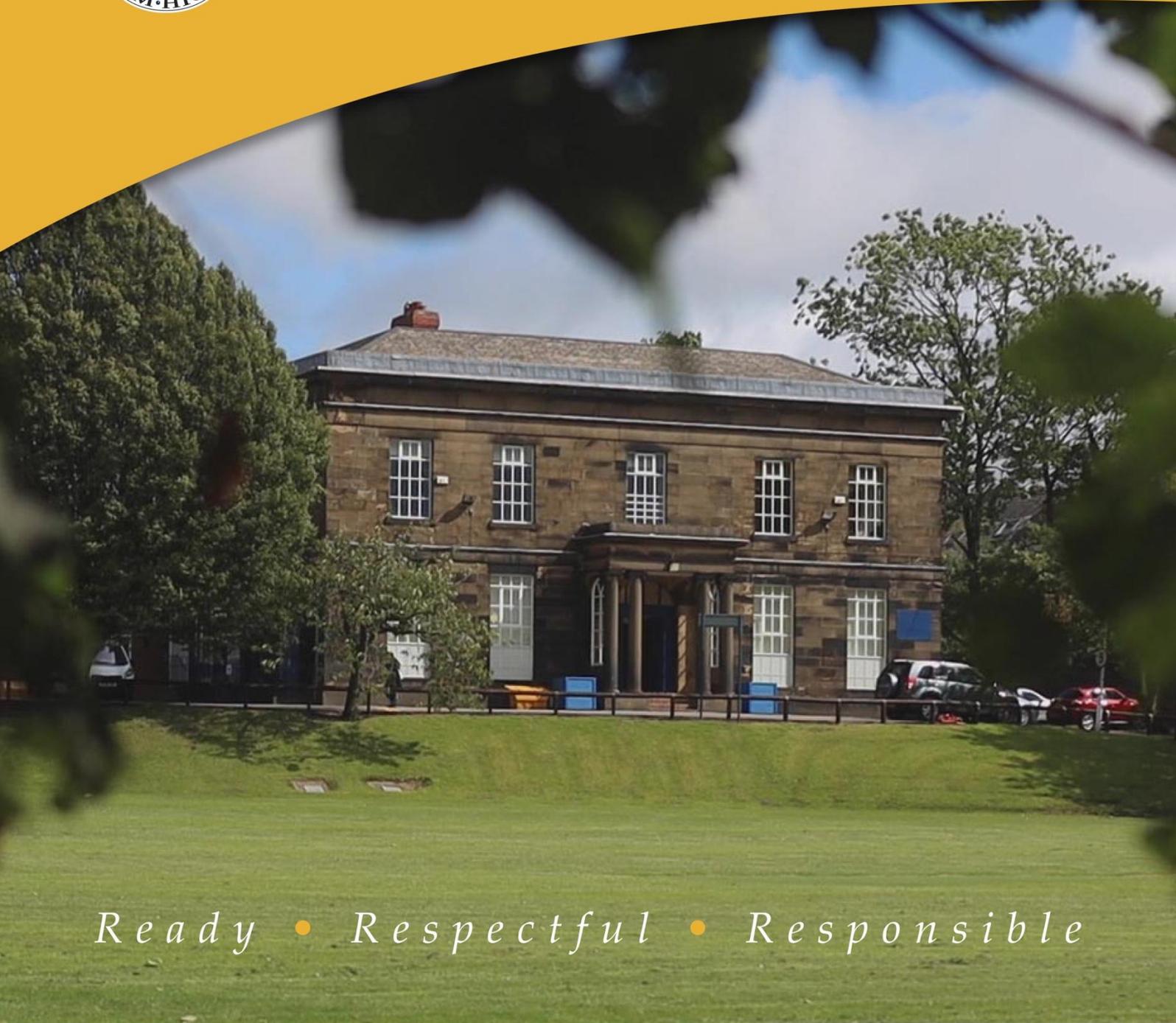




West Hill School

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. Please download the West Hill School app, as outlined in your welcome back, to instantly connect to our school community and to have direct correspondence with necessary staff.

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 an optional plain black belt only.
- No extreme hairstyles.
- No jewellery except a watch.
- No hoods or hats inside the buildings. When entering a classroom, coats must be removed.
- Staff are addressed as *Ma'am* or *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, entering classrooms and focusing on the 'do now' task with correct equipment out of bags.
- 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/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 which can be done via the West Hill School App or to the school office by sending it to admin@westhillschool.co.uk.

Punctuality

All students are expected to be on school site by **8.35am** ready for registration 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. Bells ring throughout the day to signal movement times. These students will be expected to attend break detention.

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.

If you know your son is going to be late, please contact school via the West Hill School app to inform us of any context behind the lateness.



Ready: The School Day

The school day is set out below.

Registration	8.40am to 9.00am
Period 1	9.00am to 10.00am
Period 2	10.00am to 11.00am
Break	11.00am to 11.20am
Period 3	11.20am to 12.20pm
Period 4	12.20pm to 1.20pm
*Lunch	1.20pm to 2.00pm
Period 5	2.00pm to 2.55pm
*Co-curricular	3.10pm onwards alongside many lunch time co-curricular clubs available

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 too.

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 or can bring a helmet to school in the day.

Parents/carers will receive a notification if their child chooses to cycle to school without a helmet. This is to protect your son and promote their responsible decision-making.



Ready: Support for your Son

Together, with our parents/carers, we form the trusted adult network around your son. When in school, we endeavour to safeguard, invest and develop your son's holistic education and character in order to best prepare him for successful adulthood.

Form Tutors: your son's Form Tutor is their first safe adult. The role of the Form Tutor is to be the conduit of any home concerns and to relay information to wider staff. They are there to review the overall conduct of your son, advise and sanction working in partnership with the Head of Year. Often, our Form Tutor observes patterns in attendance, punctuality, uniform or equipment and liaises with home and staff about this. Please be mindful, our Form Tutors are teachers who teach 22 hours a week so cannot instantly reply to concerns but will respond in a timely manner.

Head of Year: your son's Head of Year liaises with Form Tutors, shares data and information with them alongside regularly reviewing patterns in rewards, conduct and sanction. Largely our Heads of Year focus on a culture of praise and celebration amongst the achievements of our boys. If your son achieves something outside of school, please share with your son's Heads of Year and Form Tutor for wider praise here. The Head of Year liaises with families, boys and staff around progress, concerns, reports and targets set, largely, their role is to have the overview of the whole year group and shape the culture within it. Please be mindful, our Heads of Year are teachers who teach 18 hours a week so cannot instantly reply to concerns but will respond in a timely manner.

SLT Link: each year group also has a member of our Senior Leadership Team who supports the Head of Year in their duties with a school-wide view of patterns and data emerging. Our Deputy Headteacher has the overview of the entire school.

Pastoral Support: we have a wide range of skills and passions in our pastoral support team of social workers, care workers, young carer support and behaviour mentors. When patterns emerge in student behaviour, internal interventions are put in place to support your son's strategies to regulate himself.

SEND Support: we have a wealth of experience in our SEND team and passionate Learning Support Assistants, a SENDCo, an Assistant SENDCo, a HLTA to support our looked after children and a curriculum model that is inclusive by design. Within our historical Main Building, we have a dedicated learning support area of the school close to the Headteacher's office, as a calming base for boys to receive support, care and opportunities. We base interventions on need and create our ILPs with our families with the voice of the child at the heart of guidance to our staff.

Your son's Form Tutor, Head of Year and SLT link will be made clear on your summer visit.



Ready: Uniform

Your son's uniform must be worn correctly at all times. Students wearing incorrect uniform will be directed to Student Reception by their Form Tutor to rectify this, where in-house uniform will be provided for students to use.

Uniform: we advise all items to be labelled with your son's name

- White shirt
- School tie**
- Black V neck jumper (optional). No logos.
- Black trousers. No denim, corduroy, canvas, combat, cargo or drainpipe.
- School blazer** (iron-on badges are available to purchase from school to place on plain black blazers)
- Plain black polishable shoes. No pumps, trainers or hybrids.
- Black, tailored school shorts are optional in the summer term (after Easter holidays).

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
- Royal blue shorts with school badge* (as above) or royal blue rugby shorts
- Royal blue socks
- Moulded/studded football/rugby boots suitable for 3G AstroTurf (no blades)
- Towel (optional)

****Items asterisked are the 4 compulsory branded items in-line with the DfE requirement to reduce branded items to 4 per school from September 2026.**

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>

To aid the cost, iron-on school badges can be purchased from school and ironed onto any plain black school blazer (available at supermarkets).

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>



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

A rucksack/suitable school bag
2 pens (black/blue)
1 green pen
2 pencils and a sharpener
Ruler
Eraser
Glue stick
Scientific calculator
Protractor
Compass
Private reading book, *available from our library or own from home*

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.

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 in Student Reception. Whereby a mobile device is repeatedly confiscated, we will notify parents/carers and it will require a parent/carer to collect the phone, placed in the school safe until collection.

During the hours of school (8:40am – 2:55pm phones should be switched off and kept away).

Drinks

Students are encouraged to bring their own refillable water bottle to school. We have recycling bins across the school site. There are water fountains in the canteen and at other key locations around school, where boys can refill at break and lunchtime.

Energy and canned drinks are not permitted and they will be confiscated by staff.

Your son has access to the student version of the West Hill School app to organise himself each evening, for the day ahead whereby his timetable and home learning are stored.



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 for best conduct year group	Form conduct race	Highest achievement points earners	Reward trips
Headteacher recognition reward	Inter-form opportunities and rewards	Prefect breakfast	Activity day incentive
Lunch queue jump passes	School competitions	Department prizes	
Postcards/emails home		Celebration Evening	
Phone calls home		Headteacher termly treat	
Student <i>shout outs</i>			

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. It's a 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 issued to 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** takes place twice yearly 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 from our January-July build-up period.



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 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 located on our website which can be accessed for more detail.

Reward

As outlined in our rewards section, we reward positive behaviours frequently and through achievement point logging. In lessons, students receive their achievement point (AP) for being equipped and demonstrating our 3Rs. A 3R+ (worth 3 achievement points) is issued for students who go above and beyond too.

Behaviour Scale

We categorise unacceptable behaviour into bands according to their severity. They are classified as S1-S5. S1 behaviours are generally lower 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

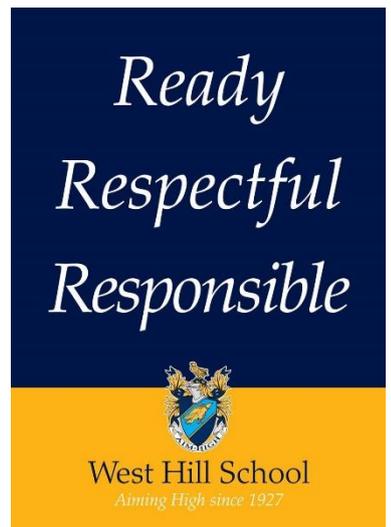
Sanctions include:

- 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 of this handbook for full details.

You may also be contacted by individual subject teachers or Form Tutors.





The Pastoral Team

Every student is unique, and they face challenges at various times throughout their school career. Our vast 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.

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 in the Main Hall

Assembly Rota

Monday: Year 11

Tuesday: Year 8

Wednesday: Year 9

Thursday: Year 10

Friday: Year 7



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
	Students will know that	Students will know that	Students will know that	Students will know that	Students will know that	Students will know that
<ul style="list-style-type: none"> • School ICT network basics • e-Safety Issues with gaming • Word processing skills • Understanding algorithms • Understanding flowcharts and sequencing • Introduction to block-based coding • Introduction to text-based coding Working towards completing the IDEA bronze award. 	<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>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>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>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>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>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 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, their Head of Year in the next instance. All staff can be contacted via the West Hill School app or by admin@westhillschool.co.uk



Responsible: Teaching and Learning

At the heart of teaching and learning at WHS is our aim to create empowered and ambitious learners. The delivery of our curriculum should promote the highest of aspirations, where all students are given equitable opportunity to succeed. We acknowledge and respond to the diversity and complexity of classroom learning with a shared toolkit of inclusive and adaptive expertise in the belief that great teaching for the most vulnerable is great teaching for all. Our staff are supported to create an inclusive learning environment that fosters motivation, values knowledge and promotes a love of learning that goes beyond the school gates.

Our lesson planning and approach to delivering the curriculum is as follows:

Anticipate (Before the task/lesson/sequence)

-Ensuring reasonable adjustments are planned for before the lesson, knowing the learners additional needs (use of learning plans some SEN students will have), reviewing seating plan, LSA support and planned vocabulary instruction/reading strategies.

Adapt (During the task/lesson/sequence)

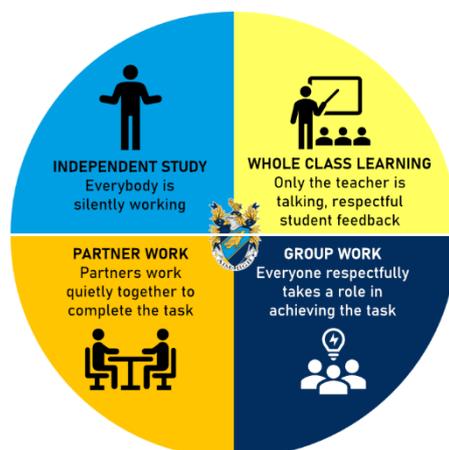
-Explicit instruction: clear and succinct, minimal teacher talk - checking student understanding frequently to adapt the support needed.
-Scaffolding and modelling.
-Live marking/feedback.

Assess (After the task/lesson/sequence)

-Student-friendly success criteria.
-'Show Me' style assessment of learning.
-Plan for students to have timely and high-quality Dedicated Improvement and Reflection Time (DIRT) to review feedback and respond to it.

Classroom Climates for Learning

So that tasks can be completed efficiently, teachers will reference the classroom climate that activities will occur in. Here's how they look:





Responsible: Home Learning

We have an expectation that boys will complete home learning on a regular basis, as directed by their subject teachers.

In Years 7-9, for subjects that are taught at least twice per week, students will be expected to complete 30 minutes of home learning per week. For subjects that are taught once per week, students will be expected to complete at least 30 minutes per fortnight.

In Years 10-11, students will be expected to complete 60 minutes of home learning, per subject per week.

Tasks may include retrieval practice, revision, skill practice, research, practice exam questions and a variety of activities via online platforms such as Sparx Maths and Seneca.

Students record the details of the home learning in their planners and tasks will also be published on the West Hill School app. Homework will not be less than 48 hours notice, with most home learning being completed over the course of the week.

Repeated incomplete home learning will result in logging and sanction, but largely, affects motivation to aim high alongside gradual underperformance in comparison to peers completing it, routinely.

School-based Support

Within our co-curricular programme, we offer supervised computer rooms at lunch time to complete home learning alongside the library before and after school, alongside break and lunch time too for home learning to be completed – some of the co-curricular clubs are called 'Homework Clubs'. Additionally, for any boys with additional learning needs, our Learning Support Area is available with computer access and resources to complete supervised home learning in social times, before or after school.

For questions around home learning please contact the subject teacher in the first instance and the Curriculum Leader for the subject for wider support. If your query relates to overall home learning, your child's Head of Year should be contacted.

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 and Sparx (for Maths). He will also be shown how to make effective use of our school Microsoft systems such as SharePoint, OneDrive and Teams whereby lessons are stored.

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. We send out an annual reminder about this process to families in Autumn term.

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 leave 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, badminton, basketball 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.



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.

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.



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. You will receive a request from us annually by email/app asking you to check and update your details. It is important that you take the time to check the data that we hold in our system for you, and update us as necessary.

West Hill School App – see Appendix 1 (page 23)

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. The app can be tailored to any chosen language. 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, takes place during each academic year. We strongly encourage attendance at these events as the progress evening is held with your son's teachers to discuss progress and the Form Tutor discussion is holistic engagement in school and a face-to-face appointment.

Social Media

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

Facebook: www.facebook.com/westhillschoolofficial

Instagram: www.instagram.com/westhillschool/

Parents/carers are warmly encouraged to follow us on our social platforms to stay 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

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 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.

Payments to school

We operate a cashless catering system in school via the ParentPay website, or at any store with a PayPoint logo. Please see <https://www.westhillschool.co.uk/catering> for more details. Payments for trips and resources on offer should be made via the School Gateway. Links to both payment systems can be found in the hub, within the school app.



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. Students are allowed to use toilets between lesson changeovers.

What kind of food is there at break and lunch? – see Appendix 2 (page 24)

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, as well as checking the school app.

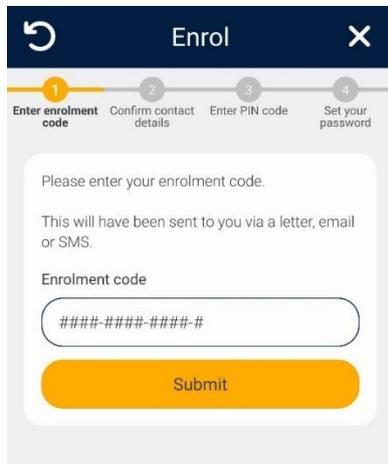


Appendix 1 - <https://www.westhillschool.co.uk/communication>

Enrolling on to the West Hill School App

The West Hill School App is our primary method of communication with parents and carers. We would like all parents and carers to enrol onto our app. We use the app for efficient, effective, timely and clear communication between home and school.

All parents and carers are issued with an enrolment code via the email address that we hold for them in school therefore please ensure that we hold an email address for all parents and carers associated with your son.



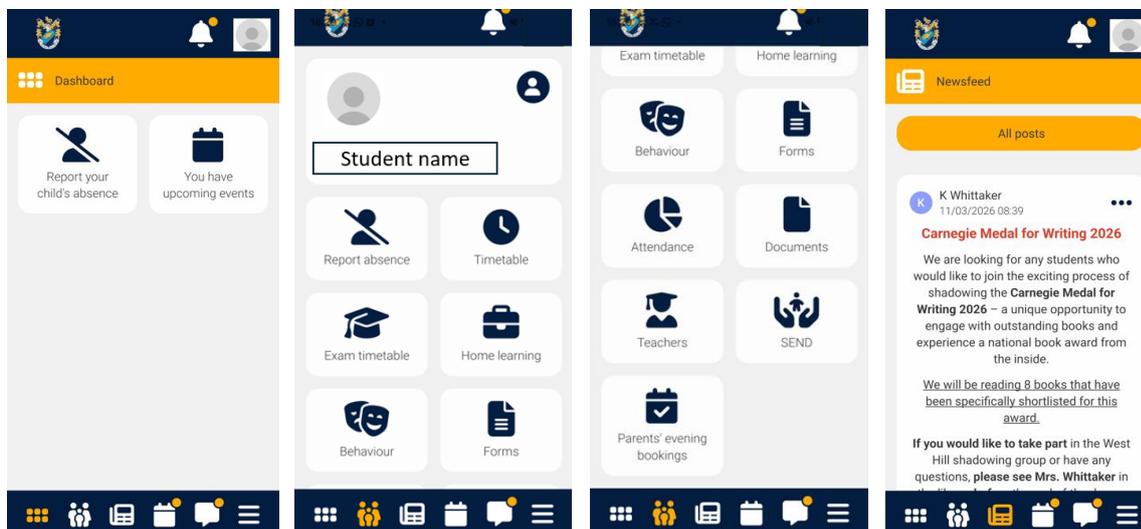
Once you receive your enrolment code, please download the app. The initial screen will be a log in screen. Please click 'Activate your account' and enter your code – as shown on the screen to the left.

Submit, and confirm your contact information. A pin code will be sent to your mobile number. You will then be able to set your own password. You will remain logged in to the app until you choose to log out.

Please form the habit of checking the app daily. You will receive notifications for messages that are sent but

there are areas that you will not receive regular notifications for - so as not to disturb you too often. However, areas such as the newsfeed, your son's home learning planner, achievement and behaviour points and the hub will continue to be updated. So please check these daily to stay fully up to date with your son's school life.

App screen examples





Appendix 2

Catering and school dinner payments

Students can bring packed lunches to school or can purchase and eat their food choices in the school canteen and the main hall. Both hot and cold food choices are available, and menus are updated throughout the year, rotating on a two-week cycle.

Menus are kept up to date in the hub of the app and on the school website.

We offer a cashless catering system at West Hill School, which means that no cash can be accepted at the till points in the school dining room or main hall. We use the ParentPay payment system and accounts must be credited in advance for students to make their purchases.

Each student has an individual ParentPay account.

Funds can be added either online via the ParentPay website, at any local store where the PayPoint logo is displayed, or in person at the re-val machines located in the school dining room.

ParentPay account balances can be checked online.

Students use their recorded 'fingerprint' to pay for their items at the tills which then matches them against their ParentPay account and deducts the value accordingly.

Login details are issued by the school to parents and carers of new students. These are issued in good time before students join us.

Our school website holds further information, including information for families in receipt of Free School Meals.

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

<https://www.westhillschool.co.uk/free-school-meals>