



WOODBIDGE HIGH SCHOOL

Information for New Students 2014-15





Headteacher's Welcome

Dear Parents and Students,

We are delighted to welcome you to Woodbridge High School. Woodbridge offers a rich, stimulating and rewarding learning environment. As a co-educational, 11-18 comprehensive, our school caters for all students' needs and ambitions. The education provided at Woodbridge will develop your child's knowledge, understanding and skills such that they can become highly qualified, responsible citizens able to participate fully in all parts of community life.

Our school motto is "Pride in Achievement". Your son and daughter should find their learning highly challenging and stimulating. They will be taught by teachers with very high expectations about your child's excellent attitude and preparedness for work.

We set high standards in every area of school life. Learning is stimulating and uses the latest technologies. Examination results are very strong. There are many activities beyond the classroom to involve your child further in the life of the school. The school is a caring, disciplined and happy place. Particular care is taken to set out our ground rules of how the students should behave. I expect your child will tell you that we are strict, but having met these expectations they will have the benefit of being in a very happy, respectful and purposeful place. It is a pleasure to be in their company.

Your child's education is of total importance to me and I will make every effort to set out a wide ranging curriculum that will set them up for success in their later lives. We will give you lots of information to help you appreciate more about your child's progress and their courses of study starting with this induction booklet. A partnership between us based on excellent communication and collaboration is the foundation of a child's future success.

I wish you every success in the coming years.

Yours sincerely

A handwritten signature in cursive script that reads "Andrew Beaumont". The signature is written in black ink on a white background.

Andrew Beaumont
Headteacher

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School Aims

The Core Purpose of Woodbridge High School is to create an inclusive community of successful learners. This is achieved through the following aims:

- To give each individual the opportunity to achieve the maximum of his/her ability and to develop lively, enquiring and reflective minds.
- To give meaning and enjoyment to the students' learning and to encourage self-motivation, enterprise and a commitment to lifelong learning.
- To introduce students to aspects of human knowledge and experience by providing a balanced and relevant curriculum.
- To provide equal opportunities for development for all members of the school community.
- To prepare students to be responsible citizens within the community and to give them the flexibility and skills to meet the demands of a rapidly changing society.
- To enable students to establish social and personal relationships based on respect, understanding and co-operation.
- To encourage students' full participation in the school's extensive extra-curricular programme

Teaching Staff

Headteacher	Mr A Beaumont	Deputy Headteachers	Mr S Hogan Mr G McGowan
Assistant Headteachers	Ms A Année Mr T Bhullar Mr J Clifton Mr F Khan	Year Co-ordinators	Mr G Samuels Ms S Payne Ms C Dennis Mr G Andrews Ms M McIntosh Ms C Iyengar
Leading Practitioner	Ms V Geary	Year 7 Year 8 Year 9 Year 10 Year 11 Year 12/13	
Art Department	Geography Department	Learning Support Department	Psychology Department
Ms Ward (<i>Head of Dept</i>) Ms Shorvon	Mr Steacy-Buck (<i>Head of Dept</i>) Ms Howe Ms Kong Miss Sheehan	Mrs Johnstone (<i>SENCO/Head of Dept</i>) Mrs Boaten-Rolfe (<i>SENCO/Head of Dept</i>)	Ms Collinson (<i>Head of Dept</i>) Ms Younis
Business Studies Department	Health & Social Care Department	Mathematics Department	RE Department
Mr Rahman (<i>Head of Dept</i>) Ms Aftab Mr Hussain Miss Iyengar Mr Khan Ms Woodstock	Ms Kerston (<i>Head of Dept</i>) Ms Griffiths Mrs Siddique	Mr Hinds (<i>Head of Dept</i>) Mr Bennett Mr Cook Miss Cottee Mrs Evans Miss Loi Mr Nagra Mr O'Driscoll Mr Rahman Mr Shah Mr Tilk	Ms Pullen (<i>Head of Dept</i>) Mr Andrews Mr Beaumont
Drama Department	History Department	Media Department	Science Department
Ms Cranwell (<i>Head of Dept</i>) Ms Cox Miss Stevenson	Miss Bell (<i>Head of Dept</i>) Mr Bhullar Mrs Doig Mr Law Mrs Stobbart Miss Whelan	Miss Gold (<i>Head of Dept</i>) Mrs Lynch	Ms Tew (<i>Head of Dept</i>) Mr Alam Mr Barry Mrs Boparai Ms Cottle Mr Esop Ms Khan Ms Khudeza Mrs Laurent Mr Lennox Ms McIntosh Miss Plumb Mrs Pond Mr Rumjaun Miss Verma
English Department	I.T. Department	Music Department	Sociology Department
Mrs Amihere (<i>Head of Dept</i>) Ms Azaz Mrs Coleman Ms Corbishley Mrs Dipple Miss Geary Miss Gynn Ms Hughes Ms Neuburger Ms Ree Mrs Rendell Ms Ruzane Mr Wingfield	Mr Martin (<i>Head of Dept</i>) Ms Bhudia Ms Mistry	Miss Furse (<i>Head of Dept</i>) Miss Exposito	Mr Shaw (<i>Head of Dept</i>) Ms Younis
Ethnic Minority Achievement (EMA) Department	Languages Department	PE Department	Technology Department
Mrs De Mello (<i>Head of Dept</i>) Mrs Boaten-Rolfe	Mrs Clark (<i>Head of Russian</i>) Mrs Turner (<i>Head of German</i>) Ms Gape (<i>Head of French</i>) Miss Année Ms Bemath Mr Hogan Miss Jacob Ms Moroz Ms Riddell Mr Samuels Miss Zmirou	Mr Jones (<i>Head of Dept</i>) Mr Clifton Mr Doolan Ms Ennis Mrs Evans Mr Fuschillo Miss Moore Miss Payne Miss Weimar	Mr Wilson (<i>Head of Dept</i>) Mrs Addae Miss Dennis Miss Gentry Miss Gleeson Mr McGowan Mr O'Brien Mr Savill

The School Day

Year 7

Time	Activity
8.40 – 8.55 am	Morning Registration or Assembly
8.55 – 9.55 am	Period 1
10.00 – 11.00 am	Period 2
11.00 – 11.20 am	Break
11.20 – 12.20pm	Period 3
12.20 – 1.00 pm	Lunch
1.05 – 2.05 pm	Period 4
2.10 -3.10 pm	Period 5
3.10pm	End of school day
3.15 – 4.15pm	Period 6 (after school lesson)

Years 8 – 13

Time	Activity
8.40 – 8.55 am	Morning Registration or Assembly
8.55 – 9.55 am	Period 1
10.00 – 11.00 am	Period 2
11.00 – 11.20 am	Break
11.20 – 12.20pm	Period 3
12.25 – 1.25 pm	Period 4
1.25 – 2.05 pm	Lunch
2.10 -3.10 pm	Period 5
3.10pm	End of school day
3.15 – 4.15pm	Period 6 (after school lesson)

Attendance and Punctuality

Students should be seated in their tutor room by 8.40 am at the latest. Please ensure that children taking a longer journey leave plenty of time to allow for possible delays or congestion. Please contact the school on the first day of any absence by telephoning 020 8504 9618 and selecting option 2. The school will not give any authorisation for students missing school to go on holiday. The school is entitled to consider taking a student off roll if more than ten days of unauthorised absence is taken. This is consistent with the London Borough of Redbridge's policy.

Registers are taken at 8.45 am. A student is regarded as late after this time. All students should aim for 100% attendance. The school regards an attendance figure of 95% as the minimum acceptable and a figure of below this over a period of time as a cause for concern, particularly if there is a pattern of frequent short term absence. The school involves Education Welfare as appropriate, an agency that will engage in home visits, fixed penalty fines and court proceedings if attendance or punctuality matters are unresolved.

Persistent lateness, unless due to exceptional circumstances, is addressed in the following way:

- 2 or more lates in any one week warrant a Year Co-ordinator detention
- 3 lates in any half term warrant a letter from the headteacher
- 7 lates in any half term warrant a fine of £120 (£60 if paid within 28 days) from LBR

Curriculum

The school aims to provide a broad, balanced, relevant, differentiated and inclusive curriculum for all students through a formal programme of lessons and a full range of extra-curricular activities. The taught curriculum is based upon the National Curriculum programmes of study at Key Stages 3 and 4 and is timetabled using a 50 period two-week cycle. Ofsted (2012) described our curriculum as providing “a broad, balanced, rich experience for students, leading to worthwhile qualifications”.

At Key Stage 3 (Years 7 to 9) students study the following subjects: English, Mathematics, Science, Technology, French or Spanish, German or Russian, History, Geography, Religious Education, Art, Music, Drama, Physical Education, ICT and Computing as well as Life Studies (personal, social, health, citizenship, enterprise and careers education). Students who have arrived at Woodbridge with lower than expected levels of literacy or numeracy will have additional tuition in these areas in place of the second language (German or Russian). Year 7 students have one period in the fortnight which they spend in assembly and with their form tutor. Students complete their KS3 Mathematics and Science courses over two years and then embark upon GCSE courses in these subjects at the beginning of year 9. After school language lessons in Chinese, Italian, Spanish, Turkish and Urdu are also available. More Able and Talented students have additional sessions after school.

The diagram below shows the curriculum for year 7 students from September 2014. The numbers indicate the 50 periods in the timetable cycle and allow you to see the proportion of time spent on each subject:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
English						Mathematics						Science						French or Spanish			German or Russian			
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Design & Technology		History		Geography			RE	Art		Music		Drama		PE			ICT & Comp.		Li	FP				

All students make a guided choice beginning of year 9: they either continue with their second language (German or Russian), leading to a GCSE in year 11, or opt to begin another GCSE or applied course. Courses currently offered include GCSE Product Design, BTEC Business, GCSE Health & Social Care, Cambridge National ICT, BTEC Performing Arts and BTEC Sport.

At Key Stage 4 all students study the core curriculum of English, Mathematics, Science, PE and Life Studies. Students continue with the choice they made for year 9, and have a further wide range of subjects to choose from. The study of a modern foreign language and either Geography or History to GCSE is compulsory for the majority of students.

Our Key Stage 5 curriculum caters for learners of all abilities. We offer courses the 6th Form Foundation Course for those students who need longer to prepare for advanced level study, as well as applied (BTEC or Cambridge Technical) courses and traditional A levels.

Further information for all year groups can be found on the school website www.woodbridgehigh.co.uk. Click on 'Teaching and Learning', and then click on 'Curriculum'.

Assessment & Marking

Assessment is seen as an integral part of the learning process linking planning, teaching, learning and record keeping. Students can expect to have their work marked at least every 3-4 weeks, unless other detailed feedback has been given. Students should expect to receive indications of the progress and effort which they have made in their work. Progress is indicated on all marked work by P+ (better than expected progress), P (expected progress) or P- (insufficient progress). Effort is indicated by E+ (exceptional effort), E (good effort) or E- (insufficient effort).

Parents receive progress reports three times per year. These contain details of progress made towards the expected level or grade to be reached based on the student's prior attainment, as well as information on behaviour and study habits. Current working-at grades or levels will also be communicated to parents several times per year, depending on the year group.

Home Learning

All students at Woodbridge are expected to take part in a Home Learning programme. The amount of home learning set on a regular basis will be manageable. To achieve this, the school's website provides home learning guidelines that indicate the frequency with which home learning will be set for each subject.

At the start of the year, all students will be provided with a student planner. This planner includes details of school procedures as well as study skills to support students in their home learning. Students must record in their planner brief details of each piece of home learning set and when it is due in. This provides an important link between home and school. We would ask that the planner is signed every week by parents and form tutors.

Home Learning tasks which have been set are added to the school's electronic homework calendar – 'Show My Homework'. Parents can access this via the school website and will be provided with logins. The calendar enables parents to see which tasks have been set for their child and when they are due.

Queries regarding subject-specific home learning activities should be made to the relevant Head of department. More general concerns should be made to your child's Year Co-ordinator. It is important that teachers, students and parents are clear about their responsibilities towards home learning. We would ask that you sign the home/school partnership agreement and return it to your child's form tutor.

Home-School Communication

Parents' Evenings are arranged throughout the school year, providing the opportunity for you to discuss your child's progress with the Form Tutor and subject teacher. A written report will be sent home approximately two weeks before the end of the Summer Term. During the Autumn Term you will also receive a progress check giving you National Curriculum working levels and effort grades.

However, there may be times when you wish to discuss some matter concerning your child or you may wish to pass on, or seek, information. We welcome the opportunity to discuss matters with

parents but ask that an appointment is made (by letter or telephone) to see the Form tutor or Year Co-ordinator.

Fronter – Managed Learning Environment (MLE)

Fronter is a fully interactive learning resource. It provides more learning opportunities for our students, enables the submission of home learning online and the downloading of extended learning materials, and access to resources such as videos, podcasts and blogs to enhance learning. Developed jointly between staff and students the MLE enables teaching staff to increase accessibility to materials and activities and provides enhanced independent learning across the student community.

Student Code of Conduct

1. We will try our best at all times
2. We will come prepared for lessons
3. We will listen to our teachers and carry out their instructions
4. We will listen to each other and value everyone's opinion
5. We will respect social, cultural and religious difference
6. We will respect the rights of each individual and the school as a community
7. We will wear full school uniform

Behaviour

“From your child's very first day at Woodbridge, behaviour expectations will be set out most clearly. Your child is likely to tell you about our zero tolerances in relation to bullying; any act of violence; any defiance whereby a child is wilfully disobedient; any prejudice; and any insolence. In setting out these expectations so clearly, it is to create the space that the students need to go about their learning, purposefully and enjoyably. This standout feature has been noted by Ofsted and many other visitors as being exceptional.

“In the years since I have been Headteacher, the excellent demeanour and attitude of the students has become a most valuable aspect of our school. I expect everyone to be cheerful, courteous, thoughtful, and ready to take part. There are occasions when students breach our behaviour expectations, however, and you should feel confident that the school deals fairly and swiftly with these situations. You should also feel confident in contacting your Form Tutor, Year Coordinator, any member of the Leadership Group, or myself, if you feel that there is a matter that has not been progressed by the school.

“I can say with knowledge that students are in the main very happy at the school. There might however be occasions when a child feels that they are being bullied. This situation is intolerable. In this event, I invite both you and your child to make immediate contact with any of the staff

mentioned above. I would not wish any student to be put off their studies and their general school life.”

Andrew Beaumont, Headteacher

Sanctions: Actions and Consequences

Report Level	Level	Actions	Possible Sanctions/ Consequences
Least Serious	1	Minor misbehaviour/poor work. Concerns with punctuality.	Being told off. Break or lunchtime detentions, late detentions.
Form Tutor Report	2	More serious or continued poor behaviour. Poor work and effort. Underachieving. Disobedience. Concerns about punctuality or missing lessons.	After school detention. Extra work being set. Possible involvement of parents and Year Co-ordinator. Placed on subject or Form Tutor report. May not be allowed on trips or visits.
Year-Coordinator Report	3	More serious poor behaviour, such as defiance and disobedience. Aggressive behaviour, including bullying - abusive language. Increasing concerns about attendance, and/or punctuality. Truancy. Lack of effort.	Detentions. Parents likely to be called into school. Possible exclusion from school. Possible police involvement. Placed on report. Increasing involvement with Education Welfare Officer (EWO). Students at this level of report or above are unlikely to be allowed on trips or visits.
Assistant Headteacher Report	4	Aggressive/violent behaviour. Refusal to obey staff instructions. Undermining the authority of staff or the school. Bullying or endangering yourself or others. Deteriorating attendance and punctuality.	Parents called into school. Permanent exclusion or excluding for a longer period of time. Police involvement is likely. Placed on report. EWO makes a home visit and may set up a case conference or panel meeting.
Deputy Headteacher Report	5	Continued violent/aggressive behaviour and defiance. Bullying or endangering yourself or others.	Permanent exclusion or further longer exclusion. Parents called into school. Police and EWO involvement. Placed on report.
Most Serious	6	Continued pattern of violent, aggressive or defiant behaviour. The most serious incidents which endanger yourself or other members of the school community.	Full involvement with parents and police and EWO. Likely permanent exclusion from school which means your parents will have to find you another school place. Not Woodbridge.

Rewards

Woodbridge students are expected to take pride in their learning and in their achievements. The school uses an online reward system called Vivo which allows parents to track their child's achievements. Students are rewarded for a variety of reasons including: making excellent progress, outstanding academic achievement, exemplary punctuality and/or attendance record, acts of kindness/generosity/service, extra-curricular achievement (e.g. sport, music, drama). Students are rewarded in many ways: Vivos, praise cards, vouchers, certificates and trophies.

Our annual achievement evenings are prestigious occasions where students, staff and parents come together to celebrate the achievements of our students.

More Able and Talented Students

We are proud of the many More Able and Talented (MAT) students at Woodbridge. These are identified in Year 7 using a number of criteria: academic attainment and aptitude, outstanding ability and performance (e.g. sport, music, drama) and teacher input. Once identified, students are encouraged to stretch and further their gift or talent through a variety of activities and opportunities.

Challenge is provided in every lesson. Teachers ask more of students and support them less; ask them to lead groups and present first, to the standards required by the next key stage of learning. This is the established 'More Less First Finest' method at Woodbridge. In addition, they are asked to use higher order thinking skills: to provide evidence for their ideas, make links and tackle open ended tasks.

Every year, we run a programme of additional lessons, where students are proactive in tailor-made projects. They develop the skills and build a peer group with these aspirations in common.

The MAT teacher team gather each half term to look at student progress for one year group. If a child is falling behind, we will work with small groups and class teachers to ensure that we see them catch up and make sure they don't miss out on opportunities.

As students progress, and begin to develop a 'heart' subject, teachers act as mentors and specialists to support those with the interest and aptitude to aspire to places at Russell Group Universities and other Centres of Excellence.

Woodbridge has a growing number of alumni who have gone on to impressive academic and professional futures. Events, trips and visiting speakers are arranged once in each year of our MAT Programme.

In the Debating Society, students have the opportunity to work with others from all year groups and take the stage at school and in local and national events and competitions.

You will find a list of Frequently Asked Questions in the Teaching and Learning section of the school website.

Learning Vision

Woodbridge is place where staff and students are passionate about learning. The Learning Vision highlights five strands that encourage learning to take place.

Our Vision	Evident in every class
Cultivating a positive environment	A positive environment Welcoming teachers Subject specialist of the week Praise for good work, both verbal and in books. High quality ambient learning environment Respectful relationships
Learning belonging to learners	Positive reinforcement is modelled and encouraged Students demonstrating to the class A variety of effective teaching styles are used Guided discovery stimulates imagination and creativity All can access the work There are no ceilings to learning
Everyone enjoying being challenged	Students take on a range of appropriate roles Targeted higher order questioning Creativity and practical tasks Visual and kinaesthetic learning Different tasks sets for G&T/SEN students A “no fail” approach
Building learning	Thinking time in the plenary about learning and progress in the lesson Taking Risks Explicit objectives every lesson Activities help meet objectives Literacy skills, including independent planning ICT supporting learning
Improving teaching	Teacher/ student discussion in plenary used to inform planning Departments plan as a team Coursework and deadline dates are clear There is a folder to record continuing professional development Department members are encouraged to observe colleagues Learning from courses is disseminated to colleagues

Learning Support Provision

Woodbridge has a comprehensive Special Educational Needs (SEN) department. Information is passed on from primary schools and supported by internal assessments. The school's Special Educational Needs Co-ordinators (SENCO) are Mrs Johnstone and Mrs Boaten-Rolfe. The school works with parents to determine the appropriate support that a particular pupil with SEN may require. The school can also seek specialist advice from outside agencies (for example our Educational Psychologist).

The school recognises its responsibility in identifying, assessing and providing for children's individual needs and works towards providing opportunities for every child to achieve his/her potential. This embraces the provision of extension work for the more able child, support for the child experiencing learning difficulties and maintaining support and devising strategies for supporting the child experiencing emotional and/or behavioural difficulties.

We aim to identify needs as early as possible. Close and regular consultation takes place between parents, form tutors, subject teachers and year co-ordinators. Learning support teachers and other agencies may be consulted for additional advice or provision when necessary. Teaching and resources are then differentiated to fit the child's needs, to enable access to the whole curriculum and to promote confidence in the child.

The school has weekly inclusion briefings where all teachers of a particular pupil with SEN are brought together to share best practice and specific strategies that have proved successful with your child. This ensures a more bespoke and effective provision, helping every pupil achieve their potential.

Child Protection

We believe that the welfare of your child is paramount. We would like to work closely with you to ensure your child is protected at all times. Like all schools in Redbridge we are obliged to follow set procedures when we are concerned about a child's welfare.

Whenever possible we would want to discuss our concern with you first. However, there may be times when our concerns are such that we will be obliged to follow the procedures laid down by the Borough's Local Safeguarding Children Board. In the unlikely event of this happening, you might be contacted by a social worker, or someone from another agency whose job it is to investigate such concerns.

Ethnic Minority Achievement

The school monitors and supports the achievement of children with English as an Additional Language. Many of these students are among our highest achievers. All staff are aware of those who are new to English or who are underachieving because their English fluency is still developing. Mrs Bridget De Mello is Co-ordinator of our Ethnic Minority Achievement Department, which helps to assess their needs, advises their class teachers and offers direct support to students.

Extra-Curricular Activities

The school is recognised for the breadth of activities which are available for students at lunch-time and after school. The ECM team (formerly Every Child Matters) are instrumental in organising many of these events, often produced jointly with students. Woodbridge's Got Talent, Junior Sports Leader programmes and the Duke of Edinburgh award scheme are examples of the team's interventions. The Enterprise Council, the peer mentoring team and the Hubble gifted and talented students meet regularly and promote a variety of events across the school.

In addition a wide range of sport, music, drama, art, dance, science, language and geography activities/clubs are available. The library is open for students both before and after school and can be used for the completion of home learning.

There are several trips each year covering a broad range of activities: outdoor pursuits in Glasbury, the Redbridge activity centre in Wales, skiing in Italy, Duke of Edinburgh challenges, History visits to the battlefields, language trips to France, Russia and Germany. Year 7 students have a day of outdoor and adventurous activities during the Autumn Term.

Music Activities

Orchestra: Our orchestra caters for all levels of musicianship and all are welcome. You can join even if you are a complete beginner on your instrument. Rehearsals take place at lunchtime. The orchestra is a key part of the music concerts that occur throughout the year.

Choir: The choir is very successful and is well-known throughout Redbridge. We are proud that a third of the choir are boys. We sing songs ranging from Stevie Wonder to the Beatles to modern day classics. There are over 60 members of the choir. Newcomers are most welcome. We are planning a choir tour this year with after school rehearsals.

Ukulele and Guitar Club: Students can come along to play or learn the ukulele or guitar. We play a wide range of music. This is a very informal and friendly club.

Jazz Ensemble: This is for all students who play brass, woodwind, drums, guitar or bass. We play everything from swing music to pop songs.

Chamber Choir: This smaller choir is run by 6th form students. Rehearsals are after school and involved more complex music and singing in different parts.

Keyboard Club: Come along and learn to play the keyboard! Suggestions for music to learn are always welcome.

Music Tuition: Students can receive individual tuition for a range of instruments. There is a fee for this service. Further details are given in the Music Tuition Application Letter at the end of this pack.

Sport Activities

The students benefit from a wide range of sporting activities throughout the school day. There are clubs before and after school, and during lunchtimes as well. The emphasis is on enjoyment of sport but there are many opportunities to compete against other schools.

The House System runs several sports competitions each year in which students can represent their house against other houses. We encourage all students to adopt a healthy lifestyle through the undertaking of sporting activities. Please contact the PE department for further details.

Sports facilities at Woodbridge were enhanced with the construction of a new floodlit artificial grass pitch. All students have access to the pitch through their lessons and there are opportunities to use the pitch at lunchtimes. School teams use the pitch after school. The local community also has access to the pitch during the evening and at weekends.

Storage Facilities

The school does not provide lockers for students. This is due to the restricted spaces in classrooms and corridors. Many classrooms contain ICT facilities which take up the usable space. It is appreciated that students often bring in heavy and bulky equipment. In light of this fact, many teachers make arrangements whereby students can leave belongings in the classroom or store area. Students participating in after school sports are able to leave their kit in the Sports Hall during the day.

Valuables and Personal Safety

Students should note the following:

- Do not bring valuable items into school with you. The school cannot be held responsible if they get lost or stolen
- Mobile phones, electronic devices (MP3 players, games machines, etc) should not be brought into school
- Please take any lost property you find to the office
- Do not speak to strangers on the way to or from school
- Do not accept lifts from people you do not know
- When using the Internet, never give away information about yourself, or arrange to meet with someone you have met in a chat room
- Report any malicious or distressing web content to a member of staff
- Make sure your parent/ carer knows where you will be after school if you are involved in activities that will make you late home

Lost Property

The school is not responsible for items of property brought into the school which get damaged or lost, although every effort will be made to find lost property. Please ensure everything is named. Expensive equipment should not be brought into school. Parents should insure any items, such as musical instruments, before sending them into school as they are not insured by the school. A lost property bin is

kept in the Wynndale Office and items in this area are available for retrieval at all times. Students are reminded to check lost property on a monthly basis. Lost property is sorted, and disposed of, every term.

School Meals

Catering services at Woodbridge are provided by Harrison Catering Services Ltd. The school has two canteens where students can purchase food and drink. All food is eaten inside. Students bringing packed lunches can also eat in these areas. The school is committed to promoting healthy eating and works with the catering company to ensure that a range of healthy options are available. All students will receive an information pack in September with promotional offers and up-to-date prices. 'Theme days' are included within the annual meal-cycle to enable students to purchase foods traditionally associated with annual festivals and cultures

The school uses a cashless catering system. Students entitled to free school meals will have their account automatically credited with money. All other students will have to credit their account using one of three methods: ParentPay (online payment), cheque payable to Harrisons or PayPoint in local shops. The school's research shows that our meals are extremely competitively priced and offer excellent value to our students.

Students can buy a "meal deal" consisting of a main course and dessert. Main courses include a choice of hot meals, vegetarian meal, paninis, salads, sandwiches and baguettes. Canteen services are open at breaktime and at lunchtime. Students are expected to behave in a socially responsible way in the canteen, sitting down to eat, talking quietly and clearing their own tables.

Parent Teacher Association/Parental Donation Scheme

Woodbridge High School is fortunate to have a hard-working and supportive PTA which raise funds for those 'extras' that enhance the students' experience at school, and would not otherwise be available from the school budget. Recent projects to benefit include the chess club, equipment for music concerts, school radio, school sports week and gardening equipment for the allotment.

Parents are encouraged to support the PTA through the Parental Donation Scheme. This enables parents to regularly donate money through standing order, online via ParentPay, or one-off payments by cheque. The PTA is then able to use these funds to pay for school improvement projects. Funds have recently been raised to purchase outdoor seating for the students.

Parents can also support by attending the various PTA events throughout the year, including Quiz Nights and the Summer Fayre. Please contact the chair of the PTA, Clare Dibble, on 07947 150928 for further information about the PTA and the Parental Donation Scheme.

School Travel Plan

The school has a detailed travel plan which records how students travel to school and looks at ways in which we can encourage sustainable travel. For more information, please refer to the school website and click on 'school information', then 'school travel plan'. We would encourage all students to either walk, cycle or use public transport where possible and where appropriate. We would also ask parents not to park close to the school to avoid congestion and to increase levels of safety for the students. If a student must travel by car, we would suggest parking a few streets away and then walking the remaining distance to school. It is important that students take responsibility for their safe travel when walking, particularly when crossing roads. Students should be considerate towards members of the public on the pathways and also

on public transport. Senior staff are on duty outside of school every day; students should contact a member of staff if they have any issues with their journey home.

Uniform

Uniform must be worn in school and at official functions organised by the school. Woodbridge takes pride in the smartness of its students and the uniform code is strictly enforced.

All items of uniform should be named. The School cannot accept any liability for loss or damage to clothing or equipment incurred on the school premises.

All uniform can be purchased from department stores or school outfitter shops. The tie and blazer badge can be bought from the school office.

Boys

Blazer:	Black with school badge
Trousers:	Black-tailored
Shirt:	Plain white (short sleeved shirts may be worn in the summer)
Pullover:	'V' neck – plain black, long sleeved or sleeveless (Sweatshirts are not allowed).
Shoes:	Black (boots or trainers are not allowed)
Tie:	School Tie
Coat:	Plain black or navy

Girls

Blazer:	Black with school badge.
Skirt:	Black – knee length- A line or kilt
Trousers:	Black – tailored
Shirt:	Plain white (short sleeved shirts may be worn in the summer)
Pullover:	'V' Neck – plain black, long-sleeves or sleeveless (Sweatshirts are not allowed)
Shoes:	Black (boots, high heels or trainers are not allowed)
Socks:	White or black (below knee length)
Tights:	Flesh tone or black (no pattern)
Coat:	Plain black or navy

Further to these uniform requirements, please note the following:

- Shirts/blouses are tucked into trousers and skirts.
- Ties are of an appropriate length (5 stripes).
- Ear-rings: one small stud per ear – no other body piercings.
- Jewellery: no rings, bracelets, necklaces, etc should be worn.
- Trainers are not worn in school except for PE lessons or games at breaktime. Students arriving without shoes will be required to wear black plimsolls issued by the school.
- Hooded tops and baseball caps are not allowed.
- Haircuts: hair is not worn extremely short (no 1 cut) and does not include patterns, is not unduly attention seeking and does not include excessive hair accessories.
- Make-up should not be worn at all in Years 7-9 and only small/subtle amounts in Years 10-11. Students will be expected to remove excessive make-up.
- Faces should not be completely covered.

- Headscarves should be plain black with no adornments.
- Boots are not allowed.

PE Kit

Each student at Woodbridge High School is expected to be appropriately dressed for PE lessons. Below is a list of PE uniform items:

- White polo shirt with school logo
- Black tracksuit top with school logo
- Black tracksuit bottoms with school logo
- Black shorts
- Trainers
- White socks

Uniform Suppliers

Woodbridge school uniform, including PE kit, ties and badges can be purchased from the following shops and suppliers. You can also purchase clothing from a range of stores, including department stores and supermarkets, and then purchase the tie and badge from school. There will be an opportunity to purchase uniform on the induction evening.

Department stores

John Lewis: www.johnlewis.com

Enter 'uniform by school' in the search box and search for Woodbridge under London schools. Items can be delivered to home or collected from Waitrose South Woodford. John Lewis Westfield holds a supply of Woodbridge uniform for customers to browse and try on.

Marks and Spencer: www.mandsyourschooluniform.com

Click on London schools and select Woodbridge High School. Items can be delivered to home or collected from Marks and Spencer South Woodford.

Local Outfitters

Lucilla: 177-181 Cranbrook Road, Ilford, Essex, IG1 4TA Tel: 020 8616 4831

Carolina's: 708 Chigwell Road, Woodford Green, Essex, IG8 8AL Tel: 020 8504 6420

Unistat: 153, High street, Barkingside, IG6 2AJ Tel: 020 8550 2119

Fashion Stop: 138, High Street, East Ham, London, E6 2HT
fashionstop@hotmail.com Tel: 020 8552 3200

Speedstitch: www.speedstitch.co.uk Tel: 020 8531 4800

Home School Agreement

At Woodbridge High School, we want each student to achieve to the best of their ability. We strive to work with students and parents, in a partnership based on mutual respect. Together we aim to prepare children for their responsibilities as members of the community and to give them the flexibility and skills to meet the demands of a rapidly changing society where they can establish social and personal relationships based on respect, tolerance and co-operation.

School

The school will:

- provide the best possible education for all students
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility in its students
- listen to students
- deal with issues promptly to resolve any difficulties
- help parents understand the issues facing young people
- be sensitive to the needs of students
- keep parents informed about general school matters and their child's progress.
- encourage students to participate in extra curricular activities

Signature: _____
(on behalf of the school)

Student

- I will follow the school's Code of Conduct below:

trying our best at all times
coming prepared for lessons
listening to our teachers and carrying out their instructions
listening to each other and valuing each others opinions
respecting social, cultural and religious difference
respecting the rights of each individual and the school as a community
wearing full uniform

POSITIVE BEHAVIOUR FOR LEARNING

having positive interactions with others
using resources sensibly
using appropriate language
accepting new challenges
developing independent working

Signature of Student: _____

Parent

I/We will:

- ensure that my child attends school regularly and on time
- support all school policies and guidelines on behaviour and uniform
- support my child with their homework
- attend parents' evening and discussions about my child's progress
- get to know and understand about the life of the school
- make the school aware of any concerns/problems that might affect my child's progress

Signature of Parent: _____

Mathematics Order Form

Dear Parent/Carer

The Mathematics Department at Woodbridge High School aims to achieve high standards and it is important that your child is fully equipped for all lessons.

As well as a pen, pencil and a ruler, they will need Maths-specific equipment (a protractor, a pair of compasses and a suitable calculator). The Maths Department stocks the SHARP EL-W531 scientific calculator, suitable for all levels, up to and including A Level.

If you wish to order a calculator from school, please fill in the form below and return it with cash/cheque in an envelope marked FINANCE OFFICE.

Yours sincerely

Ms Zara Loi
Teaching and Learning Coordinator

To: Mr Hinds, Mathematics Department, Woodbridge High School

Name(s) of Student(s): _____ TG: _____
_____ TG: _____

Please supply _____ calculator(s) at the price of £5.00 each for the student(s) named above.

I enclose £ _____ (cheques made payable to Woodbridge High School).

Please write your child's name on the reverse of cheques.

Signed: _____ (Parent/Carer)

Music Tuition

Dear Parent/Carer,

I am writing to enquire if your child would like to start/continue with music lessons at Woodbridge High School. The lessons are held at school in conjunction with Redbridge Music Service. The instrumental choices include piano, strings, guitar, woodwind, brass, percussion and singing lessons. If there is a different instrument that your child is interested in playing there may well be the opportunity to organise this so please let us know. Places are limited and priority will be given to those pupils who are already learning an instrument at their primary school.

The cost per academic term for an individual lesson of 15 minutes is **£125.00** and for a group lesson of 20 minutes is **£85.00**. Woodbridge High School is committed to ensuring equal opportunity and access for all its pupils. Any pupil in receipt of free school meals will automatically receive a 50% discount on the cost of the lessons.

Group lessons are arranged for up to four pupils in each group although in practice there may be only 2 or 3 in each group. This is at the discretion of the school in agreement with the visiting teacher and takes into consideration the level of experience of the pupils. All piano and drum lessons have to be paid at the rate of an individual lesson.

A minimum of 10 lessons each term will be provided; any further lessons which can be fitted in will not be charged for. If it is not possible to provide a minimum of 30 lessons during a school year, then a refund will be given. If you are interested in organising lessons for your child, please can you complete the form below and return it, together with the required payment, by **Friday 11th July 2014**. Cheques should be made payable to 'Woodbridge High School' and returned to the Finance office.

Once lessons have been started, no refunds are possible as the lessons will have been booked and payment made to Redbridge Music Service.

Please do not hesitate to contact the Finance Office if you have any queries.

Yours sincerely,

Jill Arthur
Finance Office

Music Tuition Reply Slip

Student Name: _____

Preferred Instrument: _____ Reserve Instrument: _____

Is your child already attending lessons? Yes/no Lesson required: single/group (delete as required)

Payment amount included: _____

I am aware that no refunds will be given once the music lessons have started

Parental signature: _____

Date: _____

Contact telephone number _____

