



# Westfield School School Guide

Information for students, parents and carers

For students starting in September 2020



Westfield School

Chorus Education Trust

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# Contents

<b>Welcome from the Headteacher.....</b>	<b>5</b>
<b>Being ‘School Ready’ .....</b>	<b>6</b>
School Uniform .....	6
PE Kit .....	8
Where to buy uniform and PE kit .....	8
Coats .....	9
Jewellery .....	9
Mobile Phones/Smartwatches/Earphones/ AirPods/Buds.....	9
False fingernails and fashion contact lenses .....	9
Equipment.....	9
Do I need to provide any other stationery or folders?.....	10
What happens if you don’t follow the uniform and equipment rules?.....	10
Travel plans .....	11
What is the ‘Ready Gate’?.....	11
Transition work.....	12
Forms to fill in .....	12
Free School Meals .....	12
What will my first day look like? .....	13
<b>Who’s Who.....</b>	<b>14</b>
Leadership team.....	14
Year 7 team.....	15
<b>How School is Organised .....</b>	<b>16</b>
Term dates .....	16
School day .....	17
Forms and Halls.....	17
Catering .....	18
ParentPay.....	18
Lockers .....	19
Student reception .....	19
What happens if I get lost? .....	19
How do I know which classes to go to?.....	20
What if I feel ill?.....	20
What are Sports Leaders? .....	20
What are Student Ambassadors? .....	20
<b>Teaching and Learning.....</b>	<b>21</b>
What subjects will you study? .....	21
Reading.....	22
What is our approach to teaching and learning?.....	22
School trips .....	22
Are students in groups according to their ability? .....	22
Assessment and parents’ evenings.....	22
Home Learning.....	23
Remote Learning .....	23
Do students take exams .....	23
Do you have a sixth form?.....	23
Learning Support and Special Educational Needs .....	24
<b>Rules We Live By .....</b>	<b>25</b>
Attendance.....	25
Adverse weather arrangements.....	26
Behaviour and rewards .....	27
How is disruptive behavior dealt with in class?.....	28
What do I do when I arrive at my class?.....	28
What if I want to go to the toilet during my lesson?.....	28
What if I am late to my lesson? .....	28
<b>Support for Students.....</b>	<b>29</b>
Form tutors .....	29
The pastoral team.....	29
Safeguarding and child protection .....	29
Bents Green Hub .....	30

What do I do if I am behind with my learning and finding the work too hard?.....	30
<b>Beyond the Classroom.....</b>	<b>31</b>
Clubs and extra curricular activities .....	31
Library .....	32
<b>Communication .....</b>	<b>33</b>
Contacting us .....	33
Email addresses .....	33
Weduc.....	33
Newsletters .....	33
Website .....	33
Social media .....	34
Uniform and Equipment ticklist .....	35

# Welcome from the Headteacher

Dear student,

I am so sorry that you haven't had the opportunity to take part in the usual programme of transition activities.

Instead, we have created this school guide, to try and answer your questions. We are sending it to all of our Year 6 families and are also publishing it on our website on our transition page at:

<https://www.westfield-chorustrust.org/transition>

You will also find a welcome video on this page, where we take you around the school and introduce you to some key people. We have also emailed you links to videos from some of our teachers, to introduce you to some of the subjects you will be studying.

We are also in the process of allocating you to tutor groups and your tutor will be in touch with you before the start of term to introduce themselves.

If you have any other questions which aren't answered then please do email us and we will publish responses on our webpage before the start of the new school year.

On 11 August, the Department for Education is publishing further advice and reviewing its decision to reopen schools fully in September. After this we will write to you again to provide further details about the arrangements for your first day, including information about how school will operate in these unusual times.

Please be reassured that, when you join us, we will take time to go through all the usual transition activities – so you have the opportunity to get to know people and find your way around school. Our school is a very friendly and supportive place, so you will find that everyone is ready to support you and help you settle in.

In the meantime, stay safe and well. I am really looking forward to meeting you in September.

Best wishes,

**Mr Joe Birkbeck**  
**Head of Westfield School**





## Being 'School Ready'

Here you can find information about how to be prepared for starting school at Westfield.

### School Uniform



At Westfield School we are committed to high standards of uniform and appearance from all members of our community. We believe smart uniform and appearance are very important: providing our students with a shared identity, encouraging pride in appearance and allowing for positive community recognition. It also reflects the highest standards and expectations we set throughout the school.

All students are expected to wear the appropriate agreed school dress at all times in school.

Many retailers will advertise and sell fashion trousers/skirts as school uniform. Please be cautious and remember all uniform must adhere to our uniform expectations. If you need advice before purchase, please contact school.

All students are expected to wear the appropriate agreed school dress at all times in school and for education related visits in the appropriate way.

#### Black blazer

or

#### Black v-neck jumper with embroidered badge

Students should wear their blazers/jumpers at all times in the school building, unless permission is given by members of staff. This includes lunch and break times.

The Westfield v-neck, black jumper is the only permitted jumper allowed to be worn by students. **Please note that the grey, v-neck jumpers are no longer part of our uniform. Non-uniform jumpers/hoodies will be confiscated.**

#### School tie

Ties should be worn, which are a different colour for each Hall. Ties should be worn at all times, except PE lessons. Altering or defacing a school tie means that it is no longer fit for purpose and consequently it will be removed and the student will have to replace it. Ties can be purchased at School reception for £5.

## White shirt

This must be a formal, collared shirt, with buttons up to the neck, but can be short or long sleeved. This must be tucked in at all times.

## Plain black trousers

These must be full-length, smart, formal trousers (with a waistband, zip and button). No jeans, skinny jeans, jeggings, leggings or chino style trousers.

## Plain black skirt

This must be formal, at least knee-length and loose fitting.

## Plain black shorts

These must be tailored, formal school shorts, without a logo. Cargo shorts, denim shorts and sports shorts are not permitted.

## Plain black footwear

All the visible parts of the shoe must be black. Please see guidance below. Pumps are permitted with a small logo, however no 'peep toes' or 'slingbacks'.



## PE Kit

### Compulsory items of PE kit:

- Westfield polo shirt.
- Black shorts, tracksuit bottoms or leggings.
- Plain black sweatshirt or hoody with no logo (to be used only in PE lessons).
- Suitable sporting trainers are permitted; however, **we do not allow the use of pumps in any form.**
- All students must have suitable swimwear; swimming trunks above the knee, a one piece swimming costume.
- All jewellery to be removed.

### Optional items of PE kit:

- Westfield PE shorts.
- Black jumper or sports coat for outdoor PE.
- Shin pads are advisable for sports such as football and rugby.
- Boots suitable for activities on the field are advisable.
- **All GCSE PE students** must wear a Westfield GCSE polo shirt. This can be purchased through the PE department.

### Mouth Guards:

We strongly encourage parents to purchase and reinforce the importance of wearing a mouth guard with their child, when taking part in curriculum rugby PE lessons.

Students taking part in extra curricula rugby fixtures and tournaments will be expected to have and wear a mouth guard in order to participate.

## Where to buy uniform and PE kit

You can buy uniform and PE kit from Pinders Schoolwear, located in Crystal Peaks market, or alternatively, at their factory shop based at Aston. Some non-branded items can be bought from any shop – please see the list on the final page for details.

You can view the Pinders website at:

<https://pindersschoolwear.com/schools/244/Westfield%20School>

Or go via the uniform page on our website at:

<https://www.westfield-chorustrust.org/uniform>

A copy of their order form is available on this page.

School ties can only be purchased from **school reception** during normal school hours.



## Coats

Outside coats and scarves should not be worn inside the building. Students can use their school bag or locker to store their coat while inside the building. If students do not have a locker, they need to contact Reception.

When a student enters the school building, before school, and at social times, coats must be removed immediately. Students will only be allowed to put their coat on when they leave the building for social times and at the end of Period 5.

## Jewellery

On health and safety grounds, we do not allow students to wear excessive amounts of jewellery in our school. Students are not permitted to wear rings. Parents/carers should also be aware that tattoos, large or 'hoop' earrings, nose rings and other facial or muscle jewellery, including tongue piercings, is not permitted. We advise that all piercings should be carried out at the very beginning of the summer holiday to allow time for healing and safe removal at the start of the new academic year.

## Mobile Phones/Smartwatches/Earphones/Airpods/Buds

Students are not allowed to use mobile phones, smartwatches or earphones/airpods/buds at school. Any of these items that are seen or heard during the school day will be confiscated by staff and parents will be required to collect the confiscated item from reception. If a student chooses to bring any of these items to school to use after school, these items should be switched off and put away in bags at the Ready Gate prior to the student entering school grounds, and should remain off and in bags for the duration of the school day – including break times and lunch time.

## False fingernails and fashion contact lenses

Please be aware that the above are also not permitted. Students who come to school in these will be placed in School Remove until they are taken off.

## Equipment

We want to ensure that students are ready to learn in their lessons. Having the right equipment is key to this.

Given the effects of Covid-19, it is even more important that students have their own set of equipment. Students should not be sharing these key pieces of equipment.

Every student is expected to have:

- Student Planner.
- Pencil case.
- One black pen.
- One purple pen.
- Pencil.

- Rubber.
- Ruler.
- Pencil sharpener
- Scientific Calculator (can be purchased through school).
- School bag, preferably a rucksack.
- Hand sanitiser.
- Tissues.

## Face masks

Please note: if a student is travelling to school on public transport, the current government rules are that they have to wear a face mask. Please remember to pack a mask for your return journey. If you are using reusable masks, please remember to bring sealable, plastic bags to keep them in, so they do not touch the rest of the equipment in your school bag

At the start of the September term the school will issue a set of free equipment to every Year 7 student. See the tick list on the back page to see what is included.

Government guidance states that face masks should not be worn in school.

## Student planners

We will give every student a paper planner in September which will contain their timetable, space to record home learning, and a page for each week to record reward stamps and behavioural comments.

Planners allow students to be more organised and for clearer communication between home and school. Students will be expected to bring their planner to school every day and have it out on their desk in every lesson. They are a key part of our rewards and behaviour system, and support the setting of home learning.

## Do I need to provide any other stationery or folders?

No, we will provide all exercise books. Students might choose to use file paper for homework but it is not essential.

## What happens if you don't follow the uniform and equipment rules?

Students are not allowed to go through the school day wearing non-permitted uniform. Student uniform is checked every morning by staff at the Ready Gate. If a student arrives at school wearing non-permitted uniform, they will be required to go to the Ready Room to change into uniform provided by school (blazers, jumpers, trousers, shoes). They will leave their non-permitted item(s) with school and swap back at the end of the school day.

Hoodies and any other non-uniform jumpers are not to be worn **on site**. If any of these items are worn by students on site they will be confiscated by staff.

Any confiscated items (non-uniform jumpers/hoodies, mobile phone, smartwatch, earphone/buds, etc.) will be taken by staff to reception and can be picked up by

parents/carers at the end of the school day between 2.45 - 4.00 pm, or on a subsequent day. These items will not be given to students until the end of the last day of a half term.

## Travel plans

Over the summer it is worth planning out how you will travel to school. We encourage our students to walk and cycle to school as much as is possible, but we appreciate that this may not be possible for everyone.

### Cycling

If you are cycling to school there are bike stores where you can lock up your bike for the day. When cycling to school please dismount when you reach the school and avoid cycling on the school site.

### The Mega Travel Pass get it online, save all the time!

If you live in South Yorkshire and you're under 16 years old you can apply for a Mega Travel Pass. The Mega Travel Pass entitles pass holders to concessionary travel on bus, tram and train in South Yorkshire.

With a Mega Travel Pass you can travel anytime, anywhere in South Yorkshire for a single fare of 80p on bus or tram. You can also buy discounted 7 day tickets for young people, which may work out cheaper if you travel regularly. You'll also be able to travel half price on local trains. You can apply online at:

<https://travelsouthyorkshire.com/en-GB/LandingPage/MegaTravel-Pass>

### Covid-19 rules about public transport and face masks

At the time of writing the government rules are that you have to wear a face mask if using public transport. We will provide bins outside of school so that students can safely dispose of their masks. If they have a reusable mask, they should bring in a sealable plastic bag to store it in, so it does not touch the other equipment in their school bag. Don't forget to bring in the mask for your return journey and to keep it in a sealable bag.

### Driving to school

Please drive responsibly when dropping students off from cars. You can drive into the school and pull in to allow students to exit the car. Please be considerate to those around you when doing this. Do not leave engines running as this causing air pollution.

Please bear in mind that there can be a queue of cars to enter the school site, so leave enough time for your journey.

## What is the 'Ready Gate'?

The Ready Gates are the entrances that students use in the morning. Members of staff will be there to greet you and check that you are ready for school. This includes checking that you have the correct uniform and equipment. Students are asked to

remove their planner and pencil case from their bag and show it to staff. There will also be a bin to put disposable masks in.

## **Transition work**

All students have been sent a transition booklet to complete and send back to school. The booklet gives us important information about students coming up to Westfield and means we get to know them a little better. It also gives an opportunity for students and parents/ carers to ask any questions they would like answering.

We have filmed a tour of the Westfield which is available for students and parents/carers to watch on our website at:

<https://www.westfield-chorustrust.org/transition>

Different members of staff have also filmed a short clip introducing themselves and their subject; we have sent links to these videos. Many of these videos also include a small task or challenge for the students to have a go at.

## **Forms to fill in**

We have sent out student data sheets to all parents/carers of students to complete. This information is vital and without this information the student will not be able to start at Westfield with us. Please ensure that you complete all sides of the sheet, as it also gives permission for students to use their biometrics to pay for their lunch. You can also use it to provide information about any medical issues. This information is confidential and only the members of staff that need to know will be informed.

## **Free School Meals**

Some students are eligible for Free School Meals. Not only do they receive free school meals but it also provides extra income to the school, known as Pupil Premium. The school uses this money to help disadvantaged children achieve more in education.

We are aware that not everyone who is eligible for free school meals chooses to claim them. However, Pupil Premium funding enables us to make significant improvements in the education we offer at Westfield School, so we strongly encourage all eligible parents to register their child(ren) for free school meals, even if they do not wish to take the free meals.

You can register for free school meals on the Sheffield City Council website at:

[www.sheffield.gov.uk/content/sheffield/home/schools-childcare/school-meals.html](http://www.sheffield.gov.uk/content/sheffield/home/schools-childcare/school-meals.html)

Or by calling them on 0114 273 4567.

## What will my first day look like?

Your first day at Westfield will be Wednesday 2 September 2020 and only Year 7 and Year 11 students will be in school.

**You should arrive between 08.15 and 08.40** and head for the Ready Gates, where there will be staff waiting to welcome you.

The school day will end at 14.30.

You do **not** need to bring a P.E. kit on your first day – just the equipment listed on the earlier pages.

**For lunch students need to either:**

- bring in a packed lunch for the first day.

**Or:**

- ensure that money has been uploaded to their ParentPay account in advance (see p.18 for further details about ParentPay)

On your first day you will spend time with your form tutor, learning about how school works and how to find your way around the building. There will be an opportunity to learn more about the other students in your form, so you have a chance to make friends.

Please do not worry – whilst starting a new school can make you feel anxious, we will do everything we can to make it as easy as possible for you.

# Who's Who

## Leadership team



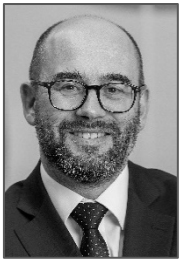
**Mr James**

Chief Executive Officer  
(CEO),  
Chorus Education Trust



**Mr Birkbeck**

Head of Westfield  
School



**Mr Lambourne**

Deputy Headteacher



**Mr Griffiths**

Deputy Headteacher



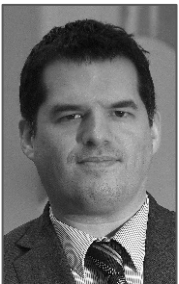
**Mr Simmons**

Deputy Headteacher and  
Safeguarding Lead



**Mr Gardiner**

Assistant  
Headteacher



**Mr Appleford**

Assistant Headteacher  
for Maths



**Ms Fisher**

Assistant  
Headteacher for  
English



**Ms Tiffin**

Assistant  
Headteacher



**Mrs Newton**

**Business Manager**



## **Year 7 team**



**Miss Hopkinson**

Head of Year 7



**Mrs Robinson**

Year 7  
Pastoral Manager



**Mrs Hague**

Inclusion Manager and  
Safeguarding Officer



**Mrs Swift**

Learning Support  
Co-ordinator

# How School is Organised

## Term dates

### 2020-2021 Academic Year

#### **Inset Days – students not in school:**

- Tuesday 1 September 2020
- Friday 2 October 2020
- Monday 19 July 2021
- Tuesday 20 July 2021
- Wednesday 21 July 2021

#### **Autumn Term (1st Half):**

Wednesday 2 September until Friday 23 October 2020

#### **Half Term Holiday:**

Monday 26 October until Friday 30 October 2020

#### **Autumn Term (2nd Half):**

Monday 2 November until Friday 18 December 2020

#### **Christmas Holiday:**

Monday 21 December 2020 until Friday 1 January 2021

#### **Spring Term (1st Half):**

Monday 4 January until Friday 12 February 2021

#### **Half Term Holiday:**

Monday 15 February until Friday 19 February 2021

#### **Spring Term (2nd Half):**

Monday 22 February until Thursday 1 April 2021

#### **Easter Holiday, inc Easter Bank Holiday weekend:**

Friday 2 April until Friday 16 April 2021

#### **Summer Term (1st Half):**

Monday 19 April until Friday 28 May 2021

#### **Half Term Holiday:**

Monday 31 May until Friday 4 June 2021

#### **Summer Term (2nd Half):**

Monday 7 June until Friday 16 July 2021

## School day

Students have five 1-hour lessons per day and must be present in school a minimum of 5 minutes before the start of form time. See below for more details:

**08:45 Form Time**

**09:00 Lesson 1**

**10:00 Lesson 2**

**11:00 Lesson 3/lunch**

Lunch (Y11 & Y9): 11:00 – 11:30

**Lunch (Y7): 11:30 – 12:00**

Lunch (Y10 & Y8): 12:00 – 12:30

**12:30 Lesson 4**

**13:30 Lesson 5**

**14:30 End of school day (years 7-10 only)**

For year 11 students only:

14:45 Lesson 6 (year 11 only)

15:45 End of school day (year 11 only)

At the end of the school day Year 7 and 8 students will leave first, shortly followed by Years 9 and 10.

## Forms and Halls

At Westfield you will be part of:

- a form group
- a year group,
- and a hall.

Every morning you will go straight to the corridor that your year group will register on. For Year 7 this will be the art and languages corridor.

During form time your tutor will talk to you about any important news and check how you are doing. There are around 30 students in each form group. The numbers of students in teaching groups may vary. There will be students from a range of primary schools in your form group; you will get the chance to know them all.

You will have a regular assembly with your year group which is a chance for Mr Birkbeck and his team to talk to you.

Throughout the year there are opportunities for you to compete as part of your hall in sporting and other activities. The four halls are:

- Sheaf
- Rivelin
- Don
- Loxley.

## Catering

As you can see from the timings of the school day, we have split lunches for year groups. There will also be designated areas of the dining for year groups. As per usual, Year 7 students will have their own lunch break.

We have a large dining room where students can either eat their packed lunch or purchase from a range of snacks and hot meals every day. Year 7 students can then spend the rest of their lunch break on the outside Astroturf area.

The school meal deal offered last year cost £2.10 per day. Our catering provider is currently reviewing the menus to be offered in the next academic year. We will publish updates on our webpage at: <https://www.westfield-chorustrust.org/catering>

We operate a cashless catering system. All students for whom we have received parental permission via the completed 'Westfield School Student Data Sheet' will usually have a biometric scan of their finger taken when they start school. Students for whom no parental consent has been received will be issued with a PIN code.

The finger scan/PIN code allows students to purchase food and drinks from our canteen at breakfast, break and lunch time, subject to funds available on their account.

**Due to Covid-19 students are not able to top up their accounts using the cash-loader machines in school.**

Accounts can be topped up by using the online payments system, ParentPay (see section below). Students who are in receipt of free school meals have their account credited daily with the current allowance.

If you are unable to access online facilities or make online we can alternatively arrange for your child to be issued with a 'PayPoint' card for their lunch account which you can use at any shop displaying the 'PayPoint' logo. Please contact school if you require this option.

## ParentPay

We have sent parents a letter explaining how to activate their child's lunch account on ParentPay.

ParentPay is a secure ePayment system that allows parents to pay online by debit and credit cards, or at a PayPoint terminal, for school trips and activities and to credit their child's cashless catering account. You can also use it to buy items from school, such as text books and equipment.

It is a safer, more convenient parent system eliminating the need for students to bring cash and cheques into school.

### How to make online payments

By visiting the ParentPay website ([www.parentpay.com](http://www.parentpay.com) or via the 'Remote Login' button on the top-right corner of the school website) you can log into your account.

From there you can pay for specific trips or equipment; you can also top up your child's lunch account. This directly links to your child's account and informs the school that a payment has been made.

### **If you can't make online payments**

If you aren't able to pay online, you can make payments with PayPoint cash collection for schools. You can make a PayPoint payment for school by visiting any store displaying the yellow and purple sign. There are nearly 22,000 terminals located in newsagents, convenience stores, supermarkets, garages and off-licences. If you wish to pay by this method please contact school once your child starts at our school and you will be issued with a barcoded payment card.

## **Lockers**

Students can hire lockers via school reception. We suggest all students purchase a locker so they can store their belongings safely during the School day. Coats, PE kits and books can be stored in lockers during the school day. We may have to reorganise where lockers are located, so please bear with us at the start of term.

## **Student reception**

Student Reception is located next to main reception. The opening hours are 8.00am to 4.00pm every school day. There are many reasons why you might go to student reception:

- If you are ill.
- If you are lost and need help working out where you should be.
- If you want to find some lost property.
- If you want to purchase a school tie.
- If you need to contact home.

If parents want to contact school we ask that you do it via phone or email or the Weduc app in the first instance, to avoid lots of visitors coming into school. This is due to the safety measures required by the Covid-19 situation.

## **What happens if I get lost?**

There is a map of the school in your school planner which you will receive on your first day but don't worry if you are not sure ... just ask. There will be lots of staff around to help you and student reception can always help you. Remember all rooms beginning with 1 are on the main deck and all rooms beginning with 2 are on the upper deck.

## **How do I know which classes to go to?**

On your first day you will be given a timetable, you will stick this into your planner. The timetable will show you which lesson you have, which room you are in (by room number) and the teacher's name. If you are not sure, ask a member of staff or a student.

## **What if I feel ill?**

If you are ill whilst in a lesson, let your teacher know. They will put a note in your planner and let you go to student reception, where we have trained first-aiders. The reception staff will contact your parents/carers if needed. If you are ill during non-lesson times, just go straight to student reception.

## **What are Sports Leaders?**

P.E. teachers nominate students based on their commitment to P.E. lessons and extra curricular activities. Students then have the option to take up the role where they lead sporting activities in our feeder schools.

## **What are Student Ambassadors?**

When students get to Year 11 they are invited to apply for this role. They get to contribute and sometimes lead school events and support younger students and their peers. They wear a special blue tie and get certain privileges, such as going to the front of the lunch queue.



# Teaching and Learning

## What subjects will you study?

Studying at secondary school is very different from primary school. Students will be taught by a range of subject-specialist teachers and will have lessons in classrooms across the school, which are specially equipped for the needs of each department. These include the science laboratories, drama and dance studios, swimming pool, gym, and the design and technology rooms.



Students in Year 7 will study a wide range of subjects including English, maths, science, history, languages (you will put in either a French or Spanish class), geography, RE, PSHE, art, design & technology, PE, drama, music, and ICT.



**COVID-19 UPDATE:** we are considering the guidance around practical subjects and the use of equipment to ensure that we are able to keep our broad curriculum but also be safe.

## Reading

Westfield is a reading school where everyone encourages, supports, shares and celebrates the joy of reading for pleasure. We have a range of books in our new library, which provides a quiet place to read and is also where we hold our Homework Club during lunchtime.

Please make sure you look at the English transition work that was sent to you.

**COVID-19 UPDATE:** the library will be open each day on a rota for each year group to help to keep our year groups separate.

## What is our approach to teaching and learning?

Our staff follow the approach of **Responsive Teaching**. They work hard to integrate Responsive Teaching into all that they do. We believe that Responsive Teaching will bring out the best teaching from our teachers and the best learning from our students.

### What is Responsive Teaching?

Responsive Teaching can be summarised as: *Check-Reflect-Respond*

It is an approach whereby teachers check regularly on students' understanding during and after the lessons; this also includes what they don't understand. Teachers can then reflect and make adjustments to the pace, content and manner of learning to meet the needs of the students.

## School trips

Any school trips are subject to government guidance for Covid-19.

We hope to be able to offer lots of opportunities during your time at Westfield.

Usually, Year 7 students might expect to go on a trip with English to a story writing workshop and to the National Videogame Museum.

## Are students in groups according to their ability?

Most of our teaching groups are mixed ability. We do group students according to prior attainment in maths.

## Assessment and parents' evenings

We hope to provide two opportunities for parents and carers to come and see us. The first is a settling-in evening, when you meet your child's form tutor. Then, towards the end of the year there is a parents' evening when you meet your child's subject teachers.

Students will be assessed regularly in all subjects. Feedback from assessments is recorded in student planners.

Students receive an academic grade in each subject at the end of the year in their report. After each half of a term your child will receive a grade that reflects their attitude to learning.

## Home Learning

Home learning (what some schools call ‘Homework’) is vital for student progress both academically and in developing independence, resilience and effective study habits. In terms of frequency, we expect that home learning is set:

- Weekly by English and Maths.
- Fortnightly by other subjects.

This should equate to a home learning task being set for around every 4 hours of teaching. This will be sent via the Microsoft Teams app, which students will learn how to use during their ICT lessons.

## Remote Learning

‘Remote Learning’ is what we call the learning that has taken place during the Covid-19 lockdown, when our school has been closed to all but a few students. We used Microsoft Teams to provide lessons and assignments.

Students will learn how to use Teams during their ICT lessons. However it is worth looking at it, either online or as an app on your phone or tablet, so you are familiar with it.

## Do students take exams

Students only take formal exams in years 10 and 11. However, they may sit tests in subjects to help them understand what to get better at. Most GCSEs are two-year courses.

## Do you have a sixth form?

As part of Chorus Education Trust, our students have equal admissions status as Silverdale students into Silverdale Sixth Form, which is regularly the highest achieving post-16 provider in the city.

## **Learning Support and Special Educational Needs**

*It is our aim to promote a policy of inclusion and integration for all of our incoming Year 7 students. All our students on the SEND register have a detailed learning support profile, which is shared with the student's teachers to ensure quality-first teaching supports their additional needs.*

There is a wide range of staff in the school who are here to support students with their learning, behaviour and welfare.

Usually we would run additional transition events in Westfield School for vulnerable students with special educational needs. This has not been possible due to the Covid-19 situation but we have provided opportunities to do this remotely and have been in close contact with primary colleagues in relation to SEND children, their needs and reasonable adjustments to be put in place.

### **Long term specialised provision**

A few students receive long term provision because of their specialised needs. The majority of these students' time is spent in the mainstream classroom but their 'additional and different' provision is highly personalised and closely monitored. The class teachers are clear how to encourage independence and boost these students' self-esteem. Class teachers are also given clear direction, through the learning support profiles, as to reasonable adjustments to be applied in the classroom.

### **Specific, time-limited provision**

Some students receive additional SEN provision from well trained, highly effective staff. This is specific, time limited, evidence-based intervention for students who are require this due to a special educational need. This includes reading, spelling, numeracy, speech and language, social emotional well-being and social skills work for students with ASD.

### **Parents of children with Special Educational Needs**

We recognise that establishing and maintaining an effective relationship with parents of our children with SEN needs are crucial in helping them to be successful. We would encourage you to share any concerns or ask any questions you have regarding SEN provision with us promptly through either email or phoning the School.

Parents of children who have an EHCP will have an Annual Review meeting to discuss the progress been made by their child. In addition to this we will invite you to a SEN review meeting each term.

Parents of children who are SEN Support (K) will receive a termly update on the progress their child is making and will have the opportunity to request a termly review meeting.

Parents of children on the SEN register for Information (I) will receive an annual update on the progress their child is making and will have the opportunity to request an annual review meeting.

# Rules We Live By

## Attendance

The school day begins at 8.40am and students are registered at 8.45am

If your child is absent due to illness please inform us before 8.25am on the school's absence line on (0114) 248 5221 or via the Weduc app.

We do request a written letter on your child's return to school.

## Attendance rates

100% attendance is achievable from every child, and to be at the Westfield Student Standard students are expected to have an attendance of 96% or above.

- Did you know that:
- Under 90% attendance a child is classed as a Persistent Absentee and will have a huge impact on a child's learning. Only 14% of students with an attendance of 90% or below will gain five 9-5 grades.
- 10 minutes late every day will mean that a child loses 33 hours of learning a year.

Westfield School believes that regular school attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Westfield values all students and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEND.

For any information regarding attendance please contact our Attendance Officer, Mrs Kim Maybury on 0114 248 5221.

## Requesting term time absences

The Department for Education (DfE) makes it very clear that headteachers cannot authorise any leave of absence, including term-time holidays, unless there are exceptional circumstances. Any absence without this agreement will be classed as unauthorised and would go down on the student's records.

Unauthorised absences of five or more consecutive days will lead to the issuing of a fixed penalty notice regardless of the student's previous attendance record and could even lead to further prosecution.

If authorised, the Headteacher is also able to set a time limit on the leave of absence. Exceptional circumstances are described as unique or one-off events. They might

include family emergencies, a sudden change in circumstances or a once-in-a lifetime opportunity. Visits from family members or opportunities for discounted holidays will not constitute as exceptional circumstances. Also, in taking any decision to authorise absence a headteacher will also take other factors into account such as a student's attendance record.

This policy is in line with Sheffield City Council guidelines and is common across the Westfield Family of Schools.

You can download the form to request a term time absence from our website. However, please be aware that the regulations mean that these can only be authorised in extreme circumstances

You can find our full Attendance Policy on the policies page on our website.

**COVID update:** Current DfE guidance is that attendance is compulsory for all students from September 2020.

## Adverse weather arrangements

We aim to open as usual every day. In the event of adverse weather conditions, we will follow the following procedures, ensuring that weather conditions are monitored on an ongoing basis and the site is checked regularly.

**Please do not ring the school to enquire regarding status. We are open unless indicated otherwise via the communications methods listed below.**

In the event of adverse weather conditions the school will make every effort to make the site safe and accessible to all students and staff. However, there may be occasions in which delayed opening, partial closure (for instance to certain year groups) or full closure are necessary. We will do our best to let all parents/carers and staff know about any closure **by 7am** via the following methods:

- On the school website as the highlighted news item.
- On the school's official Twitter account: @WestfieldSheff
- On the school's official Facebook account:
- As a message sent to all parents via Weduc or text message or email\*.
- School staff will also receive a Weduc message or a text message.
- We will also notify the local authority, Sheffield Council, who will update their school closures website at: <https://www.sheffield.gov.uk/schoolclosures>
- You can also register for school closure alerts at that webpage.
- The local radio stations will also be notified.

In making any decision regarding change to our usual arrangements, we are mindful of the health and safety of all concerned as well as understanding the difficulties families may have in terms of planning in advance, finding childcare etc. We will do our very best to make sure that any decisions are the right ones given the information available to us and that they are communicated to you in good time.



Parents need to make their own judgement regarding the safety of their journey to and from school. If driving to school, please park considerately, given the possible increase in traffic.

Thank you for your support and cooperation.

*\*Weduc will be the preferred method of communication and will be used as the main means of contact for those parents who have registered. Text messages/emails will be used to communicate with parents/carers who have not registered with Weduc.*

## Behaviour and rewards

Westfield School and Chorus Education Trust share the vision of Outstanding Achievement for All. We believe that for every student, everything is possible.

In order to achieve our vision, we understand that we must have clear systems to celebrate and promote outstanding behaviour and attitudes to learning, and to firmly challenge and secure rapid improvement when behaviour or attitudes to learning are not outstanding.

Both students and their families have told us that:

- they want school to be a safe, calm place where students can focus on their learning,
- they want students to be recognised and rewarded for consistently doing the right thing.

The overwhelming majority of our students are well behaved and do what is expected of them – often going well beyond this and doing fantastically well. We recognise this with our approach to managing behaviour called ‘**Positive Discipline**’.

‘**Positive Discipline**’ means:

- A rewards-led system.
- A calm and purposeful environment, all the time, every day.
- Self-managing students who are ambitious, ready, kind and safe.
- No low-level disruption to lessons.
- Crystal clear expectations and structures consistently implemented at every level and at every stage of the school day.
- Behaviour will be logged and monitored in a Student Planner, which every student will receive at the start of term.

Students can use their achievement points to exchange for rewards.

Parents can view both achievement and behaviour points in their child’s school planner. Information will also be sent out via the Weduc app.

## How is disruptive behavior dealt with in class?

Students are responsible for meeting school expectations in and out of lessons. They will be rewarded if they do, and sanctioned if they don't.

- We expect students to meet classroom expectations. These are –
- Arrive on time, fully equipped, in uniform and ready to learn.
- Try your best without disturbing others.
- Complete class work and home learning to the highest standard.
- Show pride in your presentation.
- Listen to the person who is talking.
- Follow instructions, first time every time.

Firstly, if students meet these standards, they will be rewarded. Positive discipline is about rewarding the positives and dealing with disruption calmly and effectively.

In student planners there is space each week to record reward stamps but also record behavioural comments. If a student disrupts learning in lesson by failing to meet any of the expectations listed above they will enter the Stage 1 – 3 system

- Stage 1: Verbal warning (Student Planner taken to teacher desk)
- Stage 2: 1<sup>st</sup> written Warning and behaviour point on SIMS
- Stage 3: 2<sup>nd</sup> written Warning, behaviour point in SIMS and removal from lesson.

For full details about our behaviour policy, including amendments made in relation to Covid-19 please see the full version on our policies page:

<https://www.westfield-chorustrust.org/policies>

## What do I do when I arrive at my class?

When invited in by the teacher, ensure that you clean your hands and sit at the correct desk according to the lesson's seating plan.

## What if I want to go to the toilet during my lesson?

Students are encouraged to use the toilet at lesson changeover and at lunchbreak. If you wish to go during a less please seek permission from teacher.

## What if I am late to my lesson?

You will receive a comment in your planner. If you get 5 comments in a week you get a detention.

# Support for Students

## Form tutors

At Westfield there are many different people you can come to for help and advice. All students will have a form tutor who they will see at the start of every day. Their form tutor will be the first port of call if students have any problems or need any advice. Form tutors will check on students each morning, check their equipment, go over achievement points received by students and accompany them to assembly.

## The pastoral team

The Year 7 pastoral team is Miss Hopkinson (Head of year 7) and Mrs Robinson (Pastoral manager of Year 7) they are both based in the Year 7 office which is close to reception so students can easily find them. The Year 7 team are here to help and support all Year 7 students throughout the year. They keep in regular contact with home awarding praise and raising any concerns they may have. They also closely monitor attendance and progress of students.

We also have a school counsellor who provides support for our most vulnerable students.

## Safeguarding and child protection

Safeguarding is the underpinning ethos of Westfield School. We are committed to educating our students and their parents on how to stay safe in all aspects of our community and the ever-changing culture they face.

Safeguarding is the action taken to promote the welfare of children and protect them from harm. In summary, Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health and development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

We recognise that in today's society our young people are growing up in a more challenging and unpredictable environment which can have additional dangers that may not be readily noticeable. For example concerns around social media, online grooming and grooming in general, gangs, weapons, sexualised behaviour and the exploitation of young people, a rise in the viewing of pornography and its negative impact on relationships and the radical views of extremists.

Safeguarding covers much more than the examples given above listed above and our aim is to equip our young people and parents with the knowledge, skills and support to

be able to navigate through the difficulties of childhood and prepare them for the challenges of adult life.

To ensure our young people are equipped in recognising safeguarding concerns and how best to manage these concerns, education around these issues is delivered each academic year with specific events calendared in.

We also pride ourselves on our strong community links and our positive relationships with external agencies.

## Who to talk to

If you have any safeguarding concerns about your child or a child you know, then we would urge you to contact one of our safeguarding team **immediately**.

**Gary Simmons (Deputy Headteacher/Safeguarding Lead)** g.simmons@westfield-chorustrust.org

**Di Hague (Senior Pastoral Manager)** d.hague@westfield-chorustrust.org

**Julie Swift (Learning Support Co-ordinator)** j.swift@westfield-chorustrust.org

Alternatively if you would prefer to speak to someone about any concerns you have for yourself or a child you know, then please contact the school reception and they will find you the right person to talk to.

If you do not want to speak to someone face to face, there are organisations you can call, which are you can find information about on our school website at:

<https://www.westfield-chorustrust.org/studentwellbeing>

You can speak to them in confidence about any problem you or a friend has. You don't have to give your name if you don't want to.

*Remember: there is always someone you can talk to, everyone has a right to be safe.*

## Bents Green Hub

Westfield School has a great relationship with Bents Green special school. Every year around 25 students from Bents Green, across years 7 to 11, study at Westfield. They follow a curriculum of bespoke provision for them and the standards timetable like everyone else. They get to be part of the school whilst still receiving specialist support.

## What do I do if I am behind with my learning and finding the work too hard?

Talk to your teachers and form teacher first. They can help arrange extra support if needed. We also run a homework club.

# Beyond the Classroom

## Clubs and extra curricular activities

At Westfield, we aim to nurture our students' talents and interests. We usually run a range of activities at lunchtime and after school. However, these will be limited in the new school year, due to the Covid-19 safety measures. We hope to be able to run them in the future.

Sporting activities usually on offer include:

- Table tennis club.
- Change4Life morning club.
- Sports Hall footy.
- This Girl Can club.
- London Legacy
- Interhall Cup.
- Dance club.
- Girls' football club.
- Badminton club.
- Netball club.
- Westfield Football Academy.
- Westfield Sports Leaders.
- Fitness club.
- Rugby club.
- Cross country club.
- Rounders.
- Athletics club

Other activities usually on offer include:

- Maths Puzzle of the Week.
- UK Junior Maths Challenge.
- UK Intermedia Maths Challenge.
- Pop Maths competition.
- Visiting the local library.
- Going to watch a theatre production.

- Writing competitions.
- World Book Day celebrations.
- School library.
- Choir.
- English Leaders programme.
- Music lessons: guitar, drums, piano and singing.
- Band rehearsals.
- Year 7 art club.
- Annual drama production.
- School trips
- Careers advice / work experience

## Library

We have a fantastic new library, where you will have some of your English lessons. Year 7 students will have the opportunity to use it on Mondays before school from 8am, and at lunchtime. You are usually able to take a book out on loan for two weeks.



# Communication

We know how hard it can be for parents when their children start at secondary school. You no longer get to wait in the playground, meet other parents and speak to your child's one teacher. That's why we work hard to ensure you receive regular and clear communications from school.

## Contacting us

If you are not sure who to contact it is always worth starting with the Year 7 team, as they can point you towards the right person. They work hard to get to know all students in Year 7, so should be able to help you in the first instance. You can phone or email the school (see contact details at the start of this booklet). Or you can send a message on the Weduc app to 'School Office'.

We strongly recommend that you raise any concerns with your child's form or subject teacher in the first instance, or their Head of Year. For details of what to do if you wish to take an issue further please read the Complaints Policy on our website at:

<https://www.westfield-chorustrust.org/policies>

## Email addresses

When you were offered a place at Westfield you received a Student Data Sheet, where you can provide further information about your child. Please ensure you provide an up to date, unique email address for all main carers. This email address is the key to accessing the communication apps Weduc and also for booking parents' evening appointments.

## Weduc



This is a parental communications app we are introducing in the coming months. We will use it to send you direct messages, and it also has the school calendar plus other key documents, as well as a newsfeed. It provides information about your child, such as their attendance, behaviour, timetable and teachers.

**We strongly recommend that you use this app**, as we can instantly send you important messages, such as information about school closures. Enrolment information has been sent by text and email to those parents who have supplied these details.

## Newsletters

We aim to send out an electronic newsletter every month to parents and carers. This brings together news of our students' achievements but also important updates. Please ensure you read it so you don't miss out.

## Website

Our website is at: [www.westfield-chorustrust.org](http://www.westfield-chorustrust.org)

There will be a section called 'Current parents & students' where you can find year-specific information, as well as information relevant to all years.

## **Social media**

We also post news and updates on Twitter via @WestfieldSheff and on Facebook via @WestfieldSchoolSheffield

## Uniform and Equipment ticklist

Item	Optional?	Where from?	✓
<b>School uniform:</b>			
Black blazer <b>or</b> Black v-neck jumper with embroidered badge	<b>REQUIRED</b>	Buy from Pinders.	
School tie	<b>REQUIRED</b>	Buy from Westfield School.	
White shirt	<b>REQUIRED</b>	Buy from any shop.	
Plain black trousers <b>or</b> Plain black skirt <b>Or</b> Plain black school shorts	<b>REQUIRED</b>	Buy from any shop.	
Plain black footwear	<b>REQUIRED</b>	Buy from any shop.	
Coat	<b>REQUIRED</b>	Buy from any shop.	
<b>PE kit:</b>			
Westfield polo shirt	<b>REQUIRED</b>	Buy from Pinders.	
Black shorts <b>or</b> Black tracksuit bottoms <b>or</b> Black leggings	<b>REQUIRED</b>	Buy from any shop.	
Suitable sporting trainers	<b>REQUIRED</b>	Buy from any shop.	
Swimming trunks (above the knee) <b>or</b> One piece swimming costumer	<b>REQUIRED</b>	Buy from any shop.	
Westfield PE shorts	<b>OPTIONAL</b>	Buy from Pinders.	
Black jumper <b>or</b> Black sports coat (For outdoor PE)	<b>OPTIONAL</b>	Buy from any shop.	
Shinpads	<b>OPTIONAL</b>	Buy from any shop.	
Boots suitable for activities on field.	<b>OPTIONAL</b>	Buy from any shop.	
Mouthguards	<b>OPTIONAL</b>	Buy from any shop.	
<b>Equipment:</b>			
School bag (preferably a rucksack)	<b>REQUIRED</b>	Buy from any shop.	
Student planner	<b>REQUIRED</b>	Supplied by Westfield School.	
Pencil case	<b>REQUIRED</b>	Buy from any shop.	

One black pen	<b>REQUIRED</b>	1 only supplied by school.	
Pencil	<b>REQUIRED</b>	1 only supplied by school.	
Rubber	<b>REQUIRED</b>	1 only supplied by school.	
Pencil sharpener	<b>REQUIRED</b>	1 only supplied by school.	
Ruler	<b>REQUIRED</b>	1 only supplied by school.	
Scientific calculator	<b>REQUIRED</b>	Buy from Westfield School or any shop.	
Hand sanitiser	<b>REQUIRED</b>	Buy from any shop.	
Tissues	<b>REQUIRED</b>	Buy from any shop.	
Face masks and sealable plastic bags to keep them in.	<b>REQUIRED (if using public transport)</b>		