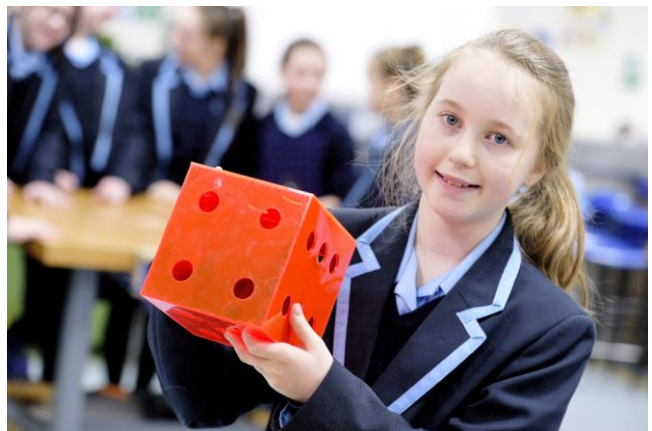




West Kirby
Grammar School



WELCOME TO WEST KIRBY GRAMMAR SCHOOL





July 2021

Dear Students

Welcome to West Kirby Grammar School.

I am delighted that you will be joining West Kirby Grammar School in September. This booklet has been written to help you to understand how the school works so that you can settle in quickly. If there are any other things you would like to know, please ask your form tutor, subject teachers or Head of Year.

West Kirby is a large school, but that means that there are many people here to help, guide and welcome you.

All the staff look forward to welcoming you on Friday 3 September and to seeing you making new friends and learning new things.

Meanwhile, enjoy the rest of the term and then have a very good holiday.

Yours sincerely

S Clarke (Mr)
Headteacher

**Some of the information in this
booklet may be subject to change
due to the situation regarding
Covid-19**

Below are the names of some people you may meet during the course of today

Headteacher	Mr S Clarke
Deputy Headteacher	Mrs L Begbie
Senior Assistant Headteacher	Mrs J Morrison
Assistant Headteacher	Mr M Thomas
Assistant Headteacher	Mrs K Cliffe
Assistant Headteacher	Mrs L Marley
Head of Year 7	Miss G Ellis
Wellbeing Manager	Miss D Lidgett

Year 7 Tutors

Ms L Windle
Dr A Stone
Ms G Mason
Mr M Woods
Miss R McVey
Mrs K Amery

Year 7 Forms

7W
7S
7T
7K
7B
7Y

Record below the name of your form and the number of the room where your form will register:

Form: Room

Head Girl: Heather

Deputy Head Prefects: Ellie, Izzy, Rebekah and Sam

HOUSES

As well as being in a form, you will be allocated to a House. Your form tutor will explain the House system to you. There are six Houses in the school and you will be able to take part in many competitions to gain points for your House to help it win the Phyllis Lee Trophy.

House name	House colour	Head of House	House Captain(s)
Furniss	Purple	Miss K Higham and Mr P Robinson	Mithuihana
Gonner	Blue	Mrs K Butt	Emma
Hudson	White	Mrs L Camborne-Paynter	Sophie
Paton	Green	Mr M Sweatman	Brooke
Stewart	Yellow	Mrs A Duffey	Millie
Wallis	Red	Mrs L Hughes	Daisy & Ellie

Record the following details below:

My House is

The name of my Head of House is

My House Captain is

My House colour is

THE SCHOOL DAY

This will probably be different from your primary school and in some cases, it will be longer.

Registration is at 8.50 am and 1.50 pm. If you are not in your form room at these times your Form Tutor will put a late mark against your name in the register. Please avoid this happening by always being there at the correct time. A bell will be rung at 8.48am and at 1.50pm and you should be in your form room at this time to be ready for registration. Each day is divided into six lessons, and you have a different order of subjects on each day of the week.

Warning Bell	8.48	go to Form Room
Registration/Assembly	8.50 - 9.10	
1	9.10 - 10.00	
2	10.00 - 10.50	
Break	10.50 - 11.05	
3	11.05 - 11.55	
4	11.55 - 12.45	
Lunch	12.45 - 1.50	
Registration	1.50 - 2.00	
5	2.00 - 2.50	
6	2.50 - 3.40	

Always remember to bring the correct books and equipment for each day. It will help if you pack your school bags the night before.

You will study the following subjects this year:

English	Biology	Art	Design & Technology: includes Food, Textiles and Resistant Materials
French/German/Spanish/ Classical Civilisation	Chemistry	Drama	Personal Development
Geography	Physics	Music	Physical Education
Mathematics	History	Computing	Religious Studies

What can I do at :

- a) break time? Return to your form room to collect books for the next lessons. Talk to your friends or go to the dining room to fill your water bottle or eat a snack.
- b) at lunchtime? Go to the dining room to have lunch at the arranged time. Enjoy one of the clubs or practices. Go outside or join in with one of the organised activities which take place outside the dining room. Visit the Resources Area/Library or Computer Room. Collect your books for the afternoon lessons.

What do I do if I am worried about anything?

Talk to your form tutor about your worry or see Debbie (Wellbeing Manager) or one of our other pastoral staff on the Pastoral Corridor. Whatever the problem, we will do our best to help.

What do I do if I am not feeling well whilst I am at school?

Tell your form tutor or subject teacher who will send you to Reception and you will be seen by your Head of Year or a member of the Senior Leadership Team.

What do I do if I need to take medicine during the day?

Bring your medicine, labelled with your name and instructions for use, and take it to the School Office where it will be kept in a special box for you and you will be issued a letter of authorisation. When you need to take your medicine ask for it at the office.

What do I do if I lose anything?**At first:**

Think carefully about where you last saw it. Check your bag, pocket, locker or desk etc. Check the rooms you have visited. Ask Reception whether it has been handed in. Tell your teacher.

If you still do not find it:

Write down what you have lost and when you saw it last and give to your Form Tutor. Report back to Reception so that your loss can be written in the lost property book.

What do I do if I cannot do my homework or I forget it?

First, ask a friend in your class or see your subject teacher as soon as you can to explain what has happened. Hand homework in as soon as possible.

What do I do if I accidentally damage any property belonging to the school or to another pupil?

Tell your form tutor or subject teacher as soon as possible.

What do I do if I am late?

If you arrive after 8.50am, go to Reception and sign in. If you are late for a lesson, go in and apologise to your subject teacher, and explain why you were late.

What do I do if I need to leave school for any reason?**For a hospital or dental appointment**

Try not to have appointments in school time. If this cannot be avoided, you need to complete an online Medical Appointment Form on our website (wkgs.org/Intranet) or use the QR code at Reception as soon as possible.

If you are ill in school

Go to Reception where will be seen by your Head of Year or a member of the Senior Leadership Team. School will contact your parents/carers and if necessary, will arrange for you to go home. You **must not** contact your parents/carers yourself to ask them to collect you. You must **never leave school without obtaining permission.**

Family Holidays

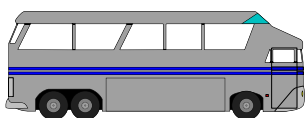
The Department of Education provides the legislation to family holidays taken in term time. Headteachers may only grant leave of absence in exceptional circumstances. A request of authorised absence in such circumstances must be made on the Leave of Absence Form (available on our website under Latest News/Letters and Presentation or from Reception) giving at least one month's notice, to the Headteacher prior to completing holiday arrangements. On the form, your parent/carer should explain why the holiday has to be taken in the school term and why the circumstances are exceptional along with documentary evidence of flight/holiday details etc.

If you are too ill to attend school

Your parents/carers should ring or e-mail (attendance@wkgs.net) early that morning to let school know that you are too ill to attend.

Your aim should be to achieve 100% attendance.

Travelling to school



Some of you will have to travel to school by bus or train, which may be very different from how you travelled to your local Primary School.

If you are issued with a bus pass you must look after it very carefully and report immediately if you lose it.

If you have problems at the end of the day e.g. if you miss your bus, report to Reception.

What should I do each evening?

1. Complete the homework set. Ask your parents/carers to check your homework diary.
2. Keep a copy of your lesson and homework timetables in a safe place at home, check both each evening.
3. Pack your bag. Make sure that you have the equipment and books you will need for the next day.
4. Get your uniform together, ready to wear next morning.

How can I prepare for September?

1. Label all your uniform, PE kit and any valuables you will be bringing into school with your name, e.g. watch.
2. Find out the times of the bus or train that will get you to school on time or work out which route to walk and how long this will take you.
4. You will find it useful to prepare the following items for school: HB pencil, 2B pencil, pencil sharpener, rubber, pen, a long 30 cm ruler, geometry set including a compass and coloured pencils or felt tips. You will also need to have your own calculator.



Any basic 'scientific' calculator would be suitable, although the mathematics department will recommend one when you start in September and these will be available to buy from

School at a competitive price when you need one. Please permanently mark or scratch your name on these items clearly.

5. Have a good holiday. We look forward to seeing you in September, ready to work as hard as you can. Come prepared to involve yourself, to enjoy school and to make the most of the many opportunities this School will offer you.