



Woodbrook Vale School



Guide for New Students and Parents

Aspire | Enjoy | Succeed

Contents



| | |
|---|----|
| KEY STAFF..... | 4 |
| WELCOME TO WOODBROOK VALE..... | 5 |
| THE CURRICULUM..... | 5 |
| OUR SCHOOL ETHOS AND VISION | 6 |
| WELL-BEING AND SUPPORT | 7 |
| THE SCHOOL DAY..... | 8 |
| ATTENDANCE AND PUNCTUALITY | 9 |
| BEHAVIOUR..... | 10 |
| REWARDS | 11 |
| THE FUTURES AWARD..... | 12 |
| STUDENT LEADERSHIP..... | 13 |
| HOMEWORK..... | 14 |
| THE HUB..... | 14 |
| WORKING TOGETHER..... | 15 |
| GO4SCHOOLS..... | 15 |
| REPORTS AND PARENTS EVENINGS..... | 16 |
| ANTI-BULLYING..... | 16 |
| CLUBS..... | 17 |
| UNIFORM | 18 |
| TRAVELLING TO SCHOOL | 19 |
| ILLNESS OR ACCIDENT | 20 |
| MEDICAL INFORMATION | 20 |
| EQUIPMENT AND PERSONAL POSSESSIONS..... | 20 |
| CASHLESS CATERING | 21 |
| TERM DATES | 22 |
| COVID-19 | 23 |
| CONTACT INFORMATION..... | 24 |
| NOTES..... | 25 |

Key Staff 2020–2021



Rachael Fraser
Headteacher



Sarah Anderson
Deputy Headteacher



Paul Hynes
Deputy Headteacher



Peter Hayes
Assistant Headteacher



Rebecca Moors
Assistant Headteacher



Tom Burt
Acting Head of Year 7 &
Teacher of Humanities



Anna Tyers
SENDCo &
Teacher of English



Alison Rennocks
Behaviour &
Intervention Coordinator



Teresa Woolley
Student Support Services

Welcome to Woodbrook Vale

Your child will soon begin their career at Woodbrook Vale School. On their induction day visits, new students will follow a carefully planned timetable that will help them to find out more about how the school operates, what we expect of them and will also help them form new friendships. They will be asked by their tutors to share their experiences with you. These induction days will help them to work with others, begin to make new friends and encourage them to feel confident in a variety of different lessons and situations.

This information booklet provides additional information to help you and your child get to know Woodbrook Vale School better and to help you become familiar with our systems and policies.

The Curriculum

Throughout their first year students will study a broad range of subjects.

| | |
|--------------------------|---|
| English and Drama | Language, Literature and Practical Exploration. |
| Humanities | History, Geography and Religious Education. |
| Mathematics | Number, Algebra, Statistics, Ratio and Proportion, Geometry and Measure. |
| Design | Art, Design Technology, Food Preparation and |
| Music | Composition, Music Technology, Practical Music. |
| Modern Foreign Languages | French: listening, speaking, reading and writing. Spanish from Year 9 onwards. |
| PE | Major sports and a wide range of activities including Dance. |
| Science | Biology, Chemistry, Physics, Geology and Astronomy. |
| Computing | Algorithms, Programming, Spreadsheets & E-safety |
| Personal Development | Citizenship, Diversity, Rights and Responsibilities |

Our Ethos & Vision

Our vision is that Woodbrook Vale School will provide each student with an outstanding education in a caring, calm, safe and supportive environment. Learning will be engaging, challenging and inspiring so that each student will achieve individual excellence and be the best that they can be.

We want all our students to be:

- Motivated and enthused by the challenge of learning.
- Inspired to succeed in all aspects of learning.
- Proud of their own achievements and to value, respect and celebrate the success of others.
- Positive contributors to whole school life and within the local community.
- Resilient, life-long learners that are well prepared for their post-16 destination and for life in the modern world.
- Mature young people with high self-esteem.
- Accountable citizens who are responsible, respectful and tolerant within a diverse society.

To achieve this we will:

- Provide a caring, safe and stimulating environment.
- Focus on inspiring, creative and effective teaching and learning across a broad and balanced curriculum.
- Create personalised opportunities that motivate and recognise the potential of each individual.
- Have the highest expectations of all staff and provide a supportive environment that will enable them to develop professionally.
- Provide enrichment through extra-curricular activities.
- Promote equal opportunity in all aspects of school life.
- Develop effective communication and collaboration between students, parents, staff, governors and the local community, including primary schools and post-16 destinations.
- Invest in social, moral, spiritual and cultural development of every student.
- Deliver effective guidance to prepare students to make appropriate choices in our rapidly changing world.
- Ensure that financial resources are used effectively to benefit our current students.

Well-being and Support

Educating students about the importance of Well-being and Mental Health

Woodbrook Vale School has achieved the **Well-being Award**. To achieve this we worked hard on our targets, to raise awareness, remove stigma and improve the well-being of our students by providing Mental Health support, when they require it.

Through our PD curriculum and assemblies, our students are learning more about how to stay mentally healthy and to talk openly about this important issue.

Signposts to help and support

There is a Mental Health and Well-Being policy on the school website. The appendix has a list of helpful websites and resources, organised under each issue. You can click on the sites listed and be automatically directed to the help you require.

Students having difficulties may approach the school Mental Health Champions or any member of staff. We now have a referral system in place to support students who may just want someone to listen to them or more.

The school also has the services of a school nurse and a relate counsellor.

We are also planning a drop in clinic hosted by our older well-being prefects, where younger students can go if they feel they cannot talk to an adult.



Alison Rennocks
Behaviour &
Intervention Coordinator



The School Day

We expect students to be punctual and at their Tutor Group classrooms for 08:30, the beginning of the school day. We operate a two week timetable and a bell system that indicates changeover between lessons and the end of break and lunch times.

| Time | Activity |
|--|--|
| 08:30 | Registration |
| 08:45 | Period One |
| 09:35 | Period Two |
| 10:25 | Morning Break |
| 10:45 | Period Three |
| 11:35 | Period Four |
| 12:25 | Lunch |
| 13:20 | Period Five |
| 14:10 | Period Six |
| 15:00 | End of the school day |
| 15:00 until 17:00 (Mon-Thu) 15:00 until 16:45 (Fri) | The HUB offers homework assistance and various enrichment activities for students. |

Lunches and break time snacks are provided by a cashless cafeteria system, which offers a wide variety of menu options. For approximately £2.50 students can purchase a good healthy meal. Students are expected to stay on the school premises at lunchtime. If you believe your child is entitled to Free School Meals then please enquire at the school office; this is in your interest – and also helps the school.

At break and lunchtime students are normally expected to go outside (there is a designated Year 7 area available) unless they are involved in one of the many extra-curricular activities or organised clubs. Further details of these can be found on our website. The Learning Centre is also open at these times for students to complete homework and access ICT facilities. Water is available – students should have a water bottle with them each day. This bottle can be replenished from water fountains around the school during break and lunch time but not during lessons. In the case of inclement weather students are allocated indoor areas to which they must report at break and lunch time.

Attendance and Punctuality

What if I take my child on an unauthorised absence?

If you take your child out of school without advance permission, you can be fined or even prosecuted.

This could involve:

- A fixed penalty notice of £60 within 21 days. Or £120 within 28 days.
- A parenting order, education supervisor order or school attendance order where your child repeatedly misses school without good reason.

Ensuring your child attends school as much as possible means:

- Your child will have the same education opportunities as everybody else.
- You will not need to worry about your child falling behind or catching up.
- Your child will not miss out on activities at the start and end of term, rewards available and a chance to develop friendships.



Sue Moreton
Attendance Officer
Student Services

97%

Behaviour

As well as encouraging students to take responsibility for their work, learning and progress, we expect them to take responsibility for their behaviour, appearance, property and their school building. Our expectations are high and if students do not meet them we try to identify the reasons and bring about real changes in their behaviour.

This consistent approach, coupled with fairness, firmness, and your support ensures that students behave well, and will take responsibility for themselves and become caring, tolerant and understanding towards others.


Our 'Behaviour and Rewards' policy is designed to support positive behaviour for learning, and to enhance the quality of relationships between staff and children.

Here is a summary of the information displayed in each classroom:




Woodbrook Vale School
staff will always

- P**raise at every opportunity
- R**ecognise efforts & achievements
- O**penly listen to your ideas and help you to learn
- U**nderstand and be interested in you
- D**ependable by treating you fairly and consistently



Woodbrook Vale School
students will always

- C**ooperate by following instructions and working together
- L**isten in silence
- E**ffort by trying our hardest to work and learn
- A**rrive equipped and ready to learn
- R**espect each other's right to learn



Full details of the policy can be found on the school website - www.wbvs.co.uk

Rewards

We know that rewards are more effective than punishment in motivating students. Praise is a great incentive and by rewarding positive work and behaviour, students will work harder and learn more.

At Key Stage 3 our rewards for students are based on Goals. The Goals system is a way of rewarding students' achievement in all areas of school life. Students can earn Goals for:

COMMITMENT

- Outstanding effort on a piece of work
- Going beyond what has been asked of them
- Helping others to succeed

ACHIEVEMENT

- An outstanding piece of work
- Surpassing expectations and targets
- An outstanding contribution to group discussions

Certificates are awarded according to a schedule of achievement. Students bring home their rewards so that our pride is communicated to parents.

- We hold regular 'Celebration Assemblies' that recognise achievement, talent and success.
- We reward 100% attendance with half termly prize draws for all year groups.
- We also hold one annual awards evening. During this evening, Achievement, Attitude to Learning and Contribution to School Life are celebrated.



The Futures Award

The objective of this award is for all students to achieve accreditation in personal development. The Bronze award is for all Year 7 students. The Futures award will be progressive and students will continue this as they move through the school.

It is expected that all students will aspire to achieve the Bronze award in Year 7. Students must complete at least one activity from each category and each category must be signed off by a tutor to achieve the award. There will be opportunities to complete some activities in Personal Development lessons. Other activities will require students to participate in the wider life of the school or be able to evidence something that they have completed or achieved outside of school. To achieve the Bronze Star Award students must complete one activity from each category plus five more activities from any other category. Any student that completes all activities from all categories will receive a bespoke Headteacher award.

The primary objective of this award is that our students will gain a deeper understanding of the importance of how we choose to behave, the decisions we choose to make and how we fit into the world around us.



Student Leadership

All student leaders are responsible for leading by example. They show a commitment to the ethos of the school and they embody the school's expectations of all students. Student leaders maintain exemplary standards of personal conduct, punctuality and attendance and contribute to the wider life of the school. They complete work to deadlines, complete homework and remain committed to achieving their best. Student leaders also lead by example with regard to wearing school uniform, reflecting the senior position of responsibility they hold within the school. In addition, they will be good ambassadors in the wider community.

Given their status as leaders and role models, student leaders are a visible and active presence around the school. They:

- Exhibit positive personal qualities such as reliability, responsibility, respect, resilience, resourcefulness and have effective reasoning skills.
- Exhibit leadership and communication skills; the ability to co-operate with both peers and adults; self-discipline, politeness and helpfulness.

Student Leaders:

- Work with teachers of Years 7 – 11 to deliver successful year functions both within and outside of school time i.e. Assemblies, Induction
- Information Evenings, Parents' Evenings, Options Evenings, Prom Committee, Charity Events etc.
- Refer inappropriate or unsafe conduct among the student body to the appropriate member of staff.
- Willingly assist with the smooth running of the school during the school day by regularly and reliably performing specific prefect duties.
- Dress smartly and be identifiable as a student leader around the school.
- With the support of staff, ensure that school rules are adhered to and promote and uphold appropriate behaviour and dress around the school environment; supervise corridors and aid the smooth movement of students around the school.
- Be involved with all aspects of school life, both within the school day and in their own time including extra-curricular clubs and activities e.g. inter-form / team events, charity work, team assemblies, trips, school productions and performances.



Homework

With the transition to secondary school we encourage students to take responsibility for their learning and to develop their ability to organise both themselves and their time. Part of this process is the expectation that students will complete homework. Students are encouraged and helped to meet their deadlines.



Homework tasks will vary and may involve writing up work started in school; completing a project or topic; undertaking some research; collecting items for a talk in school or learning information for a test. Year 7 students are expected to spend between 45 – 60 minutes each day on homework and this will be distributed across the curriculum areas according to a homework timetable. Teachers are sensitive to the individual needs of students when setting homework, all tasks will be set on Google Classroom.

The Hub



The HUB is an after-school club which allows students to use the Learning Centre resources to complete homework and further their studies. It is an excellent opportunity for all students. This facility is supervised by support staff who support students with their work and encourage them to develop good study habits. It also provides a safe environment for your child to work in after school. If your child has completed their homework they may access a wide range of educational resources such as GCSEpod, Keerboodle or even take the opportunity to read a book from the library.

The HUB is open between 15.00 and 17:00 Monday to Thursday and until 16:45 on Fridays. Students are provided with fruit and a drink. Students are charged £3.00 per session. There is no charge for students who are eligible for Pupil Premium funding.

If your child is interested in attending the HUB, or you require more information, please visit the information stand on the Year 7 Induction Evening on Wednesday 2 July 2020 or contact Mrs Sue Moreton in school.

Working Together

We hope that you will be involved in your child's education, for example by looking at his/her work, discussing it and making comments in the Student Planner. Form tutors monitor homework and sign the planner each week. We ask parents to do the same and sign the planner every weekend. Sometimes teachers write comments in the planner to keep parents informed about achievements or concerns. Parents are encouraged to do the same.

We ask parents to sign a Home-School Agreement at the start of Key Stage 3. A revised Home-School agreement will be issued in Year 10, at the start of GCSE Courses.

Woodbrook Vale prides itself on being an approachable school. Please feel that you can contact your child's Form Tutor in the first instance, or the Head of Year 7, should anything concern you and we will do everything we can to help.

For security reasons parents should go to the main reception when visiting the school. Teaching commitments are a priority, and so to avoid waiting, please telephone the school for an appointment prior to your visit.

We aim to respond to such an approach for an appointment within two working days.

Go4Schools

At Woodbrook Vale, we have an on-line internet based package that allows parents to access their child's timetable as well as attendance, behaviour and assessment data.



Go4Schools will allow you to see: how your child is progressing towards target grades; current attainment data; attendance summary information; reward points; tracking reports and results achieved.

Parents can log on at <https://www.go4schools.com/parents/>

Reports and Parents Evenings

Throughout their time at Woodbrook Vale, students are involved with their teachers in assessing their work, learning and progress. They compile a record of their achievements in their Progress Files as they complete their studies. You can access the latest progress data, attendance and behaviour events on a daily basis through Go4Schools.

You will also receive an invitation for you and your child to meet the form tutor and subject teachers to discuss progress. There will be opportunities for you to come into school to see students performing at our excellent music and drama presentations and taking part in sporting activities against other schools.

Anti- Bullying

Bullying is rare at Woodbrook Vale and we aim to keep it that way. We have an anti-bullying policy which can be accessed on our website and are determined to tackle bullying effectively whenever we hear about it.

Students are encouraged to be open about problems that they may have at school. We also have a group of students that are trained to be mentors to other students. These students will be especially important in helping new students to settle into life at Woodbrook Vale.

'The Diana Award is a charity that fosters, develops and inspires positive change in young people across the UK. It was set up in memory of Diana, Princess of Wales and her belief that young people have the power to change the world'

One of the programmes that they run is the Anti Bullying Ambassador scheme, which Woodbrook Vale participates in. We have 10 students that have been trained by the Diana Award as Ambassadors. These students have been given specialist training on dealing with bullying incidents around school and play an active role in promoting anti bullying discussions around school, and help staff to deal with incidents throughout all year groups. They have also played a key role in helping Year 7 students to settle into Woodbrook Vale and make their transition as successful as possible.



“The school is calm and orderly, with pupils demonstrating exemplary behavior towards each other, staff and visitors as a result of the effective strategies the school uses to promote respect and self-discipline. Pupils are positive about the school and feel supported, both academically and pastorally.’ Ofsted February 2019



Clubs

There are a number of opportunities for Year 7 students to be involved in additional activities and clubs.

Below are some of the clubs that run during the year, either after school or during lunchtime:

Sports

- Football
- Badminton
- Rugby
- Table Tennis
- Cricket
- Dance
- Athletics
- Netball
- Basketball
- Darts



Performance

- School Production
- Singing
- Orchestra



Hobbies

- Sewing Bee
- Mindfulness
- Chess
- Film Club



Uniform

We expect students to take pride in their appearance. Orchard Clothing supplies the Woodbrook Vale School uniform. Items must be purchased online, unless your child is eligible for Pupil Premium Funding (in which case please contact the Student Support Office).

A guide that explains how to order your uniform online can be found on the school website.



Compulsory items are available from Orchard Clothing:

- School blazer
- School tie
- PE polo shirt
- Checkered school skirt
- A school PE hoodie

Other Items:

- White shirt
- Black trousers—(skinny trousers, jeans/chinos, tracksuit bottoms, leggings and are not acceptable)
- An optional V-neck jumper in black can be worn under the blazer
- Plain black footwear
- Plain black PE shorts or suitable plain black sports trousers
- A gum shield and shin pads are strongly recommended for rugby and hockey lessons
- One pair of stud earrings is permissible

Prohibited Items:

- Jewellery including bracelets, necklaces, rings and nose, face, tongue or body piercings
- Make-up including false eyelashes
- Nail varnish, including acrylic or gel nails

Travelling to School

We are really pleased that most children walk or cycle to school. We encourage parents who bring children to school in cars to drop them off a couple of streets away from school; this makes the school gate area much safer and allows the children to have some exercise.



Parents should not bring their cars into the school grounds when they are leaving or collecting their children at the start and end of the school day.

Parents whose children cycle to school should note:

Children bringing bicycles to school are normally expected to have a cycling proficiency certificate and to have their parents' permission to cycle to school.

Children are strongly advised to lock their cycles in the cycle storage area. Although the cycle racks are monitored by security cameras, we cannot accept responsibility for loss or damage.

Children should not ride bicycles on the school premises, in the best interest of others. Clearly the road safety of your child is your responsibility, but we strongly advise that students wear helmets when cycling to school. Occasional checks are made and unsafe cycles are kept in school for parents to collect.



Illness or Accident

If illness or an accident occurs at school, which is more serious than can be dealt with by our qualified first-aiders, we will contact you as soon as possible so that we can place the responsibility for medical examination in your hands.

If the school cannot contact you, then appropriate medical advice and treatment will be sought. It is, of course, vital that we have up-to-date emergency numbers.



Please inform us immediately should your contact details change.

Medical Information

It is essential that the school is informed of any medical condition that may affect your child in school. If your child's medical condition changes or they are prescribed medication to be taken at school, please inform us by letter and complete the relevant permission form which is available from the Student Support Office.



Teresa Woolley
Student Support
Team Leader

Equipment and Personal Possessions

Our advice is that children do not come to school with expensive items such as iPods and mobile phones as we cannot be responsible for their safekeeping.

Mobile phones are not to be used in school unless given permission by a teacher for the purposes of learning. Students are expected to be prepared at the beginning of lessons and are required to have the following items:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Pen | <input checked="" type="checkbox"/> Felt pens or coloured pencils |
| <input checked="" type="checkbox"/> Pencil | <input checked="" type="checkbox"/> Scientific calculator |
| <input checked="" type="checkbox"/> 30cm ruler | <input checked="" type="checkbox"/> School geometry set |

There are a small number of lockers available for students to keep belongings in during the day. Lockers are provided on a first come, first served basis. Students who wish to use a locker must provide their own padlock.



Please ensure that all property and clothing are clearly marked with the student's name.

Cashless Catering

Here at Woodbrook Vale we operate a cashless catering system. This system enables us to provide an efficient, fast and ultimately better quality of service.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. Since our return to school after lockdown students have been issued with ID cards which allow for contactless transactions.

To purchase food your child's account must show a credit balance. Any amount of money can be paid into a student's account, and any money spent on food and drink will be deducted on a daily basis. **Payments are made online through ParentPay.** Joining instructions, including username and password will be issued before the end of term.

A daily 'spend limit' of £6.00 will be programmed into the system. This can be increased or decreased for an individual student by emailing the School Finance Office wbvfinance@wbvs.co.uk



Term Dates

Autumn Term

| | |
|---------------------|-------------------------------------|
| School Opens | Wednesday 25 August 2021 |
| August Bank Holiday | Monday 30 August 2021 |
| Mid-Term Break | Monday 18 to Friday 22 October 2021 |
| School Closes | Friday 17 December 2021 |

Spring Term

| | |
|----------------|--------------------------------------|
| School Opens | Tuesday 4 January 2022 |
| Mid-Term Break | Monday 14 to Friday 18 February 2022 |
| School Closes | Friday 8 April 2022 |

Summer Term

| | |
|----------------------|-------------------------------------|
| School Opens | Monday 25 April 2022 |
| May Day Bank Holiday | Monday 2 May 2022 |
| Mid-Term Break | Monday 30 May to Friday 3 June 2022 |
| School Closes | Friday 8 July 2022 |



COVID-19

We ask that when you are making your way around school that you follow our distancing rules. If you are unsure about any of these rules, teachers and other members of staff will be happy to answer your questions.

- Keep a 2 metre distance between you and other students.
- Wash your hands often.
- Wear a face covering.

When you start at Woodbrook Vale, there may be new rules to help us. If there are changes our teachers will tell you what they are.



How can you stop coronaviruses spreading?

If you need to cough or sneeze



Catch it with a tissue



Bin it



Kill it by washing your hands with soap & water or hand sanitiser

You should wash hands with soap & water or hand sanitiser



After breaks & sport activities



Before cooking & eating



On arrival at any childcare or educational setting



After using the toilet



Before leaving home



Try not to touch your eyes, nose, and mouth with unwashed hands



Do not share items that come into contact with your mouth such as cups & bottles



If unwell do not share items such as bedding, dishes, pencils & towels

Contact Information



There may be times when you need to contact the school. Listed below are some contact details that you may find useful:

School Office  01509 557560
 office@wbvs.co.uk

You can contact the school office for all enquiries - these will be directed within the school to the member of staff who can best answer your enquiry.

Attendance  01509 557560 option 2
 wbvattendance@wbvs.co.uk

To report any student absence please either telephone the school office number and then select option 2 for attendance or email wbvattendance@wbvs.co.uk.

Form Tutor  01509 557560
 Please see 'Staff List' on school website

If you have any concerns or would like to discuss anything regarding your child, you are encouraged to contact your child's form tutor by email or by telephoning the school office.

Notes

Lined area for taking notes.



Woodbrook Vale School

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Loughborough
Leicestershire
LE11 2ST

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Fax: 01509 557562