



WOODBIDGE HIGH SCHOOL



Information for New Students 2019-20



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 fully comprehensive school, we cater for all students' needs and ambitions, whatever their background. This is something of which we are very proud, and I believe being part of a school like ours is the very best way for young people to learn about the world around them and have every opportunity to achieve the very best that they can.

Students will often hear me talk about what makes us who we are at Woodbridge. We believe that all students should be kind, tolerant, respectful and aim for excellence in all that they do. This, for me, characterises the 'Woodbridge Way'. The education we provide will be in line with these values and 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.

We set high standards in every area of school life. Only through doing so will our students have the opportunity to achieve the level of excellence that we want for them. Your son and daughter will be taught by teachers with very high expectations about their excellent attitude and preparedness for work, and I hope that they tell you that we are strict. We set out our ground rules about how we expect students to behave in our Code of Conduct. We will sanction students in line with our Behaviour and Sanctions Policies should they fail live up to these expectations. We expect full support from parents in holding young people to account for their actions. I thank you in advance for supporting the school at all times in upholding our high standards.

Examination results are very strong, and our size means that our curriculum encompasses all of the subjects that your child might want to study at GCSE and A Level. There are also many activities beyond the classroom to involve your child further in the life of the school. The school is a caring, busy, disciplined and happy place. It is a pleasure to be in the company of our students each day.

Your child's education is of total importance to me. Everything that we do is geared towards providing the very best for the students that we serve. 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.

We are Woodbridge and we welcome you to our community. We wish you every success in the coming years.

Yours sincerely

Steven Hogan
Headteacher

Contents

	Page
Headteacher's Welcome	1
School Aims	3
Teaching Staff	4
The School Day	5
Attendance and Punctuality	5
Curriculum	6
Assessment	7
Home Learning	7
Home-School Communication	7
Higher Achieving Students	8
Rewards	8
Behaviour	8
Code of Conduct	9
Tutors	9
Year Co-ordinators	9
Books and Equipment	10
Grouping	10
Child Protection	10
Learning Support Provision	11
Ethnic Minority Achievement	11
Extra-Curricular Activities	11
Music Activities	11
Sport Activities	12
Storage Facilities	12
Mobile Phones and Valuable Items	12
Personal Safety	13
Lost Property	13
School Meals	13
Parent Teacher Association/Parental Donations	14
School Travel Plan	14
Uniform Suppliers	14
Uniform and Equipment Policy	15
Uniform, Clothing and Appearance	15
Home School Partnership	18
Maths Order Form	19
Music Tuition	20

School Aims

The Core Purpose of Woodbridge High School is to create an inclusive community of learners who are kind, tolerant, respectful and aim for excellence in all that they do. 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

Key Staff

Headteacher	Mr S Hogan
Deputy Headteachers	Mr T Bhullar Mr J Clifton Mr F Khan
Assistant Headteachers	Ms A Année Mr G Samuels Ms L Smith Mr J Steacy-Buck
Year Co-ordinators	Year 7 Ms C Moore Year 8 Mr M O'Driscoll Year 9 Mr S O'Brien Year 10 Ms L Cranwell Year 11 Mr D Laws Year 12/13 Ms C Iyengar
Behaviour Support Officers	Mr M Ahad Mrs G Bryan Mr I Qureshi Ms L Turner Mr J Syed
Heads of Department	Art Ms C Ward-Mills Business Studies Mr C Portnoi Drama Ms K Pinnell English Mrs M Amihere French Mrs R Bemath Geography Ms J Fleet German Ms S Turner Health & Social Care Ms E Griffiths History Ms W Whelan ICT & Computing Mr D Brock-Carey Languages Mr C Hennessy Inclusion / SENCO Ms N Jackson-Sargent / Mrs J Johnstone Mathematics Mr D Blunt Media Miss A Gold Music Mrs N Brock-Carey PE Mr D Waters Psychology Ms A Param RE Ms N Choudhry Russian Ms R Clark Science Mr M Williams Sociology Mr S Shaw Spanish Ms E Zmirou Technology Ms M 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 – 11.15 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 – 11.15 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 our 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 8.40am. 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 020 8504 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 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. High Achieving Pupils (HAP) have additional sessions after school.

The diagram below shows the curriculum for year 7 students from September 2019. 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	F P					

All students make two guided choices at the beginning of year 9: they can choose to continue with their two languages or replace one of them with another subject. Current choices available include Design & Technology, Business Studies, Physical Education, Drama, Art, Religious Education, Health & Social Care, Drama and Computer Science.

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 traditional A levels and applied (BTEC or Cambridge Technical) courses, as well as a 6th Form Foundation Course for those students who need longer to prepare for advanced level study.

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 & Feedback

Feedback is seen as an integral part of the learning process linking planning, teaching, learning and record keeping. Students can expect to receive feedback on a regular basis, and in a variety of formats. Assessments occur throughout the year, with the intention of testing current and prior knowledge and skills. Like feedback, assessments will take a range of formats from 'multiple choice' quizzes to formal essays.

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 or subject teacher. Each year group has one parents evening except Year 7, who have an additional parents evening in the first term where parents can meet their child's form tutor. Parents receive information on their child's progress three times a year. This includes information on their progress and effort.

There may be times when you wish to discuss some matter concerning your child or you may wish to pass on, or seek, information. There are three ways to do this: email, telephone or letter. You will find contact email addresses and phone numbers on the school website. We welcome the opportunity to discuss matters with parents in person but ask that an appointment is made 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. To recognise that aspiration and determination can also be one's path to success, students may also apply to be part of our Higher Aspiring Students programme, which is an extra-curricular programme that takes place once a week after school.

Teaching staff act as mentors and specialists to support those with the interest and aptitude to aspire to places at top Universities, Higher Apprenticeships and other Centres of Excellence. Woodbridge has a growing number of alumni who have gone on to impressive academic and professional futures.

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.

Rewards

Woodbridge students are expected to take pride in their learning and in their 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).

The school operates a rewards system in which students are awarded Achievement Points for going 'over and above' expectations. Students are then presented with bronze, silver and gold awards when they reach a certain number of Achievement Points. The school has a variety of rewards that are issued to students: praise cards, vouchers, certificates and trophies.

Behaviour

The school ethos is based on an expectation that students are kind, tolerant and respectful to others, and that they strive for excellence in all they do.

Each student will be given a copy of the Code of Conduct. Students are expected to behave in accordance with the following expectations:

- Learning comes first
- Respect ourselves and others
- Follow instructions first time
- Keep our school safe
- Aim for excellence

Students who do not follow the school rules will be given a warning to conform. If there is no improvement then a sanction is issued. This will be at least one behaviour point. Students who are given several behaviour points will be given a detention the following day. More severe incidents will result in appropriately serious sanctions.

Parents play a key role by reinforcing the school's rules and expectations at home and by supporting the school whenever sanctions are issued.

Code of Conduct

We Are Woodbridge and We Always:

1. Ensure Learning Comes First

We will be prepared for lessons by wearing our full uniform smartly and having all our equipment. We will be on time. We will ensure that our learning is never disrupted.

2. Respect Ourselves and Others

We will be kind, tolerant and respectful. We will use positive language with others and respect social, gender, cultural and religious differences. We will respect others' opinions.

3. Follow Instructions First Time, Every Time

We will listen to all members of staff and carry out their instructions immediately. We will respect the authority of all staff within the school.

4. Keep our School Safe for All

We will move around the school safely and quietly. We will keep hands, feet and objects to ourselves. We will ensure that banned items are not brought to school.

5. Aim for Excellence

We will try our best in all our lessons. We will accept new challenges and rise to them. We will be proud of what we have achieved and always look for ways to improve.

We are Woodbridge and we understand that our community expects these things of us, and that if we are not able to follow them, there will be an appropriate sanction.

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 of 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 many 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 pastoral 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 the Behaviour Support Team and Leadership Group.

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.

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.

Students, staff and parents should contact one of the Child Protection team if they have any 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 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 (Every Child Matters) team 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, Spain, 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.

Rock Band/Junior Rock Band: Our rock band is well known in the school for their energetic and enjoyable performances. The band is open to students year 10 and upwards and is for those who are confident players on their chosen instrument. The Junior band is open to those from year 7-9 and is for those looking to gain experience playing in a band setting and develop their instrumental skills. Rehearsals for both bands take place at lunchtimes.

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.

Barbershop: This small close harmony group is for confident boys singers. Barbershop and Girls' Chamber Choir sometimes combine to sing more difficult repertoires.

Girls' Chamber Choir: This is a smaller choir which sings more complex music 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 gym, 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 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.

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.

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.

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

Click on London schools and select Woodbridge High School.

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 and Equipment Policy

Uniform must be worn in school, to and from school and at official functions organised by the school. We believe that with **ALL** pupils in uniform, we can best reach these objectives of substantial achievement in an orderly atmosphere. Furthermore the appearance and general conduct of pupils makes an impression on the community and parents are asked to co-operate in ensuring that this impression is a favourable one.

In cases of financial need, parents may apply to the Borough for assistance towards the cost of school clothing.

CHILDREN COMING TO SCHOOL IN UNACCEPTABLE UNIFORM WILL BE SUPPLIED WITH THE CORRECT UNIFORM/PLIMSOLLS FROM WYNNDALE OFFICE. Since changing fashions may make it necessary to specify in detail what is acceptable, the school's decision is final. Inappropriate items will be confiscated.

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

Uniform, Clothing and Appearance

Black blazer with school badge	
School tie	<i>Five stripes must be visible. Both boys and girls.</i>
White plain school shirt	<i>Top button must be done up. No blouses or camisole tops</i>
Black tailored school trousers or black A-line knee length school skirt	<i>No denim, no skinny/stretch trousers, no patch pockets, no undergarments showing. Skirts must not be rolled. No PE skirts</i>
Black V-Neck long-sleeved plain pullover (optional)	<i>No sweatshirts, no cardigans, no logos apart from school badge</i>
Black leather shoes with black soles and black laces	<i>No trainers, no designer trainers, no high heels, no canvas / boat shoes, no white crepe shoes, no patent shoes, no boots, no coloured laces.</i>
White or black socks	<i>Must be below the knee, no patterns</i>
Flesh tone or plain black tights	<i>No patterns</i>
Outdoor coat	<i>Black or navy, plain. No writing or patterns</i>
School PE Kit: White PE polo shirt with school logo, Black shorts <u>or</u> black school tracksuit bottoms, Black school tracksuit top (optional), Trainers, Sports socks	<i>Trainers must be worn for PE only</i>
Appropriate Jewellery	<i>One small earring (1cm in diameter) or stud per ear. Must not protrude. No other body piercings, (including eyebrows, nose studs, tongues etc.) are allowed. No visible tattoos/ fake tattoos allowed. No rings, bracelets, necklaces, etc. should be worn. Watches may be worn but not during exams.</i>

Haircuts	<i>Hair should not be worn extremely short (number 1 cut) and should not include stripes/patterns. Hair should not be unduly attention seeking (colour etc.) and should not include excessive hair accessories.</i>
Hoodies and caps	<i>Never allowed in school at any time.</i>
Make-up	<i>Should not be worn at all in Years 7-9 and only small/ subtle amounts in Years 10-11. This includes minimal eye liner, foundation and mascara. No fake eye lashes. Pupils will be expected to remove excessive make-up.</i>
Contact Lenses	<i>Lenses must be clear only. Coloured lenses are not allowed.</i>
Nails	<i>No false nails. Only clear nail varnish permitted.</i>
Badges	<i>Only badges issued by the school should be worn on lapels.</i>
Headscarves	<i>Plain, black, unpatterned headscarves may be worn (no tassles, logos, fringes or brightly coloured clips). White headscarves may be worn in the summer term. The face must not be obscured in any way.</i>

Please reinforce the expectation that your child should:

- arrive/depart school in full uniform (including blazers, black shoes, etc.)
- wear full uniform at all times inside the school buildings (corridors, classrooms, etc.), including the wearing of blazers and black shoes.
- arrive/depart assemblies wearing blazers.

The school will advise of days (usually in the second part of the summer term) when blazers need not be worn at all times in school.

Equipment

The pupils should arrive at school sensibly equipped for the day. Please support the pupils and the school by noting:

- Electronic items, other than mobile telephones for emergency use, should not be brought into school. Mobile telephones, if brought into school, must be switched off and kept in students' bags. They may only be switched on and used with the express permission of a member of staff. Details of the acceptable use of mobile phones are set out in the school's **Acceptable Use of Mobile Telephones Policy**.
- Bags – should be big enough to contain an A4 size folder, all exercise books, journals and equipment, NO HANDBAGS.
- Pencil cases – these should include pens, pencils, ruler, rubber.
- Water – pupils may wish to bring their own or we supply a bottle that they can fill from the water fountains. Water is freely available in both canteens at lunchtime. In addition, bottled/package water is available for purchase. No fizzy drinks, including sports energy drinks, are allowed in school.

The school will not take action to investigate the theft or loss of electronic items that have been brought into school. In accordance with the **Acceptable Use of Mobile Telephones Policy**, the school accepts no responsibility for replacing lost, stolen or damaged mobile phones. Parents or carers who allow students to bring mobile phones to school must accept that staff cannot spend time investigating or searching for lost or stolen mobile phones.

CONFISCATION AND SANCTION

All pupils will be made aware of the arrangements during the school year, most particularly in the first term. Pupils who choose to disobey the uniform and equipment expectations will be sanctioned for deliberate defiance of school rules. This will be done in the context of the school's published sanctions procedures.

It is appropriate for school to confiscate items of inappropriate clothing or equipment that have been worn or brought to school in defiance of these expectations. All items of clothing will be kept by the teacher/member of staff confiscating. The pupil will be informed that an item is being confiscated and that the item is not permitted in the school. The pupil will be given a reasonable time when the item can be collected. Under normal circumstances this should be within 24 hours.

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, as well as a maths set including all the necessary equipment.

If you wish to order a calculator, or maths set from school, please fill in the form below and return it in September at the start of term with cash/cheque in an envelope marked FINANCE OFFICE.

Yours sincerely,

Woodbridge Maths Dept

Maths order form: please return this reply slip and payment to the school finance office in September

Name of Student: _____ TG: _____

Please supply _____ calculator(s) £7 each. Please supply _____ maths set(s) at £1 each.

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

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

Parental signature: _____

INSTRUMENTAL TUITION

Dear Parent/Carer,

June 2019

I understand your child will be joining Woodbridge High School in September as a New Year 7 pupil. I would like to take this opportunity to advise you that we offer additional music lessons, in partnership with Redbridge Music Service. It may be that your child already receives lesson at primary and you would like to continue in secondary school. The lessons are held at school in conjunction with Redbridge Music Service. The instrumental choices include piano, violin, viola, cello, double bass, guitar, flute, saxophone, oboe, clarinet, brass instruments (trumpet, cornet, horns) drum kit, recorder 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.

The cost per academic term for an individual lesson of 15 minutes is **£130.00** and for a group lesson of 20 minutes is **£90.00**. Pupils in receipt of Free School Meals will receive a 50% discount. Group lessons are arranged for up to four pupils in each group although in practice there may often 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. Where a pupil has paid for a group lesson and there are no other pupils to form a suitable group, then a 10 minute individual lesson will be provided.

If your child does not currently have an instrument, the teacher can arrange for the purchase of an instrument through the Redbridge Music Service once lessons have started. In the interim, the school Music Department should be able to lend your child an instrument for the first few lessons.

A minimum of 30 lessons per year will be timetabled and any further lessons 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 automatically given. **Please note that the lessons take place during the school day so your child will miss some of their academic lessons.**

If you are interested in organising lessons for your child, please can you complete the attached form and return it, together with the required payment by MONDAY 8TH JULY. Cheques should be made payable to 'Woodbridge High School' and returned to the Finance office. **Please also return the attached slip with payment even if you have completed the Redbridge Music Service continuation of lessons form. Please note, cheques will not be banked until September, when your child will appear on our school roll.**

Timetables will be emailed to parents/carers at the beginning of term in September. All music lessons take place in the Music Department, in the Roding Building and pupils are expected to attend their lessons promptly. Due to the size of the school it is not possible to give lesson reminders. Once timetables have been issued no refunds are possible as the teachers' will have been booked and all monies transferred to the Redbridge Music Service.

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

Yours faithfully

Mrs K Jandu
Finance Assistant

Music Tuition Application – New Year 7

NAME OF PUPIL:.....

INSTRUMENT:..... IS YOUR CHILD ALREADY ATTENDING LESSONS? YES/NO

IF YES, WHAT GRADE IS YOUR CHILD IF ANY?.....

LESSON REQUIRED: SINGLE/GROUP (Delete as required)

PAYMENT ENCLOSED: £130 SINGLE / £90 GROUP (Delete as required)

Families who are in receipt of free school meals will receive a 50% discount to help subsidise the cost of the lessons.

I understand and agree that:

My child is responsible for remembering their lessons and attending all lessons promptly

My child will miss part of an academic lesson to attend their music lesson

Refunds cannot be given once timetables have been issued

My cheque payment will be banked in September

PARENTAL SIGNATURE:.....

DATE:.....

AMOUNT INCLUDED:.....

Email Address.....

Contact telephone number.....