reports.



## **Expectations, Rules, Rewards, Sanctions**

At Weaverham High School we have high expectations regarding the behaviour of our pupils. Our rules are based on mutual respect and common-sense guidelines for a community of around 1200 people to work well together. They are, quite simply, be SAFE, be READY, have RESPECT.

Form Tutors will inform pupils regarding the common expectations we have of behaviour within lessons and around the school.

It is our experience that pupils' behaviour is better when they are praised, congratulated or merely recognised for the good things they do, rather than constantly criticised. Pupils are awarded merit marks to recognise positive effort, good work, help etc. These are recorded automatically and link into our Behaviour for Learning system which is explained overleaf.

The number of merit marks collected by each form group is aggregated along with attendance rates, inter-form sports, reading and quizzing prizes and charity fundraising to make an interform competition. In previous years, as a prize, - the winning form groups spent a day at a theme park such as Alton Towers or Drayton Manor.

Pupils are expected to engage thoroughly in all lessons and try their hardest to progress in each subject. Where pupils do not show this commitment to their learning, they are identified through our Behaviour for Learning system.

If a pupil is given an after-school detention their parent or guardian will receive 24 hours warning but it is the responsibility of parents or guardian to arrange transport to get the pupil home. Failure to attend detention could ultimately result in an escalation of the sanction. For more minor infringements of our guidelines, detentions may also be held at lunchtime or break time.

Our staff are committed to working with our students with mutual respect. Where students have made a mistake or poor choice, staff will seek to have a restorative conversation with them as soon as possible to ensure a positive atmosphere is restored.

## Behaviour for Learning (BFL)

Every lesson, each student receives a BFL mark, graded from 1 – 5. The grades are awarded for the following behavior for learning.

- 5**

Outstanding behaviour and attitude to learning, the student has completed all work set and exceeded expectations.
- 4**

A good lesson, the student has applied themselves during the lesson, completing work to the best of their ability and has tried hard.
- 3**

The student has had to be reminded to stay on track during the lesson and so could have achieved more.
- 2**

The student has either disrupted the learning of others and been moved to work in a different classroom, **or has failed to complete an appropriate amount of work during the lesson.**
- 1**

The student has continued to disrupt other students learning or refused to leave the room and a member of the Senior Leadership Team has had to be called to remove them from the lesson.

Positive points are awarded for excellent BFL are automatically awarded and monitored.

If a student receives a grade 2 or below, a detention will be issued where the student can catch up on the work they have yet to complete.



## Other School Requirements

1. The wearing of jewellery (with the exception of one pair of studded earrings and one ring) or make-up is not allowed. Extreme hairstyles or unnatural coloured hair will not be accepted.
2. Smoking and vaping is forbidden as too is bringing any smoking or vaping related items onto our school site.
3. The following must not be brought on to the School premises:
  - (i) High energy drinks
  - (ii) Aerosol sprays
  - (iii) Matches, cigarette lighters, electronic cigarettes
  - (iv) Cigarettes, tobacco, alcohol or illegal substances
  - (v) Knives or other weapons
4. Coats, outdoor clothing or earphones must not be worn when inside the school buildings.
5. Motorbikes or scooters may only be brought to school with the permission of the Head of Year 11 and after providing a certificate of insurance, M.O.T and a copy of licence to the Business Manager.
6. Any pupil causing damage to or losing school property may be required to pay for the cost of replacement.

## Personal Property

All clothing and personal items must be clearly marked with the pupil's name. All items are brought into school at your own risk; the school is not liable or insured for their loss.

## Mobile Phones

We have made some changes to our mobile phone policy following the government's updated guidance to schools regarding the use of mobile phones during the school day. Throughout this half term we have shared the details of these changes with pupils to ensure they are fully conversant with the rationale behind the decision and have an understanding of the intended benefits of implementing such a change. Pupils have engaged positively and maturely in discussions about the change and we are impressed by their reaction. During the discussions pupil raised some valid points about how smart watches need to be considered as the barriers and concerns regarding mobile phone use also extend to smart watches and referenced the ability to communicate using such a device along with the likely distraction smart watches could have during learning time due to notifications and other messages being received. In light of this we have taken steps to review our policy include Smart Watches.



## Mobile Phones & Smart watches

Mobile phones and smart watches but must not be seen or heard beyond the permissible acceptable usage as identified below. If a pupil brings a mobile phone or smart watch into school, it is their responsibility to adhere to the rules and expectations outlined in this policy and school cannot guarantee that their phone will not be lost, stolen or damaged. Mobile phones and smart watches can access the internet and therefore potentially inappropriate content; access to inappropriate content via a mobile will be subject to the same rules as other inappropriate materials such as pornography or racist materials.

Mobile phones and smart watches should not be seen or heard at any point during the school day – this includes during lessons, lesson changeover, break and lunchtime. The moment pupils enter the school site, mobile phones must not be visible.

Permissible use of a mobile during the school day is **always under the instruction and supervision from a member of staff in a classroom only.**

### **Permissible usage**

- pupils can take image of homework task
- pupils can contact parent to confirm after school arrangements
- reasonable adjustments can be made to support children with additional needs. These adjustments can be made in conjunction with our SEND team, Pastoral team, external agencies and parents.

The school day is considered to begin when a pupil enters the school grounds.

If a mobile phone or smart watch is visible or heard beyond the permissible use above, the item will be confiscated and pupils will be able to collect their mobile phone at 3pm. The pupil will receive a break time detention the following day. This is a none negotiable expectation.

In the event of persistent breaches of this expectation, parents will be asked to collect the phone from the main office after this meeting. The pupil will not be permitted to bring a mobile device into school at all.

Should you have any concerns in relation to this updated policy, please contact your child's head of year in the first instance.

## Travel to and from School



### Buses

Buses transport pupils to/from school from the following areas:

#### **Delamere Park, Little Leigh, Crowton, Bartington, Whitley, Dutton and Little Leigh**

Pupils who wish to use these buses should obtain bus passes from Cheshire West and Chester Council. Queries regarding transport should be directed to the Transport Co-ordinator for Cheshire West and Chester, telephone 0300 123 7039.

#### **Winsford, Whitegate and Cuddington, Little Leigh, Barnton and Winnington**

Travel services are operated by Aquitaine Travel. Pupils either pay on a daily or weekly basis on the bus. Aquitaine Travel can be contacted at [Aquitainetravel@gmail.com](mailto:Aquitainetravel@gmail.com) or 07738 826600.

**Antrobus and Comberbach** area - Gailsway Travel operate a minibus which brings pupils to school. Parents wishing to make use of this service should contact them directly on 01606 851034.

**Northwich** area - Public service buses (D&G) operate frequently from Northwich and stop near to the school.

At the end of the school day pupils catching buses should proceed calmly to their bus. If it has not arrived they should wait in the playground. When travelling on the buses, pupils are expected to remember they are members of the Weaverham High School community and to behave accordingly.

### Bicycles

Pupils are able to cycle to school but the school cannot accept responsibility for the loss or damage to bicycles. All bicycles must be in a roadworthy condition and pupils competent cyclists. **For reasons of safety, pupils who cycle to school are expected to wear a cycle helmet.** When they reach school, bicycles should be stored in the bicycle shed and locked securely.

### Parental Lifts

Large numbers of parents transport their children to school by car. There is good evidence that this results in less healthy children and therefore the school discourages this practice unless there is no alternative.

At the start and end of the school day the roads around the school become congested. Parents must ensure:

- that cars are not driven onto the school site between 8.10am and 8.40am or between 2.30pm and 3.30pm unless issued with a carpark pass.
- the pedestrian crossing and school entrance are not obstructed at any time
- the school side of Lime Avenue is left vacant for school buses
- they are alert and vigilant to the large numbers of pupils who will be crossing roads or leaving the school on foot.



## **Entering and Leaving the school site**

All pupils should enter or leave the school site either through the gates on Hawthorn Road or through the pedestrian gate on Lime Avenue. For reasons of safety, pupils must not use the vehicle access entrance on Lime Avenue. Pupils should use the pedestrian crossing to cross Lime Avenue.

## **Door Access**

All external doors are kept locked throughout the school day. When a pupil needs to enter the school building they will need to use their lunch/library card to operate the lock.

## **Early Morning and Late Collection**

Some parents choose to leave their children at school early or to collect their children late. The school cannot take responsibility for them since we do not know which children will be in school. Those who have nowhere else to wait should do so in the dining room. Pupils arriving at school before 8.10 am will only be able to enter school through the dining room door. Please note, the Library is open before school for students and our homework club 'Power Hour' operates for each year group after school Monday to Thursday until 4pm.

## **Leave of Absence in Term Time**

The Government strongly discourages the practice of taking leave in term time. Absences to go on holiday will not be authorised. Unauthorised leave taken during term time will result in the imposition of a Fixed Penalty Notice of £80 per parent, per absent child. This will come directly from the Local Authority.

Recent legislation states that leave may only be granted in exceptional circumstances. If you believe your request fits that criteria, please fill in this absence form that can be found on the school website (<https://www.weaverhamhighschool.com/information/attendance/>) and return to [attendance@weaverhamhighschool.com](mailto:attendance@weaverhamhighschool.com) the school office.

If a pupil is taken out of school without authorisation, it must be reported to the same email address or via telephone call to the main office in advance for safeguarding purposes.



## **Pupil Support and Wellbeing**

Pupils are assigned to a form group when they enter the school. Most pupils stay in this group and have the same Form Tutor throughout their time at Weaverham.

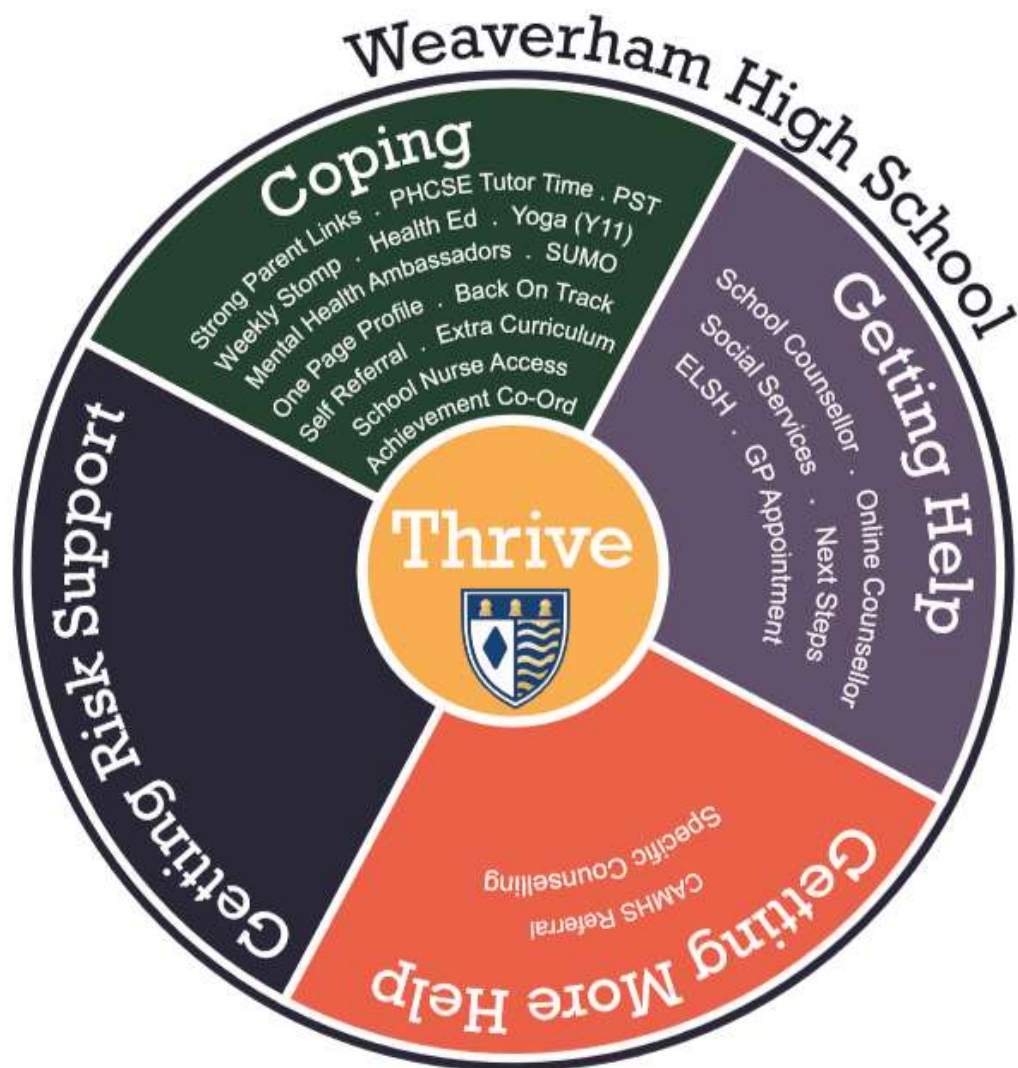
At Weaverham, each year group has a pastoral leader who is the Head of Year. They work closely with the Pastoral Support Manager (PSM) for the year group. The PSM is a non-teaching member of staff who is devoted to the welfare of the students in their year.

The transition to high school is quite a change for the students, and many will need some specific support. We have a fixed Head of Year 7 (Mr Norton) and PSM (Miss Hughes) who are specialists in the Year 6 into 7 transition. They will ensure each new student is supported in settling in, enabled to access the wide variety of extra-curricular activities available and maintain good communications with parents.

As students progress into Year 8, they will be assigned a new Head of Year and PSM who will then stay with them as they move through the school to Year 11. This means that the Head of Year and tutor team will get to know each pupil well.

If there are issues concerning your child about which you want to contact the school, then contact should usually be made through the Form Tutor or the Head of Year. The best way to do this is via e-mail. E-mail addresses of staff can be found on the school website. Please allow 24 hours for the staff member to reply. Many staff have a full teaching timetable and may not have the opportunity to get back to you immediately.

The Pastoral Team endeavour to ensure that all students thrive at school. We use the thrive model to highlight where students can access more help and support if needed.



## Feeling Stressed?

How are you?

I'm not ok.

### It's OK To Talk!

If you feel like you are struggling and need to talk, confide in someone you trust. You can find further support and activities detailed on the Thriving Wheel.

On some occasions it may be appropriate to refer your child to the school NHS liaison nurse. The school nurse is also available to talk to pupils once a month 8am – 4pm. The day the nurse visits varies; dates will be posted on the Wellbeing Room door, information screens and are also available via their Pastoral Support Manager (PSM), Head of Year or Miss Hill (RSHE Coordinator) or the general office. Appointments are bookable in advance via PSMs, plus a drop-in facility is also available during lunchtimes on respective days.

## Safeguarding and On-line safety.



The online world is posing an ever-increasing risk to children and we understand the importance that schools, parents and carers work together to take an active role in teaching children about online dangers. Learning how to act safely when using the internet is an incredibly important part of safeguarding our children. This is taught through PSHCE and computing lessons in school. As well as this however, at Weaverham, we work with **National Online Safety**, providing resources for all parents and carers.

The resources include Parents & Carers courses, online video resources and weekly guides covering a huge range of topics, including:

- Online Relationships
- Fake Profiles & Social Bots
- Online Bullying
- Online Grooming
- Child Sexual Exploitation
- Sexual Harassment & Violence
- Sexting
- Live Streaming
- Online Identity
- Screen Addiction
- Online Challenges
- Overspending
- Social Media Platforms
- Online Gambling
- Radicalisation, Terrorism & Extremism
- Age Inappropriate Content
- Copyright & Ownership
- Hacking
- Fake News
- Online Fraud
- Online Reputation
- Personal Data
- Pornography
- Targeted Adverts & Pop-Ups
- The Dark Web
- Games & Trends



To create your account, please use the QR code to download the app and complete your details. When you're set up, you'll be able to set 'Parent/Carer' as your user type.

You can access National Online Safety online via any device. Alternatively, search for 'National Online Safety' in the App Store/Google Play Store.

Answers to frequently asked questions and customer service can be accessed at <https://helpdesk.thenationalcollege.co.uk/helpcentre>.

### The SHARP System: (School Help Advice and Reporting Page)

At Weaverham, we also use the SHARP system as a way for students who are feeling vulnerable to communicate to staff.

**SHARP** allows young people to report any incidents which occur within the school and local community anonymously and without fear. This is done via a free app which can be downloaded to any IOS or Android phone, or, by accessing the SHARP System website. (Link below) Aside from the reporting tool **SHARP** delivers educational content to raise awareness on a wide range of subjects including: Bullying, Health, Community Issues, Weapons and Hate Crime.

There are many reasons why young people decide not to talk about incidents, whether that is due to not wanting to talk face to face, lack of confidence, scared or peer pressure.

The **SHARP** System promotes inclusion, safeguarding, e-safety and provides additional opportunities for students to report their concerns.

Please do take a look at the web site (Link below) and remind your young person this is another way they can contact staff should they need us to know something.



### [The SHARP System](#)

We have a dedicated section of our website specifically to support parents in managing difficult conversations about a range of topics including online safety, vaping and other relevant issue that impact on young people.

[Supporting parents to keep our pupils safe | WEAVERHAM HIGH SCHOOL Lime Avenue, Weaverham, Cheshire. CW8 3HT](#)

## **What happens in an emergency?**

### **Accidents and Illness**

If a pupil feels unwell or has an accident they must tell a teacher immediately. The teacher will make a decision regarding whether the pupil should remain in the lesson. If necessary the teacher will send the pupil to their Head of Year or Pastoral Support Manager for illnesses or to the office for first aid assistance. Help can also be requested to go to the pupil in the lesson.

The office will decide what action is necessary sometimes by consulting someone trained in First Aid. If the pupil does not appear to be recovering parents will be contacted and asked to take the pupil home. We ask that pupils do not contact parents directly asking to be collected, but follow the school process.

We have a number of staff in school who have been trained in First Aid. In some situations they will administer appropriate First Aid and in others will recommend the pupil visits hospital. On these occasions parents will be contacted and expected to accompany their child.

**It is essential that we are able to contact parents in an emergency. If you change jobs, move house, change your mobile phone number or e-mail address, please inform the school office immediately.**

### **Signing Out**

Unless it is absolutely unavoidable medical appointments should be arranged outside school hours. However, if a pupil must leave school during the day for any reason, they must bring an appointment card or parents should inform the office in advance of the date.

Before pupils leave the school they must sign out in the school office. If they return to school later on in the same day then they must sign back in again.

Where possible, the student should attend morning registration at 08.30, then sign out to go to an appointment. They will then receive their morning attendance mark. The afternoon attendance register is taken at 12.10.

**For safeguarding reasons a pupil must never leave the school site without prior notification or go home without permission from a member of staff. They must always sign out at the school office.**



## **Absence**

If a pupil is absent for any reason parents/carers should contact the school office **every day** that the pupil is absent. This can be done by emailing [attendance@weaverhamhighschool.com](mailto:attendance@weaverhamhighschool.com) with the child's name, form and reason for their absence. Please also inform the school in advance of medical appointments and other known future absences.

The school register closes at 9.30 am. Pupils who arrive after that time will be marked as unauthorised if no valid reason is provided.

If pupils do not arrive at school and we have not been notified of a reason for their absence, you will be contacted by telephone during the day. Persistent absence will be monitored and may generate a fixed penalty fine (FPN) of £80 per parent. For more information about FPNs please contact the Attendance Officer on 01606 852120

## **Medicines**

If a pupil needs to take medicine at school they should bring a letter from parents stating when they need to take it. The medicine must be left with the school office. The only exception is for diabetic equipment, an inhaler or an epipen which should be carried with them in case they need to use it. We encourage pupils to leave backup diabetic equipment, a spare inhaler or epipen in the school office.

For prescription medication to be administered by school staff a permission form needs to be obtained from the office and completed by a parent/carer.

## **Long term illnesses**

If a pupil has a long term medical condition it is important we know about it as it could affect their time in school. If this condition changes or becomes critical it is important that you inform the school as soon as possible.



## Emergency Evacuation

During their first week in the school, pupils are instructed regarding where to assemble if the fire alarm sounds. It is essential that pupils follow these procedures **whenever** the alarm sounds.

Pupils will be shown where to assemble. Pupils must wait in silence while they are registered and will not return into school unless instructed by the Headteacher. The fire alarm is tested every week at 4.00 pm on a Tuesday afternoon.

## Lock Down Procedures

The Lock Down procedure will be activated when it is not safe for pupils or staff to move between classrooms and/or between buildings.

- The lock-down signal will be a pulsating signal which will continue until stopped at the alarm panel.
- The all clear (ie release from lock-down) will be announced by 5 successive rings of the lesson change alarm situated in the main office. This will be activated by the Headteacher (most senior member CIT)
- On hearing the lock down alarm all pupils and teachers will be confined to their classrooms until notification through the all-clear signal.
- Pupils should remain in their current location inside the office or classroom. Pupils who are not in their classrooms should enter and remain inside the nearest adjacent classroom.
- At the end of the lock down period senior staff will be on corridors to maintain calm and the Critical Incident Policy will be followed for managing parents and external contact.

## **How do parents know *What's happening?***

Throughout the year there are many events which take place at school. There are a number of ways you will be informed about them.

**In the event school has to close, we will ensure all parents are contacted via school comms email, the school website and Facebook by 7.30am on the day of closure. In the event no contact is made, school will be open as usual.**

|                                |                                                                                                                                                                                                                                                        |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Newsletter:</b>             | Each term a newsletter is emailed to parents informing you of news and immediately forthcoming events. Increasingly this is the way of informing you about what will be happening. The newsletter is also published to the school website.             |
| <b>E-mails and text alerts</b> | These will notify you of the key information and events. If your e-mail address or mobile phone number change you must notify the school immediately by email <a href="mailto:office@weaverhamhighschool.com">office@weaverhamhighschool.com</a>       |
| <b>Website:</b>                | The school website is updated regularly and contains the calendar, newsletters, recent letters and details of the curriculum. It also contains a newsflash box.<br><b><a href="http://www.weaverhamhighschool.com">www.weaverhamhighschool.com</a></b> |
| <b>Occasional letters:</b>     | Letters will be sent on an occasional basis to the parents of specific groups of pupils. These will include parents' evenings, school trips etc.                                                                                                       |
| <b>Parent survey:</b>          | Twice a year                                                                                                                                                                                                                                           |

## Privacy Notice

A copy of the school privacy notice is available to view on the school website.

## Complaints

In the rare event of you being unable to resolve an issue, it is possible to make a formal complaint. A copy of the complaint's procedure can be obtained from the school office or from the school website.

## Freedom of Information

Many of the school policies are available for parents to view although some may incur a small cost.

**School policies** can be found on the school website under the information tab

**If you require a copy of this booklet in large print please contact the school office.**

**School Address is**

**Weaverham High School, Lime Avenue, Weaverham,  
Northwich, CW8 3HT**

**School telephone number is 01606 852120**

**e-mail address: [office@weaverhamhighschool.com](mailto:office@weaverhamhighschool.com)**

**Absence reporting: [attendance@weaverhamhighschool.com](mailto:attendance@weaverhamhighschool.com)**

**website address: [www.weaverhamhighschool.com](http://www.weaverhamhighschool.com)**

