



THE WESTWOOD ACADEMY

**A Warm Welcome to
The Westwood Academy**



Pupil Handbook

PRIDE – Pride, Resilience, Independence, Determination, Excellence

July 2016

We are delighted that you have gained a place at The Westwood Academy and we look forward to getting to know you and your family over the next few years. We are sure you will soon settle in to your new school and we hope you will make the most of all the opportunities that are here for you.

You will quickly find your way around the lovely buildings on this site and there will be plenty of people around to help you become familiar with all the classrooms and pupil areas.

The Autumn Term starts on Tuesday 6th September and we would like you to arrive in school by 8.30 am. You will then wait in the courtyard (outside the Library), where Ms Norman, Transition Co-ordinator and class representatives will meet you, and take you to your Mentor room. You will spend the first lesson with your Mentor and then start your new timetable from period 2.

All of our staff look forward very much to meeting you and celebrating your achievements as you progress through the school.

Your School Day

All pupils must be in school every day by 8.40am and must attend all lessons throughout the day on time. Punctuality is very important to the smooth running of the school and will allow all pupils to get the best out of the school day.

8.40am Advisory bell (this means start making your way to your mentor room)		
8.45	9.15	Mentor Time
9.15	10.15	Period One
10.15	11.15	Period Two
11.15	11.35	Break
11.35	12:35	Period Three
12:35	1.10	Lunch
1.10	2.10	Period Four
2.10	3.10	Period Five

Your Mentor and College Director

In most Primary Schools you are taught by one teacher in your own classroom.

At The Westwood Academy you will have different teachers for each subject. In order to help you settle down, you will be divided into Mentor Groups. Every effort is made to ensure that you feel

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happy, safe and secure in your new group. Your Mentor Group will meet for 30 minutes every morning for registration and to discuss Tutorial topics.

We have four Colleges (sometimes called houses) at The Westwood Academy – Bannister, Maxwell, Raleigh and Seacole. You will find out which is your College on Transition Day in July. Every College in the school has a College Director. They and your Mentor will ensure you are well looked after and will help you to deal with day to day issues. It is usually the College Director to whom your parents will speak if they wish to discuss your progress.

If your parent or carer needs any information from now on they should telephone Student Reception on 024 7642 6905 where the Receptionist will refer them to the appropriate College Director.

We have high expectations of all pupils in Year 7. Excellent standards of punctuality, attendance, behaviour and uniform will be encouraged and rewarded throughout the year. We will expect pupils to do their best at all times and to enter into the life of the school, making the most of the full programme of extra-curricular opportunities that are on offer.

We look forward to celebrating your achievements as often as possible during the year.

Rewarding & Reporting your Progress

At The Westwood Academy we want you to take pride in your success and to share with us your interests and achievements out of school. We have an e-rewards merit system where teachers reward you with merit marks for good work and effort, which lead to termly prizes and merit badges, once a year there is also a very special Awards Ceremony for our very best achievers.

Your parents will also want to know how you are getting on. There will be opportunities throughout the year for them to meet and talk to your Mentor and subject teachers; the first one is usually a 'Settling in Evening' in November. Every year they will receive a detailed report on each subject you are studying. We also use an online system called 'My Child at School', which means that parents can see how you are doing during the school day, for example they can check that you have attended every lesson by checking online registers.

Homework

We use an online system for informing you and your parents about homework, this system is called Show my Homework and it is a really simple system to use, we can upload your homework to Show My Homework and we can add in videos, quizzes and other exciting extras to make doing homework really fun. Homework is really important and must always be handed in on time. In addition to regular homework we also use Extended Learning Projects – more about this below;

Extended Learning Project (ELP)

Your Mentor will explain the ELP timetable to you, when you start at The Westwood Academy. Each night you will have between half an hour and an hour's ELP homework, for the subjects that you study. ELPs will be explained carefully to you. We believe that ELP is a very important part of your studies and even in Year 7 it will help you to study a subject in greater depth and will also enable you to produce a fantastic project on a chosen topic.

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You will have access to the school computer networks to complete your ELP. Remember ELP is important and compulsory. You must do it to the very best of your ability and you must hand it in on time. Other occasional homework may be given at different times but teachers will always ensure that you do not have too much homework.

What will you study?

At The Westwood Academy we aim to develop fully your skills in subjects such as English, Mathematics and Science. You could be given extra help in these subjects and there is also a teacher to help you if English is not your family language. You will study a wide range of subjects with English, Mathematics and Science, including: History, Geography, Dance, Technology, Drama, Spanish or French, Music, Art, ICT, PE and Philosophy

- You will develop keyboard skills, study skills and information skills in subjects across the whole curriculum.
- We will provide you with an English dictionary and a calculator, as well as pens, pencils, ruler, eraser, pencil sharpener and pencil case – we will also give you a Westwood rucksack in which to store your books and school equipment. Look after them carefully as this is a special ‘Welcome to Westwood’ present. You will need to buy a Spanish or French dictionary to help with homework.
- You will receive a timetable that you will carry with you

It is very important that you feel a sense of belonging to the school. Each day, you will have time with your Mentor to ensure that you are familiar with the way that the school works.

What to do if you feel unwell at school

If you feel poorly at school you should find your College director who will decide if you need to go home. You must not phone or text home yourself, your College director will do this for you or they may give you a note to take to Student Reception where a phone call will be made for you

How to do your best at The Westwood Academy

We want you all to enjoy being at The Westwood Academy and to feel successful and valued. To achieve this you must:

- ❖ Be respectful of others and try to be considerate and understanding at all times.
- ❖ Be respectful of your school’s property and keep the environment free of litter.
- ❖ Try to make those you know and meet feel welcome.
- ❖ If you bring a mobile phone into school it must remain switched OFF and in your bag
- ❖ Make sure you are a regular user of the school library.
- ❖ Be on time for school every day – punctuality is vital.

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The **PRIDE** agenda is important to everything that we do at Westwood; this means that You also need to show **PRIDE** in everything that you do: PRIDE = Successful Students – this means YOU

- ❖ P – Pride- e.g. Wear your uniform with pride and act at all times as a Westwood ambassador
- ❖ R – Resilience – e.g. Aim for 100% attendance at school.
- ❖ I – Independence – e.g. Try to join some of the many clubs and groups that are available.
- ❖ D – Determination – e.g. always try hard and produce your best work.
- ❖ E – Excellence – e.g. always work hard on your ELP homework and hand it in on time.

Breaks and Lunchtime

- ❖ Meals are available on a cafeteria basis. You can choose from a variety of meals and desserts (including vegetarian) and then pay for the meal you have chosen. Sandwiches and salads are also available.
- ❖ If you wish to bring your own lunch, (sandwiches etc.) you may do so, but it must be eaten in the dining room. You may buy drinks from there if you wish.
- ❖ All food, including packed lunches must be eaten either in the dining room or on the patio area just outside the dining room.
- ❖ During the lunch period many extra-curricular activities take place in PE, Music, Art and many other departments.
- ❖ The dining room is open for breakfast at 8am every day. There are sandwiches, snacks and drinks available in the dining room before school starts at 8:45 and during morning break.
- ❖ The dining room is a great place to meet your friends.

BOYS UNIFORM

Shirt:	Plain white cotton shirt with a top button that fastens (no polo shirts) short or long sleeves acceptable
*Ties:	Silver grey and purple stripe, with house colour, ties must be worn at an appropriate length
*Knitwear:	(either jumper or sleeveless jumper) Key Stage 3 (Years 7, 8 & 9) – Purple with silver grey V neck stripe Key Stage 4 (Years 10 & 11) – Mid Grey with purple V neck stripe
Trousers:	Plain black school trousers, no denim or fashion trousers
Socks:	Plain black
Shoes:	Plain black school shoes – no brands or logos, no trainer style shoes
*Blazer:	Grey school blazer – compulsory for Years 7, 8 & 9
Coats:	Winter coats or anoraks – optional. Plain and dark in colour (no denim, no sweatshirts or hooded tops)

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GIRLS UNIFORM

Shirt/ blouse:	Plain white cotton shirt with a top button that fastens (no polo shirts or fashion blouses), short or long sleeves acceptable
*Ties:	Silver grey and purple stripe, with house colour, ties must be worn at an appropriate length
*Knitwear:	(cardigan, jumper or sleeveless jumper) Key Stage 3 (Years 7, 8 & 9) – Purple with silver grey V neck stripe Key Stage 4 (Years 10 & 11) – Mid Grey with purple V neck stripe
Skirts:	Skirts: Years 7 - 11- Pleated purple, grey and black tartan skirt* or Trousers: The tartan skirt is the only skirt option for <u>all</u> girls. All skirts must be no more than 2cm above knee height in length.
Trousers	Plain black school trousers – (no denim, skinny or fashion trousers)
Hairbands	Must be dark purple, grey or black
Tights:	Dark purple, grey or black, plain block colour only, no fashion colours or designs, no sheer tights
Shoes:	Plain black school shoes – no brands or logos, no trainer style shoes, no heels above 2cm
*Blazer:	Grey school blazer – compulsory for Years 7, 8 & 9
Coats:	Winter coats or anoraks – optional. Plain and dark in colour (no denim, no sweatshirts or hooded tops)

*(Ties, tartan skirt, jumper or sleeveless jumper, girls' cardigans and school blazers: available from school in house uniform shop only)

Cultural Uniform: We also offer parents the option of a cultural uniform for girls, this uniform will consist of a purple tunic, jubbah or mock wrap dress with a black headscarf or hijab. Please contact the school office for specific details.

PE Kit:

GIRLS

Plain black skort – with logo *
Purple polo shirt - with logo *
Sports Trainers only (no pumps)
predominantly black or white
Swimming costume
(dark colour)

BOYS:

Plain black shorts - with logo *
Purple polo shirt – with logo *
Sports Trainers only (no pumps)
predominantly black or white
Swimming trunks (dark colour)
Football boots
Rugby shirt* new for Year 7's

Optional PE Kit

Boys & Girls PE:

Black & Purple Hooded top – with logo *
Black track suit bottoms – with logo *
Black & Purple school football style socks - with logo * - optional but advisable for cold weather
Please note - Items marked with an * asterisk * are ONLY available from our school shop. Essentially this includes all PE kit, with the exception of trainers, pumps and swimming costumes.
Also all school ties, pleated tartan skirt, all jumpers, cardigans & sleeveless jumpers ONLY available from the school in house uniform shop.

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PUPIL TERM DATES 2016 - 2017

Term Dates 2016 - 2017	Pupil Dates	Teacher Training Days
Autumn Term 2016	Tuesday 6 September Friday 16 December	Monday 5 September
	HALF TERM BREAK Saturday 22 October to Sunday 30 October	
	CHRISTMAS HOLIDAY Saturday 17 December to Monday 2 January	
Spring Term 2017	Wednesday 4 January to Friday 7 April	Tuesday 3rd January 2017
	HALF TERM BREAK Saturday 18 February to Sunday 26 February	Friday 17th February 2017
	EASTER HOLIDAY Saturday 8 April Sunday 23 April	
Summer Term 2017	Monday 24 April to Friday 21 July	
	MAY DAY HOLIDAY Monday 1 May	
	HALF TERM BREAK Saturday 27 May Sunday 4 June	Monday 24th July 2017 & Tuesday 25th July 2017
	SUMMER HOLIDAY Begins Saturday 22 July 2017	

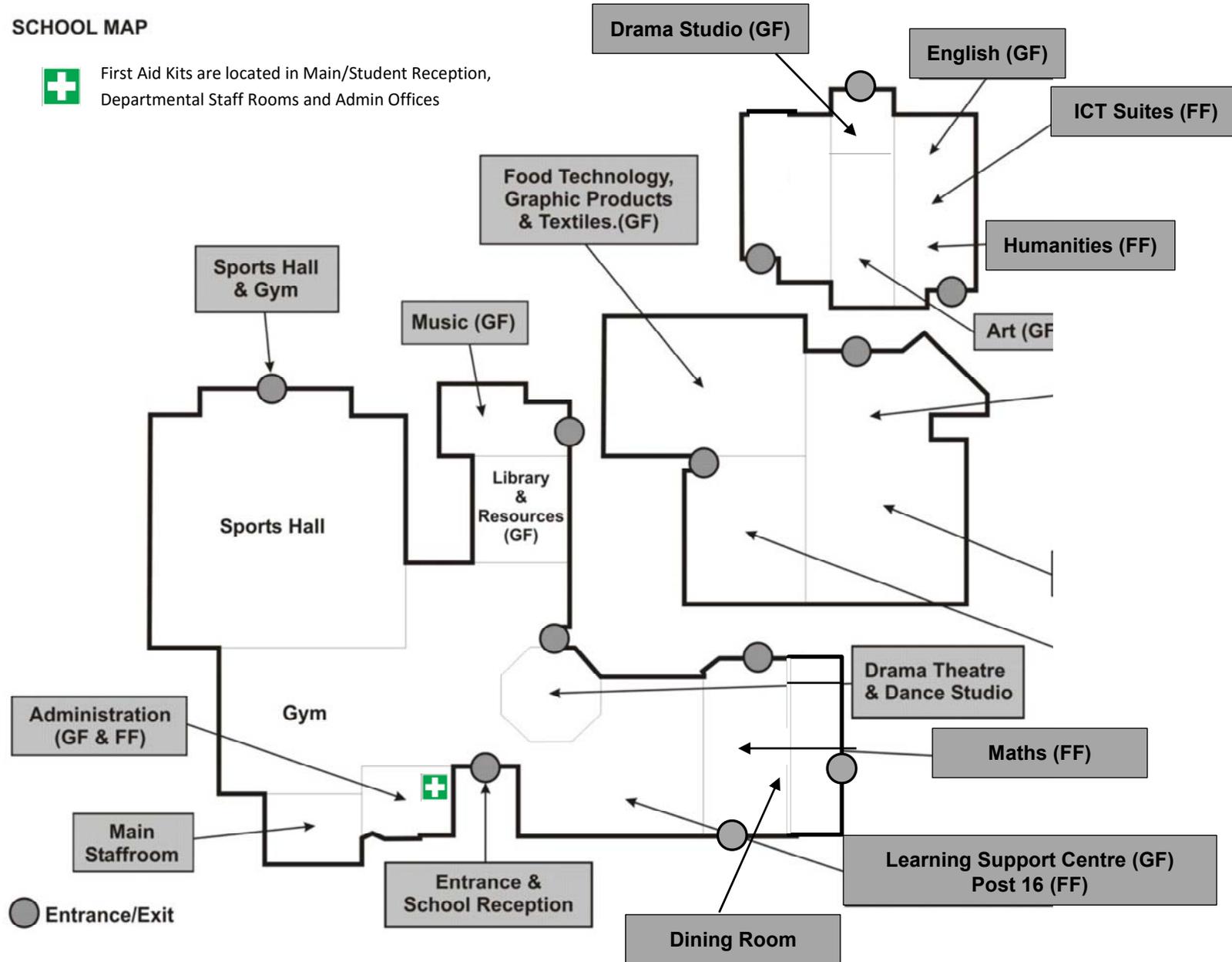
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SCHOOL MAP



First Aid Kits are located in Main/Student Reception, Departmental Staff Rooms and Admin Offices



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