



West Kirby Grammar School



YEAR 7

Procedures 2021-2022 A Guide for Parents/Carers

www.wkgs.org

Please note some of this information may be subject to change due to the ongoing situation regarding Covid-19



July 2021

Dear Parents/Carers

I am delighted that your child/ward is to join the School in September. The move from primary to secondary School brings with it many changes, but it also offers many opportunities. The staff will make every effort to ensure that this transition is made with ease.

If, however, you have any concerns please do not hesitate to contact the School.

The staff having direct pastoral responsibility for Year 7 are:-

Headteacher	Mr S Clarke
Assistant Headteacher	Mrs K Cliffe
Head of Year 7	Miss G Ellis
Wellbeing Manager	Miss D Lidgett

Form Tutors:

Ms L Windle	7W
Dr A Stone	7S
Ms G Mason	7T
Mr M Woods	7K
Miss R McVey	7B
Mrs K Amery	7Y

This and other booklets will give you details of our procedures and if any changes are made you will be notified.

Yours sincerely

S Clarke (Mr)
Headteacher

GENERAL PROCEDURES

PATTERN OF THE SCHOOL DAY

Warning Bell	8.48	move 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

ATTENDANCE

For students at our School to gain the greatest benefit from education it is essential that they attend School regularly and punctually. They should only be absent from School when it is absolutely necessary. Good attendance (everyone should aim for 100%) is one of the keys to success.

School absence will disrupt a child's learning and may affect their academic progress. Research shows that there is 'a significant association between authorised and unauthorised absence and attainment at both Key Stage 3 and Key Stage 4, even when student and School level characteristics have been taken into account' (NFER 2005). It may also disrupt their friendships and impact on their social and emotional development. Children may be at risk of harm if they do not attend School regularly.

Punctuality

Students need to be in School on time before 8.50am each day when registration begins. It is important that all students make a good start to the day and are ready to learn. Students who arrive late are often embarrassed or flustered and may not be in the best frame of mind to begin learning. They may also miss out on something important.

Illness or Other Unforeseen Absence

If your child will be absent please contact the School by telephone, leaving a message on the Absence Line or e-mail (attendance@wkgs.net) **on each day of absence.**

Illness at School

If a student is ill in School, they should report to reception staff, who will decide whether or not to contact parents. **Students are not permitted to call parents/carers themselves in this instance. If parents/carers do receive a call from a student, they should tell them to go to the office and then call the School to discuss the best course of action. Under no circumstances should students be collected from School without our knowledge.**

Catching up with work

For absences of a week or less, it is the student's responsibility to catch up with work that has been missed. If the absence is likely to be prolonged, please contact the Head of Year to discuss how best to support the student.

Medical and dental appointments

Medical and dental appointments should be made outside School time whenever possible. If a student does have to leave School for an appointment, please try to make the appointment at the beginning or end of the day so that not too much School is missed. There are two ways for this type of absence to be confirmed:

- Whenever possible, the notice should be provided in advance of the appointment. The student should complete an online Medical Appointment Form on our website (wkgs.org/Intranet) or use the QR code at Reception
- Alternatively, if the appointment has been arranged at the last minute, parents/carers should ring in to School to advise us of the appointment and the medical form as above completed by the student.

Signing out

Whenever a student leaves the School site, they must sign out at Reception to ensure that the absence is taken into account in the event of an emergency. When the student returns from the appointment, they must sign back in.

Other planned absence

For all other types of planned absence, a Leave of Absence Request Form (available on our website under Latest news/Letters and Presentations or from Reception) should be completed and sent to the Headteacher. Requests for a planned day of absence, for example to attend a family ceremony or music examination, should be made a month in advance on a Leave of Absence Request form. The Headteacher will, of course, be flexible in cases where such notice is not possible. The School will consider the request, taking into account the reasons given and the student's attendance record. The Leave of Absence Request form contains examples of the School's likely decision. Where a month's notice has been given, the parent/carer will be notified of the School's decision by letter/email.

Holidays

The Department of Education announced important changes to legislation regarding family holidays taken in term time, which came into force in September 2013. The message was clear: parents/carers are expected to take family holidays during School holidays and should not take students on holiday in term time. Headteachers may only grant leave of absence in **exceptional circumstances**. A request of authorised absence in such circumstances should be made to the Headteacher, on the Leave of Absence Request form, **prior to completing holiday arrangements**. The request for authorised absence should explain why the holiday has to be taken in the School term and why the circumstances are exceptional along with any documentary evidence i.e. flight/booking details.

Requests will be dealt with on an individual basis; the student's previous attendance record as well as the reasons given on the Leave of Absence Request form will be taken into account. **No holidays will be authorised during the run up to examination periods, or during mock examinations.** Where a month's notice has been provided, you will be notified of the School's decision by letter/email.

Parents/carers are advised not to book holidays before consulting the School, as any absences not approved will be recorded as unauthorised.

Please see the School Attendance Policy, available on the School website or on request from the School office, for further details. **Letters will be sent to parents/carers if a student's attendance falls below 95%.**

APPEARANCE

School uniform is worn by all students in Years 7 to 11 and there is a prescribed kit for Physical Education.

School Uniform – Winter:

School blazer – available only from Forrester by Monkhouse, New Street, Mold CH7 1NZ or online at www.forrestersports.co.uk or www.monkhouse.com (see next page to receive free p&p).

Navy pleated skirt Trutex GPB/NVY. **No other skirt is acceptable for Year 7, 8 and 9.** The skirt should be within one or two inches of the knee. (Navy straight skirt Trutex GSA/NVY may still be worn/purchased for current Years 10-11 if preferred.)

Navy trousers (Trutex GTN/NVY). **No other trousers are acceptable.**

Long-sleeved Cambridge blue blouse (Trutex LRP/BLU) with open necked revers collar.

Dark navy V-necked long sleeved pullover (Trutex CGV/NVY) **with the school logo.**

Black opaque tights.

Plain coat, anorak or jacket for outdoor wear. (Designer labels are not appropriate for school wear).

Black, sensible shoes. Boots, trainer style, canvas or high heeled shoes may not be worn in school. Flimsy slip-on styles are not appropriate for health and safety reasons.

Plain navy hijab where culturally appropriate.

School Uniform – Summer:

As above.

Short-sleeved plain Cambridge blue blouse, Trutex HRP/BLU with open necked revers collar may be worn in place of long-sleeved blouse.

Black opaque tights or black ankle socks can be worn (trainer socks are not acceptable).

Physical Education Uniform – available online www.forrestersports.co.uk or www.monkhouse.com

West Kirby Grammar School PE contrast (navy / sky) Polo Shirt with EMBROIDERED School Badge and House Colour (Endura Dry Fabric).

West Kirby Grammar School PE Contrast (navy / sky) Short with EMBROIDERED School Badge and House Colour (Endura dry fabric) **and/or:**

West Kirby Grammar School PE Contrast (navy / sky) Skort with EMBROIDERED School Badge and House Colour (Endura dry fabric).

West Kirby Grammar School PE Tracksuit Pant (APTUS AAAA111885) with EMBROIDERED School Badge and House Colour (optional item). The tracksuit top is: West Kirby Grammar School PE 1/4 Zip Sports Top (APTUS AAAA111891) with EMBROIDERED School Badge and House Colour
Hockey socks (sky blue). White socks for other sporting activities
Astro-turf boots
Shin guards
Training shoes
A draw string bag
House t-shirt – to wear at House events and Sports Day - available from Forrester by Monkhouse

Items of uniform can be bought from the following suppliers:

- Cain of Heswall, 187 Telegraph Road, Heswall (Tel: 0151 342 1769) www.cainofheswall.co.uk
- Forrester by Monkhouse, New Street, Mold CH7 1NZ or on-line at www.forrestersports.co.uk - you will be directed to the Forrester by Monkhouse website (www.monkhouse.com) to place your order. **Please note we have negotiated free p&p with Forrester and to qualify you will need to double click on the free p&p icon at the start of the uniform list so that it goes into your shopping basket.**
- Larry Adams, 7A Banks Road, West Kirby (Tel: 0151 625 9424) www.larryadams.co.uk
- Wirral Uniform Centre, 2A Princes Pavement, Grange Precinct, Birkenhead (Tel: 0151 647 9588) www.wirraluniforms.com

Hair

Long hair should be tied back during PE, Science and some Technology lessons with black or navy hair bobbles. Unnatural coloured hair or extreme hairstyles are not acceptable.

Make-up

No nail varnish, shellac, gel or false nails.

No make-up in Years 7 to 9; natural looking make-up may be worn in Years 10 to 11 (no eyeliner).

Jewellery

No piercings, earrings, bracelets, necklaces, rings or other jewellery, including fashion badges.

A wristwatch may be worn.

Mobile Phones and Devices

Mobile phones and other devices must be switched off and out of sight during the school day.

Design and Technology

The School will provide aprons for use in food and product design lessons.

Calculators – A scientific calculator will be required throughout a student's School career, but is not necessary in Year 7. The mathematics department will recommend one to students when they are required. They will be available to buy from School.

WELLBEING

Wellbeing is important to us and we treat all students individually when it comes to this. We recognise that the lives of young people extend beyond academic studies and sometimes they may require additional support. Our Wellbeing Manager is available each day in school to liaise with students, families and the wider community to find focussed ways to gain insight and understanding on how we can manage our mental health and wellbeing. We can offer counselling sessions in school or consider referrals to outside agencies.

BEHAVIOUR

A copy of the School's Behaviour Policy is available on the School website and from the School office on request. The code of conduct is included below.

Rewards/Recognition - We are keen to develop our students academically, socially and personally. We are delighted to learn of their achievements both in and outside School. Their achievements, as individuals or in groups, are recognised and commended.

The School operates a House system and House points are awarded for effort and achievement.

At the end of the School year certificates and prizes are awarded in recognition of consistent effort in class, role in the School community and high academic achievement.

Special commendations are given by the Headteacher, Head of Year and Form Tutor for a wide variety of activities.

Sanctions

Students are expected to behave well both inside and outside the classroom. When positive encouragement is not effective, individual staff may use the sanctions or reprimands, behaviour points or detentions.

Twenty four hours notice is given to parents/carers if a student is given an after School detention.

When necessary, students are mentored by the Form Tutor, Head of Year or a member of senior staff. If a student's progress or behaviour causes concern, parents/carers are informed and a report card may be used.

The School does have a **Home School Agreement** which is jointly signed by the student parent/carers and School.

CODE OF CONDUCT – this is written to students, but provided here for parental guidance.

It is expected that, as a student of WKGS, you will show care, courtesy, respect and consideration for others at all times, both in and out of School. Be kind to one another. Show consideration for others' feelings and belongings. Speak and behave with courtesy and respect one another's differences.

Attendance and Punctuality

It is essential to attend School daily. If you are absent your parents/carers are asked to telephone the School on each day of absence to let us know why you are not in School. Authorised absence must be sought by your parents/carers from the Headteacher in advance for any planned absence.

You must arrive at School in good time and should be punctual to registration. If you enter your form room after 8.50am you are late and the register will be marked accordingly. If you enter the School after the end of registration, you must sign in at reception.

Uniform and Equipment

You are expected to look smart and wear the correct School uniform. You are not allowed to wear jewellery of any kind. A wrist watch may be worn. Chewing gum is not allowed in School.

Mobile phones and other devices must be switched off and out of sight during the School day (unless permission for their use is given by the teacher). Phones should be kept in school bags.

In Lessons

Arrive promptly to lessons with all the required equipment, including your planner. Enter the room quietly and immediately prepare for the lesson and focus on your work.

Listen carefully to your teacher and to other students. Participate fully in the lesson activities and work hard on the tasks set. Follow your teacher's instructions. Do not disrupt the work of others. At the end of the lesson ensure your work area is left neat and tidy. Do not leave the class until your teacher tells you to do so.

Around the School

Walk quietly and calmly around the School, keeping to the RIGHT hand side. Walk in silence to assembly. Show courtesy to others moving around the School, including holding doors open for others and waiting your turn. Form an orderly queue whilst waiting to enter rooms.

Take care of the furniture and fittings of the School. In particular, you should respect the work of other students which is on display in many areas of the School. Follow all health and safety guidelines.

During Break and Lunchtime

High caffeine energy drinks are not allowed in School. All hot food must be eaten in the dining room. Trays and litter should be cleared away after eating. No food or drink other than water should be consumed around the School. Water bottles may be filled at break and lunchtime only. Students in Years 7 & 8 are expected to be outside at lunchtime in dry weather.

Drugs, alcohol and tobacco are forbidden in the School buildings and in the grounds of the School. Smoking is also not allowed outside the School grounds whilst wearing School uniform.

CURRICULUM

The curriculum includes the following subjects:-

Art

Biology

Chemistry

Citizenship

Classical Civilisation

Computing

Design & Technology – includes: product design, food & textiles

Drama

English

French

Geography

German

History

Mathematics

Music

Personal, Social & Health Education

Physical Education

Physics

Religious Studies

Spanish

PSHE is taught through a weekly personal development lesson.

Organisation of Teaching Groups in Year 7

Students are allocated to tutor groups using information gained from primary schools. They are taught in these groups for all subjects except Technology, where the teaching groups are smaller than the full form. In Mathematics, students may be placed in groups later in the year.

Religious Education

Religious Education is taught as a discrete subject to all students in Years 7 and 8 years. Religious Education is given in accordance with the Agreed Syllabus for the Wirral Authority. If parents/carers do not wish students to take part in Religious Education lessons, they should inform the Headteacher by letter.

Sex Education and Personal Relationships

Fostering and understanding of the need for good personal relationships, enhancing self-esteem and developing confidence in personal decision making are dimensions which enter all aspects of School life. More specific teaching occurs in the personal, social and health education programme and in some Biology lessons. The topics covered and methods of teaching are related to factors such as the age and stage of development. If parents/carers do not wish a student to take part in these lessons, they should inform the Headteacher by letter.

Provision for Students with Special Needs

The School has strategies for identifying students with special educational needs. Provision is then made in accordance with the needs of the particular student and in the light of any advice given to the School on how these needs may best be met and in conjunction with external agencies.

The School is fully adapted for students with a physical disability and who need wheelchair access around the School.

The School provides for able students by organising a wide range of educational enrichment and enhancement activities and challenges outside the classroom, by setting in mathematics, and by differentiation within the classroom.

Gifted and Talented Children

The School recognises that some children are exceptionally gifted and talented. West Kirby Grammar School provides many opportunities, visits, exchanges, which enhance the learning of all its students. All our students are gifted and talented and the School endeavours to ensure that everyone achieves. We celebrate the success of all.

Homework

Students will be issued with a homework timetable and diary in September. All homework should be entered in the homework diary during the lesson to ensure that deadlines are met. Please check and sign the diary weekly. It will also be checked by the form tutor at intervals.

Text Books

These are provided by the School and students must take every care to ensure that they are neither damaged nor lost. If they are students will be asked to replace them.

Library Books

These must only be removed from the library through the official borrowing procedure and must be returned on time and in good condition.

Internet

Students do have access to the internet. The School has an Acceptable Use Policy which you and the student will be asked to sign at the beginning of the autumn term.

HOUSE SYSTEM

Each student belongs to one of six Houses and there are a range of House activities including sport, music etc.

<u>House</u>	<u>Colour</u>	<u>Head of House</u>
Furniss	Purple	Miss K Higham and Mr P Robinson
Gonner	Blue	Mrs K Butt
Hudson	White	Mrs L Camborne-Paynter
Paton	Green	Mr M Sweatman
Stewart	Yellow	Mrs A Duffey
Wallis	Red	Mrs L Hughes

PARENTS' MEETING WITH STAFF

There will be an opportunity for you to meet staff in the autumn term and later in the year you will have the opportunity to discuss progress with subject teachers and the form tutor at Parents' Evening. If you have any concerns at any other time, it is possible to contact Miss Ellis, Head of Year or email the School via the 'contact us' page of the website. We will get back to you as soon as possible and will fit in a mutually convenient time for a meeting should this be necessary. However, please remember that Miss Ellis and other staff have teaching timetables and may not be always able to respond immediately.

Other Communications - letters will be sent to you, via email, concerning important dates and activities. A School calendar is available on the School's website from September. A weekly bulletin is e-mailed to parents/carers. Any copies of the bulletin and generic letters sent home are also on our website.

PERSONAL PROPERTY

Students should avoid bringing valuables, large sums of money or unnecessary personal items (e.g. iPads) into School. All property must be marked with the owner's name to ensure the return of mislaid items. The School cannot accept responsibility for the loss of personal property. Bicycles should be locked and left in the School's bike shed at the rear of the School.

REPORTS

You will receive information about our assessment system at the Year 7 Parents' Information Evening. Each term will either bring a progress report, parents' evening or full written report (after Year 7 examinations). There is also a Parents App to enable parents/carers to view attendance, rewards and reports. You will be provided with full details about how to access this in the Autumn Term.

RESPONSIBILITY FOR STUDENTS

The School day officially begins at 8.50am and ends at 3.40pm. It is appreciated that for various reasons, e.g. transport arrangements, students may be on the premises before and after these times. However, the School cannot be responsible for students who are on the premises prior to 8.40am or after 4.00pm, unless they are engaged in supervised extra-curricular activities. There is the option to remain in School to work in the library/dining room until 5.00pm as a member of senior staff is on duty until this time. Students must sign in at the School Office and may **not** work elsewhere in School after 4.00pm.

SCHOOL TRAVEL PLAN

We have a School Travel Plan in place, the aims of which are to:

- promote healthy living
- prevent congestion
- protect the environment

To try to reduce the congestion in Graham Road we would like to encourage more students to walk/cycle to School if possible. If they have to travel by car, it would be helpful if they are dropped off somewhere other than Graham Road e.g. the Concourse or Meols Drive. If cars do need to use Graham Road, it would be helpful if a one-way system could be followed, entering from the West Kirby end of Graham Road and leaving by the end towards Hoylake. Parents/carers may also like to consider car sharing with another student.

SCHOOL BUSES

Bus Passes Year 7: Merseytravel or Al's Coaches have the contract for the services 614, 621, 628 629, 670, 671, 672, 673, 674, 684, 685 and A1 Als. See www.merseytravel.gov.uk. There have been changes to the criteria for the Authority meeting the cost of transport arrangements. If you are unsure whether you qualify for a free bus pass, you are advised to contact the Council Call Centre Information and Advice Team, 0151 606 2020, Email: hotdesk@wirral.gov.uk or call in person to your local One-Stop Shop.

In addition, we operate the C3 and 4 bus to and from Wallasey, via West Kirby, which is arranged through Calday Grange Grammar School's website www.caldaygrangegrammarSchool.co.uk.

There are also buses from Chester and North Wales which are operated jointly with Calday Grange Grammar School. Application forms and timetables are available on Calday Grange Grammar School's website: www.caldaygrangegrammarSchool.co.uk if you would like more information about this bus service.

SCHOOL DINNER

A biometric cafeteria system operates. Students may, if they wish, opt to bring a packed lunch which must be eaten in the dining room. Applications for free meals should be made via our website [wkgs.org/Menu/Care and Support/Free School meals](https://wkgs.org/Menu/Care%20and%20Support/Free%20School%20meals) – please see link below:

<https://wkgs.org/care-and-support/free-school-meals>

The School is a Health Promoting School. We actively encourage healthy eating and there are plenty of healthy options available in the dining room each day.

SCHOOL FUND

All School budgets have been drastically cut in recent years and we have had to undertake a cost-cutting exercise. We have decided to concentrate on retaining our highly qualified and effective teaching staff to ensure the quality of learning continues to be outstanding. However, the School wishes also to continue to invest in improving facilities and resources for all students. We, therefore, ask for parental support in providing a donation to School funds of £25 in the Autumn Term of each year. Full information regarding payment and Gift Aid will be provided in September.

PROVISIONAL TERM DATES FOR 2021-2022 FOR YEAR SEVEN STUDENTS

Autumn Term 2021

INSET Days	Wednesday 1 and Thursday 2 September
Years 7 and 12 Induction	Friday 3 September
School Opens	Monday 6 September
INSET Day	Monday 20 and Tuesday 21 September
Half-term	Monday 25 October to Friday 29 October
School Closes	Friday 17 December

Spring Term 2022

School Opens	Wednesday 5 January
Half-term	Monday 21 February to Friday 25 February
School Closes	Friday 8 April

Summer Term 2022

School Opens	Monday 25 April
Bank Holiday	Monday 2 May
Half-term	Monday 30 May to Friday 3 June
School Closes	Tuesday 19 July
INSET Day	Wednesday 20 July
In lieu of additional Bank Holiday	Thursday 21 July