



# WOODBRIIDGE HIGH SCHOOL

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Information for  
New Students  
2016-17





## 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".

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

**Lead Practitioner** Ms V Geary

**Year Co-ordinators**

Year 7	Ms L Howe
Year 8	Mr M O'Driscoll
Year 9	Mr G Samuels
Year 10	Ms S Payne/Mr O'Brien
Year 11	Mr D Laws
Year 12/13	Ms C Iyengar

**Heads of Department**

Art	Ms Ward-Mills
Business Studies	Ms James
Drama	Ms Cranwell
English	Mrs Amihere
French	Ms Hancock
Geography	Mr Steacy-Buck
German	Ms Turner
Health & Social Care	Ms Griffiths
History	Ms Larkin
ICT & Computing	Ms Surujpaul
Languages	Ms Crofts
Learning Support	Mrs Johnstone & Mrs Boaten-Rolfe
Mathematics	Mr Cook
Media	Miss Gold
Music	Ms Exposito
PE	Mr Jones
Psychology	Ms Param
RE	Ms Choudhry
Russian	Ms Clarke
Science	Ms Tew
Sociology	Mr Shaw
Technology	Ms Rivers

## 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)

YEAR 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

The school regards 97% as the minimum acceptable attendance figure for students to maintain. Students who fall below this are at serious risk of harming their progress and attainment. Over time this will result in reduced levels of success in their examination results. If a student's attendance is poor their GCSE grades will be poor.

Students who fall below the set attendance target will be monitored and where appropriate Redbridge Educational Welfare Service will be advised. The Education Welfare Service will engage in home visits and the issuing of fixed penalty fines and or court proceedings if attendance or punctuality issues are unresolved.

- Students should be on the school site by 8.35am. A bell will sound at this time telling the students to move to their form rooms.
- Students should be at their forms rooms by 8.40am. Another bell will sound to indicate this.
- Registers will be taken by 8.45am. After this time students will be marked late.
- Persistent lateness will result in fixed penalty fines being issues
- Please contact the school on the first day of absence by telephoning 0208504 9618 and selecting option 2
- The school will not grant authorisation for students to be taken on holiday during term time
- The school will require a doctors medical certificate for any student absence for over 3 days
- The school will remove students who are absent for 10 days or more in any one period from the school role unless there are exceptional circumstances. This means the student will no longer have a place at Woodbridge High School

## 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 some community languages 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 2016. 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
<b>English</b>						<b>Mathematics</b>						<b>Science</b>						<b>French or Spanish</b>			<b>German or Russian</b>			
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
<b>Design &amp; Technology</b>		<b>History</b>		<b>Geography</b>			<b>RE</b>		<b>Art</b>		<b>Music</b>		<b>Drama</b>		<b>PE</b>			<b>ICT &amp; Comp.</b>		<b>Li</b>	<b>FP</b>			

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 Creative iMedia and BTEC Performing Arts.

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](http://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 or other feedback given to them on a regular basis. Students should expect to receive indications of the progress and effort which they have made in their work.

Parents receive progress reports three times per year. These contain details of progress made towards that expected to be reached based on the student's prior attainment, as well as information on behaviour and study habits. Current achievement grades will also be communicated to parents several times per year, depending on the year group. A full explanation of the assessment system is on the school website.

## 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.



## Higher Achieving Students

We are proud of the many higher achieving 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. Teaching staff 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.

## 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.

## 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*

## Tutors

The children are placed in a tutor group of approximately thirty children and this group stays together until the end of Year 11. These groups are looked after by teachers who act as the students' tutors, meeting with their groups once a day. The tutors are responsible for the academic and personal progress and welfare for the students entrusted to their care. Over time they come to know your child very well, perhaps better than anyone else at the school. As such, the tutor is your first point of contact for most queries such as attendance, progress or uniform.

## Year Co-ordinators

All the tutor groups in one year are looked after by a Year Coordinator who coordinates the work of the tutors. As well as being responsible for the academic and personal progress of the year as a whole, they deal with the more serious issues that sometimes arise. If a student is seriously underperforming or experiencing a major problem, the Tutor will ask the Year Co-ordinator to become involved. The Year Co-ordinators are assisted in their work by a student support officer

## Books and Equipment

All students are issued with a number of books that they are allowed to take home. These become their responsibility and must be brought into school when required. We strongly advise that all exercise books be covered to preserve their condition. Packs of plastic covers are widely available in local stores. Although specialist equipment is provided, students need to have their own basic equipment for learning: black pen, green pen (for self-assessment work), pencil, eraser and ruler. They will also need a scientific calculator, a protractor and a pair of compasses for particular subjects. Carrying a small dictionary is also strongly advisable. A sturdy bag is necessary to keep a student's belongings together and protect them from damage.

## Grouping

When children arrive at Woodbridge they are placed in mixed tutor groups denoted by house colour. The house names relate to famous people who are associated with Woodford:

Morris	Blue	- Tutor Groups B and E
Attlee	Green	- Tutor Groups G and N
Churchill	Red	- Tutor Groups R and D
Hilton	Yellow	- Tutor Groups Y and W
Pankhurst	Purple	- Tutor Groups P and L

Students will be taught as both mixed ability or in sets depending on the particular subject. As the students move up the school, they are increasingly set accordingly to ability. The sets are reviewed at regular assessment points during the year and students are moved as appropriate.

## 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.

<b>Our Vision</b>	<b>Evident in every class</b>
<b>Cultivating a positive environment</b>	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
<b>Learning belonging to learners</b>	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
<b>Everyone enjoying being challenged</b>	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
<b>Building learning</b>	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
<b>Improving teaching</b>	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

## 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.

## **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.

## **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. The Ethnic Minority Achievement Department helps to assess their needs, advises 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 Eco Council, the peer mentoring team and the Higher Achieving Pupils (HAPs) 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: skiing in Italy or France, Duke of Edinburgh challenges, History visits to the battlefields, language trips to France, Russia and Germany, Choir tour to Paris. 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 after school. 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 always welcome. We also run a tour abroad for members of the choir every two years.

**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.

**Wind Band:** Wind Band is particularly for those who are new to learning a Woodwind or Brass instrument, although all are welcome. We play a wide range of easier Wind music, and are an important part of all concerts throughout the year at Woodbridge. Rehearsals are after school.

**Chamber Choir:** This smaller choir which sings more complex music and singing in different parts. The rehearsals are after school.

**Theory Club:** This is aimed towards GCSE music students, however anyone is welcome to come along and receive help in learning to read music and general music theory. Bring your own theory book.

**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 are many and varied, including a floodlit artificial grass pitch, sports hall, fitness centre with fitness gym and dance studio, gymnasium and two sports courts.

## 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.

## Mobile Phones and Valuable Items

The school recognises that some parents may wish their son / daughter to carry a mobile phone for personal safety reasons. This is permitted, but mobile phones and headphones must not be seen or heard in school. If a student is seen using a mobile phone or headphones in school, they will be confiscated and returned at the end of the day. Repeated use of mobile phones will result in a more serious sanction.

Our advice to students, parents and carers is that it is best not to bring mobile phones and other valuable items into school. The school cannot take responsibility for the loss or theft of such items. It is also the case that young people using mobile phones in the street can be a target for thieves.

In the event of an emergency while a student is in school, parents can make contact via the school office on 020 8504 9618.

## Personal Safety

- 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 – follow the e-safety rules
- 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's newly built canteen has enabled us to enhance the range of food and drink products on offer to our students. The school is committed to promoting healthy eating and works with the catering company to ensure that a range of healthy options are available. The school regularly updates its website with promotional offers and up-to-date price lists. 'Theme days' are included within the annual meal-cycle to enable students to purchase foods traditionally associated with annual festivals and cultures.

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

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.

## 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.

## 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. Students should behave thoughtfully and respectfully when travelling by bus or tube. 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 to or from school.

## 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 log
- Trainers
- Black tracksuit top with school logo
- Black tracksuit bottoms with school logo
- White socks
- Black shorts

## 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

**Marks and Spencer:** [www.mandsyourschooluniform.com](http://www.mandsyourschooluniform.com)

Click on London schools and select Woodbridge High School.

**John Lewis:** [www.johnlewis.com](http://www.johnlewis.com)

Enter 'uniform by school' in the search box and search for Woodbridge under London schools.

### Local Outfitters

Lucilla:	177-181 Cranbrook Road, Ilford, Essex, IG1 4TA	Tel: 020 8616 4831
Carolina:	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	Tel: 020 8552 3200

## 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		Girls	
Blazer:	Black with school badge	Blazer:	Black with school badge
		Skirt:	Black – knee length- A line or kilt
Trousers:	Black-tailored	Trousers:	Black-tailored
Shirt:	Plain white (short sleeved shirts may be worn in the summer)	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).	Pullover:	‘V’ neck – plain black, long sleeved or sleeveless (Sweatshirts are not allowed).
Shoes:	Black (boots or trainers are not allowed)	Shoes:	Black (boots, high heels or trainers are not allowed)
Tie:	School Tie		
		Socks:	White or black (below knee length)
		Tights:	Flesh tone or black (no pattern)
Coat:	Plain black or navy	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.
- Hair: is not worn extremely short (no 1 cut) and does not include patterns or hair dye, 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.



## Home-School Partnership

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

You should expect the school to:

- 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

### Student

The school expects the students to follow the school's Code of Conduct below:

- try our best at all times
- come prepared for lessons
- listen to our teachers and carrying out their instructions
- listen to each other and valuing each other's opinions
- respect social, cultural and religious difference
- respect the rights of each individual and the school as a community
- wear correct uniform

### Parent/Carer

The school would wish parents to:

- 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

# 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 CASIO fx-83GT PLUS 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

Woodbridge Maths Dept

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To: Maths Department, Woodbridge High School

Name(s) of Student(s): \_\_\_\_\_ TG: \_\_\_\_\_  
\_\_\_\_\_ TG: \_\_\_\_\_

Please supply \_\_\_\_\_ calculator(s) at the price of £6.00 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

Instrumental and singing lessons are held at Woodbridge High School in conjunction with Redbridge Music Service. The instrumental choices include piano, strings, guitar, woodwind, brass and percussion. 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. **Please note that the lessons take place during the school day so your child may miss some of their academic lessons.**

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**. Families who are in receipt of free school meals may apply to the school for financial assistance to help subsidise the cost of this trip. Please email all requests to [assistance@woodbridge.redbridge.sch.uk](mailto:assistance@woodbridge.redbridge.sch.uk) The decision to award assistance and the amount awarded will be assessed on a case-by-case basis.

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.

A minimum of 30 lessons per year 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 complete the form below and return it, together with the required payment, by **Monday 11<sup>th</sup> July 2016**. 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*

Jill Arthur  
Finance Office

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### Music Tuition Reply Slip

Student Name: \_\_\_\_\_

Instrument: \_\_\_\_\_ Is your child already attending lessons? Yes/no

Lesson required: single/group (delete as required)

Payment amount included: \_\_\_\_\_

I am aware that my child may miss some of their academic lessons and that no refunds will be given once the music lessons have started

Parental signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact telephone number \_\_\_\_\_