



Wexham School Induction Booklet 2021 - 2022



Headteachers Welcome

Dear Parent/Carer

As Headteacher I am delighted to welcome you and your child to Wexham School.

As parents the most important priority for our children is that they are safe and they enjoy school. At Wexham we have created an environment where good manners and respect are second nature and where we all support each other because we care. At Wexham students learn to truly value their education through a love for learning and the opportunities that this brings. Creating a warm, calm and purposeful environment where we can all flourish means we are all happier and therefore we work harder to achieve success.

I am committed to excellence and I am determined for everyone to succeed and you will find that I demonstrate this through my high expectations and my belief in people, young and old. School is also more than ensuring your child obtains the highest qualifications, it is about shaping the future person they will become and nurturing their talents and ambitions. Making sure they have a wide range of opportunity inside and outside the classroom are crucial to this success as is truly working in partnership with you.

Joining us marks the beginning of a new and important chapter in your child's life. I hope that it also marks the beginning of a long and successful partnership between us, as together we encourage and support them in fulfilling their dreams and aspirations.

Yours faithfully



Mr Lawrence Smith
Headteacher

In November 2017 the School was judged as GOOD in all categories by Ofsted.

- The school's work to promote students personal development and welfare is outstanding.
- Many integrated elements of the curriculum contribute to the school's excellent work to prepare students for their lives beyond school.
- Students are sensible, considerate of others, and get on well together and with staff.
- Students respect the diversity of their backgrounds and lifestyles.
- Students participate enthusiastically in the rich range of extra-curricular activities which are a strength of the curriculum.
- Parents and staff are rightly confident that students are safe; pupils confirm that they feel safe. All staff, especially the pastoral team, provide exceptionally thoughtful care for all students.
- Students who have special educational needs (SEN) and/or disabilities, including those in the autistic spectrum disorder resource base, receive the best possible physical, educational and emotional support to flourish.
- An above-national proportion of students are in education, training or employment after leaving, something that the headteacher rightly believes to be an important outcome.

Induction day – Monday 6th September 2021

Timings

The day will start at 8.40 am and finish at 3.10 pm. Please note – Only Year 7 are in school on this day.

The School Day

The Induction Day is an opportunity for your child to become familiar with the surroundings of Wexham School. The day will consist of various activities and lessons.

Students are required to report to the main school hall for an **8.40am** start

Uniform & Equipment

You can find the list of equipment and uniform on the following page. Please ensure your child is fully equipped and dressed in full school uniform. Pack your child's PE kit in a separate bag as they may have PE timetabled that day.

Food

Food will be provided on the day for your child. If they have any dietary requirements, please send them in with a packed lunch.



***'The school has strong values and a sense of shared purpose that supports students' good conduct and sets the right conditions for learning. Students and staff are welcoming and there is a sense of pride in belonging.'* (External Local Authority Review Dec 2019)**

School Equipment and Uniform

Everyday school equipment

Students should be equipped with the following:

Bag containing:-

- Black Handwriting pen
- Green pen
- Pencil
- Rubber
- Ruler
- Coloured pencils
- Reading book
- Diary (provided by school)
- Scientific calculator

Uniform for Students in Years 7 – 11

School Blazer / School Jumper	School blazer <u>or</u> school jumper <u>or</u> both with school logo (no cardigans).
Tie	A Wexham school tie must be worn at all times and at an appropriate length.
Trousers	Plain black trousers (regular cut), no jeans or skinny trousers. Held up by an appropriate black/brown plain belt if necessary. Smart black shorts can also be worn in hot weather.
Skirt	Plain black skirt (worn below knee length).
Shirt	White long or short sleeved shirt with a collar. Shirts must be tucked in at all times. Vests / t-shirts worn under a shirt must also be plain white.
Socks / Tights	Black or white socks or plain black or skin coloured tights. No leggings.
Shoes	Black hard-soled shoes only, leather type uppers, low heels, no trainers, no boots, no sandals, no open-toed shoes, no canvas and no plimsolls. See below.
Headscarf / Turban / Hijab	Plain black only (can be white in the summer)
Hair	Hair colouring and high fashion/cult hair styles are not permitted. Shaved heads or part of head (shorter than Grade 1) are not permitted unless deemed as smart by the Headteacher. No lines/words shaved into hair, facial hair or eyebrows. Those arriving with dyed hair will be removed from circulation and asked to dye their hair back to its original colour.
Hats / Gloves / Scarves / Coats	These should be plain (no large logos) and not worn indoors. No caps or hooded tops are allowed.
Make-up	No student is allowed to wear make-up in years 7, 8 and 9. In Years 10 and 11 any make up should be discreet. Nail varnish is not allowed.
Jewellery	A wrist watch and single small stud earrings in either one or both lobes of the ear is permitted. Small, religious emblems may be worn discreetly inside a student's uniform but not during PE lessons. Nose studs or any other piercings are not permitted.

Examples of shoes which are and are not suitable for school	
	✓
	✗

PE Kit

Compulsory

- School Black polo shirt
- School Black fleece
- School Black track pants
- Sports socks
- Indoor trainers (these must have non-marking soles for use in the sports hall)
- Outdoor trainers (for use on the astro-turf, netball / tennis courts and grass)

School Uniform can be purchased from the following supplier:

Diffusion Designer Ltd
 104 -105 Queensmere Shopping Centre
 Slough
 SL1 1DQ
 Telephone 01753 206890
 Website – [www.diffusion kids.com](http://www.diffusionkids.com)

Mobile Phones

Mobile Phones can be brought to school in order to support student's safety on the way to and from school. However, they MUST NEVER disrupt a lesson and should never be seen in lessons. Mobile phones can be used sensibly at break and lunchtimes. HEADPHONES cannot be used in school and therefore should not be seen. This is for Health and Safety reasons.

Mobile phones and headphones will be confiscated if the above is not followed and a parent/carers will need to collect them.

Term and Important Dates 2021 – 2022
Please note these are subject to change at this stage

Autumn Term	Wednesday 1 st September 2021	Staff ONLY Day - INSET
	Thursday 2 nd September 2021	Staff ONLY Day - INSET
	Friday 3 rd September 2021	Staff ONLY Day - INSET
	Monday 6 th September 2021	First Day of Term for Students in Year 7 only 8.35 for 8.40am start.
	Tuesday 7 th September 2021	Year 7 today and from now on attend school at 8.35 for 8.40am start. For the first week at least Year 7 will finish school at 3pm to help with settling in.
	Wednesday 29 th September 2021	Delayed start to school day due to Open Evening previous night – School starts at 9.30am
	Friday 22 nd October 2021	Last day of Half Term – 3.10pm Finish
	Monday 25 th October to Friday 29 th October 2021	Half Term Holiday
	Monday 1 st November 2021	All students attend school at 8.35 for 8.40am start.
	Friday 17 th December 2021	Last Day of Term. School will operate a compact day finishing at 1pm.
	Monday 20 th December 2021 to Monday 3 rd January 2022	Christmas Holiday
Spring Term	Tuesday 4 th January 2022	First Day of Term. All students attend school at 8.35 for 8.40am start.
	Friday 18 th February 2022	Last day of Half Term – 3.10pm Finish
	Monday 21 st to Friday 25 th February 2022	Half Term Holiday
	Monday 28 th February 2022	All students attend school at 8.35 for 8.40am start.
	Friday 8 th April 2022	Last Day of Term. School will operate a compact day finishing at 1pm.
	Monday 11 th April to Friday 22 nd April 2022	Easter Holiday
Summer Term	Monday 25 th April 2022	All students attend school at 8.35 for 8.40am start.
	Monday 2 nd May 2022	School Closed for May Bank Holiday
	Friday 27 th May 2022	Last day of Half Term – 3.10pm Finish
	Monday 30 th May to Friday 3 rd June 2022	Half Term Holiday
	Monday 6 th June 2022	All students attend school at 8.35 for 8.40am start.
	Tuesday 19 th July 2022 -	Last Day of Term for students. School will operate a compact day finishing at 1pm.
	Wednesday 20 th July 2022	Staff ONLY Day - INSET
	Thursday 21 st July 2022	Staff ONLY Day - INSET

Timings of the school day

8.40	Registration / Assembly
9.05	Lesson 1
9.55	Lesson 2
10.45	Break
11.00	Lesson 3
11.50	Lesson 4
12.40	Lunchtime
13.30	Lesson 5
14.20	Lesson 6
15.10	End of School Day
	Extra-curricular, Activities and Interventions

Attendance

Regular and punctual attendance is an essential prerequisite to effective learning. When children are not in school they are deprived of the educational opportunities which school has to offer them and they are at much greater risk of subsequently becoming socially excluded and disadvantaged.

Our Expectations

We expect that all **students** will:

- Attend school regularly, punctually and be appropriately prepared for the day. Student attendance should not fall below 96% or you risk a Fixed Penalty Fine from Slough Borough council.
- Discuss with their form teacher, Leader of Year or the Attendance Officer any problems preventing them from attending school.

We expect that all **parents/carers** and persons who have day to day responsibility for the students will:

- Ensure their child arrives at school by 8.35am
- Ensure that their child has a high overall attendance
- Ensure that the child in their care arrive at school punctually, prepared for the school day and have completed any homework they have been given.
- Encourage regular school attendance and be aware of their legal responsibilities.
- Contact the school promptly whenever any problem occurs that may keep the student away from school.
- Contact the school office on the first day of a student's absence, giving the reason for the absence.
- Discuss with their child's form teacher, Leader of Year or the Attendance Officer any problems preventing them from attending school.

Homework at Wexham

Homework has a very important place in the life of Wexham School. We believe that by completing homework our students will become independent learners and not just rely on information given to them by their teachers. Homework allows students to become self-motivators and improves their personal organisation.



At Wexham school students record their homework in their planner. Please ensure you check your child's planner on a regular basis and sign this once a week. It is available for you to see on Show My Homework, we have a link to the site on our website. Each student and parent/carer will be issued with a personalised login in September.

How will I know what subjects have been set on which day?

A homework timetable is available on the school website. You can also check the specific homework and due date on Show My Homework or in the student planner.

How can I help my child with their homework?

You can help them best by showing an interest in their homework and talking to them about it. Encourage them to get in a routine of doing homework at the same time each day and at a set time at the weekends. Provide a quiet and comfortable place for them to work, away from all electronic distractions and do not let them do homework late at night.

How will I know if my child is completing homework?

Please ask to see their homework in their exercise books. Check their planner to see if the Form Tutor or Subject Teacher has written a note. Students, without a valid reason, will be expected to catch up on all work missed in detention after school.

Transition

We very much hope this year to be able to run some form of transition programme in the Summer Term. This depends on the government lifting current restrictions and all Slough primary and secondary schools agreeing to arrangements. Regardless of any changes our Transition Teacher and Assistant Leader of Year 7 Mrs Spina-Beatty will visit your child in primary school before the end of term.

Lunch and our cashless system

At Wexham School we operate a cashless system. On your child's induction day they will be provided with login details for their Squid account. This allows you to top up their lunch account online. This means your child should not bring any cash into school.

How are pupils recognised by the system?

Each pupil will have their fingerprint registered which will then be translated to an Alpha Numeric number, the image is then discarded. When used this will enter the pupil into the system program and identify them by a number.

How is this then used to obtain a school meal?

The pupil simply places their finger on a scanner at the point of sale; a display will show the server the pupil's name, class and current cash balance held within the system. The selected food items will be entered into the system from an itemised keyboard while the amount spent and the new cash balance will show on the display.

How will the parents/pupils be able to check what the current cash balance is held in the system at any one time?

- (a)** Parents - by going on line and logging onto their sQuid account.
- (b)** Students - a display at the point of sale will show the new cash balance when the food service is finished.



Wexham School Expansion – Completed 2018. The new Woodside Building and Orchard Library includes a new 3,000 square metre three floor teaching block that houses 29 new classrooms for English, Humanities and Languages, three of which have dedicated ICT facilities. The new block also provides staff workrooms, group rooms, a new student reception and welfare facilities, a new library and a sixth form study area. Our existing library has been converted into two new science laboratories.

Working together at Wexham

The School will:

- Provide an ordered, caring and supportive environment which celebrates diversity and equality. We will also provide for the academic, social, physical and personal development of each individual.
- Provide a full and balanced curriculum which allows each student to excel and to develop their interests further.
- Set targets for each student and regularly share and explain these with parents/carers.
- Provide parents/carers with information about their child's progress and development.
- Give parents/carers regular opportunities for meetings with teachers.
- Pass on medical and educational information that parents/carers provide where appropriate.
- Keep parents/carers fully informed about important school matters.
- Efficiently respond to parents'/carers' enquiries promptly and justly.

Parents/Carers will:

- Support all policies and strategies that the School uses to ensure a positive learning atmosphere.
- Encourage their child to be positive about all aspects of school, including homework and the many other opportunities offered.
- Ensure that their child attends school consistently and punctually, providing the School with a note to cover any absence, recognising the incurrance of a fine for term-time holidays.
- Ensure that their child wears full school uniform, takes pride in their appearance and brings the correct equipment for each day.
- Inform the School of any known concerns about their child's education, attend meetings at school to discuss progress, to learn about the work of the school and regularly update the School of any factors which may affect their child's performance or participation.
- Keep the school informed of changes in contact details and update us with any medical or health concerns in regards to their child.
- Always act responsibly and in keeping with the School's expectations on the appropriate behaviour of adults whilst visiting the school.
- Encourage their child to walk or cycle to school, wherever it is realistic, and in doing so promote and encourage a healthy lifestyle.

Students will:

- Be polite to other people in school and also in the community.
- Behave in an honest and sensible manner, showing respect for the School and for their own and other people's property.
- Approach all aspects of school life with a positive attitude to learning.
- Consistently attend school and punctually.
- Wear full school uniform and take a pride in their appearance and bring the appropriate equipment to school each day.
- Work hard in lessons to develop their abilities further and endeavour to meet and exceed their targets.
- Be good members of our community by reporting anyone who is making someone else unhappy, for example bullying.

Students Frequently Asked Questions

What if I don't know anybody else starting at Wexham?

Life is an adventure. With so many new people that means so many amazing opportunities to make new friends. Don't worry, you will soon settle in.

What do I use my planner for?

Your planner is very important because it is where your timetable is written and you write your homework in. It is also useful for your parent/carer and teachers to write notes to each other in. You must carry your planner with you at all times.

What if I get lost around the school?

Just ask an older student or a member of staff who will be happy to help you. You will be given lots of support to help you settle in and get to know the layout of the school

What will happen if I am late for school?

Being on time is key to you fully understanding what you need to do to be successful in every lesson. If you are late without a valid reason you will complete a sanction on the same day.

What do I do if I feel unwell?

Tell your teacher. You will be asked to wait until the end of the lesson (unless it is an emergency) and then you will be able to go to Student Services where someone will talk to you and see how you are.

Can I go to the toilet during lesson time?

All students are responsible for ensuring that they use the bathroom during break and lunch time. You will not be allowed out of lesson time unless it is an emergency!





Wexham School
Norway Drive
Slough
SL2 5QP

Website - www.wexhamschool.co.uk

Twitter - @Wexham_School

Email: post@wexham.slough.sch.uk

Telephone: 01753 526797



‘The school’s work to promote pupils’ personal development and welfare is outstanding.’ (Ofsted November 2017)