



WOODBRIDGE HIGH SCHOOL

Pride In Achievement

Headteacher: Mr Steven Hogan

St Barnabas Road, Woodford Green, Essex, IG8 7DQ

Tel: 020 8504 9618

www.woodbridgehigh.co.uk

info@woodbridgehigh.co.uk

7th September 2018

Dear Parent/Carer,

I would like to wish all students and parents a very warm welcome back to the new academic year. I hope you had very restful holidays over the summer.

Woodbridge is an excellent school, and I am very proud to be taking over as Headteacher. We have made a very purposeful start to the year and there is a palpable sense of excitement around the school. I am writing now about some important matters and changes to our policies and procedures.

Exam Results

You may have seen in the local news that we saw our best ever GCSE results this summer, and an excellent set of A Level results alongside these. The vast majority of those students who were in year 11 have moved into year 12, and very many of our year 13 students from last year are looking forward to starting their university courses very soon. As a staff, we congratulate all students and their parents on their excellent results, and I would like to take this opportunity to thank all the parents and teachers who supported our students through the exam season.

The Woodbridge Way: Our Ethos

On Wednesday, I set out to all students the core values that I feel we hold as a school, and that they should exhibit in everything that they do. They can be summed up in four phrases:

- We are **kind** – we always do what we can to help others and look after those in need, we exchange greetings and we look out for each other.
- We are **tolerant** – we do not treat each other differently because of who we are, and we understand that diversity and variety make us stronger.
- We are **respectful** – we are polite towards others, respect others' opinions and always listen to what others have to say.
- We aim for **excellence** – we try our best at all times, always seeking to be the best that we can be – but we understand that excellence is different for different people.

Please reinforce these core values with your son / daughter at home. Through your support, we can ensure they are successful in exhibiting them in their daily life at school.

Expectations of Students

On Wednesday, I told all our students that I have higher expectations of their standard of behaviour than we have had in the past. We told them about our new Code of Conduct. This is based on the ethos I have set out above and consists of the expectation that we always do five things:

1. Make Sure Learning Comes First
2. Respect Ourselves and Others
3. Follow Instructions First Time, Every Time
4. Keep our School Safe for All
5. Aim for Excellence

All students have this new Code of Conduct in their planners and it is on the wall in every classroom, as well as on the school website.

If students contravene this Code of Conduct in a lesson, they will be warned. If the poor behaviour continues after this warning they will receive a behaviour point, and you will receive an email about this. If the poor behaviour continues after this, the student will be removed from their lesson. Behaviour points can also be issued for poor behaviour in a corridor or during social time, or for failure to wear the uniform correctly in lessons or around the school.

Students will be issued with a next-day level 1 detention (20 minutes) for receiving three or more behaviour points in one day, for being late to a lesson twice in one day, for being late to school, or for being removed from a lesson. Failure to attend this detention will result in a longer level 2 detention (40 minutes), a level 3 detention (1 hour), and ultimately a period of internal exclusion. Our full behaviour policy is set out on our website.

Banned Items

Mobile devices and headphones are banned items and should not be seen or heard in school. Sixth Formers may use their devices in the Sixth Form area only. All students have been told that banned items will be confiscated on first sight if they are seen or heard in lessons or around the school and will be available for collection from the school office at the end of the day. If your son or daughter brings a phone or headphones to school, they must ensure they are out of sight before they arrive. Our full mobile devices policy is set out on our website.

Rewards

We have also introduced a new positive reward system to replace the old Vivo system. Students will receive achievement points when they go above and beyond the Code of Conduct set out above. You and they will receive an email to inform them that an achievement point has been awarded. There will be voucher rewards for those students who reach certain thresholds, and I will invite those students with the highest number of achievement points each week to meet with me.

Punctuality

We have high standards of punctuality. Students should be in school every morning by 08:35 and registration starts promptly at 08:40. There is an important programme of activities and assemblies delivered during the morning form period. In order that all students are in their form rooms and ready to start the day on time, our main gates will be locked at 08:35 each morning. Students arriving at school after this time will sign in as late at Mallards Reception and will receive a detention. Please support us in ensuring that your son / daughter is at school on time.

Parent Charter

It is through our partnership with each other that we can ensure the best possible experience in school, and the best possible exam results for your child. We expect full support from parents in ensuring that the highest behaviour standards are maintained in school at all times, and in ensuring that the young people in our care have clear boundaries and receive consistent messages. I therefore enclose a 'Parent Charter' with this letter that sets out what we would expect from our parents. Please support the school in any sanction issued for your child. Only by us standing united will we set the clear boundaries required for young people to be successful.

Uniform

We have the highest standards of uniform in school. There are a number of particular uniform issues that have come up so far, and I would like to draw your attention to them now:

- Skirts must be knee-length, A-line school skirts and should not be 'pencil skirt' style.
- Shoes must be black leather school shoes. Trainers of any type are not allowed.
- Ties must have five stripes visible. All students will need a suitable school shirt to wear with a tie.
- Trousers must be tailored school trousers - they must not be leggings or 'skinny' styles.
- All students must wear their school blazer at all times when moving around the site.
- Students must have a school bag big enough to carry all their books.

Students' uniform is checked on their entry to school at the gates. If students are found to be wearing incorrect uniform, they will be provided with alternatives from our own stocks. This includes plimsolls for those students who do not have the correct footwear, and suitable skirts for those students whose school skirts are too short. I would be grateful for parental support in ensuring that our students are as smart as they can be.

Sixth Formers must follow the Sixth Form Dress Code as set out on the website, and they must also wear their yellow lanyard at all times. Failure to do so may result in students being sent home to change.

Staffing

I am delighted to announce that we start the year with a full staff of permanent qualified teachers. In a climate of national teacher shortages, particularly in science and maths, this has involved many re-advertisements this year and lengthy rounds of interviews. You will know that we had considerable difficulty with recruitment of suitable teachers last year. This year we did attract some very good fields of applicants, and invariably teachers who came to look at the school or came for interview were complimentary about our students and the facilities that we provide. I am certain that those new teachers joining us will be an asset to our team. I list them below for your information:

Mr Blunt	Head of Maths
Mr Williams	Head of Science
Mr Portnoi	Head of Business Studies
Ms Jackson-Sargent	Senior Inclusion Co-ordinator
Mr Ankrah	Leader of Learning in Science
Ms Jaeggi	Second in Business Studies
Mr Glinos	Teacher of Maths
Ms Neill	Teacher of Maths
Mr Sharma	Teacher of Maths
Ms Rahman	Teacher of Maths
Ms White	Teacher of Maths
Mr Sethurahman	Teacher of Science / Physics
Mr Benamaisia	Teacher of Science / Physics
Mr Chakladar	Teacher of Science / Chemistry
Ms Cominetti	Teacher of Art
Ms Deventhal	Teacher of Art
Mr Khan	Teacher of Computing
Mr Arday	Teacher of Computing
Ms Skrzypkowiak	Teacher of English
Mr Beckett	Teacher of History
Ms Wakeman	Teacher of German / French
Mr George	Teacher of French / Spanish
Mr Prince	Teacher of PE
Mr Shehu	Teacher of PE
Ms Clarke	Teacher of Psychology
Ms Butt	Teacher of Geography

And Finally

We have some important events coming very soon. Most important at this stage is that on Thursday 20th September we have our annual open evening for prospective students and their parents. Please encourage your son or daughter to be involved in this, as our students invariably create a good impression on visitors. We also have our Sixth Form Information Evening for all parents of Sixth Formers on Thursday 13th September.

Woodbridge is a school that means so very much to me. It is a place full of young people who are committed and focused, and staff who want the very best for them. We are at a very exciting stage in our journey, and I thank you for your continued support.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Hogan', with a long horizontal flourish extending to the right.

Steven Hogan
Headteacher