



Willingdon

COMMUNITY SCHOOL

Year 6-7

Transition Handbook

2023 - 2024



Willingdon
COMMUNITY SCHOOL

**Developing Personal
Excellence**

**Ambition Respect Compassion
Courtesy Honesty**

Introduction

I should like to extend a warm welcome to you and your child(ren) to Willingdon Community School. My role as Head of Year is to ensure that each student joining the school makes a smooth and successful start to their secondary education as possible. I will be supported in my role by Miss Martin (my job share) who will be in charge of the year group on my days off. In addition to this, I will also be working closely with Mrs Taylor, who will be the Pastoral Support Leader for this year group.

During the transition period and throughout Year 7, we will focus on making sure students settle well, make friends and are happy in school. At the same time, we shall monitor how they make progress and maintain the important standards that help them be successful: good attendance, good behaviour and good work habits. By the end of the year, I am sure everyone will be on track for success and making good progress. Hopefully you will find the content of this booklet useful as a guide to our school and our school systems.

Your child's form tutor will always be your first point of contact, unless there is a subject specific concern, details of the department leaders are included in this booklet. I look forward to working with you and getting to know you and your child(ren) and I wish them every success.

Mrs Lesley Naylor

Head of Year 7

lnaylor@willingdonschool.org.uk

FORM TUTORS:

7SKA	Miss Simone Kane	SKane@willingdonschool.org.uk
7CFR	Mr Cameron Fraser	CFraser@willingdonschool.org.uk
7RTI	Miss Rhianna Timms	RTimms@willingdonschool.org.uk
	Mrs Rebecca Ridley (T)	RRidley@willingdonschool.org.uk
7JGR	Mrs Jenni Griffith	JGriffith@willingdonschool.org.uk
7RCR	Mr Richard Crellin	RCrellin@willingdonschool.org.uk
7CTU	Miss Claire Turpin	CTurpin@willingdonschool.org.uk
	Mrs Vanessa Wilson (F)	VWilson@willingdonschool.org.uk
7REL	Mrs Rebecca Ellis	REllis@willingdonschool.org.uk
	Mrs Rebecca Ridley (TH)	RRidley@willingdonschool.org.uk
7RTO	Mr Ruairidh Topham	RTopham@willingdonschool.org.uk

Year Head

Mrs Lesley Naylor and Miss Paige Martin - Year 7
Mr Tom Cain—Year 8
Mrs Zoe Kemp and Mr Jason Thornton—Year 9
Mr Lee Gordon—Year 10
Mr Anthony Roche - Year 11

Pastoral Support Leaders

Mrs Davina Taylor - Year 7
(pastoral-7@willingdonschool.org.uk)

Ms Vicky Bishop —Year 8
(pastoral-8@willingdonschool.org.uk)

Ms Cathy Codling—Year 9
(pastoral-9@willingdonschool.org.uk)

Mr Adam Edwards—Year 10
(pastoral-10@willingdonschool.org.uk)

Mrs Natalie Hylands - Year 11
(pastoral-11@willingdonschool.org.uk)

Departments

English

Mrs Helen Arnold - Head of Department
Miss Rowanne Brown - Deputy of Department
Mrs Marie Elliott - Assistant of Department

Maths

Miss Hannah Powell - Head of Department
Mr Dan McGough - Deputy Head of Department
Mr Chris Honey and Miss Paige Martin - Assistant Head of Department

Science

Mr Philip Osborne - Head of Department
Mrs Mia Angella-Foyle - Deputy Head of Department

Modern Foreign Languages

Mrs Corrine Philibert-Lockyer - Head of Department

Drama and Music

Mrs Eileen McCarthy - Head of Department Drama
Mrs Vanessa Wilson - Head of Department Music

Design Technology, IT, Business & Enterprise

Mrs Alison Borrell - Head of Department Technology and Enterprise
Mrs Ruth Harris-Moss - Deputy Head of Department Technology and Enterprise
Mrs Paula Harrison - Head of Department Computer Science and IT
Mrs Jenni Griffith - Head of Department Art and Design Technology

PE

Miss Chloe Attrill - Head of Department PE, Dance and Childcare
Mrs Amie Legate - Deputy Head of Department PE, Dance and Childcare

Humanities

Mrs Lucy Collins - Head of Department Life Studies, Culture and Geography, and RSHE
Mrs Laura Hughes - Head of Department History and Sociology

The Hub

Mrs Olivia Barber - Head of Department Inclusion SENCO
Miss Ellie Todd—SEND Intervention Coordinator

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



What makes Safeguarding effective at Willingdon Community School

 <p>My Concern reporting system</p>	 <p>Safeguarding Team</p>	 <p>Comprehensive safeguarding policies</p>
 <p>Dedicated School Welfare Officer</p>	 <p>Pink Lanyards identify members of our Safeguarding team</p>	 <p>Heads of Year and large Pastoral Support Team</p>
 <p>Triangulation meetings weekly between student support, attendance, SEND and safeguarding.</p>	 <p>Culture and Ethos Zero Tolerance to sexual harassment and sexual abuse</p>	 <p>Governors safeguarding induction. Training and updates each governors meeting. Our safeguarding link governor is Mrs Jo Saunders</p>
 <p>Enhanced safeguarding induction for all new staff</p>	 <p>Quality RSHE provision</p>	 <p>Absence - Safeguarding checks and home visits</p>
 <p>Mental Health focus including. Mindfulness for all .b course</p>	 <p>Red lanyards highlight visitors with no DBS who are chaperoned.</p>	 <p>Many staff trained as Mental Health First Aiders</p>
 <p>Links to external agencies:</p> <ul style="list-style-type: none"> - SPOA (Single Point of Advice) - Early Help - CAMMS - DSL Networking & Workshops - Police - School Nurse 	 <p>School Counsellor</p>	 <p>The Key Safeguarding training package</p>
	 <p>Regular Student Voice</p>	 <p>Dedicated staff to lead on positive masculinity, racial issues, LGBTQ+ issues, Equality issues.</p>

Forthcoming Events

INSET DAY	Friday 1st September 2023
Start of Term 1 2023/2024	Monday 4th September
Meet the Tutor Evening	Wednesday 27th September
Whole school Sponsored Walk	Friday 29th September
Open Evening for Prospective Parents	Thursday 5th October
End of Term 1	Friday 20th October
INSET DAY	Monday 30th October
Start of Term 2	Tuesday 31st October
Fireworks	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

The Tutor

Your child's tutor will aim to stay with the tutor group until the end of Year 11. The Tutor is the first point of contact for you. The tutor sees the tutor group every day.

Year 7s are not taught in tutor groups as they are set for different subjects (please see section on setting) so the tutor may not teach your child his or her subject. They have a pastoral and welfare responsibility but will also monitor your child's overall academic progress.

If you wish to contact the tutor please ring the school Reception on 01323 485254 or email, using individual addresses as given on the previous page. We aim to call back within 48 hours. If the issue is urgent, please let Reception know when you ring in. If your query just applies to one particular subject, please contact the subject teacher rather than the tutor. If you have not had a response within 48 hours, please email talktous@willingdonschool.org.uk. Our Senior Leadership will then chase this communication on your behalf.

Tutors will monitor your child's progress in school, and will receive notification of any detentions (very few, we hope) or behaviour issues and will discuss problems with your child and contact you if necessary. Tutors will also have an overview of your child's academic progress. If you wish to discuss overall progress or general issues with homework, for instance, the tutor is your first port of call.

There will be an in person Meet the Tutor Evening on Wednesday 27th September, final details to be confirmed.

It is essential that the school has on record your child's legal forename and surname, as these are the only names that can be used on formal documents such as examination certificates.



Structure of School Day

Lesson 1	Lesson 2	Tutor Time	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6
8.30am - 9.20am	9.20am - 10.10am	10.10am - 10.40am	10.40am - 11.10am	11.10am - 12.00pm	12.00pm - 12.50pm	12.50pm - 1.20pm	1.20pm - 2.10pm	2.10pm - 3.00pm

Attendance

Regular school attendance is the most important factor in achievement at school and we are committed to helping every child achieve their full potential. Any absence from school disrupts a child's learning. Missing lessons can damage a student's self-confidence and understanding. In addition, teachers who then have to slow down lessons to accommodate those who have missed previous sessions are not doing justice to the rest of the class who attended all the lessons.

We, at Willingdon Community School, regard regular attendance to be 96% or higher; this equates to 8 school days of absence over academic year, 48 sessions of learning that will never be repeated. Excellent attendance improves students' outcomes and allows each child to fulfil their potential. Children must be at school, on time and ready to learn at 8:30am, every day, unless the reason for the absence is unavoidable.

Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is better to inform us rather than mask the absence.

Every half-day absence has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Contact the school by 9am on each day of absence using the absence line 01323 483144 with an explanation, leaving a message if required. You may also email studentabsence@willingdonschool.org.uk or via EduLink Student Absence

For safeguarding purposes, we are unable to carry absences over unless agree in advance.

Holiday in Term Time

Holiday request forms are available online, from Reception and from the Attendance Office. Completed forms should be returned to Mrs James, Attendance Manager, giving a minimum of 14 days notice of the absence. In line with East Sussex County Council policy, the school actively discourages taking holidays during term time. Absence due to the taking of a holiday will generally be unauthorised and recorded as such on the register. A Fixed Penalty Notice, resulting in a £60 fine per student per parent may be issued.

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

96%

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

95.5%

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.
- PP students highlighted to EWO

94%

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%
- Education Welfare Officer to hold meetings, house visits, telephone calls with parents of PP students

92%

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

90%

Signing In & Out of School during the Day

Your child should sign in & out of school should they be late to school or need to leave the school during the school day. It is vital for us that a record is kept of students' movements for safeguarding and health and safety purposes.

If medical appointments have to be made in the school day and your child has to leave the school premises, the school needs to be advised in writing or telephoned/emailed. If parental permission is not received, we will attempt to contact you, otherwise your child will not be allowed to leave the school.

Uniform

Students must wear school uniform. Hoodies or other inappropriate clothing will be confiscated. They are usually returned at the end of the day but if there is a persistent problem they will be retained and returned direct to parents at a meeting. The regulation uniform consists of a black pleated or pencil skirt which is appropriate in length for a professional setting (just above the knee) and no tube skirts are accepted. Students can also choose to wear plain black trousers or tailored shorts. Students are required to wear a plain white shirt, a Willingdon Community School blazer, Willingdon Community School tie, plain black shoes, leather or leather look, with flat or low heels, black socks or black or natural coloured tights. Orders for skirts, trousers, blazers, ties etc. can be made via Reception.



No black trainers or branded footwear.

Students are allowed to wear to school their PE uniform on the timetabled days they have PE only.

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.

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, so although they may be made of leather, they would not be acceptable.



Girls

Acceptable types of shoe:



Shoes which are not acceptable:



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-

Lost Property

It is very easy to mislay something while moving around from lesson to lesson and quite difficult to find it again if it is not labelled.

If your son/daughter loses something, they should first of all backtrack on their movements during that day. The following day, they should check in lost property which is located by student support. If the item is not there, they should check back after a couple of days. If it is a distinctive item, like a coat, they should ask their tutor to ask staff to have a look for it in their classrooms. It is surprising where things turn up! Sometimes items such as coats and branded trainers lie unclaimed for weeks and months in lost property.

Please be aware that the school cannot be held responsible if items are lost in (or to and from) school.



Mobile Phones/iPods/MP3 Players

Mobile phones are extremely useful items and parents often buy them for their children when they start secondary school. Students must switch off phones and not use them between 8:30-3pm. If seen, the teacher will confiscate it for the rest of the day. We will always return mobiles at the end of the day unless, in very rare circumstances, there is an issue involving bullying by text or filming, in which case we would contact parents.

Please be aware that students bring their mobiles at their OWN RISK and that the school cannot be held responsible if they are lost, stolen or damaged.

Mobile phones are not allowed between lessons and students should not be in the toilets using their phones. All communication to parents should come through our main switchboard.

Supporting Students with Medical Conditions

In response to East Sussex County Council guidelines, this school has a policy regarding supporting students with medical conditions including Administration of Medicines. This policy can be viewed on the school website www.willingdonschool.org.uk. Parent/Carers are reminded that there is no requirement for school staff to undertake this responsibility and staff who do so are acting in a voluntary capacity. You are kindly requested to assist the school by co-operating with the school policy.

Our aim is to encourage the independence of our students and support those students who require medication during school hours.

The school will not however, undertake invasive procedures, including the giving of injections. An emergency response procedure will be agreed with parents where necessary, i.e. the use of epi-pens.

The school will not administer short term medication e.g. antibiotics if 3 times or less a day. Where possible, drug regimes should be arranged so that doses are not required to be given to students during the school day.

The school will administer short term medication where it is not possible to rearrange drug regimes i.e. antibiotics that require 4 doses a day. Parents/Carers are required to provide the smallest practicable dose, **in the original container (label to give details of medication, dose, and child's name)**. If you wish to keep the original box/container you will need to ask the doctor/pharmacist for two boxes/containers to be made up.

The school will administer regular/long term medication to students whose medical condition, if not managed, could limit access to education. Contact with parents/carers will be required to complete the necessary forms and possibly an individual Health Care Plan.

Guidelines from East Sussex County Council, also stipulate that schools cannot administer Aspirin based drugs, unless they have been prescribed by a Doctor or Medical Practitioner. Again these must be in the original container with the pharmacy label on the container, clearly specifying the dose details.

All medicines in the form of tablets and capsules **MUST** be taken with a drink of water which will be provided for your child. If your child refuses to comply with this request, the medication cannot be administered **OR** we will ask you as the parent/carer to come into school to sign a disclaimer as tablets/capsules can become lodged in the throat potentially causing damage to the health of the child.

NO medicines can be administered unless the statutory forms are completed. This is a legal requirement. Notes or telephone calls on the day can no longer be accepted as an agreement to administer medication. Forms can be collected from Reception or Student Support Office, which is open each school day from 8.30am.

Parent/Carers will also be requested to collect all outstanding medicines at the end of the academic year as our medical cabinets now have to be cleared completely by the end of each Summer Term. If medication is not collected, the school will dispose of it.



Should your child require medication at school during the following academic year you will then need to contact the Student Support Office to arrange for new forms to be completed for that academic year.

I hope the above information has been useful and it is our policy that we continue to enable the administration of medicines in school. However, we do need to emphasise that our school staff are acting in a voluntary capacity, and that you as parents/carers retain the legal responsibility for administering medicines in respect of your child, at all times.



Asthma

If your child suffers with asthma he/she is encouraged to manage the condition themselves. Inhalers should be carried with them at all times and **MUST** be named. The school does **NOT** hold spare inhalers should your child forget theirs.



Student Support Office (SSO)

If your child feels unwell or has an accident at school, the SSO is where the first aid point is located in the school. The members of staff will make contact with the parent/carer or persons nominated on the data sheets to discuss collection of your child should it be required. Students should not be phoning home to be collected. Student Support can be contacted via email StudentSupport@willingdonschool.org.uk.

Change of details

Should there be any change of addresses/telephone numbers/contacts, please put in writing to the Student Support Office or email office@willingdonschool.org.uk

Canteen

Our school meals are provided in conjunction with Chartwells catering, who are also providers of school meals to many primary and secondary schools in the County. We consider our school meals service to be one of the best in East Sussex and your child will be in good hands under the supervision of Vernon and his kitchen team. Meal deals are competitively priced at £2.74, for a main meal and dessert, and are of a high quality – they do not bear any resemblance to those dinners served up when you as parents/carers were still at school. We also provide for those that follow a vegan diet, and we are always willing to help with particular dietary needs.

Chartwells operate a 'cashless' system using biometric technology with money paid into a central point. More details regarding this time saving system has been provided to parents/carers in separate correspondence with a reply slip for you to return. **Please ensure you have returned this consent reply slip in advance (or emailed the school via biometric@willingdonschool.org.uk) before the start of the September term at the very latest.**

The school also offers "ParentPay", an online payment facility, details of which have also already been provided to parents/carers. We are actively encouraging the use of ParentPay for various school activities (not just school meals) rather than cash as unfortunately we are no longer able to accept cheques.

Our Learning Experience

Curriculum:

Initially the year group is divided into 2 halves (7/1 and 7/2). Students are taught in mixed ability for the general subjects, but set in English, Maths, and Science. As this process is academic setting we do not place students with their chosen friends from primary school (they do however have the opportunity to meet up at break and lunch times). Some groups may be smaller than others, and this is often due to the specific needs of the students in those groups.

The curriculum at Willingdon Community School offers a broad, balanced, personalised and challenging educational experience, which builds on students' experiences from primary school. It aims to provide all students with the knowledge, understanding, skills and attitudes which are necessary if they are to become successful learners who enjoy learning, make progress and achieve the best they are capable of.

At Willingdon, students study a wide range of subjects across all five years, and will experience up to 18 different subjects in Year 7. The chart below shows how many periods a week each subject is taught out of 30 periods:

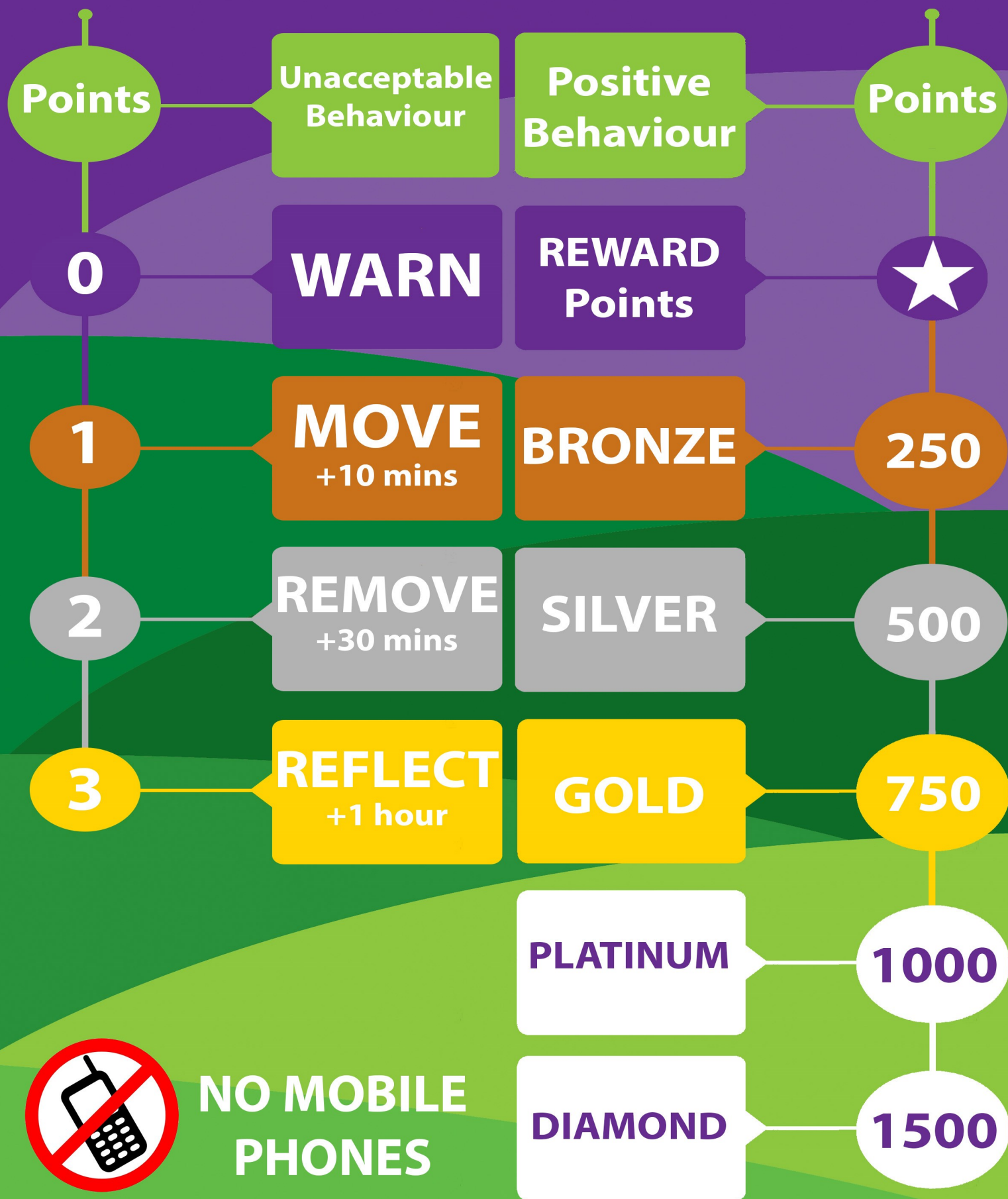
English	4	MFL	2
Reading	1	Latin	1
Maths	4	Ethics	1
Science	5	DT/ Food/ Enterprise/ Computing/Music Tech	2
PE	2	Music	1
History	2	RSHE	1
Geography	2	Art	1
Drama	1		

Progress reports are issued 3 times over the year, spaced at intervals to allow you to see how your child is settling in and progressing with their education at Willingdon. In Year 7, each subject will report if students are making expected progress, and will provide feedback on behaviour, engagement and homework in that subject.



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Behaviour for Learning



Behaviours - Expected School Action and Desired Parent Responses

Behaviours	Expected School Action	Desired Parent Response
<p>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.</p>	<p>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>	<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>
<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>	<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>
<p>B3 – Call Out, Intolerance (Racial, homophobic, Child on Child abuse/bullying), failed internal exclusion/reflections.</p>	<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>

Rewards

Celebrating Success, Effort and Achievement of our Students

At Willingdon School, we take great pleasure in celebrating the academic, sporting and pastoral achievements of our students. Through our cumulative points system, achievements are issued both in and out of the classroom to acknowledge the personal excellence and academic progress made by our learners; this in turn promotes their engagement and confidence in the classroom. Rewards are issued based on the number of achievement points reached on a termly and yearly basis, with additional rewards issued for outstanding behaviour and attendance. As part of our teaching and learning strategy, staff issue achievement points every lesson and these will appear on the student's Edulink and Arbour profile for parents to view.

Reward Milestones:

Bronze - 250 points

Platinum - 1000 points

Silver - 500 points

Diamond - 1500 points

Gold - 750 points

Friendship Issues & Bullying

When students come to secondary school their friendship groups will change as they mix with other students from different primary schools. This is a very natural and positive development. Sometimes children may feel they are being left out by old friends and they need to be encouraged to widen their own friendship group. There are many opportunities to do this within the tutor group or subject groups.

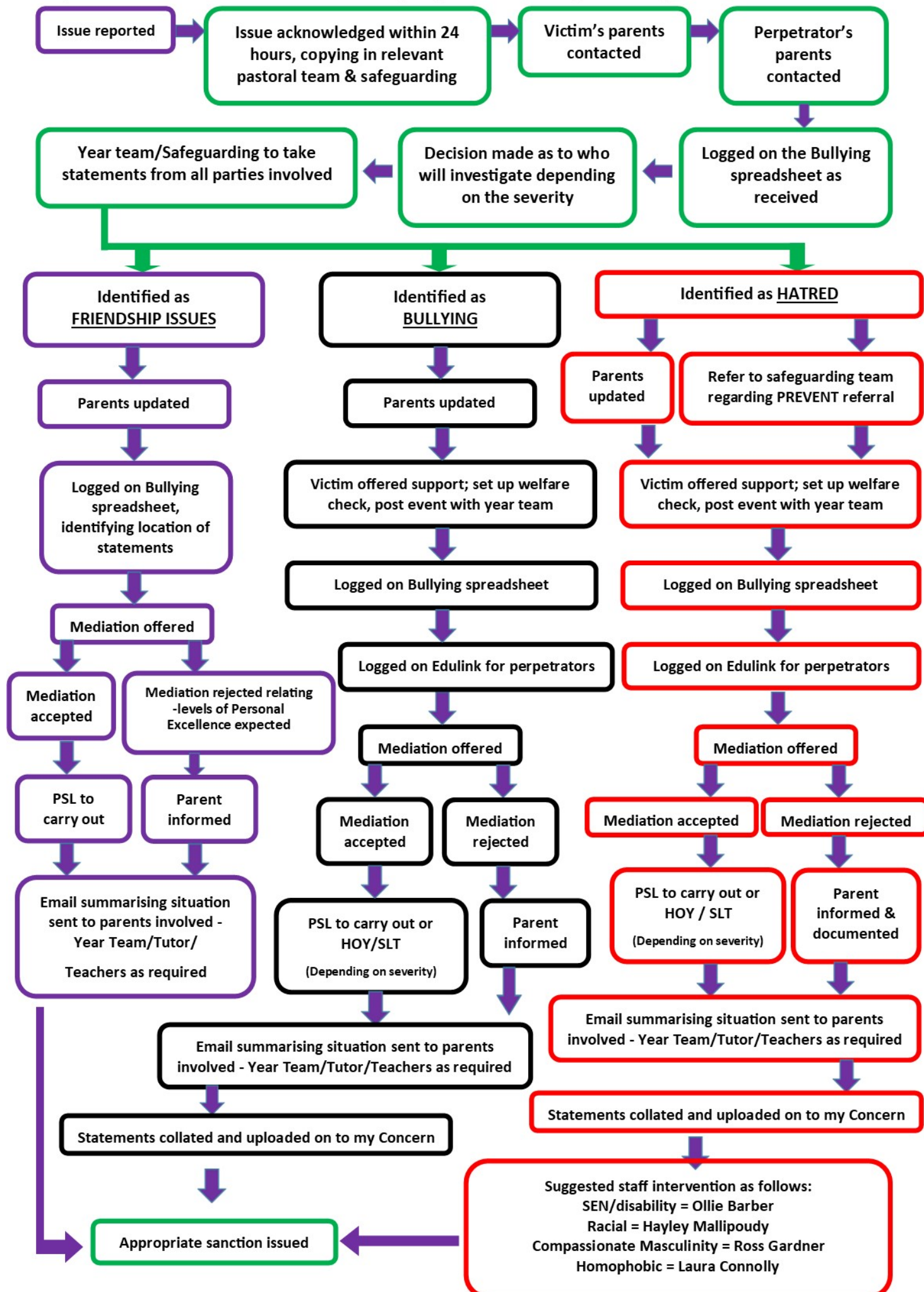
If you feel that your child is upset as a result of friendship issues, please contact their tutor.

Bullying in Year 7 is rare but should never be ignored. Please encourage your child to report bullying to their tutor or any member of staff as soon as it occurs. Tackling this early is always the best plan. Students can also easily recognise any of our safeguarding team, by their pink lanyards.

Willingdon Community School Safeguarding Team: talk2us@willingdonschool.org.uk

As a school we work to support the victim and aggressor/perpetrator. Zero tolerance does not mean immediate suspension for any accused aggressor. It involves a thorough investigation process and priority attention to the reported issues.

Issues Associated with Bullying, Friendship or any form of Hatred



SEND - SUPPORTING STUDENTS WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The Government has made changes to the law for children and young people with special educational needs and disabilities (SEND). The new law will result in changes to the way your child receives support in school.

What will this mean for my child at Willingdon Community School?

Firstly, be assured, that we will continue to monitor the needs, progress and attainment of all our students. You will be informed regularly via school reports and at parents evenings - your child's attainment is of paramount importance to us.

Research makes it clear that high quality teaching is the first step in meeting all students' needs.

We will be maintaining a special educational needs register for those students whose learning needs are being met via provision, additional to, or different from, that which their peers experience.

What about students with an EHCP?

The EHCP places emphasis on personal goals and will describe the support your child will receive while they are in education or training. For children with complex needs who do not have an EHCP we use Additional Needs Plans (**ANP**) and all students on the SEN register have students passports (an information sharing document) with provision mapped on them.

Who do I speak to?

We appreciate that these changes may be worrying for you, particularly when settling in to a new school. The overall approach to supporting children with SEND at our school is set out in the Willingdon Community School Local Offer available on our website.

We are, at Willingdon, fully committed to supporting our students and helping them to fulfil their potential. Your child is important to us. If you have any concerns relating to your son/daughter's Special Educational Needs or you wish to understand our approach a little more, do not hesitate to contact Mrs Barber our SENCO.

Extended Services

We regard Willingdon Community School as the hub of our local community and the service we provide reaches far beyond the students on our roll and their lessons. As an *Extended School* we provide a range of services and activities, often beyond the school day to help children realise their potential both inside and outside the classroom.

Clubs before and after school Monday to Friday

Being part of a club or team, with interesting activities before or after school, can help motivation, self-confidence and self-esteem. Research tells us that behaviour and attitude to learning can improve when taking part in such activities.

Breakfast Club runs from 8am until school starts at 8.30am providing a safe environment in the school canteen where healthy breakfast options can be purchased.

Enrichment for All Programme - *each term a new booklet is published detailing the enrichment clubs which are on offer at lunchtimes and after school. The clubs* cater for a wide variety of interests and include: Drama, Art, a variety of music and sports clubs, Warhammer and board games. Your son/daughter will be emailed a copy of the programme. A hard copy is also available from Resources. All students in Year 7 are expected to attend at least 1 enrichment club in the academic year.

The purpose of our enrichment offer is to provide extended learning opportunities to help students to pursue their own areas of interest and strengths. Through enrichment activities, students can engage in the wider school community and learn important social and emotional life skills, extend their learning outside of the classroom and develop new skills and develop new friendships.

There is an extension enrichment programme for Year 7 students to choose a club to attend. Every student in Year 7 has to attend at least one enrichment club each week. Students will be rewarded for attending clubs through our school reward system.

Homework Clubs and **Catch up/revision** sessions provide students with the opportunity to extend their learning and complete homework in a quiet and supportive environment.

Access to a wide range of specialist services

Should a problem arise, I don't doubt that you would want it to be resolved quickly, so we work closely with a number of specialist services such as: Targeted Youth Support, Sussex Police, Family Keyworkers, CAMHS, Education Support Behaviour and Attendance Service (ESBAS) and the School Nursing Service to name but a few. Where needs are identified, we act promptly in order to build a plan around the child:

Sussex Police provide us with a Schools' Liaison Officer, who has invested a great deal of time building up warm relations with students and their families.

The School Nurse oversees vaccination programmes and is available fortnightly for drop-in advice and support.

Counsellor this is a service provided in school with a counsellor who works in confidence with young people struggling with personal or family issues.



Willingdon
COMMUNITY SCHOOL

ENRICHMENT FOR ALL - TERM 1

Homework Club – Year 7

When and Where: 3pm – 4pm IT3

Contact: Learning Mentors-
learningmentors@willingdonschool.org.uk

Football Social Club – Years 7, 8 & 9

Come along to EN4 every Monday lunchtime to catch up on the weekends football highlights, chat with your friends about football and maybe even learn a thing or two about football history!

Contact Mr Edwards if you have any questions.

When and Where: Lunchtime EN4

Contact: Mr Edwards
aedwards@willingdonschool.org.uk

Willingdon String Ensemble – Year 7

If you play violin, viola or cello, come and join our String Ensemble. A great way to build confidence and meet with friends who play string instruments! We will play a range of music suitable for beginner, intermediate and advanced players. Bring your lunch!

When & Where: Lunchtime - 12.45pm – 1.10pm MU4

Contact: TBC

Keyboard Club – All year groups

When & Where: Lunchtime - 12.45pm – 1.10pm MU1

Contact: Mrs Wilson
wwilson@willingdonschool.org.uk

TUESDAY

Mindfulness Intervention – KS3

When and Where: Tutor Time Drama Studio

Contact: Mrs Codling/Mrs Bishop
cccodling@willingdonschool.org.uk
ybishop@willingdonschool.org.uk

Chess Club – Year 7

When & Where: Lunchtime - 12.45pm – 1.10pm MA5

Contact: Mr McKenna
dmckenna@willingdonschool.org.uk

Robotics Club – Years 7, 8, 9 & 10 (ages 11-14)

Have fun with your friends exploring how to build and programme robots from LEGO, with the ultimate goal of Willingdon School taking part in the 2022/23 EEP Robotics Challenge – an exciting national competition open to all students aged 11-14.

When and Where: Lunchtime SC7

Contact: Mr Smith
fsmith@willingdonschool.org.uk

STEM Club – KS3

A club for those with a passion for science or curiosity about STEM, where students can get hands on, with a range of interesting practicals each week to build their skills, challenge themselves, and have fun whilst learning more about STEM.

When and Where: 3pm - 4pm SC3

Contact: Miss Timms
rtimms@willingdonschool.org.uk

ESCAPE Club – everyone welcome

Every Wednesday after school in the dining hall. Join us for toasties, fun and games.

When and Where: 3pm - 4pm Dining Hall

WASP – Years 9 & 10 (if interested please contact Miss Connolly)

Advanced Science Programme looking at scientific concepts at KS5 and degree level. **Selected dates**

When and Where: 3pm-4pm SC6

Contact: Miss Connolly
lconnolly@willingdonschool.org.uk

MFL and Art Club – Years 7, 8 & 9

When and Where: Lunchtime LA3

Contact: Mrs Philibert-Lockyer
cphilibert-lockyer@willingdonschool.org.uk

Football – Year 7

When and Where: 3pm-4pm School Field
Contact: Mr Thornton
jthornton@willingdonschool.org.uk

Netball – All year groups

When and Where: 3pm-4pm Playground
Contact: Mrs Naylor/Miss Attrill
lnaylor@willingdonschool.org.uk
catrill@willingdonschool.org.uk

Dance – All year groups

When and Where: 3pm-4pm PE1
Contact: Miss Page
cpage@willingdonschool.org.uk

WEDNESDAY

Girls Football – All year groups

When and Where: 3pm-4pm School Field
Contact: Mr Thornton
jthornton@willingdonschool.org.uk

Pokeman Club – KS3

When and Where: 3pm-4pm EN9
Contact: Mr Edwards
aedwards@willingdonschool.org.uk

Boys Football – Year 7

When and Where: 3pm-4pm School Field
Contact: Mr Cain

Drama/School Production - all years groups

High School the Musical – many different roles for all students – performing, lighting, stage crew, music etc.

When and Where: 3pm – 4pm DR1
Contact: Mrs McCarthy
emccarthy@willingdonschool.org.uk

Chess Club – Year 7

When & Where: Lunchtime - 12.45pm – 1.10pm MA5

Contact: Mr McKenna
dmckenna@willingdonschool.org.uk

Robotics Club – Years 7, 8, 9 & 10 (ages 11-14)

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When and Where: Lunchtime SC7

Contact: Mr Smith
fsmith@willingdonschool.org.uk

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MFL and Art Club – Years 7, 8 & 9

When and Where: Lunchtime LA3

Contact: Mrs Philibert-Lockyer
cphilibert-lockyer@willingdonschool.org.uk

THURSDAY

Badminton – All year groups

When and Where: 3pm-4pm Sports Hall
Contact: Miss Leonard
dleonard@willingdonschool.org.uk

A Space to Grow Lunch Club – KS3

When and Where: Lunchtime SC3
Contact: Mrs Burton
aburton@willingdonschool.org.uk

Willingdon School Band – All year groups

If you can play an instrument, come and play in the school band. We like to challenge you and also have fun. It is open to all but if you are having instrumental lessons you should definitely join.

When and Where: 3pm – 4pm MU1
Contact: Mrs Wilson
wwilson@willingdonschool.org.uk

DT Club – Year 7

When and Where: 3-4pm AR2
Contact: Miss Griffiths
jgriffiths@willingdonschool.org.uk

Art Club – Year 7

When and Where: 3-4pm AR1
Contact: Miss Markland-Cham
dmarkland-cham@willingdonschool.org.uk

Southern Book Awards – KS3

When and Where: Lunchtime EN1
Contact: Miss Elliott/Miss Kelly/Miss Brown
melliott@willingdonschool.org.uk
akelly@willingdonschool.org.uk
rbrown@willingdonschool.org.uk

FRIDAY

Table Tennis – All year groups

When and Where: 3pm - 4pm School Hall

Contact: Mr Gordon
lgordon@willingdonschool.org.uk

Choir – KS3

When and Where: Lunchtime MU1

Contact: Mrs Wilson
wwilson@willingdonschool.org.uk

French Club & Penpals – All year groups

Come and discover French culture while watching films, listening to music or looking at artists...

When and Where: Lunchtime LA1

Contact: Mrs Dupont
mdupont@willingdonschool.org.uk

LGBTQi+ & Allies – All year groups

Where members of the LGBTQi+ community and those that are allies can meet and learn more about their diverse community. A safe place to explore more about LGBTQi+ people, history and popular culture.

When and Where: Lunchtime Sc6

Contact: Miss Connolly
lconnolly@willingdonschool.org.uk

Cardsharks – All year groups

Come and play card games you love or learn some new ones (including Uno, Dobble and many more).

When and Where: Lunchtime MA1

Contact: Mrs Powell
hpowell@willingdonschool.org.uk

A Space to Grow Lunch Club – KS3

When and Where: Lunchtime SC3

Contact: Mrs Burton
aburton@willingdonschool.org.uk

Becoming Willingdon

We believe in going above and beyond at Willingdon and being rewarded when you do so. 'Becoming Willingdon' is an initiative which is designed to get Year 6 students excited for their learning at secondary school and to give them an opportunity to get started over the summer. Students will be given a series of challenges from a variety of subjects which they can complete over the holidays ready to hand in during their first week at Willingdon. This prepares students for independent study later in their school career, builds their curiosity, and allows us as a school to celebrate their range of skills and achievements.

There are a range of challenging and engaging tasks which will be given out as a booklet when the students come to Willingdon on their transition day. Students can choose which tasks they would like to complete and they can do it in the booklets or on paper. Completing at least 3 of the tasks will earn a reward. Our aim is to get students engaged and excited to start at Willingdon, and to start celebrating their success' as soon as they arrive. If you would like an electronic version of the booklet then please email pmartin@willingdonschool.org.uk

Miss Paige Martin

NOTES

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NOTES

This image shows a full page of white paper with horizontal dotted lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.