



Preparation for Term 1



SUBJECT KNOWLEDGE

I can

- Learn new facts.
- Recall knowledge.
- Research independently.

ENGAGEMENT

I can

- Pay attention and show interest.
- Not interrupt the learning of others.
- Always try my best.

CHALLENGE

I can

- Take risks and challenge myself.
- Think hard for deeper learning.
- Work independently.

QUESTIONING

I can

- Ask questions.
- Contribute and explain my ideas clearly.
- Be a great communicator with my peers, staying on task.

LEARNING TO LEARN

I can

- Practise and revise.
- Reflect and set my own targets.
- Complete homework.
- Give 100%



Structure of School Day

We have split break time to ensure children can get their food efficiently from the canteen with our growing numbers on roll. We can also make better use of the space that we have at break. At lunch, we hope to run sports activities in the sports hall and main hall to ensure children have an opportunity for some relaxation time.

The lesson length remains the same and so does the start and end to every day. We have added five more minutes to tutor to ensure we can deliver our RSHE and careers statutory programmes.

Lesson 1	Lesson 2	Tutor 8 & 10 Break 7,9,11	Tutor 7, 9, 11 Break 8 & 10	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6
8.30 - 9.20	9.20 - 10.10	10.10 - 10.40	10.40 - 11.10	11.10 - 12.00	12.00 - 12.50	12.50 - 1.20	1.20 - 2.10	2.10 - 3.00



Upcoming Dates

INSET DAY	Friday 1st September 2023
Start of Term 1 2023/2024	
For Years 7 and 11	Monday 4th September
All Years	Tuesday 5th September
Meet the Tutor Evening	Wednesday 27th September
Whole school Sponsored Walk	Friday 29th September
Open Evening for Prospective Parents of Year 6	Thursday 5th October
End of Term 1	Friday 20th October
INSET DAY	Monday 30th October
Start of Term 2	Tuesday 31st October
Fireworks Event	10th November
End of Term 2	Friday 15th December
INSET DAY	Tuesday 2nd January
INSET DAY	Wednesday 3rd January
Start of Term 3 2024	Thursday 4th January
End of Term 3	Thursday 8th February
INSET DAY	Friday 9th February



UNIFORM

School Uniform

Please visit our website for more details [Willingdon Uniform Policy](#)

- All students have the option to wear a regulation pencil (approx. 22 inches, no split and this must not be a stretchy tube skirt) or a pleated skirt. Students have the option to wear black knee length regulation tailored shorts or regulation trousers alongside all the other regulation items listed below.
- A plain white shirt.
- A black Willingdon Community School blazer.
- A Willingdon Community School tie.
- Plain black shoes, leather or leather look, with flat or low heels worn with black plain, unbranded socks or black/natural coloured tights. Socks must be below knee length.
- A black V neck plain jumper, unbranded may be worn under the school blazer.
- A coloured lanyard identifying their year group



PE Kit

Students are expected to wear their PE kit to school on the days that they have core PE (twice a week). If they forget their kit, they will be issued with a lunchtime detention. KS4 students who study PE or Dance as an option should wear their uniform to school and bring their full PE kit every lesson.

The regulation PE kit consists of plain black shorts (no Nike Pro style cycling shorts permitted) black polo shirt with embroidered PE logo, black PE sweatshirt with embroidered PE logo, sports trainers (no canvas shoes), studded boots for football/ rugby and activities based on the field.

Optional items consist of appropriate black sports leggings, a plain black skirt that falls just above the knee, black tracksuit jacket with PE logo and black waterproof jacket with PE logo.

If students are unable to fully participate in the lesson an email, message or written note (signed and dated) from parents/carers is required prior to the lesson, and they are still expected to come to the lesson wearing their full PE kit. Students are expected to have their full name written/sewn into all items to ensure they can be returned if misplaced.

Jewellery

Students are only allowed two stud earrings in each ear and one flat ring. Other jewellery will be confiscated. Facial piercings are not allowed. Students with a facial piercing must remove it during the school day and will **not** be allowed to wear a retainer. We do not accept the excuse that it has just been done and therefore cannot be removed for six weeks.



School Shoes

Shoes: Plain formal black leather or leather look school shoes, closed toe school style shoe with no studs or metal. Heels may not be higher than 2.5 cm. Fabric plimsoll type footwear is not permitted. No trainers or sports brands.

Boys

Acceptable types of shoes:



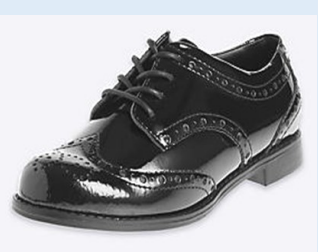
Shoes which are not acceptable:

Please note these shoes are often marketed as School Shoes but they are not formal shoes as now required and so although they may be made of leather, they would not be acceptable.



Girls

Acceptable types of shoe:



Shoes which are not acceptable:



Attendance

Good attendance at Willingdon Community School is 96% and above. Students are required to be in school for 190 days of the year, leaving 175 days for holidays.

100% Attendance = 50 Reward Points

99-97% = 38 Reward points

95-96% Attendance = 25 Reward points

- Form Tutor conversation with student if dropping to 96% and nudge letter

STAGE 1

Student attendance is below 95.5% or has an accumulation of: 6 sessions in Term One, 8 sessions in Term two, 14 sessions in Terms three +

- Stage 1 letter to parents, Head of Year / Attendance Officer meeting with student

STAGE 2

Student attendance is below 94% or has an accumulation of: 8 sessions in Term One, 12 sessions in Term Two, 16 sessions in Terms Three +

- Meeting in school with parents, student, Head of Year and Attendance Officer
- An APDR or support plan is agreed with targets set with Head of Year, Attendance Officer, Education Welfare Officer or member of the SLT.

STAGE 3

Student attendance below 92%

- A second meeting to be held with parents and student
- Medical evidence is required for illness
- Students will complete a student voice
- Attendance support plan / APDR reviewed
- Parents informed that a Fixed Penalty Notice can be issued for 10 unauthorised sessions in 10 weeks if attendance drops to 90%

STAGE 4

Student Attendance below 90%

- You will be categorised as a Persistent Absentee if attendance is below 90% (PA)
- A referral will be made to ESBAS. (Education Support Behaviour and Attendance Service). This will be followed by an attendance meeting with ESBAS, parents, student and Head of Year.
- Fixed Penalty Notice will be issued for 10 unauthorised sessions in 10 weeks following a stage 3 meeting
- Meeting will also be contracted and if attendance does not improve parents could be prosecuted
- EWO issue fines and prosecute if attendance does not improve

96%

95.5%

94%

92%

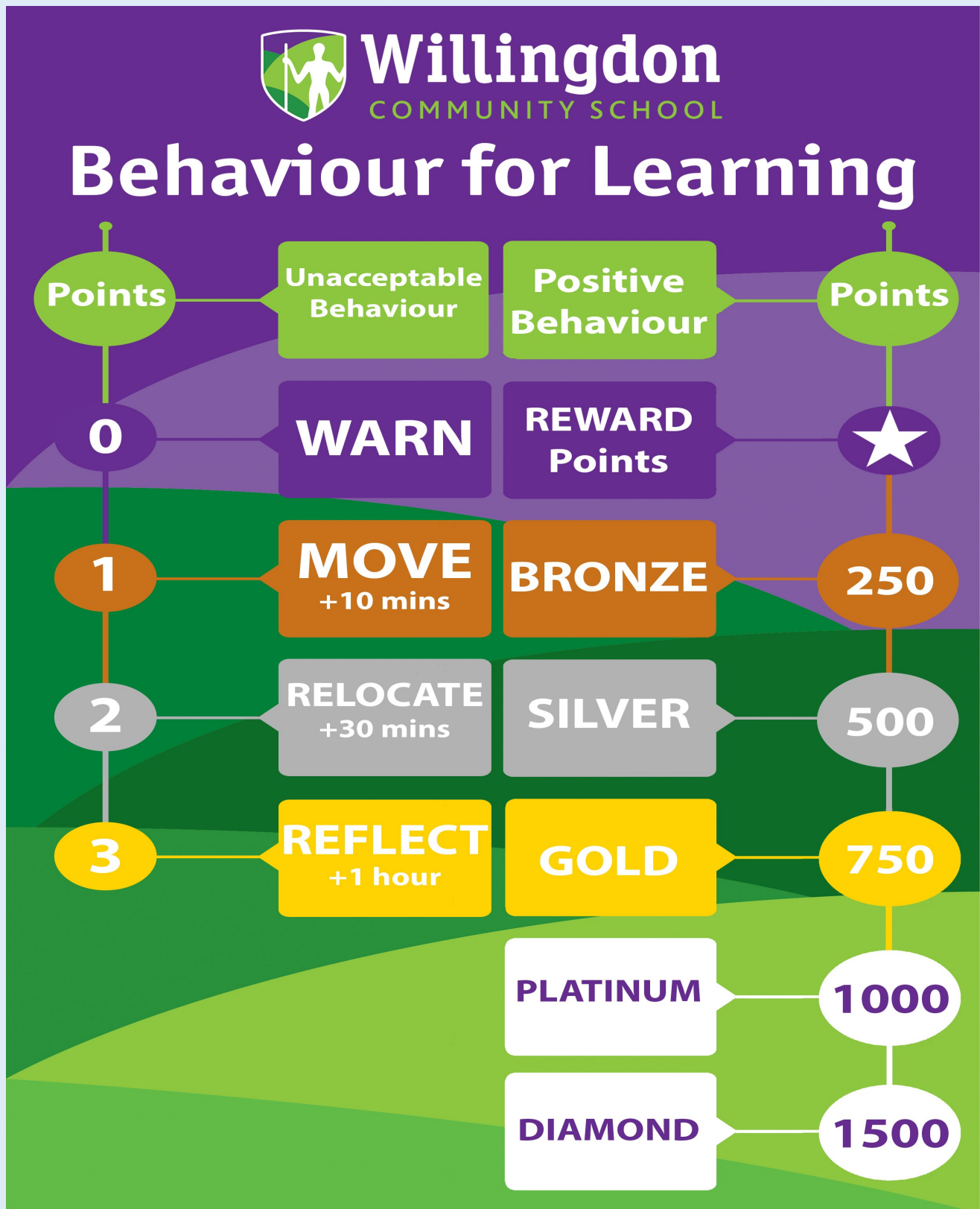
90%



Behaviour

This is an outline of our behaviour for learning policy. We have detailed our warn, move, remove structure alongside our rewards for positive behaviour.

Both systems are reviewed regularly and parent voice is always welcomed.





Behaviour

We have collated guidance from our staff and parent body with regards to how you as a parent or carer may respond to the notifications linked to poor choices. This is recommended guidance and by no means would we wish to tell anyone how to parent their own child. This has just come about from parents wishing to support one another and keep positive relationships with their children whilst addressing mistakes that they may have made.

Behaviours	Expected School Action	Desired Parent Response
B1 – Warn (Examples being interruption or lack of classwork), uniform, late to school/lesson, having their phone out between 8:30-3pm, not having the correct equipment or reading book, not completing homework, missing a detention, low levels of disrespectful behaviour.	A teacher will contact home for repeated warns over a period of time. The Head of Year and Head of Department will track this daily, weekly and termly in the analysis of data. They will spot check and have the conversation with the students where this is happening repeatedly. Poor punctuality will be addressed through breaktime or after school sanctions if a habit is forming. Daily checks on uniform expectations.	<p>Initial gentle conversation to establish the cause of the warn/s. Explore where repeated B1 behaviours are being had and if there are any concerns relating to a child's ability to engage.</p> <p>Action may result in an email to the individual teacher. For multiple B1s across many subject areas, you may want to contact the Head of Year if they have not contacted you first.</p> <p>If 'Moves' are allocated, discuss the interruption this may be having on your own and other children's learning.</p> <p>Parents can support repeated organisational, uniform and punctuality issues by ensuring they are following our policy and meeting the legal requirement for their child to arrive at 8:30am.</p> <p>A conversation with the child exploring the barriers with regards to having the correct equipment and completing homework.</p>
B2 – (Examples such as a remove, No PE kit, Swearing, Truancy, Refusal to put phone away or handover, defiance, inappropriate comment relating to intolerance, smoking/vaping, theft, verbal abuse, damage to school property, online abuse)	<p>Relocation is used to move a child as they have caused a significant disruption to other children's learning. A lunch time or after school sanction is applied.</p> <p>For multiple B2 issues and for significant B2 behaviours a student may be removed into our internal suspension facility called the reflection room.</p> <p>All B2 behaviours are consistently sanctioned in the daily behaviour report and the Head of Year is likely to be in touch. A class teacher or Head of Department is likely to contact home for repeated issues. An internal exclusion or suspension can be applied depending on the behaviour and repeated behaviours.</p>	<p>A serious conversation to explore the reason that led to this level of disruption and behavioural choice.</p> <p>Parent may consider a home based sanction to support the school.</p> <p>Attend meetings for repeated B2 behaviours and also ensure they contact the school if the child feels there is another side to the story in the reported event so that this can be professionally and calmly explored.</p> <p>Work harmoniously and support the school by ensuring the child attends the school based sanction.</p>
B3 – Call Out, Intolerance (Racial, homophobic, Child on Child abuse/bullying), failed internal exclusion/reflections.	<p>The school will carry out an internal exclusion, suspension or directed placement to another school setting depending on the nature of the incident and repeated behaviours.</p> <p>Meeting with Head of Year and Senior Leadership Team.</p>	<p>A strong conversation with the possibility of a serious, home based sanction would support the school.</p> <p>Attend a meeting to support the school.</p> <p>Inform the school of any discrepancies in the events so we can work harmoniously together.</p> <p>Support the school's policies and ethos relating to equality and being the best version of yourself.</p>



Reminders

Parent Communication



Over the summer a large amount of work is taking place on the school's information system. One of the knock on effects is that you will be required to reset your password for Edulink. Separate correspondence has been sent out regarding this. Edulink is the main tool in which students and parents/carers can access student timetables, reports, and the main method of communication. Over the summer period the 'timetable' function is disabled whilst the maintenance takes place and is issued on student's first day back. There is no requirement for PE kit the first day back.

Equipment for lessons



Students need to have basic equipment for every lesson. This enables them to start their activities immediately, ensuring no learning time is lost.

Must haves - pen, pencil, rubber, ruler, sharpener

Optional often useful - colour pencils, purple pen for DIRT, red pen for self-marking and scientific calculator.



Food Preparation and Nutrition practical lessons

Students need to ensure that they remember to bring a plastic container with a lid or 30p to purchase a food container for all KS3 and KS4 food practical lessons.



Learning

Curriculum:

At Willingdon Community School we know that an ambitious curriculum will set our students up for life and provide them with the qualifications and values required to succeed in society. The curriculum has a wide range of subjects including 18 subjects at Key stage 3, and 22 at Key Stage 4. Our teachers have produced booklets and roadmaps for parents and carers to access so that you know what your child is studying across the five years here at Willingdon Community School: <https://willingdonschool.org.uk/learning/curriculum>

Learning:

We know that every minute matters in the classroom so we utilise our Progress Every Lesson principles to ensure that students are making the most of their time. These principles are subject knowledge, engagement, challenge, questioning, and learning to learn. This academic year we are focusing on engagement to make sure that every student is wanting to come to school.

In order to improve levels of engagement this coming academic year, we are prioritising three strands:

1. Formative assessment (checking pupils learning in class in an interactive way)
2. Initial stimulus material (creating curiosity through a hook)
3. Student led learning (more opportunity for group work and students sharing their ideas)

Groupings:

We know that students learn well in groups that are carefully crafted to ensure a positive learning environment. It is highly likely that your child will be in a different group next year compared to this year. At Willingdon Community School we teach students in mixed ability in the 'general' subjects that include Art, Ethics, Geography, History, Latin, Languages, Music, and RSHE. In core subjects such as English, Maths, and Science, we have a 'depth' group on each side of the year whilst the rest of the cohort is taught in mixed ability. Maths from Year 7 onwards has a model of 2 'higher' and 2 'foundation' groups on each year half as per the GCSE model. We have made this decision based on robust research from the EEF (Education Endowment Foundation) but are always willing to discuss this in greater detail.



Reading & Literacy

Literacy at Willingdon

Our ambition is that Willingdon students leave school confident, capable citizens, equipped with the knowledge and skills they need to pursue their dreams. Communication is key to both career success and to happy, healthy relationships and we aim to support the young people in our community to develop all aspects of their communication through literacy:



Reading is developed through a dedicated reading lesson for Years 7-9 in the library. Student reading ages are tested and used by teachers to plan opportunities for reading and learning key vocabulary in every subject. We celebrate reading for pleasure, through our #inmyshoes empathy



Oracy, or talk, is at the heart of our strategy to make Willingdon students great communicators. Students will have opportunities to learn through talk in every lesson, through sharing their ideas, asking questions and working in groups. Talk is also a great way to demonstrate our Personal Excellence values, whether through participating in debating competitions, joining our student



At Willingdon, writing is taught through every subject discipline to help students understand the specific skills that are needed to 'write like a historian' or 'write like a mathematician'. Teachers model great examples and encourage students to talk through their ideas before writing to give

Bedrock Summer Challenge

Bedrock learning is online vocabulary learning programme, that is proven to help improve students' reading. It is completed in 15-20 minute sessions of interactive tasks, which adapt according to each student's progress. It teaches 'Tier 2' words which appear across lots of subjects, such as 'examine' or 'authority'.

This summer there are £150 of prizes to be won for completing Bedrock vocabulary learning over the summer. There will be prizes for both achievement and progress in each year group so

Donate a book to our Willingdon library!

This summer, we are remodelling our library and you can donate popular and super readable books for our students. Go to our Amazon Wishlist here: <https://tinyurl.com/23books23>





House System

FRISTON

WILMINGTON

CUCKMERE

PEVENSEY



The new academic year will see the introduction of the House System - led by our Student Leadership Team. Each tutor group belongs to a different House and along with individual achievement points, students will be contributing to their House totals through all their enrichment and extra-curricular activities and their commitment to Personal Excellence

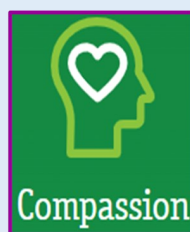
Students will be engaging in all sorts of competitions and challenges for their Houses as opportunities are created for students to work with other age groups and participate in community activities.



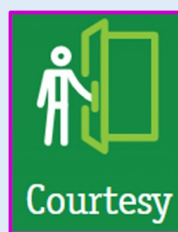
Ambition



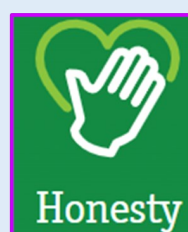
Respect



Compassion



Courtesy



Honesty





Safeguarding in the Summer

During the Summer holiday, our school is only open for some maintenance and a few selected staff will be in the building at different times. It is important to note that our school will not be operating day to day in our usual way over this time.

The talk2us@willingdonschool.org.uk email address will be monitored over the holiday but responses may be limited and subject to a short delay as all staff are on holiday.

Whilst our school is closed over the holiday, please find below some detail regarding where to go to access any support that you may need for your child, yourself, or your family.

- Police - 101 (Emergency 999) <https://www.police.uk/pu/contact-the-police/>
- Children's Services - 01323 464222 <https://www.eastsussex.gov.uk/children-families/worried-about-a-child>
- Domestic Abuse - The Portal: www.theportal.org.uk Helpline: 0300 323 9985
- CAMHS - Hailsham - 01323 446070 <https://www.sussexcamhs.nhs.uk/>
- Eastbourne Foodbank - 01323 409925
- ChatHealth East Sussex - Chathealth confidential texting service for young people aged 11-19 will operate as normal. Young people can text the school health team about any concerns or health issues on 07507 332473. The number is monitored Monday to Friday, 9am to 5pm.
- East Sussex Schools Health Service (We are available from 8.30am until 5pm, Monday to Friday, including school holidays.) <https://www.kentcht.nhs.uk/service/school-health-service-east-sussex/>
- Young Minds - <https://youngminds.org.uk/find-help/for-parents>
- NSPCC
- <https://teenagehelpline.org.uk/>
- If you are worried about someone close expressing extreme views or hatred: <https://actearly.uk/>
- We know that anyone can reach crisis point, particularly over the last year, & as such may be in need of some short term support from the Foodbank, particularly over the summer break.
- Willingdon Community School are now able to issue e-vouchers. If you would like to receive a Foodbank e-voucher to be used in any Foodbank, please do email us at talk2us@willingdonschool.org.uk.

Safeguarding

There are many members of staff trained which are listed in reception.
They are identifiable by wearing a pink lanyard.



Ms A. Walters
Designated Safeguarding
Lead (DSL)



Mrs L. Lamberton
Deputy Designated Safeguarding
Lead (DDSL) and Welfare Officer



Mrs E. May
Headteacher



Mrs N. Townsend-Smith
Deputy Headteacher



Mr P. Holt
Deputy Headteacher



Mr J. Lambert
Assistant Headteacher



Mrs D. James
Attendance Manager



Mrs O. Barber
SENCO



Mr L. Gordon
Associate Assistant Headteacher

If you are feeling sad, upset, hurt or scared,
you can talk to any member of staff.

How can you tell someone?

- Phone friends.
- Talk to a buddy.
- Email the school.
(talk2us@willingdonschool.org.uk)
- Tell a trusted adult at school
such as your tutor or Head of Year.
- Write it in a letter.
- Tell a parent / carer.

How do you keep yourself safe online?

- Keep your password safe and never give personal
details to people on the internet.
- Never agree to meet up with someone you have
met on the internet.
- Never take a photo or video without permission.
- Never send abusive or threatening messages.
- Never post something on the internet that may
upset or embarrass someone.
- If something has happened online you are
worried about - tell us, we can help.



Willingdon
COMMUNITY SCHOOL

SPEAK OUT!

THE BIG CALL OUT IS
A METHOD OF REPORTING
DISCRIMINATORY BEHAVIOURS,
THIS COULD INCLUDE LANGUAGE,
NAME CALLING OR MERELY
TREATING SOMEONE DIFFERENTLY.
IT IS A WAY OF WILLINGDON DEALING
WITH BULLYING AND
DISCRIMINATION.

...HOW DOES
IT WORK?

STEP 1

YOU CAN USE 'CALL OUT' TO REPORT
BULLYING, RACIST, HOMOPHOBIC, TRANSPHOBIC
AND SEXIST BEHAVIOURS. IT CAN ALSO BE USED TO
REPORT AND DISCUSS ANY INAPPROPRIATE SEXUALISED
BEHAVIOUR YOU MAY BE WITNESSING TOWARDS OTHERS
OR EXPERIENCING YOURSELF. THIS COULD BE
HAPPENING IN PERSON OR ONLINE OR
VIA ANY SOCIAL MEDIA PLATFORM.

YOU CAN VISIT

THE SAFEGUARDING SECTION
OF THE SCHOOL WEBSITE. YOU CAN ASK TO
SPEAK WITH ANYONE THAT WEARS A PINK LANYARD.
FURTHERMORE, YOU CAN SPEAK WITH ANY MEMBER
OF STAFF WHO WILL THEN SUPPORT YOU BY INVOLVING
THE SAFEGUARDING TEAM. YOU CAN USE:
TALKTOUS@WILLINGDONSCHOOL.ORG.UK
AND REPORT WHAT YOU HAVE SEEN,
HEARD OR EXPERIENCED.

STEP 2

STEP 3

A MEMBER OF
THE SAFEGUARDING TEAM
WILL CHECK THAT YOU ARE OK
AND ASK YOU WHAT YOU
WISH TO HAPPEN NEXT.
THEY WILL ALSO REASSURE YOU
THAT YOU HAVE DONE
THE CORRECT THING
IN REPORTING THE ISSUE.

BIG CALL OUT IS DESIGNED TO EDUCATE
RATHER THAN PUNISH, SO THE PERSON WHO HAS BEEN
REPORTED MAY WELL RECEIVE INTERVENTION TO HELP THEM
UNDERSTAND THAT THE WORDS, ACTIONS OR ANY OTHER BEHAVIOURS
THEY HAVE USED HAVE CAUSED HURT OR OFFENCE. WE WILL ENSURE
ANY BULLYING, RACIST, HOMOPHOBIC OR SEXIST BEHAVIOURS
ARE DEALT WITH BY THE LEAD TEACHER
OR PASTORAL/SAFEGUARDING TEAM.

STEP 4

DON'T FORGET
YOUR TUTOR IS ALWAYS
A GREAT PERSON TO
TALK TO ABOUT
ANYTHING THAT IS
BOTHERING YOU.



Willingdon
COMMUNITY SCHOOL

