

Welcome to The Wey Valley School

A Co-operative Academy

As parents we want the best for our children. To be happy, inspired and to achieve.

Here at The Wey Valley School our emphasis is upon high achievement, no matter what particular level of skill or talent demonstrated by an individual student. Our aim is to make the transfer process from primary to secondary school as smooth as possible, to keep parents informed and ensure that our new students feel welcomed and supported. All students are encouraged to develop their own interests whether they are academic, sporting, artistic or practical by nature.

We hope that your child enjoyed the transfer day for new students today; it was designed to be exciting, engaging, welcoming, and to give new students the opportunity to get to know some of the older students and know their way around a little better.

This booklet builds on the transfer day to ensure that as parents you are familiar with the day to day matters that will affect you and your child in the first few weeks. It does not replace the face to face contact of meeting with your child's form tutor, which will become one of the most important aspects of developing a strong and supportive relationship between the school and home. A strong link between school and home is one of the key aspects of ensuring that students are successful at Wey Valley, and we will always endeavour to keep you informed of your child's progress not only when things are going well, but also when they need additional support.

To have a positive experience at The Wey Valley School we ask you to encourage your children to:

- Tackle challenges that come their way but be prepared to ask for help and advice.
- Strive to reach their full potential, not only in numeracy and literacy, but also through extending their knowledge and understanding and developing their skills across the curriculum.
- Find their strengths and build on them to develop their confidence and self-esteem.
- Listen carefully to instructions and advice so that their time is used wisely.
- Have patience and be sensitive towards those whose life may be more difficult.
- Take full advantage of the many extra-curricular activities that are available in school. The more they are involved, the richer their experiences will be.

Organisation of The Wey Valley School

Caring for your child

Students will have the opportunity to develop their knowledge and skills in a happy and safe environment. Providing this care is one of the major responsibilities of the tutor. At the Year 6 parents evening you and your child will be able to meet your tutor and become familiar with your tutor base. The tutor is the person who registers your child in the morning and afternoon, gives out information and supports your child with their learning. The tutor will be the first person to get to know your child, as they will have the most daily contact with them. We would expect them to be the first person you call to resolve any problems or anxieties.

Please note: All tutors have a considerable teaching responsibility and it may not be possible to respond immediately. We will always try our best to respond within 24 hours.

The tutors work with the Head of Year, who has overall responsibilities for academic mentoring, pastoral care and curriculum development for each member of the year group.

A Vice Principal (Mr Wilson) together with the Senior Leadership Team, will also give support to families through difficulties and may be able to call in outside specialist help when needed.

Senior Leadership Team

Acting Principal Ms S Adams
Vice Principal Mr P Norman
Vice Principal Mr A Wilson
Vice Principal Mrs C Watson
Assistant Principal Mr S Dyer

Student Support Co-ordinator Mrs J Wright

Year 7 Tutor Team

Head of Year Mr M Salmon
E-mail salmonm@weyvalley.dorset.sch.uk
Telephone 01305 817013

Tutors

Tutor Group	Tutor	Email Address	Tutor Room
7JFA	Mrs J Ashmore	ashmorej@weyvalley.dorset.sch.uk	22
7KSO	Mrs K O' Borne	obornek@weyvalley.dorset.sch.uk	73
7AEG	Dr A Greenwood	greenwooda@weyvalley.dorset.sch.uk	38
7JRO	Mrs J Rogers	robertsj@weyvalley.dorset.sch.uk	20
7RWH	Miss R White	whiter@weyvalley.dorset.sch.uk	60
7MMU	Mrs M Mullender	mullenderm@weyvalley.dorset.sch.uk	1

Your child's first day at The Wey Valley School

Tuesday 5 September 2016

All year 7 students should report to the Will Mackaness Hall for 8.30 am. After a brief welcome and introduction from the Principal, the students will then have time in their tutor groups. They will complete planners and be given a timetable.

All students will need to bring the following on their first day:

- A school bag (Large enough to hold A4 folders and books)
- Pencil case with pens, pencils, ruler, rubber etc
- A packed lunch if they are not using the diner at breaks or lunchtime.
- If your child needs to take any medication, this will need to go to the medical room. (It is better if a parent can bring this in and explain the dosage to the office staff, so that it can be given at the correct time)
- Any change of address, emergency contact numbers or messages from home
- **Please check that you have credited your child's "wisePAY" account if they wish to purchase food from our diner at break and lunch. Your child will also need to have returned the "wisePAY" permission slip in order to have their finger print scanned to set up their account.**
(If your child receives a Free School Meal please inform our school office who will make the necessary arrangements with you.)
- **Students do not need a PE kit on this day**

What should your child wear?

The uniform – blazer (with school logo); blue shirt/blouse and worn with a clip on tie; plain black trousers or skirt (no denim or flecked material and skirts should not be too long or too short – knee-length is good!); sensible black or dark brown shoes for school (no sling backs, sandals, high heels or trainers) and plain socks or neutral tights.

A watch and one stud in each ear are the only jewellery permitted.

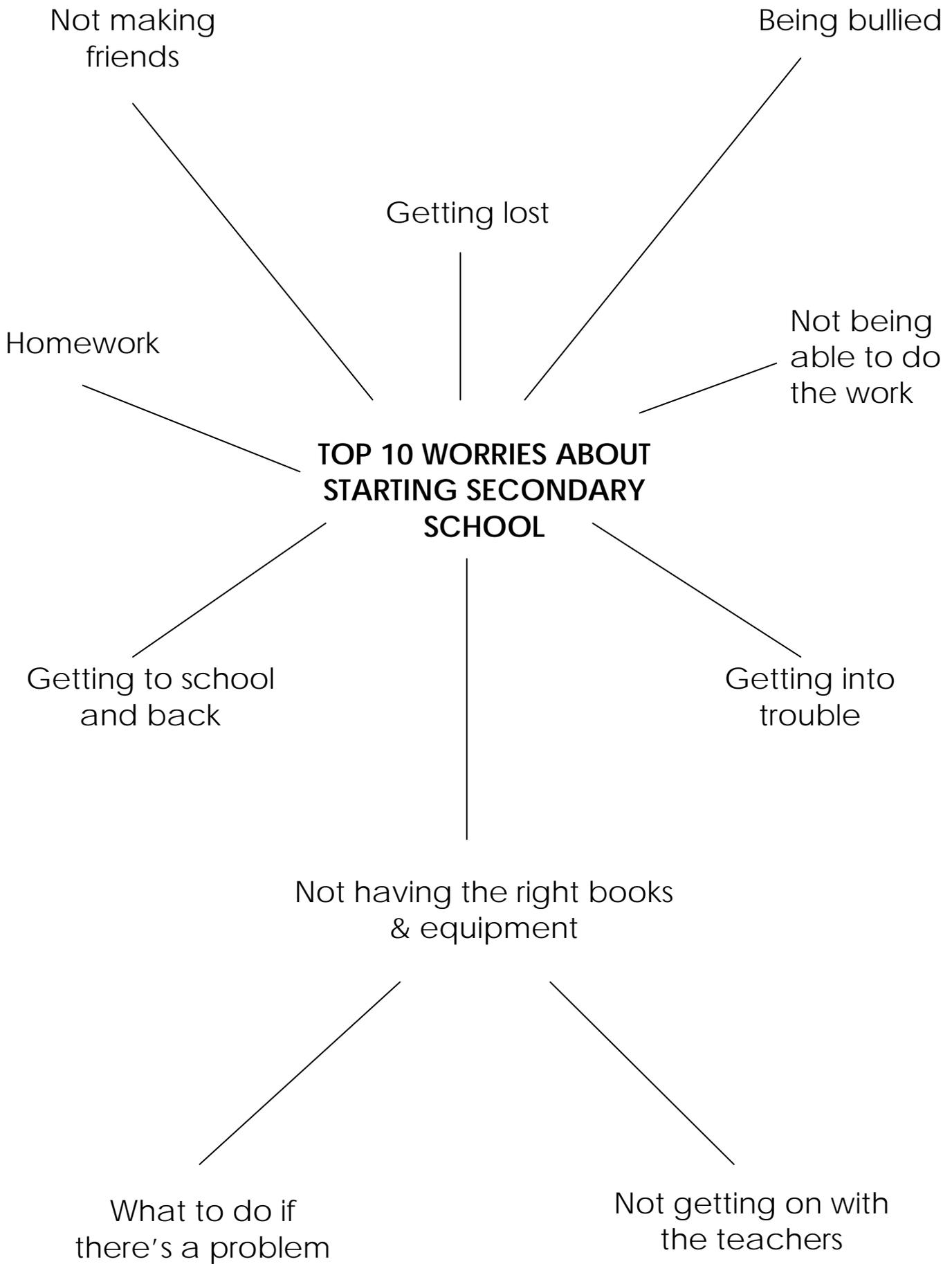
Rings and make-up are not allowed. Hair should be in a sensible style and a natural colour.

All students will be dismissed at 3.10pm

So what's different about a Secondary School?

- The size of the building and the number of people in it.
- The uniform and the new rules and regulations.
- Being taught by different teachers in different classrooms.
- Moving from classroom to classroom.
- Being able to cope with a two-week timetable.
- Making use of the school planner.
- Having the right books and equipment for the day and being responsible for them.
- Recording homework into the planner, completing it and handing it in on time.
- Knowing when break and lunch time occurs during the day and how food and drink can be obtained at these times.
- Being responsible for getting to lessons, registration and assemblies on time.

In general, students are expected to be more independent, self-reliant and organised. This might be seen as a welcome development for many students but it is a challenge for most.



Not making friends

This is a very common worry amongst Year 6 students. As there will be many more students in Year 7 at Wey Valley than in their Year 6, everyone has a wide choice of friends. Even those students who move up with several children from their primary school tend to make new friends at secondary school. Within a week or two your child will be wondering why he/she was so anxious at the start of the term.

If your child still feels quite anxious about making friends then she/he needs to speak to their tutor. They will help your child settle in the group and may organize a "buddy" system to make them feel more at ease. If they find it difficult to talk about it then do contact your child's tutor or Year Head.

Getting lost

Your child will find Wey Valley much bigger than their primary school and moving from classroom to classroom can be quite daunting. For the first two weeks of Year 8 students will take Year 7 to and from lessons. For most of Year 7, it will not take students long to get used to the layout of the school. However, if your child does get lost, they just need to ask any member of staff or students to help them. More often than not, someone will come to their rescue before they have had a chance to ask anybody!

Being bullied

The Wey Valley School does not tolerate bullying. If your child ever feels intimidated or threatened they must speak to somebody. They must not keep quiet about it – it will only make them feel unhappy. They need to be encouraged to talk to you, their tutor, or head of year – whoever she/he feels comfortable with.

Further advice is available in the accompanying "Secondary Anti-Bullying 101 tips for parents booklet" and on the school website.

Bullies rely on victims keeping quiet!

Other concerns

If your child is concerned about any issues that they do not wish to discuss with a member of the teaching staff, we have a Personal Advisor, Mrs Vass, on site, who runs a confidential drop-in session daily at the school at break and at lunch-time.

Students who find settling in to a larger secondary school environment more challenging may be invited to spend lunch or break times in the Teaching and Learning Centre or the Student Support Centre. The library is also open at most break and lunch times and after school for homework club.

There are a number of support agencies based at school to whom we may refer your child.

These include:

- School Nurse
- Personal Advisor
- Educational Psychologist
- Behaviour Support Service
- Community Police Support

There are also agencies with whom we may work closely in order to support your child and your family, if necessary.

You will be informed if we refer your child to another agency and, in some cases, you will be asked to give written permission.

What will be different for you?

- Different ways of contacting the school.
- Managing you child's growing independence
- Earlier mornings!
- Safety on your child's journey.
- Homework routines.
- Your child's new friends.
- Communication with and from your child.
- Less chance to meet other parents.
- Your child's reluctance to have you 'interfering' with school matters.
- Different behaviour policy.
- School curriculum.

Despite how it may appear, you, the parent(s) / carer(s) are and will remain the most significant people in your child's education at secondary school.

The engagement you have with the school and the support you give your child, even when the going gets tough, will directly affect their success and their happiness!

Some ways to support your child

- Make time to talk (a chat, not an interrogation!)
- Meet their friends.
- Be positive and supportive about school.
- Encourage good attendance and punctuality.
- Help them organise themselves.
- Have a duplicate timetable up at home.
- Encourage their learning outside of school.
- Help your child develop good routines.
- Be calm and encouraging.

What should I do?

What should I do if my child is ill?

It is a legal requirement that parents ensure their children attend school or training up to the age of 18. If your son/daughter is away from school or arrives late, you are required to send a note to cover that absence. Please telephone us on 817059 on each day of absence. In addition, we do then need a written note for our records upon your child's return to school. If we do not hear from you the Education Social Worker might contact you. The only valid reasons for absence are illness, medical appointments and holidays authorised by the school.

Please make sure that your son/daughter, if absent, brings a note to their tutor on their first day back at school.

What if we are going on holiday?

Following a government review of school holiday entitlement, schools are no longer permitted to grant leave of absence for holiday purposes. If you would like to request leave of absence for your child for exceptional; compassionate reasons the appropriate form can be collected from and returned to reception.

Please note: The school will only authorise holidays during term time in exceptional compassionate circumstances.

What if my child is unhappy?

At first please talk with your child to find out what is wrong. They might have fallen out with friends – this is common at this age, or might be finding a subject difficult. They may be suffering bullying or they may be worried about a forthcoming test or exam.

Contact your child's tutor or if it is a curriculum matter you could speak to the teacher concerned. If you are still not happy please contact the head of year.

What if my child loses his/her blazer, pencil case or PE kit?

They should first go back to where they think they have left the clothing or equipment. If they cannot remember, they should retrace where their lessons have been. Lost property is usually taken to the school office. If it is marked clearly it quite often finds its way to the year seven office, where it will be

passed on to the owner. It can take a little time to find property, so patience is required.

Please mark all items of uniform, PE kit and bags with a permanent marker showing the first initial and full surname to help us return lost items.

What if my child leaves their lunchbox or money at home?

If you need to bring something into school just bring it into reception. They will be pleased to pass it on to your child.

What if I need to get a message to my child?

If you phone the school, reception will see that your child gets the message. With so many students at Wey Valley, it is very useful if you can tell the receptionist your child's tutor group.

Please note: Mobile phones are not permitted in school but students may ask to use the office phone at break or lunch-time at the year office if an urgent message needs to be passed on. Due to the value of these items, mobile phones and electronic equipment may be confiscated and placed in the school safe for safekeeping for you to collect.

What should my child do if they need to leave the school premises?

If children need to leave the school building during school hours they will need a note signed by yourself. They should make sure that they show this note to their tutor and reception when leaving. They should 'sign out' at reception. (This is essential in case of a fire alarm.) If your child leaves the site, without permission, he/she will be deemed to be truanting.

What if my child is late to school?

If your child arrives in school after 8.35am (Registration is at 8.30am) he/she must sign in at the reception.

What should my child do if they feel ill?

They should tell their class teacher. If necessary, the teacher concerned will give them a permission slip to go to the Medical Room (near reception) where they will be attended to. In more serious cases the school will phone home or any other emergency contact number.

Getting to school & back

Key tasks for students

- Getting up on time.
- Having everything you need for the day.
- Giving yourself plenty of time to catch the bus, walk to school etc.
- Waiting for friends can delay you – don't let them make you late!
- Being at the right place at the right time at the end of the day.
- Going straight home.
- Knowing what to do if you are delayed.

Tips for parents – before your child starts

- Ensure you know how your child will get to school.
- Make sure you know how long the journey will take.
- Work out the time your child will need to get up in the morning – don't forget the alarm clock!
- Get a routine going in the morning.
- Make sure school bags are ready the night before.
- Agree a sensible bedtime during term time.
- Have a checklist if need be!

Tips for parents – when your child starts

- Praise and encourage independence but be ready to offer a helping hand.
- If you have arranged to leave dinner money on the table don't forget it!
- Insist on a routine and keep to it – it will save hours in the long run!

Homework

Key tasks for students

- For every school day, in your planner, write in the appropriate space what subject should be setting homework for that day.
- Write your homework into your planner. If none is set write this down with the reason why.
- Ask for help if you have difficulty writing down the homework.
- Make sure you understand the homework. Ask the teacher to explain if you do not understand.
- Make sure you take your planner home, so that you can see what homework you have that night.
- Cross out or highlight the 'set homework' once it has been done. Hand it in!
- Have a go in our homework club in the library after school 3.30-4.30 Mondays to Thursdays.

Tips for parents – before your child starts

- Agree a routine with your child and keep to it!
- It is better to do homework during early evening, not late at night.
- Agree with your child that watching TV, making phone calls, time on the Internet are best done after the homework has been completed.
- Make time to monitor, encourage and support your child with homework.
- Check the amount of time that should be spent on each subject.

Tips for parents – when your child starts

- Stick to the agreed routine regarding homework.
- Try to ensure that homework is done on the night that it is set to prevent 'build-up'.
- Help your child to structure their time but let them get on with their homework. (They need to be more independent).
- Don't let your child struggle on for longer than the recommended time. Write a note in his/her planner if difficulties have arisen.

Uniform matters

Key tasks for students

- The school rules can be found in your planner – read carefully!
- Make sure that you remove nail polish, jewellery etc. before the start of school.
- Make sure your uniform is ready to put on in the morning – including school shoes.
- Make sure you know what days you require PE kit and have it ready.

Tips for parents – before your child starts

- Check the uniform requirements and rules regarding jewellery etc.
- Get in contact with the school if you think you are entitled to financial support for buying school uniforms.
- Name everything as students frequently leave things in classrooms. It is much easier to find clothing if it is clearly marked – it also saves many tears!
- If possible have spare items of school clothing at home.

Tips for parents – when your child starts

- Encourage your child to hang up their uniform as soon as they get in.
- If your child is very disorganised, have a checklist.
- Encourage your child to have everything ready for the morning.
- Have a system for making sure clothes are clean – let your child take some form of responsibility.
- A copy of your child's timetable is very useful – you can highlight the days when PE kit is required.

Organising books and equipment

Key tasks for students

- Have a system for keeping books and equipment and make sure it works!
- Use your planner so that you know whether it is Week A or B and what lessons you have
- Make sure you know what type of equipment you need for different lessons
- Use your planner to make any notes or reminders eg when to bring in ingredients for food technology
- Having your bag packed ready the night before with everything you need in it

Tips for parents – before your child starts

- Help your children to organise a space where they can keep books, equipment and their work safely.
- Make sure they are equipped with essentials – pens, pencils, ruler and rubber. Have some spares, as new students tend to ‘forget where they put things’.
- Don’t buy expensive equipment, just in case!
- A box-file, stacking system or something similar can be very useful for students with organisational problems.
- A4 plastic wallets or a folder to hold worksheets or homework in can be very useful.

Tips for parents – when your child starts

- Regularly get your children to empty their bag – it’s amazing what you can find at the bottom! (school bulletins, letters and homework).
- Encourage your child to check the planner for any notes or reminders.
- Check and sign your child’s planner once a week. Any problems get in touch with your child’s tutor or the subject teacher concerned.
- Check the school website www.veyvalley.dorset.sch.uk for copies of school letters and forthcoming events.

The school day structure

8.30 – 8.38	Registration	(8 mins)
8.40 – 9.40	Period One	(60 mins)
9.42 – 10.40	Period Two	(60 mins)
10.42 – 11.02	Break	(20 mins)
11.02 – 12.02	Period Three	(60 mins)
12.02 – 1.05	Period Four	(60 mins)
1.05 – 1.45	Lunch	(40 mins)
1.45 – 2.05	Tutor time	(20 mins)
2.10 – 3.10	Period Five	(60 mins)
3.10	End of the school day	

I hope this booklet will answer some, if not all, of the questions you might have thought of asking. If you have any more questions or worries, please do not hesitate in contacting your child's tutor, Miss Taylor or myself. We cannot always get back to you straight away, but we will contact you as soon as we can.

Please remember that we will have a full teaching day and often are unable to return a call until the school day is over.

The school's telephone number is 01305 817000. Our website can be found at www.veyvalley.dorset.sch.uk

May I wish you all a pleasant and safe summer – let's hope we do get some sunshine! Everyone in the year 7 team is looking forward to working with your child and I am positive it will be a great year group!

Mr A Wilson
Vice Principal

Useful contacts

General queries / information:

School Office 01305 817000

Attendance Officer: Mrs S Mears 01305 817059

Tutor: 01305 817000

Head of Year: Miss H Taylor 01305 817009 (to 20-7-16)
01305 817066 (from 1-9-16)
e-mail: taylorh@weyvalley.dorset.sch.uk

Student Support Coordinator: Mrs J Wright 01305 817032
(SENCO)

e-mail wrightj@weyvalley.dorset.sch.uk

School web-site: www.weyvalley.dorset.sch.uk