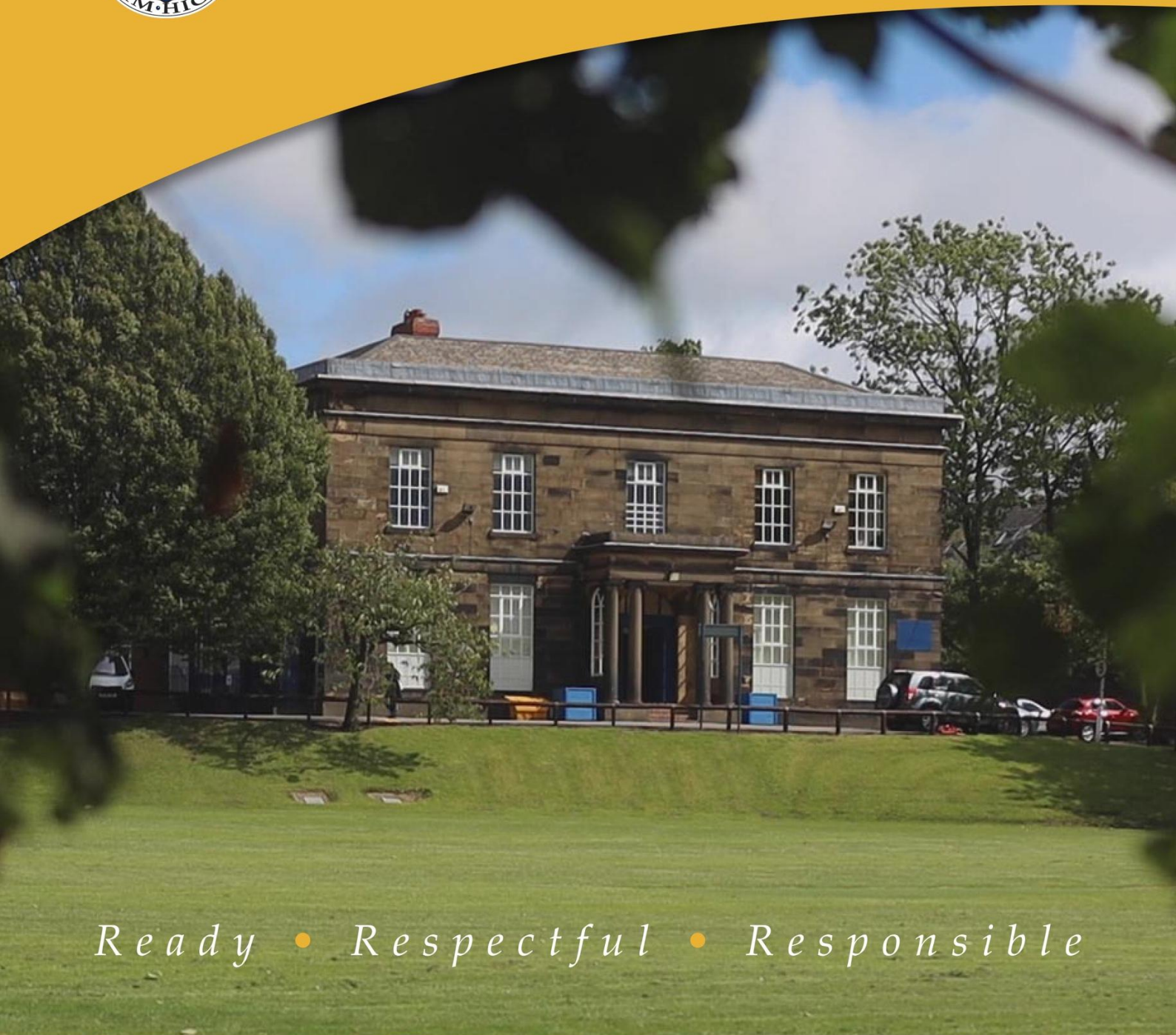




# West Hill School

*Aiming High Since 1927*



*Ready • Respectful • Responsible*





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## Headteacher's Welcome

Welcome to our West Hill community where, together, we mould your son's future. West Hill School first opened its doors to educate students in 1927. Throughout our long history, we have established a set of values that are secure and have been shared through West Hill generations past, present and still to come. Our reputation in the community is one that we value and strive to enhance, one that yourselves and your son are choosing, one that is rooted in responsibility, respect and readiness, our three core values.

As a school, our staff are passionate about their subject and their role, the learning from the carefully planned lessons but also the life-lessons that are taught throughout school. The teaching of character, resilience, and the desire to better ourselves is paramount. We believe in delivering a holistic education whereby opportunity is presented to every learner, inclusively crafted for opportunities for all. We need your support in actively encouraging your son to opt into these opportunities, engaging in their taught lessons but also engaging in the co-curricular and leadership options that enable our learners the chance to grow into ambitious and empowered young people. No child's start point is their end point, and we aim to create equity through their education with us, knowing no limit to their potential with our support and guidance.

With your support, we aim to create young people who pursue their personal best and always see opportunities to learn and grow, bettering themselves and the world around them.

Your support in helping us achieve this is paramount. We strive to deliver our personal best and value the partnership and support from you. We will canvass your views three times per year, which is a great opportunity to actively help us sharpen our provision and ensure we deliver the best. Please support us in communicating with us about the needs of your son, we are a team with your son's best interest and future at the centre.

I look forward to this partnership with you and all it affords your son.

Ms C. Cronin





## Responsible: Expectations

At West Hill School we follow the 3Rs. We expect all students to be **ready, respectful** and **responsible**:

**Ready:** students are ready to learn

**Respectful:** students are respectful of all members of the West Hill School community

**Responsible:** students take responsibility for their actions

We have expectations and standards for every classroom, corridor, work area and outdoor space at West Hill School. They are for the benefit of everyone and are non-negotiable.

### Presentation

How students present themselves is important. Many organisations, whether school or employment, have expected standards of dress and courtesy. West Hill School prepares our students for that. The following must be adhered to:

- School uniform must be worn smartly at all times; shirt tucked in, top button fastened, ties worn correctly and plain black belts only.
- No extreme hairstyles. Long hair must be neatly tied back.
- No jewellery.
- No hoods or hats inside the buildings. When entering a classroom, coats must be removed.
- Female teachers are addressed as Ma'am and male teachers as Sir.

### Readiness for learning

Arriving to lessons with a positive attitude for learning is essential to promote excellent outcomes. Students are expected to:

- Move around the school site quietly and with purpose. Keep to paths and steps when outdoors and to the left on the corridors.
- Be punctual to all lessons, including morning registration.
- Follow classroom routines, for example, planners on the desk at the start of the lesson and the correct equipment should be out.
- Leave the classroom in a quiet and orderly manner.



## Ready: Attendance

### Good attendance

There is a clear link between high achievement and excellent attendance, so we expect all students to attend regularly. The attendance target for all students is **at least** 96% and it is the legal responsibility of parents/carers to ensure their child attends school. We alert parents and carers when it falls below this threshold.

Attendance that falls below 90%, for whatever reason, is defined by the Department for Education as 'persistent absenteeism'. At this point we will put appropriate interventions in place to help your son make improvements.

Attending school is also important because it is an opportunity to make and socialise with friends, and prepares students fully to take their place in society as well-rounded and responsible citizens.

We recognise that some students and their families may need support at times in meeting their attendance target, so our pastoral team will be there to help.

### Reporting absence

Parents/carers must inform school of any absence on the West Hill School App or by telephone **on the morning of absence**. If we do not receive a notification of absence, you will receive an electronic alert requesting that you contact school. In instances of planned absence, such as medical appointments, you must send the details of the appointment to the school office by contacting [absence@westhillschool.co.uk](mailto:absence@westhillschool.co.uk).

### Punctuality

All students are expected to be on school site by 8.35am ready for form time at 8.40am. Students who arrive after 9:00am are expected to sign in at the Student Reception. This is imperative as late sign-ins are used in the case of an emergency evacuation.

In cases where attendance or punctuality does not improve following interventions, the Local Authority will be notified, and parents/carers may be issued with a penalty notice.



## Ready: The School Day

The school day is set out below.

<b>Registration</b>	8.40am to 9.00am
<b>Period 1</b>	9.00am to 10.00am
<b>Period 2</b>	10.00am to 11.00am
<b>Break</b>	11.00am to 11.20am
<b>Period 3</b>	11.20am to 12.20pm
<b>Period 4</b>	12.20pm to 1.20pm
<b>Lunch</b>	1.20pm to 2.00pm
<b>Period 5</b>	2.00pm to 2.55pm
<b>Co-curricular</b>	3.10pm onwards

Please note that although the school day officially starts at 8.40am, students are welcomed on site from 8.00am and can use the canteen facilities. The library is open from 8:15am for private study and reading.

During break and lunch, students socialise on the school yard, but there are a wide variety of co-curricular activities they can engage in, which includes quiet spaces.

### Travelling to school by bike

Students are welcome to ride their bike to school, but they must wear a helmet. We have helmet lockers within our secure bike sheds, with keys available for safe storage during the day.

Students who arrive to school by bike without a helmet **will have their bike locked and stored away by us** until they return the next day with a helmet, or if a parent/carer comes to collect the bike.

Parents/carers will receive a notification if their child chooses to cycle to school without a helmet.



## Ready: Uniform

Your son's uniform must be worn correctly at all times. In-house uniform will be provided for students to use, and they will be directed to student reception by their form tutor to rectify incorrect uniform. Students who then choose not to abide by our high standards may be sent home, at the discretion of the Headteacher, in order to fix the issue.

### Uniform

- White shirt
- School tie
- Black V neck jumper (optional). No logos.
- Black trousers. No denim, corduroy, canvas, combat, cargo or drainpipe.
- School blazer
- Plain black polishable shoes. No pumps, trainers or hybrids.
- Black school shorts are optional in the summer term.

### PE Kit

#### Indoor kit:

- White T-shirt with school badge
- Royal blue shorts with school badge
- White sports socks
- Trainers with non-marking soles
- Towel (optional)

#### Outdoor kit:

- Red and Gold/Blue reversible rugby shirt with school badge
- Royal blue rugby shorts with school badge
- Royal blue socks with school badge
- Trainers, football/rugby boots suitable for 3G AstroTurf (no blades)
- Towel (optional)

School ties and blazers are available from our official suppliers:

A list of our official suppliers of school uniform and PE kit can be found on our website.

<https://www.westhillschool.co.uk/uniformexpectations>

### Unicycle:

Good quality pre-loved uniform items are available through our Unicycle scheme. Please visit our webpage for further details or to place an order.

<https://www.westhillschool.co.uk/unicycle>

**All items of clothing must be clearly labelled with your son's name and form**





## Ready: Equipment

It is important that your son is equipped for every lesson. We recommend a bag check in the evening, ready for the next school day.

### Essential Equipment

2 Pens (black/blue)  
Green pen  
2 pencils and a sharpener  
Ruler  
Eraser  
Glue stick  
Scientific calculator  
Protractor  
Compass  
Private reading book

### Mobile phones

Personal mobile devices are not to be seen on school site unless they have been explicitly permitted for use by a member of staff. The sanction for unauthorised use of a mobile device is confiscation. It is at the member of staff's discretion whether the mobile device is returned at the end of the school day or placed in the school safe overnight. Mobile devices placed in the school safe will require written permission from parents/carers to be handed back to the student.

### Personal Property

Whilst we will do our best to assist your son in keeping his property safe, the school does not take any responsibility for the loss or damage to any personal possessions brought onto the school site. We recommend that parents/carers make their own arrangements for insurance of bags, clothing, watches and bicycles—this is usually by extension of your home insurance.

Large amounts of money or items of value should not be brought into school.

### Drinks

In our fight against single use plastics, boys are required to bring their own refillable water bottle to school. There are water fountains in the canteen and at other key locations around school, where boys can refill at break and lunchtime.

Fizzy, energy and canned drinks are not permitted and they will be confiscated by staff.





## Responsible: Rewards

Recognising and celebrating successes is a key part of the culture at West Hill School.

Our students are rewarded for their efforts as individuals, as part of a team, for academic and co-curricular achievements.

Weekly	Half termly	Termly	Yearly
Form Tutor Praise Award	Head of Year Praise Award	SLT Praise Award	Headteacher Praise Award
Early lunch	Form conduct race	Highest achievement points earners	Reward trips
Headteacher recognition reward		Prefect breakfast	Activity day incentive
Lunch queue jump		Department prizes	
Postcards/emails home		Celebration Evening	
Phone calls home		Headteacher termly treat	

On a weekly basis we celebrate students with:

- **Headteacher Recognition Reward** for highest achievement point earners of each year group for the week. Students receive a treat in the Headteacher's Office.
- **Early lunch** every day of the week for one year group, based on a school focus area, for example, punctuality. Team effort!
- **Form Tutor Praise Awards** - no behaviour points, 100% attendance, no late marks for the previous week. Students receive a reward stamp in their planner and achievement points are added.
- **Lunch queue jump** passes for individuals helping our school community, for example, litter picking.
- **Postcards** of praise, **messages** home, **phone calls** home.



On a half termly basis we celebrate students with:

- **Head of Year Praise Award** - no behaviour points, better than 95% attendance, no late marks for the half term. Achievement points added and certificates presented in assembly.
- **Form conduct race** - for the form with the best conduct (averaged) in each year group, rewarded with a treat. Examples include: selection boxes and continental breakfasts in the last form period of the half term.

On a termly basis we celebrate students with:

- **SLT Praise Award** - no behaviour points, better than 95% attendance, no late marks for the term. Achievement points added and certificates presented in assembly.
- **Highest achievement points earners** receive an end of term treat. Examples include a visit to an onsite ice cream van and selection boxes.
- **Department prizes** for commitment and achievement. Winners are invited to enjoy a film and popcorn during the day of the last week of each term.
- **Prefect breakfast** to recognise the work our prefect body do. Invited to attend a special baked goods breakfast.
- **Celebration Evening** for a select group of students per year group who have won department prizes, attendance prizes, form tutor recognition, co-curricular and other achievements. Invitation for parents and student winners.

On a yearly basis we celebrate students by:

- **Headteacher Praise Award** - no behaviour points, better than 95% attendance, no late marks for the whole year. Achievement points added and certificates presented in assembly.
- **Rewards trips** for our student leaders. Recent visits include a trip to London and the Houses of Parliament.
- **Activity day incentive** of early access to their choice of trip for students with no behaviour points all year.



## Responsible: Student Leadership

Our aim is to develop ambitious future leaders at all ages, from year 7 through to year 11.

From joining in year 7, all students have the opportunity to get involved in student leadership.

In year 10, students are given the opportunity to apply to become prefects. The prefect role is to lead each Cabinet or Office as shown in the Student Leadership Model.

### Student Leadership Cabinet

The purpose of the Student Leadership Cabinet is to advocate for all Year Group Cabinets and Leadership Offices, making sure that the voice of everyone in the school community is heard.

Membership is filled by elections.

Membership: Head Boy, 2x Deputy Head Boys, 2x Year Ambassadors 7 to 11

### Year Group Cabinets

The purpose of each Year Group Cabinet is to promote and advocate for the voice of the year group.

Membership is filled by elections within the form and subsequently the year group.

Membership: 2x Prefect Leaders, 2x Year Ambassadors, 2x Form Ambassadors.

### Student Leadership Offices

There are eight areas of responsibility: Culture and Diversity; Antibullying; Mental Health and Wellbeing; Academic Excellence; Sport and Enrichment; Climate, Environment and Innovation; Community and Charity; Creativity and the Arts.

Membership is by application.

Membership: 2x Prefect Leaders, approximately 15 other students.



## Responsible: Sanctions

To maintain high expectations, we have a robust behaviour policy.

### Behaviour Scale

We categorise unacceptable behaviour into bands according to their severity. They are classified as S1-S5. S1 behaviours are generally low level and S5 most serious. In most cases, S1 and S2 behaviour will be resolved by the member of staff dealing with the incident. Where a student's behaviour is deemed S3 and above, the sanction will usually be applied by a more senior member of the school.

### Sanctions

Sanctions include:

- A verbal reprimand
- Removal from the classroom
- Detention at break or lunchtime, or after school
- Contact with parents/carers
- A monitoring report
- A period of time in the Behaviour Support Unit (BSU)
- A behaviour contract
- Fixed term exclusions
- Permanent exclusion
- Alternative provision

### Keeping you informed

Parents/carers are informed of behaviour concerns through the West Hill School app; please ensure that you enrol. See the Keeping in Touch page for full details.

You may also be contacted by individual subject teachers or form tutors.

*Ready  
Respectful  
Responsible*



West Hill School  
Aiming High since 1927





## The Pastoral Team

Every student is unique, and they face challenges at various times throughout their school career. Our Pastoral Team is there to provide support for every student so that they can thrive.

Your son will be placed in a form group that he will remain with throughout his school career. There are 6 forms in each year group, each with their own Form Tutor. There is also a Head of Year who has overall responsibility for the progress and wellbeing of students in their year group. They are supported by a Senior Leader, along with our learning, behaviour, and emotional support teams.

If you have any concerns about your son, you should contact his Form Tutor in the first instance. This can be done via the West Hill School app or by emailing [admin@westhillschool.co.uk](mailto:admin@westhillschool.co.uk)

***“The school has helped me become more mature,  
the teachers are very welcoming and positive”***

***Ben, Class of 2025***

### Form Time

Every morning your son will attend a formal 20-minute form time. This time is an essential part of the school day; students are registered, key messages are shared, and they are prepared for learning. It is also an opportunity for students to build a sense of belonging with their peers, discuss issues as a group, or get help from their Form Tutor.

There are many activities that take place during Form Time, and a weekly schedule typically consists of:

- Uniform, equipment and planner checks
- Character curriculum
- Shared reading
- News Quiz
- World news discussions
- Whole year group assemblies



## Responsible: Curriculum

Our curriculum inspires a love of learning and promotes personal development, equipping our students with the skills, knowledge, and values to help them progress on to the next stages of their learning journey and beyond West Hill.

This is delivered by:

- Our staff: through programmes of study and wider curriculum engagement including guest speakers and visits.
- Our pastoral provision: engaging with external support agencies and parents/carers
- Our students themselves: taking ownership and driving their own development

Our website includes information on the curriculum aims, habits of a successful learner and the learning journey for each subject area. You can see what is being taught each half-term so that you can support at home. We also have details of the courses taken at GCSE.

<https://www.westhillschool.co.uk/curriculum>

Long-term planning Computing - Year 7						
Year 7 Themes	Autumn term 1	Autumn term 2	Spring term 1	Spring term 2	Summer term 1	Summer term 2
<ul style="list-style-type: none"> <li>• School ICT network basics</li> <li>• e-Safety Issues with gaming</li> <li>• Word processing skills</li> <li>• Understanding algorithms</li> <li>• Understanding flowcharts and sequencing</li> <li>• Introduction to block-based coding</li> <li>• Introduction to text-based coding</li> <li>Working towards completing the IDEA bronze award.</li> </ul>	<p>Students will know that</p> <p>Security issues surrounding passwords not meeting set requirements</p> <p>School expectations surrounding the ICT Code of Conduct and how they should follow and respect this document.</p> <p>Not everyone is who they say they are online, and that people can hide behind fake profiles for various reasons.</p> <p>Gaming addiction is a negative of technology</p>	<p>Students will know that</p> <p>Microsoft Word has a variety of tools that can assist users in making documents for a range of purposes.</p> <p>The 5 principles of effective logo design are: simple, memorable, timeless, appropriate and versatile</p> <p>In Microsoft Word you can adapt the page layout to enhance the presentation skills of a document by changing things such as: margins, page borders, line spacing.</p>	<p>Students will know that</p> <p>The symbols that are needed to create a flowchart (start/stop, input/output, process, decision)</p> <p>Sub-routines can be created and called upon throughout flowcharts. This is a way of decomposing a bigger problem and will make the flowchart more efficient if the same sub-routine needs to be called upon throughout.</p>	<p>Students will know that</p> <p>Block-based programming is another way of representing an algorithm.</p> <p>How to make efficient code, reducing the number of blocks used as this is one way of using "good programming practice".</p> <p>What features within a game make the game engaging.</p>	<p>Students will know that</p> <p>In Small Basic you can code both the Graphics Window and Text Window.</p> <p>When using the Turtle in the Graphics window the coordinates are important to understand to control how the Turtle moves around the screen.</p> <p>String concatenation is where you can combine strings with variables to create a complete string output line.</p> <p>When completing selection and iteration in Small Basic, you must declare the end of the statement. E.g. "EndFor" / "EndIf"</p>	<p>Students will know that</p> <p>Python syntax is case sensitive, and spelling of this syntax must match.</p> <p>Data types are important to declare as this allows for validation within programs. Strings are characters/numbers/symbols, integers are whole numbers, floats are decimal numbers.</p> <p>To display a message on the screen the command worded needed is print.</p> <p>Arithmetic operators are used to construct mathematical calculations and for longer, more complex calculations the use of brackets in the correct place needs to be considered.</p> <p>For loops are used when you want to repeat a sequence of instructions for a specific number of times. E.g. For i in</p>

### Learning Habits in History

#### Ready

- Write your responses in **full sentences**.
- Learn/revise **key language** and apply it appropriately.

#### Respectful

- Listen **carefully** to the reader or speaker.
- Respect the **ideas and beliefs** from other **time periods and cultures**.

#### Responsible

- To develop your work and show progress, use your **green pen to self-mark** and complete **all EBI tasks**.
- Complete **all** home learning and **wider reading tasks**.

#### Aim High

- Explore a variety of **active revision** methods to help you commit information to your **long-term memory**.
- Develop **substantiated judgements** that argue **one idea over another** and use **clear criteria**.

If you have any concerns about the progress of your son, please contact their class teacher in the first instance. All staff can be contacted via the West Hill School app or by [admin@westhillschool.co.uk](mailto:admin@westhillschool.co.uk)



## Responsible: Teaching and Learning

At the heart of teaching and learning at West Hill School is our aim to create empowered and ambitious learners. A range of teaching strategies are used so that all students can be supported and challenged to achieve their full academic potential.

The delivery of our curriculum promotes the highest of aspirations, where students of all ability are given equitable opportunity to succeed. We aim to create an inclusive learning environment that fosters motivation, values knowledge and promotes a love of learning that goes beyond the school gates.

Teaching and learning embodies our whole school ethos of 'Aim High' and 'The Big 4', which is our shared understanding of what great teaching looks like:

1. Questioning that asks deep, probing questions that encourage and support thinking, whilst checking understanding for all.
2. Quality adaptative teaching that teaches to the top and scaffolds for those needing support.
3. Feedback to students that is specific, personalised and helps close gaps in understanding.
4. Teaching that provides students with the knowledge, tools and confidence to tackle appropriately challenging work with independence.



## Responsible: Home Learning

At West Hill we have an expectation that boys will be completing home learning as directed by their subject teachers weekly.

At West Hill School we have home learning timetables specific to each year group. The timetable shows the day on which home learning should be available and could be completed. Teachers set a minimum of 30 minutes per subject per week during Years 7-9, and 60 minutes per subject during Years 10 and 11, giving at least 48 hours for completion of each piece.

Students should record the details of any home learning set by their class teacher in their planners.

Each student should, therefore, complete around one hour per night during Years 7-9. Study time will increase during Years 10 and 11 as we step up preparation for final examinations.

Current schedules – correct for academic year 2025/2026:

### Year 7 – Band A – Home Learning Schedule

Monday	Tuesday	Wednesday	Thursday	Friday and Weekend
Music	Languages	History	English	Technology
Science	Art	Geography	Religion	Computing
				Maths

### Year 7 – Band B & Band C – Home Learning Schedule

Monday	Tuesday	Wednesday	Thursday	Friday and Weekend
English	Technology	Science	History	Maths
Languages	Art	Computing	Music	Geography
				Religion

[https://www.westhillschool.co.uk/home\\_learning](https://www.westhillschool.co.uk/home_learning)





## Responsible: Remote Learning

Remote learning forms a key role in the curriculum provision at West Hill School. On starting, your son will be introduced to several online platforms that should be used at home to support the learning in classrooms. These include websites such as Seneca, Sparx (for Maths) and our very own VLE. He will also be shown how to make effective use of our school Microsoft systems such as SharePoint, OneDrive and Teams.

### Extreme Weather

In the event of school closure due to extreme weather we will switch to online learning with instructions being e-mailed directly to students.

### Virtual Learning Environment (VLE)

Our school VLE is an online platform which has dedicated sections for each subject area. It has revision and extension materials so there is always support available. Some subjects will set home learning using the VLE and your son will be expected to submit some of his work electronically.

### Reading – Online

Reading is a great way to improve understanding and vocabulary and develops skills that are needed in society. West Hill School actively encourages students to read, and one of the ways that reading is made more accessible is through our online booking system.

Our online reading system will soon be accessible on a computer, tablet or mobile device. We will regularly refresh the titles available, so there is something to interest everyone. Updated information will be available at

<https://www.westhillschool.co.uk/library>

"At West Hill, we are encouraged to "Aim High" and to be "Ready, Respectful and Responsible". Our teachers work tirelessly to ensure that every boy at West Hill achieves their very best, whether that be in the classroom or on the sports field. Our boys are equipped with life-long skills, that help to guide us through school and stay with us for life. You will leave West Hill, but West Hill will never leaves you."

D. Rumney

Head Boy for 2025-2026



## Responsible: co-curricular

We encourage all students to take part in co-curricular activities as it provides an opportunity to meet new friends and develop skills outside of the classroom. It is also incredibly important to maintain good mental health and wellbeing. Students can participate in activities during their lunch break, after school and at weekend.

### Sport

There are many opportunities for sporting engagement. Our boys compete regularly in inter school competitions including rugby, football and cross country.

Our athletes often go on to great things, and we have many boys who represent Great Britain and England in their age categories.



### Trips

All boys are given the opportunity to take part in exciting trips. Some examples of trips have included:

Education and conservation projects in Kenya, Borneo, Uganda, Tanzania and Cambodia.

Geography fieldtrips to Iceland and Italy.

Ski and snowboard holidays in the USA and Canada.

Languages study trips to Berlin, Barcelona, Madrid and Cologne.

Sporting tours of France, Sri-Lanka, South Africa and the USA

Water sports adventures in Europe and the UK.



### Music

There are lots of instruments to learn and ensembles to get involved in such as jazz, brass, ukulele, samba, rock/ pop bands and choir.

Boys also have the opportunity to perform in the annual Carol Service and Spring Concert at the local church.



### The list goes on...

To learn more about the wide variety of clubs and activities we offer, please visit our Co-Curricular webpage:

<https://www.westhillschool.co.uk/co-curricular>



## Keeping in touch

Open communication between parents/carers and school is key. We use a variety of methods to ensure our parents/carers are kept well informed of their son's attendance, progress, achievement and behaviour, and also for general information - <https://www.westhillschool.co.uk/communication>

### Contact details

It is essential that parent/carers provide up-to-date contact details, including a telephone number and an email address. There may be occasions where we need to contact you urgently, so it is paramount that you inform us of any changes; equally, we send most of our communications home electronically, including student assessment reports. We collect data electronically and, as such, you will receive a request from us annually by email/app asking you to check and update your details. Please do take the time to check the data that we hold in our system for you.

### West Hill School App

The West Hill School app allows for efficient communication between school and parents/carer. The app requires that we hold a valid email address for each user. We strongly encourage every parent/carer to download the app; the app is also available to students. Home learning is issued via the app, a news feed is available for sharing updates, and messages can easily be exchanged between home and school. Student absences can be reported, timetable and teacher information is available, as well as behaviour and achievement points, assessment reports, SEND information and a whole host more. An enrolment email is sent to parents, carers and students containing login details. The West Hill School app is provided by Reach More Parents and is also available on an internet browser.

### Progress Evenings and Form Tutor Consultations

One online subject progress evening, and one onsite form tutor consultation, take place during each academic year. We strongly encourage attendance at these events.

### Social Media

West Hill School has an active social media presence. Our accounts are:

Facebook: [www.facebook.com/westhillschoolofficial](http://www.facebook.com/westhillschoolofficial)

Instagram: [www.instagram.com/westhillschool/](http://www.instagram.com/westhillschool/)

Parents/carers are warmly encouraged to follow us on our social platforms to be fully informed about daily life at West Hill School.

**School Website** - <https://www.westhillschool.co.uk/>

This is a key part of our communication system. Amongst other things, you will find the school calendar, subject information, events and policies on the school website.



## Parent/Carer questions

Below are frequently asked questions for parents/carers. If you can't find the answer to your query below, please contact us using the app or via: [admin@westhillschool.co.uk](mailto:admin@westhillschool.co.uk)

### **Who do I contact if I have questions about starting at West Hill School?**

If you have any questions, contact us using the app or email [admin@westhillschool.co.uk](mailto:admin@westhillschool.co.uk) in the first instance. Your query will be passed on to a member of the team who will be able to help.

### **How do I claim free school meals for my child?**

Free school meals must be applied for via the Department for Education. Please note that not all free school meal information is passed on from primary/previous school. Full details and an online application form can be found on our website: <https://www.westhillschool.co.uk/free-school-meals>

### **How will I know if my son is making the expected progress?**

At key points in the year, you will be issued with your son's assessment report. This provides you with information about his attendance, behaviour, progress and learning habits. You will also be invited to attend a Progress Evening where you can discuss your son's progress with his subject teachers.

### **How can I help my son with his schoolwork?**

Home learning will be set using the school app. You and your son will receive a record of all home learning set through the app in a planner-style. Your son will also be issued with a hard copy student planner. This is his academic diary in which he will record home learning tasks. Please check the app and your son's planner weekly to help with his organisation. You can also visit our curriculum and subject pages to learn more about what your son is studying <https://www.westhillschool.co.uk/curriculum>

### **Why do I need to give consent for biometric data?**

We use biometric data to operate two systems in school; cashless catering and to access the school buildings.

A scan of your son's 'fingerprint' will be taken so that he can use these systems. Be assured that the entire fingerprint is never stored, only parts, meaning that a fingerprint cannot be recreated. Without this data your son will not be able to access the systems which are essential to the normal operation of school.

### **Parent Pay**

We operate a cashless catering system in school via the ParentPay website, or at any store with a PayPoint logo displayed. Please see <https://www.westhillschool.co.uk/catering> for more details.





## Student questions

Below is a list of questions we are often asked by students starting at West Hill School.

If your son has any further questions, he should speak with his Form Tutor.

### **Where do I keep my school bag and PE kit?**

You carry your bag, with its entire contents throughout the school day. Always pack your bag the night before to ensure you have all the correct equipment, including your PE kit.

### **When can I use the toilets?**

You are not permitted to leave lessons to use the toilet, unless you have a diagnosed medical need. Toilets can be used at break and lunch times. If you have a formal diagnosis, a toilet pass will be issued.

### **What kind of food is there at break and lunch?**

We have two main food outlets that serve a wide variety of meals and snacks to suit everyone. The menus are changed regularly throughout the year. Visit our catering page on the school website for more information:

<https://www.westhillschool.co.uk/catering>

### **What if I get lost?**

There are site maps around the school. If you do have a problem, there are always prefects, student leaders and staff around the school who will help you. You will be amazed at how quickly you get to know your way around!

### **What if I lose something?**

Always make sure you look after your things. Pack your bag carefully after each lesson and have plenty of spare equipment with you, just in case. If you lose items of PE kit or clothing you should check at student reception and in the sports hall.

### **How much home learning will I be expected to complete?**

All subject teachers set home learning tasks, and you will be expected to spend around 30 minutes on each subject per week in years 7, 8 and 9, and 60 minutes in years 10 and 11. These will be spread out and you should use your planner to record and keep track of where you are up to.