

PARENT/CARER/GUARDIAN

Handbook

Welcome from the Principal

Dear Parent/Carer

Welcome to Wye School Transition Days. We are very excited to welcome you to the Kempe Centre, the current home of Wye School.

We hope your child enjoys this chance to meet some of the team and find out more about coming to Wye School. We are committed to meeting our vision of a truly inclusive, comprehensive school in Kent. 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

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Principal: Luke Magee

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Information for Parents/carers

Term Dates 2018 – 2019

September 2018 to July 2019			
Term 1	Wednesday 5 September 2018 (Year 7 & 12 only) Thursday 6 September 2018 (All years)	Friday 19th October 2018	
Term 2	Monday 29 th October 2018	Wednesday 19 th December 2018	
Term 3	Monday 7 th January 2019	Friday 15 th February 2019	
Term 4	Monday 25 th February 2019	Friday 5 th April 2019	
Term 5	Wednesday 24 th April 2019	Friday 24 th May 2019	
Term 6	Monday 3 rd June 2019	Friday 19 th July 2019	

INSET days (staff training days) NO SCHOOL FOR PUPILS will be:			
Mon 3 September 2018	Thursday 3 January 2019	Tuesday 23 April 2019	
Tues 4 September 2018	Friday 4 January 2019	Monday 22 July 2019	
Friday 7 December 2018	Wednesday 20 March 2019	Tuesday 23 July 2019	

Timings of the School Day

08:15 - 08:40	Library Open
08:40	Lesson 1 (and registration)
09:40	Lesson 2
10:40	Break (with food available)
11:00	Lesson 3
12:00	Lesson 4
13:00	Lunch and co-curricular activities
14:00	Assembly/Tutor Time/Interventions
14:30	Lesson 5
15:30	End of compulsory day
15:30 - 16:30	Homework Club and Fixtures

Important information – please read

Updating your child's information and contact details through Arbor Parent Portal

What is Arbor Parent Portal?

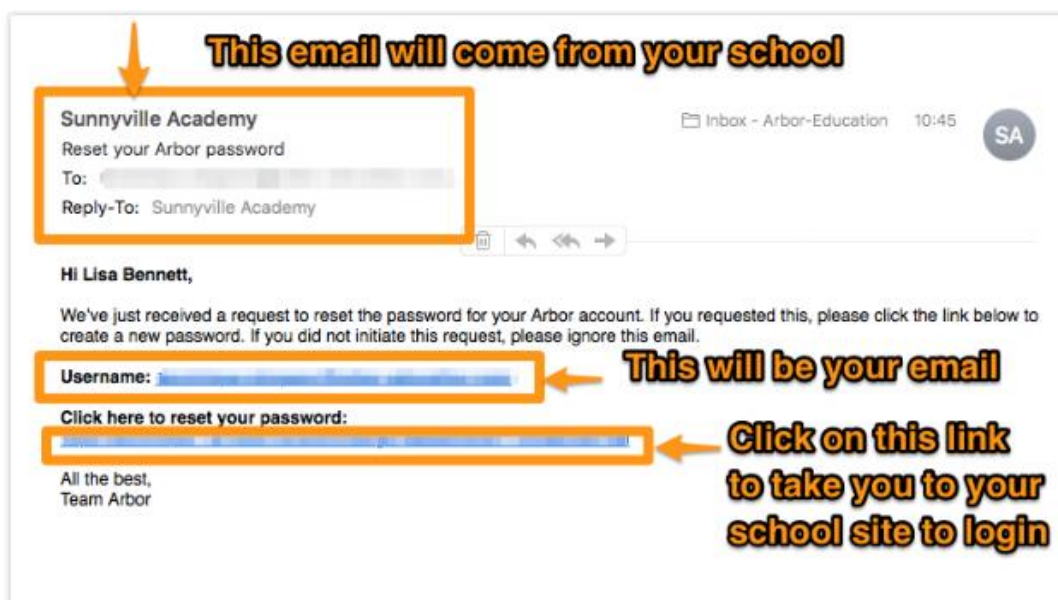
Arbor Parent Portal will allow you to have an overview of your child's timetable, attendance, progress, achievements and behaviour at any given time. It is linked to our school software system and will be updated in real time. Following the new GDPR regulations, Arbor Parent Portal will allow you to see what information we hold about your child. This is where you will need to import contact details, home address and emergency contact phone numbers.

How do I log-in to Arbor Parent Portal?

When your child first joins Wye School, you will receive an email with a username and link for the Arbor Parent Portal. The log-in details will be sent to the email address you provided to the school when you first registered your interest with us.

NOTE Arbor is optimised for Google Chrome and may not work if you are using Internet Explorer. Google Chrome is a free web browser which can be downloaded at the following address: <https://www.google.co.uk/chrome/> If you choose to log-in to Arbor on your phone or your tablet, note that it may not work unless your phone or tablet is powered by Android operating system. If your system is IOS, you will need to download Google Chrome through the App Store. It is also free.

The email you will receive will contain your username (your email) and a link for you to click on that will take you directly to the school's Arbor site.



On your first login only, you will need to enter your child's date of birth to access the dashboard.



Sunnyville Academy

Log in

joesmith@hotmail.com

Enter your password

[Forgotten your password?](#)

[First time logging in?](#)

Log in

Powered by Arbor

The dashboard is the first screen that you will see. This gives a quick glance of the student's daily timetable, notices, current attendance and progress. You can return to this page at any time by clicking on the school's logo or choosing Dashboard from any menu.

The dashboard is divided into three main sections: Student, Calendar, and Reports.

- Student:** Shows the student's profile (Somtochukwu Agha), year group (Y7), and fees (£7). It includes a 'Somtochukwu Agha's Timeline' with a list of lessons and their attendance status (e.g., 'Somtochukwu is present at Science: Year 7: 7SC5'). It also lists 'Guardians of Somtochukwu Agha' (Johnsen Jack and Agha Farihan).
- Calendar:** Shows 'Current lesson' (English: Year 7: 7EN2) and 'Next lesson' (Humanities: Year 7: 7...). It includes an 'Agenda' for the student with a color-coded timetable for the day (e.g., 08:30 - 09:30 English: Year 7: 7EN2). It also shows 'Guardian Consultations' (none for this student) and 'Accounts' (Meals and Outings).
- Reports:** Shows 'Attendance (2014/2015)' at 93.5% (Improving). It lists 'Positives - Spring Term' (3) and 'Negatives - Spring Term' (6). It also shows 'Spring Term Grade Average' (4A) and 'Spring Term 'On Track' Progress' (4/4).

If you are the Primary Guardian for more than one child in the school, you can access and view each child through the same portal by clicking on the name at the top and change sibling. More details can be seen by clicking on the items on the page. For example, clicking the attendance percentage will bring up the attendance page, which breaks down the attendance figures into present, late, or absent.

- 📅 Calendar – Shows the student's calendar for the academic year, including timetable and events.
- 📅 Attendance by Summary – Statistics and recent attendance for the academic year.
- 📅 Attendance by Date – This is a breakdown of the student's attendance, day by day with the mark.
- 📅 Progress – This gives up to date student progress using charts.
- 📅 Behaviour – In this section you can view the positive and negative behaviour points given.

What information do I need to fill-in?

We would advise you fill in all guardian details/information including email addresses, medical information, country of birth, ethnicity, language and nationality. Note that only one parent/guardian will have been created by us and you will need to create additional parent/guardian in order to fill in their information.

How do I fill in my child's information and emergencies contact details?

To access the main portal, click on the student's picture. Here you will first be able to view a quick overview, the student's basic information and contact details. Any errors, such as missing information, will be shown on this page. These details should be checked, and updated with any changes so that we can have the correct information. Please note that we will not be notified about these updates and will only be able to see the information once the changes have been made.

I do not want to disclose a particular information (for example "Country of birth"), what should I do?

Do fill in the category as the drop-down menu will have an option called "Refused". It is very important for us that it is filled with "Refused" so we know you haven't missed a category.

How often do I need to log into Arbor Parent Portal?

You can log-in as often as you wish to monitor your child's progress, attendance, achievements and behaviour. We would recommend however that you log-in and update your child's information as soon as they change so that we have the most recent information if we need to contact you. Note that to be compliant with the new GDPR legislation in place, we do not organise contact details collection anymore and it is your responsibility to keep us updated of any changes.

I have lost my password, what should I do?

If you have forgotten your password select the option 'Forgotten your password?'

This will take you to a second screen where you can enter your email to generate a new password.

If this doesn't work, please contact Miss Tavernier at myriam.tavernier@wyeschool.org.uk

I do not have access to IT facilities/require special access arrangements/cannot log-in due to technical issues, what should I do?

If you are unable to import your child's information, you will need to make an appointment at Reception or by email with Mr Marsh at lee.marsh@wyeschool.org.uk. Note that we will not be able to process information sent by email or through the phone. On the day of the appointment you will need to bring all the information needed such as telephone numbers, home address, emergency contact details, medical information and doctor's practice number and address. Mr Marsh will either fill in those for you whilst you are present or will guide you through the process.

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 Achievement 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. 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 a parents/carers has a particular concern, we have Moving Forward Meetings which are used to address and resolve these.

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, so correct email addresses are a must (hard copy on request) and is available also on the website.

Email Contact Details

In the interests of sustainability, most of our communication 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

We will attempt to respond to any communication within 48 hours.

Wye 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.

School 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/carers to consider high street alternatives which may 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 between lessons, but can be removed in lessons with permission from the teacher. Students do not have to wear their blazers during break and lunch times. Parents/carers have the responsibility to send their children to school clean and tidy with correctly name labelled uniform.

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.

Uniform B

Compulsory: Wye School blazer with braiding*; white blouse; Wye School kilt*, sold with a minimum length of 20"; plain charcoal grey trousers; plain navy or black socks/tights, or natural coloured tights in summer.

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. They should be tailored, school trousers, straight-legged in style. Plain white vests/T-shirts can be worn under blouses.

Trousers made from material such as stretch, heavy cotton, black denim, jersey, linen etc. are not acceptable. Skin tight trousers, leggings and footless tights are not permitted.

Outer garments

Permitted: Outer garments should be plain in colour with no 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, trainers and trainer-type shoes. These items will be confiscated regardless of weather.

Hair and accessories

Hair styles should be reasonable, appropriate and neat. Hair length should be at least a grade 3. 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 extensions are not permitted. Hair bands and headscarves (permitted for religious reasons only) must be plain navy or black.

Make-up, where worn, must be minimal and discreet. Nail varnish must not be worn. We will ask that any excessive make-up or nail varnish is removed. Nail extensions and fake nails are not permitted as they pose health and safety risks.

Jewellery is not permitted. The only exception is small, plain, silver or gold ear studs, 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.

School PE Kit

For PE and Games students must wear Wye School PE kit*.

Uniform A

Wye School sports top, shorts and training shoes. Navy socks should be worn for football, hockey and rugby in winter games lessons. White ankle socks for PE lessons. Football boots, gum shield and shin pads. Wye School sports hoody and plain navy tracksuit bottoms may be worn during winter and for travel to fixtures.

Uniform B

Wye School sports top, skirt (skirt with inbuilt shorts) and training shoes. Navy socks should be worn for football and hockey in winter games lessons. White ankle socks for PE lessons. Football boots and shin pads. Wye School sports hoody and plain navy tracksuit bottoms may be worn during winter and for travel to fixtures.

Health and Safety Advice

- The wearing of personally designed mouth-guards is recommended as a valuable means of protection. Care should be taken to ensure they fit properly.
- Studded boots for football, hockey and rugby in the winter terms; these can be plastic or metal studs.
- All long hair should be tied back.
- Jewellery- all jewellery must be removed for PE and Games lessons.
- Inhaler- if used- must be brought to every lesson.

*These items of uniform are only available from our uniform supplier, Pages, www.pages-schoolwear.co.uk, Maidstone 01622 753900.

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/carers.

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 internally isolated.

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 an exclusion 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/carers 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 exclusion. Parents/carers will be asked to resolve any uniform issue promptly.

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

Prior/during/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. Where incorrect items are being worn, students will be asked to go home to remedy the breach if this is possible. Alternatively, a uniform change will be made by an item

being loaned from School stock in exchange for a deposit e.g. bus pass, mobile phone. All staff will check, challenge and correct uniform throughout the school day. Students are to leave school in their uniform (there may be some occasions when PE kit is worn after a sports club/fixture). On leaving school at the end of a day, uniform will be checked by duty staff.

Confiscated items

Confiscating students' property will happen if they use that equipment to break school rules.

Confiscated items will be labelled to include the student's name, year group, details of the item(s) confiscated, date and the name of the staff member who confiscated the item(s). The item will be held at Student Reception where it will be stored 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 will 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. However, prohibited items will not be returned.

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 no images or logos on them. Outdoor garments must be removed when indoors.

During the summer we may experience hot weather. During this time we decide on a daily basis if it is a 'non-blazer' day. Students are expected to continue to wear their blazer to school, as we have formal events during the day when their blazer must be worn.

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 midriffs or underwear should be worn. Students not meeting the criteria will

be expected to wear an item from our loan stock or will be sent home to change. Non-uniform days to raise money for charity will be held on the last day of each term.

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, blue and green pens (a multi-pen can be purchased);
- Pencils, pencil sharpener and eraser;
- Ruler;
- Coloured pencils;
- Highlighter pens.

Mathematics sets and calculators will also be needed. Students need a science calculator and we recommend Casio FX83GT. Mathematics sets will need to include a ruler, protractor and compass. 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, pencils, rubbers and rulers can be bought at cost price.

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

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

Years 7 – 9

Students in Years 7 – 9 are set one homework task per week in English, Languages, Maths and Science, and one homework task per fortnight in other subjects. The duration of each task is approximately 25 minutes in Year 7, 35 minutes in Year 8 and 45 minutes in Year 9.

Years 10 & 11

For core subjects at Key Stage 4, students complete a minimum of two hours homework per subject per week. For all other subjects the expectation is one hour per subject per week.

The school does not publish a prescriptive homework timetable. 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.

The setting and recording of homework activities

Teachers set homework through the online resource "Show My Homework" (SMHW) (<https://wyeschool.showmyhomework.co.uk>)

Teachers upload the details of the homework including the nature of the task, instruction for its' completion and the due date.

Student Groupings

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

- Tutor groups
- Ability groups for English, mathematics, sciences
- Mixed ability groups for other foundation subjects

Ability Sets for Core Subjects

In the first few days at Wye School, all students sit Cognitive Ability Tests (CATs) which assess Verbal, Non-Verbal and Quantitative Reasoning. We consider these alongside KS2 test data or, for students who did not do KS2 tests, in place of these. These are used to finalise ability groups and also identify highly able students and students who may need literacy /numeracy support. The groups are organised by student strengths or support needs, from groups 1 – 4, 1 being the higher ability.

We will also, as part of United Learning, be conducting standardised baseline tests in English and Mathematics at the start of the year and regular United Learning tests will follow throughout the year which will enable us to compare the progress of your child against thousands of others, using their KS2 scores as a baseline.

Parents/carers are notified of students' ability sets for core subjects within the first week and they are reviewed termly.

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 particular requests for their child to be with/not be with named children, they can notify us directly, with reasons for the request. 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 three houses. These are named Crown, Stour and Olantigh. The house structure will offer opportunities for the year groups to mix vertically and develop house loyalty. A number of inter-house competitions and challenges over the year result in the presentation of an annual house cup for the winners.

Additional Support for Students

All of our schemes of work are devised to allow us to differentiate 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 three times a year in most subjects and six in some 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 a learning mentor, when there is a general pattern of underperformance.

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 Head of SEND 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 Head of Inclusion. 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 Head of SEND works with the feeder schools and other support workers in organising bespoke transition to meet these individuals' needs.

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. All tutor groups take part in our DEAR (Drop Everything and Read) programme.

Higher Ability Students

We want all of our learners to be challenged and stretched. There are a number of students, particularly in A set, who have or could have passed the Kent Test as we are a comprehensive school for all abilities. We use a wide range of data, including CATs and KS2, and other information to identify our higher ability students including input from parents/carers. The progress of this group of students is reviewed continuously. We believe that intelligence is not fixed and not always easy to identify, so we continuously review and reflect on our identification and intervention processes.

Whilst we offer wide-ranging, subject-specific enrichment and extension opportunities, Wye School is committed to in-class approaches (Wave 1) which differentiate and challenge. The school has worked extensively on developing this practice. We believe our class-based focus has the benefit of being continuous and enables us to differentiate for and challenge individual students.

This approach to gifted and talented provision incorporates a range of strategies such as:

- Higher level questioning;
- Opportunities for leadership and ownership of learning;
- Project or enquiry approaches to learning;
- Problem-solving and decision-making;
- Real-life briefs and topical focus;
- Recognition and promotion of originality and individuality.

To supplement this, we offer a range of extra-curricular activities. Over the last few years this has included:

- Crest Science Award projects
- Mathematics Code-Breaking Club
- Working weekly with an acclaimed artist
- Entry to the national Foreign Language Spelling Bee
- Salters Chemistry Day at University of Kent
- The Wider World support group
- Entering national writing competitions
- Peripatetic music lessons
- Visit to WE Day and follow-up workshop

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 and this is detailed in student planners.

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 also 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 e-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.

Safeguarding, 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 during the morning registration period, tutor or assembly time. 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.

School Meals and Payment

Our school meals are supplied by the caterers Chartwells and are freshly cooked daily, with a choice of meat and vegetarian dishes daily, along with jacket potato and pasta options and a salad bar. We have a cashless payment system (sQuid) and operate this using the biometric system with which we register all children when they start. This system makes it easier for parents/carers to pay and to create anonymity for those having free school meals. This system 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 of our students will take up the chance to have a healthy school meal which they can eat with their peers and staff. Lunch is charged at student rate of £2.00 for a meal, £2.50 with a pudding. Pudding alone is £0.90. Prices are subject to review in September 2018.

This payment system is also used for all school trips and activities costing more than £10 so it is essential that everyone is registered even if their child has packed lunches.

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 0:00 & 19:00 at a cost of £290 for a year, £100 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 to <http://www.kent.gov.uk/roads-and-travel/school-transport/young-persons-travel-pass> - 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, we have organised with local bus companies Chalkwell and R & J Coaches to have our own dedicated school bus service to and from places in the Ashford area and this serves many of our students. The pass can be used on this bus service and we hope you will take advantage of this because it is being arranged specifically for Wye School.

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. Guidance can be downloaded from the following link: www.kent.gov.uk/schooltransport - You can either apply directly online or by completing the T1 which can be downloaded from the same link.

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 at all 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.

Attendance and Illness: A Brief Guide

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

Your child should be in school at 8.35am (at the latest) in time for Lesson 1, which will begin at 8.40am.

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, this will result in a late detention at lunchtime for ½ hour the same day.

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 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
- 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.

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:

Wye School PTA

This group meets at least three times a year, with a mission statement of enhancing the experiences of children at Wye School. They play a key role in organising events and fundraising.

Visits and Enrichment Activities

We run regular trips and visits, including walks in the area and to local venues.

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

One way all parents/carers can help is to provide feedback to us via our annual surveys. In addition to this, we consult parents/carers on new developments, such as our Maximising Learning Minutes program and changes to reporting this year. Parents/carers also regularly pass on useful contacts, information and ideas, some of which we include in the newsletter.

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.

Wye School Home-School Agreement

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

As a parent/carers:

- 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 whenever necessary (e.g. any worries, change of address etc.).
- Attending 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:

- 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.