

# Whitmore High School

## Year 6 Transition– Parent Information



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# You've made the right choice!

Congratulations on choosing Whitmore High School!

You've made a fantastic choice for your child and we look forward to guiding them through five or more years of successful learning and numerous personal achievements.

As a parent myself, I fully understand that this time can be both daunting and exciting for parents and pupils in equal measures.

Pupils are leaving their primary schools where they are familiar with the environment, including the buildings, staff and other pupils and are now moving into the unknown. New relationships with pupils and staff will need to be formed and a new building will need to be navigated. There's a lot to get to grips with. Transition is bound to cause some nerves and apprehension for pupils and parents, but the good news is that it is my job to turn these nerves and apprehension into excitement and anticipation!

It won't be long before each pupil is benefitting from the enthusiasm, knowledge and expertise of our professional group of staff in familiar and new subjects, participating in extra-curricular activities including drama, art, sport, fitness, film and music, as well as developing new friendships with pupils from twelve other schools. The opportunities for your child are endless at Whitmore High School and all your child needs to do is grasp them!

This guide contains information that we feel will ensure a successful transition process and includes answers to all the key questions that you might have, as well as practical advice that will help pupils and parents settle into Whitmore High School.

In addition to this guide, I would highly recommend following our transition Twitter page @transitionWHS where you'll find a number of videos to give more insight into what to expect in September.

If you have any other questions or queries, feel free to contact me at [burrowsc19@hwbcymru.net](mailto:burrowsc19@hwbcymru.net)

In the meantime, I and the rest of the staff look forward to welcoming your child on Tuesday 6<sup>th</sup> September 2023 and taking the first steps to a successful transition at Whitmore High School.

Craig Burrows  
Head of Department, Year 7



# Your Child's First Day

## **What time should my child arrive and where should they go?**

Pupils can arrive at school from 8.20am onwards and should be in school no later than 8.35am. Pupils should arrive at the pupil entrance (the entrance on the left at the front of the building).

There will be lots of staff ready to welcome Year 7 and direct them to the great hall.

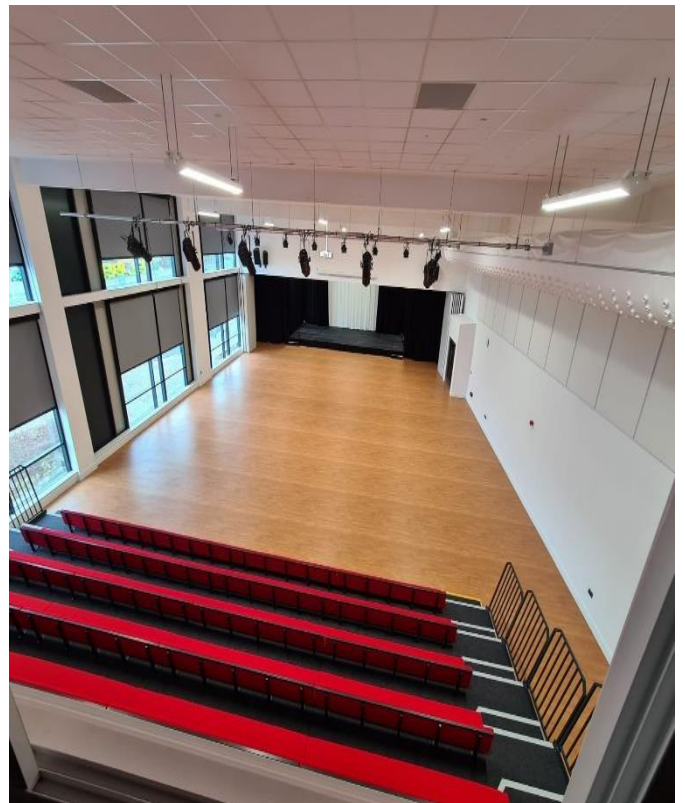
## **What can my child expect on their first day?**

Pupils will have a short assembly with the head of year before being led, by their form teacher, to their form room with their new class.

Pupils will then have an orientation day, structured to provide an opportunity to get used to their new surroundings and the expectations of secondary school.

## **What can my child expect during the rest of their first week?**

It will be a busy week for pupils and there will be lots to take in. We'll make sure that they are fully aware of the structure of the week and what to expect.



## Key Contacts

Below is a list of key staff that you may need to contact from time to time. Contact emails have been listed. Staff members will always aim to get back to you as soon as they can, but it may not always be possible to return contact on the same day.

### **Mr C. Burrows – Head of Year 7 and Transition Lead**

Mr Burrows is Head of Department for Year 7 and his role is to make the transition process as smooth as possible for each pupil attending Whitmore High School.

[burrowsC19@hwbcymru.net](mailto:burrowsC19@hwbcymru.net)

### **Mrs M. Prosser – Deputy Headteacher for Inclusion and Well-being**

Mrs Prosser is the Deputy Headteacher for Inclusion and Well-being, and is responsible for overseeing learning support, well-being and the Autism Base at Whitmore High School. She ensures that all our pupils are happy and supported in school. Mrs Prosser has two sidekicks, called Daisy and Blu, who are two of three well-being dogs at Whitmore and they are also looking forward to meeting the new pupils in September.

[ProsserM54@hwbcymru.net](mailto:ProsserM54@hwbcymru.net)

@WHSdog - If you would like to follow Daisy on Twitter!



**DAISY AND BLU  
WHITMORE  
WELL-BEING DOGS**



### **Mr D. Williams – Assistant Headteacher and Safeguarding Lead**

Mr Williams is the lead safeguarding officer at Whitmore High School. If there are any concerns that you would like to discuss in confidence, please contact him directly.

[WilliamsD775@hwbcymru.net](mailto:WilliamsD775@hwbcymru.net)

### **Mr M. Davies – Assistant Headteacher and ALNCo (Inclusion)**

Mr Davies oversees and co-ordinates the provision for pupils with additional learning needs and support needs.

### **Mrs R. Scott – ALN Manager and Transition Lead for ALN (Inclusion)**

Mrs Scott, the Additional Learning Needs Manager, manages the learning support department and the team of LSAs in the school.

If you have any concerns that you would like to discuss, then you can contact the inclusion and learning support department directly.

Mr M. Davies

[DaviesM1244@hwbcymru.net](mailto:DaviesM1244@hwbcymru.net)

Mrs R. Scott

[ScottR69@hwbcymru.net](mailto:ScottR69@hwbcymru.net)

01446 411 411 – Choose option 3

### **Ms S. Neilson – Well-Being Manager**

Ms Neilson is the Well-being manager for pupils at Whitmore High School and she is extremely experienced in meeting the diverse needs of pupils (alongside her well-being dog, Pilot).

Links to external agencies that can support with well-being can be found on the school website.

[NeilsonS2@hwbcymru.net](mailto:NeilsonS2@hwbcymru.net) 01446 411 411 – Choose option 4

**PILOT  
WHITMORE  
WELL-BEING DOG**



### **Ms N. Ansell – Attendance Officer**

Ms Ansell is the person who you will speak to in regard to any attendance issues. This may include a pupil being unable to attend school due to illness, informing the school about medical appointments or educational welfare service involvement.

[AnsellN2@hwbcymru.net](mailto:AnsellN2@hwbcymru.net)

01446 411 411 – Choose option 1

### **Year 7 Form Teachers**

One of the most important roles in school to help your child achieve a successful transition in year 7 is your child's form teacher. We are extremely lucky at Whitmore High School to have a group of form teachers who have the experience and skills necessary to provide this role for every pupil in Year 7.

Your child's form teacher will be the first point of contact for pupils and parents and they will be able to answer most of your questions and queries; if they can't, they will find the person who can!

All year 7 form teacher emails can be found below,

Mr A. Prickett (7AP)     [PrickettA2@hwbcymru.net](mailto:PrickettA2@hwbcymru.net)

Mr I. Deasy (7ID)        [DeasyI@hwbcymru.net](mailto:DeasyI@hwbcymru.net)

Mr I. Piekielniak (7IP)   [PiekielniakI@hwbcymru.net](mailto:PiekielniakI@hwbcymru.net)

Mrs M. Hill (7MCH)      [HillM98@hwbcymru.net](mailto:HillM98@hwbcymru.net)

Mrss S. Helyer (7SHR)   [AzeezS1@hwbcymru.net](mailto:AzeezS1@hwbcymru.net)

Mrs S. Martin (7SMN)    [MartinS90@hwbcymru.net](mailto:MartinS90@hwbcymru.net)



# Uniform

## Where can I buy uniform?

Shirts, trousers, skirts, tights and shoes can be bought at a number of retailers, but the Whitmore High School blazer, jumper and physical education kit can be purchased at:

### **Ruckleys**

45 Holton Road  
Barry  
Vale of Glamorgan  
CF63 4HB  
01446 700006  
[www.ruckleys.co.uk](http://www.ruckleys.co.uk)

### **A Class Apart**

9 The Parade, Castle Drive  
Dinas Powys  
Vale of Glamorgan  
CF64 4NR  
02920 515722  
[www.aclassapart.co.uk](http://www.aclassapart.co.uk)

## What uniform does my child need to wear?

Day to day school uniform consists of:

- Collared white cotton shirt (short or long sleeved)
- Black trousers (tailored trousers)
- Skirt (no shorter than knee length) with black tights
- Whitmore High School Tie
- Black Whitmore High School blazer with embroidered logo (compulsory and must be worn at all times)
- Royal Blue Whitmore High School jumper with embroidered logo (optional over a shirt and under the blazer)





## What about footwear?

Footwear can be shoes or trainers, but must be completely black. See below for styles and examples of what is and isn't acceptable:

Footwear  
Do's



Footwear  
Do's



Footwear  
Dont's



Footwear  
Dont's



### **What clothing isn't acceptable?**

Items such as soft-collared polo shirts, leggings and tracksuit bottoms are not permitted as school uniform.

### **What physical education kit will my child need?**

The kit for physical education will vary depending on the activities that your son or daughter is participating in. However, pupils need to have the following items ready to use when they arrive in September:

- Royal blue Whitmore High School t-shirt with embroidered logo (compulsory)
- Royal blue and white reversible Whitmore High School jersey (compulsory)
- Royal blue Whitmore High School hoody with embroidered logo (optional)
- Plain black shorts
- Black skirt (skirt/short combination)
- Plain black tracksuit bottoms (for outdoor activities)
- Plain black leggings (these are available with the Whitmore High School embroidered logo)
- Plain black rugby/football socks
- Suitable sports trainers

### **What about rugby/football boots?**

Parents often enquire about the need to buy boots. Our advice is that if your child does not already own a pair (as they don't use them outside of school), then wait until September until pupils know which activity they will need them for and when. For example, your child may not be involved in a football lesson until November, depending on the allocation of activities, and may have grown out of their boots by this point.

For activities that use the artificial 4G, such as football/ rugby, then all pupils **must** have suitable 'rubber/moulded' boots to use the facility.

### **Should I mark uniform with a name?**

Absolutely! All items should be clearly marked with a name. We ask this for two reasons:

1. We understand that the price of buying uniform can mount up; losing an item means if it can't be found, it will need to be replaced.
2. If a lost item isn't marked with a name we can't identify the owner and return it.

### **What kind of school bag is suitable?**

Most pupils have a standard sports type rucksack which allows them to be able to carry all of their equipment and books for the day.

### **What items should my child carry in their bag?**

Pupils should arrive at school ready to start the day with pens/ pencils/ rulers, the use of a pencil case is a good idea. A packed lunch (unless buying food from the canteen) and a re-fillable water bottle as there are water fountains for use in school.

Pupils should bring their school planners with their class timetable. Planners are used for pupils to record homework details and class information.

### **Can my child wear jewellery?**

For reasons of safety and security in school, the wearing of bracelets, neck chains, earrings and rings is not permitted. Ear-studs are strongly discouraged for the same practical reasons, but in any case, not more than one small plain stud in each ear lobe. No piercings in any other areas are permissible e.g. facial, tongue etc. One watch. No other jewellery is permitted.

### **What about makeup and hair?**

Only discreet, not noticeable foundation is allowed. Any other makeup or nail varnish is not permitted.

No excessively or extremely short shaved haircuts will be allowed e.g. tram lines, shaved heads or Mohicans etc. along with any unusual/unnatural dye/colouring e.g. pink, red, green etc. Other excessive or extreme hairstyles are not permitted. Hats, coloured bows and head-bands are not allowed.

Should there be any doubt about the acceptability of a particular item of wear, or of hairstyle or length, the Head's decision must be accepted.

# The School Day

## What time does school start and end?

The school day starts at 8.40am and finishes at 2.45pm. Most pupils arrive at school between 8.00am and 8.30am, which gives plenty of time to get prepared for the school day ahead, meet with friends and visit the school canteen for breakfast.

## How will my child know what lesson they have, where to go and who their teacher is?

On the first day pupils will be given their timetable, which is an essential document to help plan ahead and know where they need to go and when they need to be there. We'd advise making copies of timetables to keep on a bedroom wall, the fridge and in their school bag so that pupils are always prepared for the day ahead.

## What does a timetable look like and what do all the numbers and letters mean?

Below is an example of the type of timetable that pupils will receive in September.

Each day is split into 5 lessons with break and tutorial time scheduled between lesson 2 and 3 and lunch time scheduled between lessons 3 and 4.

	1Mon	1Tue	1Wed	1Thu	1Fri
1	English AJS M6	Science DRC U16	Science DRC U16	Mathematics HP U11	Science DRC U16
2	Welsh SP M23	Information Te CSU M21	Philosophy and NJ M11	History SBY M5	History SBY M5
3	Science DRC U16	Modern Langu KT M20	Physical Educat DW	Information Te CSU M21	Physical Educat DW
4	Art KH U1	English AJS M6	Geography IC U6	Welsh SP M23	Philosophy and NJ M11
5	Geography IC U6	Mathematics HP U11	English MPA LRC	Science DRC U16	Activities JLC U6

	2Mon	2Tue	2Wed	2Thu	2Fri
1	Science DRC U16	English AJS M6	Modern Langu KT M20	Welsh SP M23	English MPA M13
2	Mathematics DWI LRC	Mathematics HP U11	Design Techno JP G8	Physical Educat DW	Drama AE M2
3	Art DP G2	Design Techno JP G4	Mathematics HP U11	Catering LL G3	Music MK M24
4	Mathematics HP U11	English MPA M13	English MPA M13	Mathematics HP U11	Geography IC U6
5	Drama AE M2	History SBY M5	Music MK M25	Modern Langu KT M20	Science DRC U16

For each scheduled lesson you will see the subject, the initials in the bottom left corner of the teacher and in the bottom right is the room that the subject is taught in.

### **What is a 2-week timetable and how do I know which week it is?**

You will notice that there are two different timetables on the example shown. This is because at Whitmore High School we follow a 2-week timetable that alternates each week.

If there's confusion as to which week it is, a quick check in the school planner or on the school website homepage (top right-hand corner) will provide you with the information you need.

### **Do holidays count as a 'week' in the 2-week timetable?**

No. If a half term finishes on week 1 the return week is week 2. Likewise, if we finish a half term on a week 2, then we return on week 1.

### **What are the lesson times?**

Lesson 1:	8.40am - 9.40am
Lesson 2	9.40am – 10.40am
Tutorial	10.40am - 11.00am
Break	11.00am – 11.20am
Lesson 3	11.20am – 12.20pm
Lesson 4	12.20pm – 1.20pm
Lunch	1.20pm – 1.45pm
Lesson 5	1.45pm – 2.45pm
Extra-curricular Activities	2.45pm onwards

## Year 7 Form Classes

### **How will I know which form I am in?**

Pupils and parents have already been informed of their form class and pupils were given the opportunity to meet their new form on the transition day in July.

### **How are the forms organised?**

There are six form groups, each having a mixture of pupils from our feeder schools. Some primary schools have as many as eighty pupils making the transition to Whitmore High School and others only one.

Creating form groups is a complex task and consideration is given to a number of factors, including the balance of numbers to reflect pupil ability, gender and additional learning needs among others.



### **Will my child be in a form group with their friends?**

Feeder schools have been consulted to gain an understanding of which of their pupils work well together and which don't, as well as preferred friendships groups.

We cannot guarantee that your child will be in a form group with all of their friends, but effort has been made to ensure that each pupil has at least one 'friend' in their form class as suggested by their primary school.

### **What if my child is not in the same form group as their existing friends?**

There may be cases where it has not been possible to place every pupil in their ideal friendship groups, however, this does not mean that they won't see each other during the school day. On the way to school, breaktime, lunch time and after school will all be opportunities to see friends to discuss the school day and enjoy time together.

It should also be understood that being in the same or different form groups does not mean pupils will necessarily be in the same or different teaching groups as, depending on the organisation of a subject, form groups may be mixed for teaching requirements.

# Class Charts

## **What is Class Charts?**

Class Charts is a school management software system for teachers, students and parents. It is currently used in over 1000 secondary schools nationally and has been highly recommended by many outstanding schools Wales. It allows staff, students and parents to keep in touch and communicate better.



## **Why do we use Class Charts?**

- Class Charts improves efficiency and consistency for teachers.
- Class Charts improves home/school communication - parents will know what students are rewarded for, can be notified of any sanctions and will gain a good understanding of progress in specific subjects.
- Class Charts supports learning - smart seating plan functionality for teachers, Class Charts has adaptive seating plans that allow us to sit students next to peers who aid their learning.
- Class Charts works - feedback indicates high levels of student, staff and parental satisfaction.

## **How do we use it?**

At Whitmore we like to praise and award the positives. These positives are based heavily on our values and ethos that was discussed during the transition evening: Respect, Resilience, Hard Work and Responsibility. If your child demonstrates any of these characteristics in lesson they will be awarded 1 positive point (known as a P1). We can also award 1 negative point (N1) for showing a disregard for any of these values.

There are benchmark targets for your child to hit when they will be awarded either a bronze, silver or gold award and these are for 25, 50 and 100 positive points respectively.

## **How can you use it?**

You will receive a unique code, specific to your child in September which can be entered into the Class Charts app (downloaded from the Class Charts app from the Apple/Android store).

The Class Charts app will enable you to see all the positive points achieved by your child in school for that day. It will also allow you to track behaviour and progress in individual lessons as and when it happens.



# Subjects and Teachers

## **What subjects will my child experience?**

Pupils will experience a wide-ranging curriculum that focuses on developing knowledge and understanding of different subject areas.

Some subjects will be familiar to pupils such as maths, English and science, whereas some will be completely new such as modern foreign languages.

## **What happens if my child doesn't like a subject?**

All subjects are compulsory and pupils must follow their individual timetable. Pupils will have the opportunity to select subjects they are most interested in studying during Year 10 and 11 for their GCSEs.

## **What happens if my child struggles in a subject?**

At Whitmore High School we believe that it is important for pupils to be challenged in every lesson. This means that pupils may sometimes feel that they aren't 'keeping up' or don't understand content. This is natural. Teachers will identify if and when pupils need extra support and pupils will benefit from staff experience and expertise.

It is important that pupils understand that they won't always understand everything straight away and that failing or falling short of their own academic expectations and those of parents is not unusual. We encourage pupils to demonstrate resilience and self-reflection to address any challenges and achieve success in the future.

## **Will my child receive any extra support?**

Through our contact with feeder schools there have already been pupils who have been identified as requiring extra support from September 2023. This support can be provided using a variety of interventions and in class support.

In addition, during their school career, your child might need extra support with a range of different needs including reading and writing. Information will be shared with individual parents/carers as to what support is available where necessary.

## **What is the 'Aspire' group?**

The 'Aspire' group targets the most academically gifted pupils in the year group to set high academic aspirations, expectations and standards in key stage 3, leading to the foundation of positive learning habits in preparation for key stage 4. Invites will be sent to the parents of pupils who are selected with more information being shared in September.



# Attendance and Punctuality

## **What is excellent attendance?**

Ideally every pupil would achieve 100% attendance and we encourage every pupil to strive to do so.

Nevertheless, there may be circumstances that may prevent this target from being met. At Whitmore High School we set 97% as the minimum target that every pupil should achieve.



To give some context to attendance figures, a pupil who has a 90% record of attendance at the end of a school year would have missed the equivalent of 4 school weeks. If this pattern continued through years 8, 9, 10 and 11, this would equate to almost half a year of education missed and would obviously have a negative impact on learning and achievement.

## **What happens if my child is late?**

Lateness is an issue that impacts pupils' learning, both in terms of the pupil who is late and the lesson that is disturbed by pupils arriving after it has begun. It is vital that all pupils are on time for the start of the school day and each individual lesson.

If a pupil is late for the start of the school day, they need to sign in at the pupil reception and this will be marked on their attendance record.

In the first few weeks, as pupils find their way around the new building, there may be occasions when they get a bit lost and this is understandable, but it is also important that pupils familiarise themselves with their surroundings as quickly as possible to avoid lateness having a negative impact on learning.

## **What happens if my child has a medical appointment?**

From time to time, it may be necessary to take your child for a medical appointment during school hours. Pupils can be collected from the pupil entrance, but it is important that the attendance officer is made aware that this will happen prior to you arriving. A written note, phone call or email will help make this process easier.

Where possible, we do suggest that appointments should be made outside of school hours to limit the impact on learning, but understand that this is not always possible. Where appropriate, pupils should return after their appointment and continue with the rest of their school day.

# The School Environment



## How will my child find their way around the building?

Finding their way around a new building is one of the most challenging aspects of transition for pupils, but they will soon become familiar with their new school.

Our school has three floors, all colour coded:  
Ground – G – Blue colour scheme  
Middle – M – Green colour scheme  
Upper – U – Orange colour scheme

Outside each room is a sign detailing the room number and subject and this will correspond with the information on the timetable. For example, a lesson in M6 would mean Room 6 on the middle floor.

All floors follow a one-way system, have a 'you are here' map on every corner and if a pupil still can't find their way then all they have to do is ask staff or other pupils. Everyone will be happy to help!

## What are the toilet facilities like?

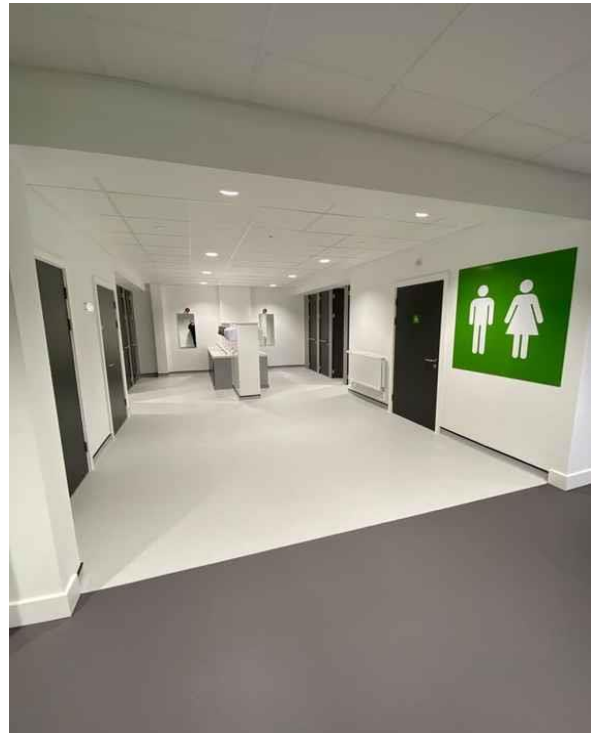
There are toilets on every floor and are split into boys (on the left) and girls (on the right) with an open-plan wash basin area.

## What is the courtyard in the centre of the building used for?

The courtyard can be used as an open space for break and lunch times, but there are plans to utilise the area in different ways in the future.

## Is there a virtual tour so I can see what the building is like?

Yes. A virtual tour of the school building can be found on the transition twitter page @transitionWHS and also on the school website transition page.



# The Canteen

## **When can pupils use the canteen?**

Pupils will be able to access the canteen before school, breaktime and during lunch.

## **What is available to buy from the canteen?**

A selection of hot and cold food and drinks are available. Snacks including fruit, cookies and brownies can also be purchased.

## **How does my child pay for food?**

At Whitmore High School there is a cashless system. This means that credit needs to be purchased using a ParentPay account and then payment is taken using a fob at the point of purchase. Your child will be issued a fob when they start.



## **My child doesn't have a ParentPay account; what should they do?**

On the first day all pupils will be provided with a letter with details of how to open a new ParentPay account or how to transfer an existing account. Unfortunately, these details cannot be provided ahead of arrival in September as pupils aren't officially Whitmore High School pupils until the new academic year begins.

## **How do I link my existing ParentPay so it can be used at Whitmore High School?**

The information letter will provide guidance on how to do this.

## **What if I need help with the process?**

Once you visit the website, the process should be straight forward, but if you do need any support you can visit <https://www.parentpay.com/parent-account-fags/>.

## **What is a fob and when will my child receive theirs?**

All pupils will receive a fob on their first day. It is important that their fob is kept safe as any that have to be replaced due to loss or damage will incur a charge. It is important that pupils bring their fob with them every day if they want to use the canteen facilities. Those who do not have their fob to pay for items will likely face delays when wanting to purchase food and drink.

### **How will I know how much my child is spending in the canteen?**

Information about what your child is eating and what they are spending can be found on their ParentPay account. It is important that the account is kept up to date and is regularly topped up to reflect any spending. Any queries can be discussed by calling the school on 01446 411 411 and selecting option 6 to speak to canteen staff.

### **Can pupils bring their own food?**

Pupils are welcome to bring their own food to school.



### **What are the arrangements for food on the first day?**

Pupils can either bring their own food, or if they want to experience the canteen food there will be the option to do so.

If pupils decide that they would like canteen food on the first day or so, then they can purchase what they would like and the total spent will then be reflected in their ParentPay balance when their account is opened or reconfigured.

This means the initial balance on your child's account will start with a negative. For example, if your child spends £3 on the first day and £30 credit is purchased, your child would have access to £27 credit on their fob.

### **Free school meals**

Please check with the Vale of Glamorgan council if you think your child may be entitled to free school meals.

Even if your child has received free school meals in primary school, it is a good idea to check that this will still be the case from September onwards.

For further information go to <https://www.valeofglamorgan.gov.uk> and search for free school meals.





## Extra-Curricular Activities

### What extra-curricular activities are offered at Whitmore High School?

At Whitmore high we run a comprehensive range of clubs to suit all pupils. With lessons finishing at 2.45pm. The expectation is that all pupils stay for clubs at least two evenings per week and can stay five evenings a week as many currently do.

The aim of all clubs is to encourage participation and enjoyment as well as provide fantastic opportunities for pupils to discover new talents and skills.

All clubs are open to everyone, however, some have a limit on numbers at any one time and these activities will be run on a rolling basis so that all pupils who wish to take part get the opportunity during the year. Some clubs run all year round, while others run during certain terms, such as athletics and cricket in the summer term.

The list of days and times of each club will be available in September.

There are sports teams for boys and girls which compete against other schools in football, rugby, basketball, netball and athletics.

There are clubs that focus on health and fitness, such as running club and conditioning suite club.



The drama department produce amazing shows and performances to provide pupils with the chance to star on the stage or become an important part of the behind the scenes team.

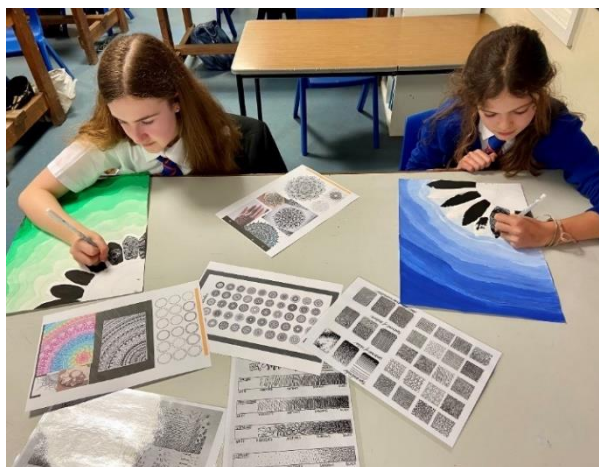


There is the art academy where pupils will progress their love of the subject and can't fail to be inspired by the amazing views of the Vale of Glamorgan that are on offer from the upper floor classrooms!

History, geology and English offer chances for pupils to develop their knowledge and love of the subject and there is a homework club that provides support for pupils who need to get work in on time!

There is also book club, chess club, gardening club, coding club and many more. Music club offers the chance to learn how to play new instruments or be part of the school choir.

There really is something for everybody, whatever their interests!



### **Aspire**

The ASPIRE programme began in 2021 with the aim of raising academic standards in key stage 3 by exposing pupils to a number of challenging subject topics.

Pupils are invited to join the program and are identified through testing, teacher recommendation and classroom performance. The program takes place before the school day begins and this year has been attended daily by over thirty pupils, who have experienced sessions on economics, history, English literature and language, maths, Italian, Welsh and Spanish.

The group have met inspirational speakers and have been challenged every step of the way. The program was described as 'An exemplary feature of the school's work' in our latest Estyn report and has had a major impact on pupils throughout the school. The program will be available for pupils in Year 7 and information will be shared as soon as it becomes available.



# Getting Organised to be Successful

## What's the best way to be organised for each day?

We encourage pupils to make sure that each evening they are ready for the following day.

Checking their timetable is essential, as is making sure that they have all the necessary equipment, books, kit and ingredients ready to ensure that they benefit fully from being able to participate in every lesson.

Forgetting essential items can have a negative impact on learning and mean missing out on positive experiences during the school day.



## What basic equipment do pupils need for academic lessons?

It is important that pupils have some basic pencil case equipment so they are prepared to learn. Several pens (they are bound to run out or explode!), ruler, pencils, pencil sharpener, rubber and highlighters are essential items that should be included. A geometry set and calculator would also be beneficial.



# Celebrating Success

## What is Pupil of the Week?

Each week a pupil from each form is selected as 'Pupil of the Week'. This will be announced in assembly when pupils will be encouraged to come up and take the applause from their peers. They will receive a certificate, parents/carers will be notified and a P5 (5 positive points) will be awarded on Class Charts.

## What is Pupil of the Week awarded for?

'Pupil of the Week' can be awarded for a variety of reasons including academic performance, positive contribution to the school community, positive attitude to learning and improvement in academic application.



## What is Class Charts?

Class Charts is a system that we use at Whitmore High School to record positive performance in school. Positive points are awarded for a number of different reasons and parents/carers will get regular updates when positive events occur.

There is a parent app for Class Charts that we encourage you to use and details for this will be shared when pupils arrive in September.

To gain more insight into how we use Class Charts please go to our transition Twitter and transition webpage on the school website where you will find the link to Mrs Thomas explaining how the system works.

# Physical Education

## **Where can I buy physical education kit?**

As with day to day uniform, physical education kit can be purchased at 'Ruckleys' and 'A Class Apart', but some items can be found in most sports shops.

## **Will my child need a gum shield?**

Gum shields are highly recommended when participating in some sports, e.g. rugby.

## **What happens if my child cannot participate?**

Physical education is a vital part of well-being and health and as such, lessons are compulsory for all pupils.

Occasionally, pupils will not be able to participate due to illness or injury. It is important that a written note is provided which can be given to the physical education teacher so they are aware of any issues.

Nevertheless, withstanding obvious barriers to participation such as a broken bone etc, even when a pupil is feeling a bit under the weather or has had a minor injury, we still encourage them to change into kit and try to participate. If there continues to be an issue, pupils can be excused from the session, but often minor niggles and injuries cease to be a problem once a pupil gets into the flow of an exciting lesson!

## **What happens if my child forgets their kit?**

If a pupil forgets their kit, the PE department have spare kit available for your child to change into. This ensures that no child is barred from participating. However, they will receive a negative point on Class Charts for being unprepared for school.

If forgetting kit becomes a regular occurrence, your child's physical education teacher will make contact with home to discuss the issue.

## **What happens if my child's kit is mislaid or is in the wash?**

Pupils will have a timetable so they will know exactly when they have physical education and should take responsibility to know where their kit is and when they will need it. Occasionally, there may be an issue such as the school kit is in the wash and they can't bring it in. In a case like this, bring suitable alternative kit for the lesson accompanied by a brief note to explain. If an item of kit is lost, it will need to be replaced.



**What happens if my child doesn't like one of the activities?**

Like all other subjects, physical education lessons are compulsory and pupils will not be allowed to miss lessons because they don't like an activity. We encourage all pupils to participate and develop confidence and proficiency in all areas of the physical education curriculum regardless of their ability or experience.

**Will my child have to go outside in winter?**

Pupils will go out in all weathers and just because it's raining or cold it doesn't always mean that lessons are indoors! It is the responsibility of pupils to make sure they are prepared for the conditions. In bad weather pupils are allowed to wear suitable rain jackets (not their school coat), tracksuit bottoms and under layers etc.

**Does my child have to use the showers?**

There are cubicle showers available if pupils wanted to use them at the end of a lesson, but they are not compulsory.

**Does my child need their kit on the first day?**

No, but from the second day onwards pupils need to bring their kit for all scheduled physical education lessons.

# Communication

## **The importance of communication**

Communication between home and school and vice versa is the key to a successful transition process.

It is important that we build relationships so that we can support parents and pupils through this exciting, but at times daunting experience.



## **Who should I contact if I need to discuss an issue involving my child?**

In year 7 there are many staff who you will be able to speak with to discuss any queries you may have. There is a list of key staff listed earlier in this guide, but the easiest way to make contact is by sending an email to your child's form teacher and/or Mr Burrows (Head of Year 7).

If you provide details of your query in the email, then this helps us gather any relevant information before returning your email or call and also ensures that the best person handles your query.

## **I've got a question, but I'm not sure if I should contact school or if it's important**

There are endless reasons why you may need to contact school. This may be to report an absence, make us aware of medical issues or just a general enquiry.

Most enquiries can be addressed quickly and easily by checking out the information on the school website [www.whitmorehigh.org](http://www.whitmorehigh.org), but if your enquiry is something more specific, you can email the relevant member of staff. If a query is urgent you can always contact the school by phone on 01446 411 411.

## **Will I ever be contacted by someone from school?**

From time to time staff from school may need to speak to you. This may be due to positive reasons such as fantastic effort or performance in a lesson, or it could be to discuss an issue that has happened in school that you need to be aware of. If your child is absent from school, you may receive a call from our attendance officer.

## **How do I keep my contact details up to date?**

It is vital that your contact details are up to date. Any changes to addresses or phone numbers need to be recorded as soon as possible. Staff at Whitmore High School may need to contact you in an emergency and not being able to make contact can cause complications and unnecessary upset.

We may also need to send letters and texts home about events such as parents' evening and incorrect contact details may lead to you missing important information.

**What does being 'primary contact' for my child mean?**

Being 'primary contact' for a child means that all information will be sent to them. It is their responsibility to share information with any other relevant parties. Unfortunately, we are unable to automatically send duplicate information to other contacts.



## Other questions you may have

### **Friendship Issues**

In year 7, friendship groups often change quickly as pupils meet new friends and gain new interests. This is one of the best parts about joining a secondary school and friendships for life can be formed.

However, in some cases, as one friendship begins, another one ends and this can cause upset. It's important that pupils understand that friends who walk in together on the first day in year 7 often walk out with different friends on the last day of year 11. When a friendship ends it isn't always easy, but every pupil will find someone who they enjoy the company of and feel comfortable with.

### **Bullying**

We **do not** tolerate bullying at Whitmore High School and have stringent procedures for any incidents that are brought to our attention. If there are any alleged issues it is important that they are reported and they can be investigated.

### **Mobile Phones and Valuables**

We strongly discourage mobile phones and valuables being brought to school. This includes items of monetary and sentimental value. However, we understand that mobile phones are a tool for safety and emergency communication.

We have a 'No Phone' policy at Whitmore High school. This means that if your child brings a mobile phone to school, then they should be switched off before entering the building and they can then be switched back on when your child leaves at the end of day.

If your child is caught using a mobile phone during the day then it will be locked in the school safe and given back at the end of day. It would be a good idea to talk with your child about this prior to them starting.

Whitmore High School will not take any responsibility for any valuables that are lost, stolen or damaged.

### **Will there be a parents' evening?**

There will be a parents' evening/ progress evening during the year, the first one being a transition progress evening in the Autumn term, when you have a chance to speak to individual subject teachers about your child's progress.

Details will be shared closer to the time.



**I didn't enjoy secondary school; it wasn't positive. Will it be the same for my child?**

Your child's experience in secondary school will be very different to yours. Try and avoid projecting any negative experiences you had onto them as this could create unnecessary worry and apprehension.

At Whitmore High School we provide pupils with countless opportunities in and outside the classroom. Pupils who are proactive and make an effort to try new experiences will have an amazing time in secondary school.

**How do I find the balance between supporting my child and doing everything for them?**

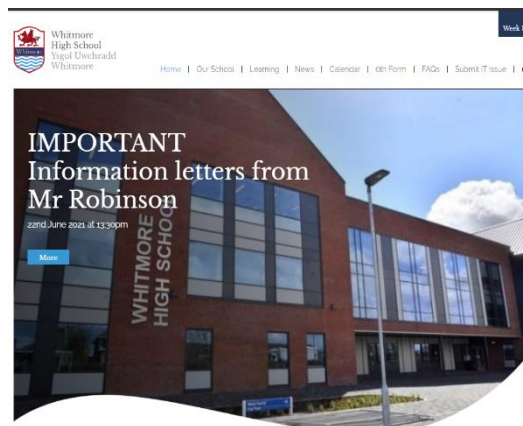
Parental support is key to children having a positive secondary school experience, but encouraging pupils to take responsibility is also important. Promoting independence with tasks such as packing their school bag, reading timetables, getting up in the morning and learning how to do a tie will be beneficial for children making the step up to secondary school.

## Further Information

### The School Website

This guide should provide you with answers to most of your questions, but we are regularly populating our transition page on the school website with further updates. You'll also find a digital copy of this guide included.

[www.whitmorehigh.org](http://www.whitmorehigh.org)



### Twitter

Twitter is a tool that is regularly used by the school to promote awareness of different events and information. All Whitmore High School Year 7 Transition information including videos can found at:

**@transitionWHS**

There are numerous other official Whitmore High school Twitter accounts including:

PE Dept: @Whitmorehighpe  
Specific Year 7 Information: @Whitmorehigh7  
Drama Dept: @Artswhitmore  
History Dept: @WHSISTORY20  
Art Dept: @Artwhitmore  
English Dept: @Englishwhitmore  
DT Dept: @Whitmoredt  
Modern Languages Dept: @Whitmoremfl  
Music Dept: @Highwhitmore  
Science: @Whitmorehighsci  
Welsh: @Whitmorehighcymraeg  
RS: @Whitmorehighrs  
Biology: @Whitmorebiology  
ALN Dept: @Whitmore ALN

