



**Wye School**  
The best in everyone™  
Part of United Learning

## **PARENT/CARER/GUARDIAN**

## **Handbook**

### **Welcome from the Principal**

Dear Parent/Carer

Welcome to Wye School. We are very excited to welcome you to your chosen secondary school.

We are committed to meeting our vision of delivering academic excellence and education with character in a close-knit community. We aim to bring out the best in everyone through our school values of ambition, determination, and respect, and aim to prepare our students for a successful and fulfilling future.

We thank you for your support and look forward to working in partnership with you to help all our young learners realise their potential.

Yours sincerely

Luke Magee  
Principal

## Information for Parents/Carers

### September 2026 to July 2027

<b>TERM 1</b>		
	<i>Tuesday 1 September</i>	<i>Staff Development Day</i>
	<i>Wednesday 2 September</i>	<i>Staff Development Day</i>
From	<i>Thursday 3 September</i>	<i>Year 7 only</i>
	<i>Friday 4 September</i>	<i>All years</i>
To	<i>Monday 19 October</i>	<i>All years</i>
	<i>Tuesday 20 October</i>	<i>Staff Development Day</i>
	<i>Wednesday 21 October</i>	<i>Staff Development Day</i>
	<i>Thursday 22 October</i>	<i>Staff Development Day</i>
	<i>Friday 23 October</i>	<i>Staff Development Day</i>
<b>TERM 2</b>		
From	<i>Monday 2 November</i>	<i>All years</i>
To	<i>Friday 18 December</i>	<i>All years – Students finish at 12:15 pm</i>
<b>TERM 3</b>		
	<i>Monday 4 January</i>	<i>Staff Development Day</i>
From	<i>Tuesday 5 January</i>	<i>All years</i>
To	<i>Friday 12 February</i>	<i>All years</i>
<b>TERM 4</b>		
From	<i>Monday 22 February</i>	<i>All years</i>
To	<i>Thursday 25 March</i>	<i>All years</i>
	<i>Friday 26 March</i>	<i>Bank Holiday (Good Friday)</i>
	<i>Monday 29 March</i>	<i>Bank Holiday</i>
<b>TERM 5</b>		
	<i>Monday 12 April</i>	<i>Staff Development Day</i>
From	<i>Tuesday 13 April</i>	<i>All years</i>
	<i>Monday 3 May</i>	<i>Bank Holiday</i>
To	<i>Friday 28 May</i>	<i>All years</i>
<b>TERM 6</b>		
From	<i>Monday 7 June</i>	<i>All years</i>
To	<i>Wednesday 21 July</i>	<i>All years - Students finish at 12:15 pm</i>

## Timings of the School Day – from September 2026

08:15 - 08:35	School open and breakfast / snacks available
08:35 – 08:40	Start of compulsory day - line up, registration
08:40 – 09:10	Tutor Time
09:10 – 10:10	Lesson 1
10:10 – 10:30	Break
10:30 – 11:30	Lesson 2
11:30 – 12:30	Lesson 3
12:30 – 13:30	Lunch
13:30 – 14:30	Lesson 4
14:30 – 15:30	Lesson 5
15:30 - 16:30	School open for Co-Curricular and Fixtures – Optional for all years

### Communication

We see it as essential to maintain close links between home and the school throughout your child's education at Wye School. Do let us know, through your child's tutor or Head of Year, of any circumstances, however trivial, which may affect his/her ability to learn, so we can provide support as appropriate. Similarly, we are keen to celebrate all of our students' achievements, so do let us know of their successes outside of the school and any particular talents and skills they have demonstrated. These can earn School Values and UL Charter points through our reward system, for a whole range of activities such as sporting and musical success, community and fund-raising activities and success in competitions and events.

We report regularly over the year about student progress and also have face-to-face meetings with parents/carers. Parents' Evenings for Year 7 students take place both virtually, via School Cloud, and in person. We pride ourselves on our close contact with parents/carers and how we work collaboratively to manage each child's needs. If you are worried about your child's progress in particular areas or in general, or about any other matter relating to your child, please make contact with your child's tutor or Head of Year. If either we or parents/carers have a particular concern, we have Moving Forward Meetings which are used to address and resolve these. It is important to point out that the move from primary school to secondary school can be a big change for parents/carers who are used to being able to speak to one teacher who knows their child well. In secondary school each child has multiple teachers and parents/carers can no longer just pop in and talk to one person. Please use the system instead, which goes Tutor>Head of Year>Assistant Principal, for any communications.

Please allow at least two working days for a reply before you contact again, as almost always the person you contacted will need to ask other staff before they can reply e.g., a tutor will need to ask the subject teacher or duty staff.

We are not complacent and are always looking at ways to improve our performance, so do feel free to provide any feedback which will help us in this regard. We also conduct regular Student and Parents'/Carers' Voice surveys to support us in our self-evaluation and reflection.

#### Newsletter

A regular newsletter is sent to all parents/carers electronically (hard copy on request) and is available also on the website.

#### Email Contact Details

In the interests of sustainability, most of our communications with parents/carers is electronic. It is essential that you provide us with an email address that is accessed regularly, as notices and newsletters are sent by email.

#### General Contact Details for Wye School

T 01233 811110

E [office@wyeschool.org.uk](mailto:office@wyeschool.org.uk)

We will attempt to respond to any communication within 48 hours, or two working days.

#### School Uniform

Wye School uniform is smart and should be worn with pride. Whilst wearing uniform, students are representing the School. It signals very clearly that students have come to learn and to be part of Wye School community. The way in which students wear their uniform is one way in which the local community makes judgements about the School. The aim of the Uniform Policy is to create a shared understanding amongst staff, students, and parents/carers about the School's uniform.

A few key pieces\* will need to be purchased through the official suppliers (Pages\* - please see details below) but we have tried to ensure that other items can be bought anywhere, enabling parents to consider high street alternatives which might be cheaper. All items of uniform should have names clearly labelled.

Students will wear the correct uniform in the proper way at all times, including journeys between home and School. Blazers must be worn at all times, unless permission has been given from a teacher, or whilst on the MUGA or Field. Parents/carers have the responsibility to send their children to School clean and tidy with correctly name labelled uniform.

\*These items of uniform are only available from our uniform supplier, Pages, [www.pages-schoolwear.co.uk](http://www.pages-schoolwear.co.uk), Ashford - 01233 501300. For online orders, Pages offer free delivery to the school.

#### *Uniform A*

**Compulsory:** Wye School blazer with braiding\*; white shirt; School tie\*; plain charcoal grey trousers; plain navy or black socks.

**Optional:** Plain, navy, V-necked jumper under blazer. Plain white vests/T-shirts can be worn under shirts.

Trousers, where worn, should be tailored, school trousers, straight legged in style. Trousers made from material such as stretch, heavy cotton, black denim, jersey, linen etc. are not acceptable. Skin-tight trousers, ankle length trousers, leggings and footless tights are not permitted.

### *Uniform B*

**Compulsory:** Wye School blazer with braiding\*; white blouse; Wye School kilt\*, to be worn as sold with a minimum length of 22"; plain navy or black socks/tights, or skin-coloured tights.

**Optional:** Plain, navy, V-necked jumper under blazer. White shirt and School tie\* can be worn as an alternative to a white blouse. Plain charcoal, loose-fitting trousers can be worn as alternative to the Wye School kilt. Plain white vests/T-shirts can be worn under blouses.

Trousers, where worn, should be tailored, school trousers, straight legged in style. Trousers made from material such as stretch, heavy cotton, black denim, jersey, linen etc. are not acceptable. Skin-tight trousers, ankle length trousers, leggings and footless tights are not permitted.

### *Outer Garments*

**Permitted:** Outer garments should be plain in colour with minimal images or logos on them. Shoes should be plain black or navy formal school shoes. Shoes should be plain in style and made of leather, or leather-look.

**Not permitted:** Cardigans, sweatshirts, hoodies, leather, leather-look, denim, sleeveless jackets. Also, boots, heeled shoes, platform shoes, trainers, trainer-type shoes, sandals or Croc-style shoes. These items will be confiscated regardless of weather.

### **PE Uniform**

On days where students have PE lessons, students must come to school in their Wye School PE Uniform. On days where students have co-curricular sport, students must bring in their PE Uniform and change.

*Compulsory Wye School PE Uniform includes:*

Wye School PE T-Shirt\*

Wye School PE Shorts\*; or Wye School PE Joggers\*; or Wye School PE Leggings\*

White socks and trainers

Long navy-blue socks are required for students who are participating in football, rugby, and hockey. A gum shield will be required if students are taking part in rugby or hockey. Shin pads are also required for football and hockey.

*Optional:*

Wye School PE Sweatshirt\*

For winter, students are permitted to wear plain navy blue or black skins / long sleeved tops underneath their PE T-Shirt and/or a plain, navy jumper.

If your child is ill or injured, they will be given a 'non-performing' role during PE lessons and are still expected to be in full PE Uniform. Non-performers will be assigned roles ranging from that of leader, official, coach or carrying out analysis tasks associated with the lesson content. An email or phone call explaining the illness or injury is also required so that PE staff are aware of those students who are not able to participate physically.

\*These items of uniform are only available from our uniform supplier, Pages, [www.pages-schoolwear.co.uk](http://www.pages-schoolwear.co.uk). For online orders, Pages offer free delivery to the school. Their Ashford shop is at Unit 13, Ashford Market, Monument Way, Orbital Park, Ashford, TN24 0HB. Tel: 01233 501300. Email: [info@pages-schoolwear.co.uk](mailto:info@pages-schoolwear.co.uk)

### **Second-hand uniform**

Second-hand, branded uniform is available to purchase. Please visit the Pages website to obtain a guide to sizing. Contact the school Reception to find out when the next uniform sale will take place.

### **Support with cost of uniform**

Should you require financial assistance with uniform, it is possible to make an application via the Hardship Fund.

### **Hair and accessories**

Hair styles should be reasonable, appropriate, and neat. Hairstyles must not be worn in a way that is covering the eyes. Extreme, unnatural hair colours or mixture of colours (including dipping and other forms of colouring) and any patterned, shaved hairstyles are not permitted. Hair bands and headscarves/hair coverings/wraps/beads must be plain grey, brown, navy, or black and have no or minimal patterning/wording.

Make-up, where worn, must be minimal and discreet. Nail varnish, including gel or shellac, must not be worn. We will ask that any excessive make-up, false eyelashes, or nail varnish is removed. Nail extensions, gels and/or fake nails are not permitted.

Smart watches and other 'smart' devices are not permitted, in line with our [Behaviour Policy](#).

Jewellery is not permitted. The only exception is a single stud, one per ear lobe. No other piercings on the ear, or elsewhere, are permitted. Please contact us if you wish your child to wear an item of jewellery for religious reasons.

### **Health and Safety Advice**

- Studded football boots are required for football, cross country, and rugby lessons; these can be plastic or metal studs.
- Shin pads are required for football and hockey lessons. These can also be purchased from our uniform supplier, Pages, [www.pages-schoolwear.co.uk](http://www.pages-schoolwear.co.uk).

- The wearing of personally designed mouthguards for hockey and rugby is recommended as a valuable means of protection. Care should be taken to ensure they fit properly.
- All long hair must be tied back.
- All jewellery must be removed for PE lessons, including earrings. Earrings that cannot be removed due to ears being freshly pierced must be taped up. We do not provide tape for this purpose and the responsibility for this is with students.
- Water bottles are recommended to maintain hydration during physical activity.
- Inhalers- if used- must be brought to every lesson and fixtures.
- Diabetic testing kits should be used prior to and brought to every lesson and fixture. Students should make PE staff aware if they need to sit out to monitor their levels. They should do this in sight of the PE staff.
- Women in Sport advise that all female students should wear a sports bra for all sporting activities

### **Ensuring Compliance**

Inappropriate items of clothing or jewellery will be removed from the student and can be collected at the end of the school day. Repeat breaches of the rules by any student will be communicated to parents and may result in a longer-term confiscation of items.

Compulsory uniform items purchased from our uniform supplier should be worn as sold and must not be altered. Students not wearing full or correct uniform will be challenged and temporary loan stock issued where possible. Should a student refuse the request to change their uniform into an item being loaned from School stock, or refuse to remove any makeup/ or jewellery, this will be addressed as defiance and the student will be sent to the Withdrawal room.

For PE, students without correct PE uniform will be set a lunchtime detention. We do not loan PE uniform. Students who are injured or ill and are still expected to wear PE uniform and will be assigned a non-performing role. Students may be asked to go home briefly to remedy a breach of the school rules on appearance or uniform. This should be no longer than is necessary to remedy the breach. This is not a suspension but will be deemed an authorised absence. If neither of these options are possible, the student will be expected to work separately from other students. Parents will always be contacted prior to a student being sent home to change. If the student continues to breach uniform rules in such a way as to be sent home to avoid school or takes longer than is necessary to effect the change, the student's absence will be counted as unauthorised. If a student's disregard of uniform policy is persistent and defiant, this will be considered a behaviour issue and may lead to suspension. Parents will be asked to resolve any uniform issue promptly.

The Principal, or another member of the senior leadership team, reserves the right to make a final decision with regards to uniform, jewellery or hairstyles deemed to be unacceptable.

### **Before, During and After School**

Students are expected to wear correct uniform on journeys to and from Wye School and throughout the school day. On entry to School, uniform will be checked by duty staff. All staff will check, challenge and correct uniform throughout the school day.

### **Confiscated Items**

Confiscating students' property is a legitimate sanction if there is a good reason for so doing and that the length of time the article is confiscated is reasonable.

Confiscated items will be labelled to include the student's name and year group and stored at Student Reception in a safe place.

Items can be collected by the student from Student Reception at the end of the school day. It is the students' responsibility to collect the item at the end of the school day. If the issue is serious enough for a longer period of confiscation, e.g. repeat offences, then parents/carers will be informed and may be requested to collect the item(s) from the School. Property will not be withheld for longer than a half term. At the end of a half term remaining items are handed back to the student.

Banned items when confiscated are not returned, see the Behaviour Policy for a list of banned items, which would also include anything illegal for a child but not included in the list.

### **Exemptions**

Wye School recognises that some students may have genuine grounds for requesting an exemption from part of this policy. In such cases contact should be made with the School.

If students or parents/carers are in doubt about an item of uniform, they should contact the School before doing so. This avoids unnecessary expense in buying items which are unacceptable. Any items purchased from Pages are compatible with our policy requirements. This is our preferred method for purchasing any uniform items.

### **Seasonal Variations**

Winter coats and jackets should be plain in colour with minimal images or logos on them. Outdoor garments must be removed when indoors unless permission is given by a member of staff.

During the summer we may experience hot weather. During this time, we decide on a daily basis if it is a 'non-blazer' day.

During the Summer Term only: plain, charcoal grey, tailored shorts with black or navy socks are permitted in place of trousers for Uniform A.

### **School Trips**

If students are participating in a school trip, the trip leader will state if uniform is to be worn or not. When uniform is worn on school trips it is worn to the same standards as it would be in School. If it is a non-uniform trip then the clothing should be suitable and practical to the event being attended, without excessive make-up or jewellery. The representation of students on school trips is one way the community makes judgements about Wye School.

### **Non-Uniform Events**

For any non-uniform events in Wye School, students are expected to wear sensible clothing; no offensive pictures/logos or outfits which display midribs or underwear should be worn. High-heeled footwear and sliders/flip flops are not permitted on health and safety grounds. Students not meeting the criteria will be expected to wear an item from our loan stock or will be sent home to change. If a student has PE on a non-uniform day, they will need to bring their PE uniform to

school to change into for their PE lesson. Jewellery, if worn, will need to be removed prior to PE lessons.

The Principal, or another member of the senior leadership team, reserves the right to make a final decision with regards to whether non-uniform clothing is acceptable or not.

## Basic Equipment

It is vital that each student comes to school every day with the basic equipment needed for learning. All students will need a pencil case containing the following items:

- Black and green pens (a multi-pen can be purchased)
- Pencils, pencil sharpener and eraser
- Drywipe pen (whiteboard marker)
- Ruler, 30cm
- Glue stick
- Coloured pencils
- Highlighter pens
- Compass and protractor\*
- Scientific calculator\*

\*Mathematics sets and calculators will be needed. Students need a scientific calculator, and we recommend the Casio FX83GT-CW. Mathematics sets will need to include a protractor and compasses. Pencil cases and calculators should be clearly marked with your child's name.

## Stationery Shop

We have a small stationery shop at school where basic items like pens, drywipe pens, pencils, erasers, and rulers can be bought at cost price.

All students are expected to bring a full-sized bag to school each day with all the books and equipment they need. Neither handbags nor mini bags are acceptable. Bags can be of any style or design if they are suitable for purpose and a school environment.

## Homework

The school does not publish a prescriptive homework timetable with hand in days. All homework is set with a reasonable deadline (it is not usually expected that students would have to hand in homework the next day, for example). Students are expected to develop their organisational skills by planning the completion of their homework tasks.

### Homework Years 7 – 9

Students in Years 7-9 will be set the following homework:

	Maths and English	Science	History, Geography, MfL and RS
Year 7	1 hour per week	20 mins per week	20 mins per fortnight
Year 8	1 hour per week	20 mins per week	20 mins per fortnight
Year 9	1 hour per week	1 hour per week	20 mins per fortnight

## **Homework Years 10 & 11**

At Key Stage 4, students are set homework every week, in all subjects.

Rewards and Sanctions for homework completion: Students will receive School Values points and recognition for completion of homework. Students may be set lunchtime detentions for non-completion of homework.

Homework may take the form of:

- A specific self-contained project, exercise, or task, based on previous class work
- Further examples of tasks undertaken in class and designed to reinforce what has been learned
- Completing work begun in class
- Reviewing, and, if appropriate, memorising what has been learned in class
- Follow-up work to assessment, ensuring that the student learns from errors
- An extended task or project, spanning several weeks
- Researching at home or in libraries using a variety of sources including ICT
- Revising and preparing for tests/examinations
- Internet app-based spelling tests, tests and activities including Sparx, Seneca, Bedrock and LanguageNut tasks

## **The Setting and Recording of Homework Activities**

Teachers set homework through Arbor as an 'assignment'.

Teachers upload the details of the homework including the nature of the task, instruction for its completion and the due date. The school will issue your Arbor login details. Students and parents can track homework completion on the parent and student portals.

## **Student Groupings**

Students are organised in many ways in order to meet their academic and social needs. We use information from primary feeder schools as well as our own tests to create:

- Tutor groups
- Ability groups for core subjects: English, Mathematics, Science
- Mixed ability groups for other foundation subjects

## **Ability Sets for Core Subjects**

On arrival at Wye School, we will carry out internal testing and consider information passed to us by previous schools to establish an initial loose setting system 1-5 for some subjects. Reading tests are conducted in the first term, as well as CAT (cognitive ability tests) and Maths assessments. These are used to finalise ability groups and identify highly able students and students who may need literacy/numeracy support. Sets are firmed up for Term 2 onwards with some changes likely. Set changes can occur over time throughout the year, as assessment results come in. Set changes are most likely after mid-year assessments and end of year assessments (ready for the new academic year)

## **Tutor Groups**

We value the friendship bonds that our students bring from their feeder schools, and we work with the people who know them well to group students so they can support each other during this transition. Where parents/carers have requests for their child to be with/not be with named children, they can notify us directly, with reasons for the request and we will do our best to accommodate this. Each tutor group will comprise students from our main feeder schools and students who may come from a school with few other children, which optimises their chances of forming friendships. The groups are mixed ability, as they are each part of a House group, and the Houses compete regularly in a range of inter-house challenges. The Head of Year 7 oversees the tutor groups and is the main pastoral support for Year 7 students.

## Houses

All tutor groups will belong to one of our four Houses. These are named Crown, Olantigh, Stour, and Kempe. The House structure will offer opportunities for the year groups to mix vertically and develop House loyalty. Several inter-house competitions and challenges take place during the year. Each House nominates a charity for which they will raise money for the academic year. Each tutor group has two House Captains, chosen by their peers to represent the views of students at the School Council as part of the wider Student Leadership structure within the school.

## School Values

We place great emphasis on personal and character development to ensure that students leave us as well-rounded young adults, fully prepared to succeed in life. Central to this are our three core values—**Ambition, Determination, and Respect**—which underpin our approach to developing students' character.

Students are recognised and rewarded for demonstrating these values through a points system used in every lesson, every day. These points celebrate positive behaviours and achievements, and students can also earn additional points by completing 100% of their homework each week. Beyond the classroom, we are committed to recognising the wider contributions students make to our school community. This includes participation in co-curricular clubs, school sports teams, music performances, school trips, cultural and artistic activities, and student leadership opportunities.

As students accumulate value points throughout the year, they are awarded Bronze, Silver, and Gold badges to acknowledge their progress and commitment. In addition, reward events take place in Terms 2, 4, and 6 for students who achieve the highest number of school value points. We also celebrate consistently positive behaviour, for example, students who fully adhere to the behaviour policy are invited to attend the Principal's Breakfast in Terms 1, 3, and 5, recognising those who achieve zero behaviour points.

## Additional Support for Students

All our schemes of work are devised to allow us to scaffold the learning for children of different abilities, even when children are in an ability set, as the needs of all learners vary. All children need additional support at some time and in some subject areas, and our staff are willing to offer individual support where it might be needed. At Wye School we have formal assessments twice a year in most subjects, and we rigorously track and review progress, so we are well-placed to put additional support into place if we notice that there is a 'dip' in performance. Depending on the need, intervention will be provided by the subject teacher, tutor, or the SEN department, if appropriate.

There are students whom we consider 'vulnerable' either because of complex Special Educational Needs and Disability [SEND] needs or family circumstances. Other students may become vulnerable due to temporary mental health issues or other circumstances. These students will be offered a range of support, from in-house mentoring and support to external agency intervention. The Designated Safeguarding Lead (DSL) and SENCO will oversee this support.

## **Learning Support**

Extra support is available for students with SEND. These students may have been identified in their primary school, in which case there will have been contact with our staff before your child starts Wye School. Some students will need an organised programme of support, which could include additional support within or out of the classroom and this provision will be overseen by our SENCO. The mapping of provision to meet needs will be done in coordination with parents/carers and students, and students will have a say in decisions about the support they will be given. Where appropriate, this provision will include input from external agencies and experts in particular learning needs.

Each SEND student will be tracked individually. All provision is recorded and the impact of this on their performance is reviewed at least termly. More details of how SEND provision is organised is in our [SEND Policy](#).

We liaise with all feeder primary schools, in order to get a full academic and social profile of all of our students but understand that some SEN students may be particularly vulnerable during transition. Our SENCO works with the feeder schools and other support workers in organising bespoke transition to meet these individuals' needs. Sometimes the files from primary school arrive after the student, so, if you feel there is an SEN need that we need to know from day one, please feel free to email details in so we can ensure the Inclusion department are aware.

## **Literacy and Numeracy Development**

It is essential that all students develop strong skills in literacy and numeracy, in order to be successful in all areas of the curriculum. All subjects will actively promote these skills and, for students who are identified as needing support in these areas, we offer a range of interventions, from reading groups to literacy software packages to numeracy support groups. We prioritise in class support as removing students from lessons means they fall behind the rest of the class. All tutor groups take part in our Guided Reading programme during tutor time.

## **Anti-Bullying Policy**

We know that children sometimes experience anxiety about going to 'big school' and meeting a lot of different children from many different primaries. There are many reasons why some children may be anxious at this time of transition about bullying as they are moving from a 'known' secure environment to a place of some uncertainty.

At Wye School we have a clear [Anti-bullying Policy](#) which identifies types of bullying behaviour and how we deal with instances. We make a clear distinction between bullying and falling out with friends or anti-social behaviours.

We tell all our students:

- a) Everyone has a right to be safe and feel safe
- b) No one needs to 'put up' with being bullied

- c) It is not your fault if you are bullied
- d) Ask for help
- e) Never give up – if the bullying does not stop, continue to get help and support

Key to our Anti-bullying Policy is our culture of trust where students feel able to tell us when incidents have occurred. Our Anti-Bullying Policy can be accessed on our website and covers cyber-bullying via mobile phone or chat rooms or social networking sites. Many of these are not meant to be used by children under the age of 13 and this is useful for parents/carers to remember. We regularly offer advice and guidance to parents/carers on this and other online safety matters, to help you safeguard your child. We do expect parents/carers to work in partnership with us and set boundaries at home regarding use and put in place the privacy and safeguarding measures we recommend.

The move from primary to secondary school coincides with puberty for most students and is a time when it is normal to explore social boundaries and to argue more with friends than when younger. Parents/carers can sometimes struggle to support their children with this normal social development and misidentify friendship issues as bullying. Part of our roles as a school and as parents/carers is to help our students/children reflect on social fall outs from both sides and to help them build resilience and resolve issues themselves. Tutors are the best people to support students with this from the school side.

### **Pastoral Care and Guidance**

There are lots of issues which can cause anxiety for a student beginning a new school. If a student has a problem, their tutor should be the first person they go to. They will have an opportunity to see their tutor each day. Alternatively, they can seek help from their Head of Year if necessary. Students can see their tutor for a range of issues, such as:

- They need another copy of a letter/medical form
- They feel unwell
- They need to use the telephone in an emergency
- They have lost their bus pass
- They have any uniform issues
- They have issues with homework
- They have lost their timetable
- They need to find or hand in lost property
- They need to find the premises officer (caretaker)
- They need to find a member of staff

If they cannot find their tutor they can go and ask Reception for help.

### **School Meals and Payment**

Our school meals are supplied by external caterers and are freshly cooked, with a choice of meat and vegetarian dishes daily, along with a jacket potato option. Sandwiches and drinks are also available to purchase. We have a cashless payment system (iPay), which works via a pin number issued to students on their first day. This system makes it easier for parents/carers to pay and to create anonymity for those having free school meals. It also allows parents/carers to view details of what their child eats each day, and they can set a daily limit on spending. We hope all our students will take up the chance to have a healthy school meal which they can eat with their peers and staff. Please note that the free school meal allowance is for main meal and pudding only and

does not include drinks, snacks or other retail items. A water fountain for re-filling bottles is available in the dining area. We encourage students to carry a re-usable water bottle.

The iPay payment system is also used for all school trips and activities, so it is essential that everyone is registered even if their child has packed lunches.

## **Hot Liquids**

Pupils are not permitted to bring hot liquids, including hot water in flasks, onto the school site due to the risk of scalding injuries.

## **Parental Consents**

Please ensure that all parental consents are returned promptly to ensure that your child can access the cashless payment system, and to also enable us to celebrate your child's successes in Parent Newsletters, via our school's social media sites, in press etc. should you be happy for this.

## **Transport Arrangements**

Wherever possible we want our students to become independent and to travel to school on foot or by public transport. You can buy a 'Young Person's Travel Pass' which allows students in Years 7 – 11 unlimited weekday travel between 06:00 am – 19:00 pm at a cost for a year, with reductions for those who have free school meals and free for Young Carer and Looked after Children. To apply for a 'Young Person's Travel Pass', please go [here](#).

The train timetable is also suitable to serve the school, but the Freedom Pass does not cover travel by train.

There are suitable bus services from the Canterbury direction morning and evening. In addition, Kent County Council have organised with local bus companies dedicated school bus services to and from places in the Ashford area and this serves many of our students. The pass can be used on this bus service. The current school bus service routes can be found on [our website](#).

Students who live outside Wye and have Wye School as their closest secondary school may be entitled to free transport provided by Kent County Council. To apply for free transport, and/or for further guidance, please visit the [KCC Free school transport website](#).

We are very conscious of both the environment and the already congested road system in Wye, and we would ask you to avoid driving your children to school if possible. If travel by car is essential, please consider sharing journeys with others and dropping/collecting children at the edge of the village rather than driving through the middle. A limited number of parent parking bays are available on site.

Wye School has no say in bus routes or whether or not the council will fund your bus or allow your child a place on their buses. Any school transport queries are best addressed to Kent County Council directly.

## **Attendance and Illness: A Brief Guide**

### **1. When does my child need to be in school?**

Your child should be in school at 8.30am (at the latest), in time for morning line up at 8.35am.

## 2. What happens if my child is late?

If your child is late, s/he should go to Reception where s/he will be registered. If you know your child is going to be late, please contact the school in advance so we are aware. Unless there are exceptional circumstances, lateness will result in a late detention at lunchtime.

## 3. Does the school need letters explaining my child's absence, or will a phone call do?

We would expect a parents/carers to telephone on 01233 811 119 or email the school on the morning of every day of absence to [attendance@wyeschool.org.uk](mailto:attendance@wyeschool.org.uk) If you do not phone us, we will contact you to enquire about the absence. We would be grateful if medical evidence could be provided for appointments.

## 4. What reasons will the school accept for absence?

- Illness – please refer to our [Medical Guidance](#) document on our website
- Emergency dental/medical appointments (make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement
- Attending an interview for a job, college, university

Except in cases of illness, you should [ask for permission](#) for your child to miss school well in advance, giving full details. In cases of recurring absences for illness you may be asked to produce medical evidence.

You will be aware that the law regarding leave of absence in term time was tightened considerably in September 2015, and this has led to a huge increase nationally in fines from the local authority for unauthorised absence. Please note that, in accordance with this, Wye School will only grant permission for absence under exceptional circumstances and never when the absence would make your child's attendance figure fall below 90%, making him/her a persistent absentee.

### Illness during the School Day

If a student feels unwell during the day, he/she will be taken or sent to Reception and seen by a qualified first aider. The student may be placed in our medical room and monitored. The school will take a view on whether the student is well enough to return to lessons or should go home.

*Parents/carers must ensure that we have up to date emergency telephone numbers on which they or another responsible adult can be contacted. Any accident or emergency will be dealt with by an appointed first aider in the customary way. If an ambulance is needed, every effort will be made to contact parents/carers immediately but, failing this, a first aider or member of staff will accompany the student.*

If your child needs to take prescription medication regularly or when he/she experiences symptoms of an illness, please ask us for an administration of medicines form. The completed form, the clearly labelled medication, and instructions on how and when the medication should be administered can then be left with Reception.

**UNDER NO CIRCUMSTANCES WILL MEDICATION BE GIVEN WITHOUT THE AUTHORITY OF THE PARENTS/CARERS.**

Students are allowed to carry over the counter products such as paracetamol and throat lozenges themselves and can self-medicate if you are happy for them to do so.

Please see our [Supporting Students with Medical Conditions Policy](#) on our website.

Mobile phone use is not allowed during the school day, and this includes students calling parents if they feel unwell. We would ask parents not to respond to such calls or texts by coming to school but instead to let reception know who will assess the health of the student and let parents know if they need picking up.

### **Mobile Phones and other electronic devices**

We have a 'not seen, not heard policy' regarding use of mobile phones, smart watches, and other electronic devices (tablets, headphones, tablets etc.). After 8.10am electronic devices, if seen or heard will be confiscated.

Students are permitted to use electronic devices once dismissed from their final lesson of the day.

If an electronic device is confiscated, it will be handed to Reception until the end of the day, when it can be collected by the student. Repeated breaches may result in the confiscation period being extended. We will notify parents in this instance. Any exemptions must be agreed with the school, please contact your child's Tutor.

### **How to get more involved with Wye School**

If you wish to get more involved in the life of Wye School, there are a number of ways you can do so:

#### **Fundraising**

We have already established a fine tradition of raising money for charity and we are very grateful to parents/carers who help out by baking or sourcing prizes.

#### **Parental/Carer Feedback**

Parents/carers are at the heart of Wye School as it is because of them that the school exists. Our approach to engagement is founded on our desire for inclusion. We want all parents/carers to have the opportunity to contribute positively to the future success of the school. Please feel free to let us know when things go well, or not so well, from your point of view as feedback is always noted and useful for us.

#### **Wye School Home-School Agreement**

By enrolling your child at Wye School, you are agreeing to:

##### **As a parent I will:**

- Support Wye School's behaviour policy and system.
- Be responsible for my child's behaviour in and outside of school.
- Work with the school to support my child.
- Ensure my child comes to school with the correct uniform and equipment for learning.

- Treat all members of the school community with tolerance, understanding and respect in any written or verbal communications.
- Contact my child's Form Tutor/ Head of Year/ Pastoral Team whenever necessary (e.g., any worries, change of address etc.).
- Attend parents' evenings and information evenings.
- Ensure my child attends school regularly and punctually.
- Email or telephone school as soon as possible before school starts on each day of absence.
- Not take my child on holidays in school term time.

**As a student I will:**

- Try my hardest to achieve the best I can at everything I do in order to fulfil my potential.
- Be kind and thoughtful towards other students and staff every day.
- Be honest.
- Try new things.
- Have good attendance and pay attention in my lessons.
- Take on board the advice given to me about my work to help me improve.
- Be polite and respectful to other people in school and in the community.
- Wear my uniform with pride and represent my school positively.
- Always follow the requests of a teacher or other member of staff in any educational context whether on the school site or on a school external activity.
- Behave well at all times and not act in any way which will distract others from learning.
- Always arrive on time to school, lessons, and assemblies.
- Come to lessons with the correct equipment.
- Remain on the school site as required.

**Wye School Internet and Email Use Agreement**

(Note: All internet and email activity is subject to monitoring)

The internet in school is a vital part of the education of your child. Our school makes extensive use of the internet to enhance their learning and provide facilities for research, collaboration, and communication.

You will be aware that the internet is host to a great many illegal and inappropriate websites, and as such we will ensure as far as possible that your child is unable to access such sites. We can do this using advanced software known as an internet filter. This filter categorises websites in accordance with their content; the school allows or denies these categories dependent upon the age of the child.

The software also allows us to monitor internet use; the internet filter keeps logs of which user has accessed what internet sites, and when. Security and safeguarding of your child are of the utmost importance in our school; in order to ensure that there have been no attempts of inappropriate internet activity we may occasionally monitor these logs. If we believe there has been questionable activity involving your child, we will inform you of the circumstances.

At the beginning of each school year, we explain the importance of internet filtering to your child. Furthermore, we explain that there has to be a balance of privacy and safety; we also inform them

that we can monitor their activity. All children are given the opportunity to ask questions and give their viewpoint.

**By enrolling your son/daughter at Wye School, you are agreeing that:**

I have read the above and understand that my child's internet access could be monitored to ensure that there is no illegal or inappropriate activity by any user of the school network. I acknowledge that this has been explained to my child and that he/she has had the opportunity to voice their opinion, and to ask questions.

**As a student I will:**

- . Only use the school ICT for schoolwork that the teacher has asked me to do.
- . Not to look for or show other people things that may be upsetting.
- . Show respect for the work that other people have done.
- . Not use other people's work or pictures without permission to do so.
- . Not damage the ICT equipment; if I accidentally damage something, I will tell my teacher.
- . Not share my password with anybody. If I forget my password, I will let my teacher know.
- . Not use other people's usernames or passwords.
- . Not share personal information online with anyone.
- . Not share any Wye School or United Learning links, files, or folders with anyone outside of Wye School.
- . Not download anything from the internet unless my teacher has asked me to.
- . Let my teacher know if anybody asks me for personal information.
- . Let my teacher know if anybody says or does anything to me that is hurtful or upsets me.
- . Be respectful to everybody online, including on social media; I will treat everybody the way that I want to be treated.
- . Understand that some people on the internet are not who they say they are, and some people can be unpleasant.
- . Tell my teacher if I am ever concerned in school, or my parents if I am at home.
- . Understand if I break the rules in this charter there will be consequences of my actions and my parents will be told.