



Parent Handbook 2024-2025

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1. Welcome to the school

I am delighted to welcome you to the new 2024-25 Parent Handbook, which has all the essential information, including term dates, uniform requirements and many other useful contacts in school.



In May 2022, we successfully secured another Good rating from Ofsted who praised ‘...pupils’ ‘pride’ about their ‘tight-knit community’ and the ‘inclusive nature of the school...’ We continue to develop and build on the strong foundations to ensure your child has the best possible school experience both academically and pastorally.

Our students are at the centre of everything we do and I am very proud of our school ethos and community. Please do not hesitate to contact me if you have any concerns or questions:

Julia.polley@wensleydaleschool.net

Julia Polley
Headteacher

2. Contact details

Telephone Hours:	8 am to 4.00 pm during term-time. <i>(messages can be left outside of hours)</i>
School address:	The Wensleydale School and Sixth Form, Richmond Road, Leyburn, North Yorkshire DL8 4DA
Telephone:	01969 622244
Email address:	admin@wensleydaleschool.net
Report a Child Absent:	Call 01969 621041 Or email attendanceofficer@wensleydaleschool.net
Website:	http://www.wensleydaleschool.net or www.wensleydale.n-yorks.sch.uk
Social Media:	 @TheWensleydaleSchool6thForm  @TWSchool

3. Our visions and values

Our Vision:

“A strong community with big ambition”

Our Values:

- Positive: Together we relish challenges in our pursuit of academic achievement and personal development
- Respectful: Together we are kind and accepting of each other, working in a nurturing environment
- Hardworking: Together we take every opportunity to maximise learning and focus on the outcome
- Successful: Together we hold each other to account to achieve more than we did yesterday

4. Staff list

Headteacher:	Julia Polley - julia.polley@wensleydaleschool.net
Assistant Headteacher: (Data, Exams, SEND and Community)	Mark Ashcroft – mark.ashcroft@wensleydaleschool.net
Assistant Headteacher: (Education Quality)	Charles Barnett – charles.barnett@wensleydaleschool.net
Assistant Headteacher : (Inclusion and Behaviour)	Richard Lundie – richard.lundie@wensleydaleschool.net
Educational Needs (SENDCo):	Victoria McArthur – victoria.mcarthur@wensleydaleschool.net
Progress Leaders:	
• Year 10,11:	Rachel Smith – rachel.smith@wensleydaleschool.net
• Year 7,8,9:	Josh Hadfield – joshua.hadfield@wensleydaleschool.net
Curriculum Leaders	
• English Faculty:	Nadia Lewis – nadia.lewis@wensleydaleschool.net
• Maths Faculty:	Ryan Rowan – ryan.rowan@wensleydaleschool.net
• Science Faculty:	Joanna McGowan – joanna.mcgowan@wensleydaleschool.net
Careers Advice and Guidance:	Chris Ellis – christopher.ellis@wensleydaleschool.net
Attendance Officer:	Julie Cooper – attendanceofficer@wensleydaleschool.net
Admin Team:	Kerry Gilbey - admin@wensleydaleschool.net
Site Manager:	Shaun Martin – shaun.martin@wensleydaleschool.net

5. School Term Dates

Autumn term 2024

Staff training day:	Monday 2 nd & Tuesday 3 rd September 2024 – school closed to students
Term starts:	Wednesday 4 th September 2024
Term ends:	Friday 20 th December 2024
Half term:	Monday 28 th October – Friday 1 st November 2024 inclusive.
Christmas holiday:	Monday 23 rd December 2024 to Friday 3 rd January 2024 inclusive.

Spring term 2025

Staff training day:	Monday 6 ^h January 2025 – school closed to students
Term starts:	Tuesday 7 th January 2025
Term ends:	Friday 4 th April 2025
Half term:	Monday 17 th – Friday 21 th February 2025 inclusive.
Easter holiday:	Monday 7 th April to Friday 18 th April 2025 inclusive.

Summer term 2025

Term starts:	Tuesday 22 nd April 2025 (Mon 21 st is a Bank Holiday)
Term ends:	Friday 18 th July 2025
Bank Holiday:	Monday 6 th May 2025 – school closed to students
Half term:	Monday 26 th May 2025 to Friday 30 th May 2025 inclusive.
Summer holiday:	Monday 22 nd July to Friday 29 th August 2025 (provisional)

Provisional Dates for Academic year 2025 – 2026 can be found on the [North Yorkshire Council Website](https://www.northyorkshire.gov.uk/).

6. Who to contact ...

If you have questions about any of the topics in the table below or would like to speak to a member of staff email admin@wensleydaleschool.net, put the subject and the name of the relevant member of staff (from the list below) in the subject line. During term time, we endeavour to respond to all emails within 24 hours.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher
Payments	School Admin Team
School trips	School Admin Team
Uniform/lost and found	Julie Cooper
Attendance and absence requests	Julie Cooper <i>If you need to report your child's absence or request term-time absence call: 01969 621041 or email attendanceofficer@wensleydaleschool.net</i>
Behaviour (including concerns, bullying etc)	Rachel Smith for years 10 & 11 Josh Hadfield for 7, 8 & 9
School events/the school calendar	Mark Ashcroft
Special educational needs	Victoria McArthur
Lessons (curriculum / enrichment)	Charles Barnett
Hiring the school premises	Kerry Gilbey
The Governing Body	Clerk to the Governors (clerk@wensleydaleschool.net)
Catering/Meals	Kerry Gilbey
Careers Advice and Guidance, Work Experience	Chris Ellis
Go4Schools / Student Reports	Mark Ashcroft
Safeguarding / Child Protection	Richard Lundie, Rachel Smith, Josh Hadfield, Victoria McArthur
Examinations	Mark Ashcroft
PE / Sports Fixtures	Jon Berry
If your family are struggling and you need support:	Children and Families Social Care North Yorkshire 01609 780 780 (this number is also available out of standard office hours.)

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
If your child is experiencing mental health difficulties:	CAMHs (Child and Adolescent Mental Health Services) 0300 013 2000 (Monday to Friday 9 am - 5 pm, excluding bank holidays) Crisis line- 24 hours a day 7 days a week 0800 0516 171
If you and your family are experiencing low moods, anxieties	Mind, Darlington 01325 283169 / 07572 888084 or contactus@darlingtonmind.com

7. Timing of the school day

Event	Times of the Day	
Students start to arrive in school	8.35 – 8.55 am	
Line Up on the Yard	8.55 – 9.05 am	
Period 1	9.05 – 10.05 am	
Period 2	Time	Break Time
	10.05 to 10.25 am	Years 10 & 8
	10.35 to 10.55 am	Year 7
	11.05 to 11.25 am	Years 11 & 9
Period 3	11.25 am to 12.25 pm	
Period 4	Time	Lunch
	12.25 to 12.55 pm	Years 10 & 8
	12.55 to 1.25 pm	Year 7
	1.25 to 1.55 pm	Years 11 & 9
Period 5	1.55 – 2.55 pm	
Period 6	2.55 to 3.45 pm (Retrieval practice with academic mentors once a week then enrichment time for the others)	
End of the School Day	3.45 pm (buses usually leave by 4 pm)	

Notes:

The times when year groups have lunch and break will be altered when exams are taking place in school and once the Year 11 leave at the end of June 2025.

8. School meals information

The school canteen system offers a wide choice of foods provided by catering service Dolce (www.dolce.co.uk/).

Parents can only pay for school meals using the Parent Pay (www.parentpay.com) system and adding money to their child's dinner money account. Students may bring in their own packed lunch. High-energy drinks are not allowed in school.

Change4Life has some great ideas for packed lunches. <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Allergy information will be made available (e.g. if there's a no nuts policy). Currently we do not allow Nuts or Banana's in school. Light snacks will be available for purchase at break times.

Students eligible for Free School Meals will receive a daily allowance which will automatically be added to the student's account.

Free school meals

Your child might be eligible for free school meals if you access:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the compulsory age for starting school
- in full-time education

If you do not qualify for most benefits (also known as having 'no recourse to public funds'), your child may still be eligible for free school meals. Ask their school or local authority whether they're eligible.

How do I register for free school meals?

You only need to register once at the school.

To register, please visit the North Yorkshire County Council website at https://fisportal.northyorks.gov.uk/Synergy/fsm_prereq.aspx

More information

If you have any questions or specific concerns, please contact our reception team on 01969 622244 or email admin@wensleydaleschool.net

9. Uniform and Appearance

Clothing

- For years 7-11

Plain blue v-necked jumper with school badge, A striped blouse/shirt or school logo polo short, black trousers (not jeans, tracksuit bottoms, leggings or jeggings), black skirts no shorter than 10 cm above the knee, plain black shoes or black trainers (no coloured logos or markings). See our [website](#) for pictures.

- PE kit

Outdoor PE top, indoor PE top, PE shorts, football socks

- Students should wear a coat if the weather looks to be cold or wet. Hoodies are not allowed in school with the exception of hoodies that have been approved to be worn in school e.g. “Class of ...”, “2025 Leavers” with the school logo on. Approved Hoodies will be organised and sourced through the school.
- We recommend marking clothes with your child’s name in case they get lost.
- Uniforms can be purchased with our supplier Uniform Direct. There is a link on our website or you can call them on 01522 510016. Orders are normally dispatched in 24-48 hours.

<https://www.uniform-direct.com/acatalog/The-Wensleydale-School-and-Sixth-Form.html>

Makeup and Jewellery

- The only jewellery allowed to be worn is one pair of ear studs (where ears are pierced). Other visible facial or body studs are not permitted.
- In years 10 & 11 a discreet amount of make-up is allowed
- In years 7, 8 and 9 the discreet use of cover-up make-up is allowed.

10. Illness and absence

If your child is absent for any reason please call, or leave a message, with our attendance officer on 01969 621041. You can also email attendanceofficer@wensleydaleschool.net

If, after registers are taken, we have no reason given for a child’s absence, the attendance officer will be in touch with you to find out why.

We know it is not always possible but please try to book medical/dental appointments out of school time.

In line with Department for Education guidelines, children should be in school during term time and unless the circumstances for absence are exceptional, we do not normally permit absence. However, if you feel an absence from school is necessary please get in touch with our attendance officer on 01969 621041 to discuss your situation. You will be asked to complete an absence request form.

11. Homework

Students are expected to complete homework. Students will be tested on homework in Tutor time on Monday afternoons. Students will be issued with homework in September, more details will be posted on our website We encourage parents to help students manage their homework by ensuring that there is a suitable space to work at home and by taking an active interest in the work they are doing.

12. The Governing Body

The up-to-date list of Governors is available on the [school website](#). At the time of publication, the list of governors is as follows.

Chair of Governors: Rev. Stephen Hanscombe

Vice-Chair of Governors: Robert Spensley

Other Governors

Louise Fieldgate
(LA Governor)

Julia Polley
(Co-opted)

Dr Stephanie Swift
(Co-opted)

Julie Cooper
(Staff)

Alan Waring
(Co-opted)

Judith Mills
(Parent)

Nicki Waring
(Parent)

Tbd
(Parent)

Clerk to the Governors: Patricia Roberts - clerk@wensleydaleschool.net

13. Complaints

We positively view all complaints, as it helps the school improve its practices. However, sometimes problems do occur and the best person to talk to first, if you have a child in school, is usually your child's class/form or subject teacher. If you do not have a child in school please talk to the Headteacher.

Please contact the school admin team to make an appointment to talk to the Headteacher or write to the Headteacher explaining your complaint and what you would like to happen.

If the Headteacher cannot resolve the issue or, if the complaint is about the Headteacher, you should then write to the Chair of Governors. If your complaint is about a governor, or governors', please write to the Clerk of the Governing Board through the school.

Full details of our Complaints Procedure can be found in the [policies section](#) on the school's website.

14. Behaviour

We expect all students to be respectful, positive, hardworking and successful. Students should be at school and in lessons on time. They should walk calmly and quietly around the school with their uniform correctly worn.

When behaviour is not correct we use a consequence system.

1. A verbal C1 (consequence 1) is given when a student is not behaving correctly. The student will have it explained to them what they should be doing to have a chance to correct their behaviour.
2. A recorded C2 (consequence 2) is given when a student is *still* not behaving correctly. The student will have it explained what they should be doing to have a chance to correct their behaviour. The consequence is recorded in our Go4Schools system and you will receive an email with the details.
3. A final C3 (consequence 3) is given where a student continues to misbehave and they will be removed from the class so that the rest of the class can learn properly. Details are put onto Go4Schools and an email will be sent to you. The student will be taken to another classroom to work and then have a restorative meeting with the teacher who removed them to understand what they can do together to stop it from happening again.

In the rare event that the restorative conversations do not improve behaviour, the student may be taken out of their normal classes for the day and work separately from other students.

If students are late to lessons, they will lose part of their lunch break the following day. We will always ensure that students get an opportunity to eat their lunch and visit the toilets.

Suspension from school may be used for persistent refusal to follow instructions or more extreme behaviour such as violence, emotional or physical abuse, bringing illegal substances into school etc.

15. Health and Welfare

Feeling Unwell

If a child feels unwell they tell a member of staff who will call for one of our trained first aid staff. If the child is too unwell to remain in school, you will be contacted and asked to make arrangements to have your child collected. We actively discourage students from contacting parents using texts. If you receive a message from your child please contact reception.

Medicine

If your child requires medication to be administered in school or has any relevant medical information we need to know of, please contact the Attendance Officer by email at attendanceofficer@wensleydaleschool.net - or call **01969 621041** and we will send you the relevant paperwork for completion.

Toilet Breaks

There are 5 periods during the day where students are allowed to use the toilets. This minimises disruption to their, and other students, learning in the classroom. Students with a medical pass, or for urgent personal needs, will always be allowed to use the toilet.

Vaccinations

Full information on the vaccination programmes will be sent to Parents /Carers once the dates are confirmed.

Disabilities

Our school aims to be fully inclusive. We hope to make all our students welcome and feel happy. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves.

We ask Parents /Carers to:

- Inform the school at the earliest opportunity if their child has a disability and the exact nature of it
- Provide information that the school needs, to plan effectively for the child to be a full member of the school community
- Acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Headteacher must consider is the effect of the proposed change on all members of the school community

Child Protection

The school has a responsibility to safeguard and protect the welfare of all students. All staff at the school must report any signs of obvious or suspected cases of child abuse. This includes non-accidental injuries, physical neglect, emotional disturbance and/or sexual abuse. The procedures that are in place are for the protection of children at risk and there may be instances when a case is reported that later proves to be unfounded. The school recognises that this is a difficult and delicate subject that may be upsetting, but the school must always put the welfare of students first.

The Designated Safeguarding Lead (DSL) for Child Protection is Mr Richard Lundie. Progress Leaders and the SENDCo are also DSL trained and work as part of the wider safeguarding community in school.

Further details of the full policies can be found on the school website.

16. Relationships and sex education (RSE)

Relations and sex education are all included in our lessons on Life and Society. Full details of what is included can be found on our [website](#).

17. Pupil premium

The pupil premium is awarded to schools to help to challenge the underperformance and disadvantaged learners in their school. In our current education system, only one-third of disadvantaged students leave school with what is described as a basic entitlement. We aim to use our pupil premium to ensure that our students are not one of these “typical” students. Full details can be found on our [website](#).

18. Special educational needs (SEN)

We have an inclusive ethos and strive to increase the learning and participation of all students, ensuring access to an appropriate curriculum. SEND is seen as a whole school issue, hence the responsibility of everyone. Full details can be found on our [website](#).

19. Privacy notice

Details of our privacy notice can be found in the policies section of our [website](#).

20. Social media policy and internet acceptable use agreement

Details of our social media policy and internet acceptable use notice can be found in the policies section of our [website](#).

21. Mobile Phones

We operate a “**No see, No hear**” mobile phone policy. Students have to switch their phones off and leave them in their school bags before they enter the building each morning, so please do not contact them on their mobile phones during the school day. If you need to contact your child please contact the school office on 01969 622244 or admin@wensleydaleschool.net and we will get a message to them.

Should a student use their phone during the school day (unless with permission from the headteacher) the phone will be confiscated, locked in a safe and you will be contacted to arrange for you to come and collect it.

22. Go4Schools – Online Data about your child

Go4Schools

Go4Schools (www.go4schools.com/parents) is your internet-based system for getting up-to-date information about your child. The system shows timetables, attendance data, current working grades, behaviour points and much more. When used for the first time, enter the email address you gave us when you registered your child with us (or an updated version you sent us previously) and click on first-time user. You will be sent an email with a password reset link. If you forget your password, just do the same but click on forgotten password. You can also download the Go4Schools app to your mobile phone.

Target Data

We calculate targets for each year group by using an organisation called the [Fischer Family Trust](#). This trust collects data from schools all over England and generates target grades based on primary school SATs results, geographic areas, gender and much more. We use these target grades to set a GCSE year 11 target and then drop back a grade each year from year 11 down to Year 7 to give a target grade for each year. Our targets are based on the top 20% of grades in the country. Whilst we want every child to reach their target grade it should be viewed as an aspirational grade rather than an expected grade.

Target Grading System (highest to lowest grade)

GCSE Style Grades: 9, 8, 7, 6, 5, 4, 3, 2, 1, Transition 5 (tr5), Transition 4 (tr4),
Transition 3 (tr3), Transition 2 (tr2), Transition 1 (tr1)

Vocational Grades: Level 2 Distinction*, Level 2 Distinction, Level 2 Merit, Level 2 Pass,
Level 1 Pass, Wt (Working towards - *not passed yet*)

Current Working at Grade

Teachers will also set end-of-topic tests, end-of-term tests, and end-of-year tests. The grades for these will be used to create a 'live' current working at grade that will change through the year. These grades will be colour coded to show if your child is above or below target at different points of the year. The idea is that the data in Go4Schools is always up to date.

Reports

Because Go4Schools contains up-to-date information about progress, behaviour, attendance, subject mastery and much more, we are now much less reliant on writing end-of-term reports. You can see at a glance where your child is, concerning their work, and what work has not been accomplished yet. We will produce an official report at the end of every term and they will be available on [Go4Schools](#), to view or print off. If you are unable to view the information we can send it to you on request.

23. Transport to School

Bus passes are issued from North Yorkshire County Council Passenger Services for all school transport except for the Catterick and RAF Leeming Buses. We operate a private service for Catterick and RAF Leeming. Application forms for this service will be issued before the start of the year. This is a paid-for service. Students are expected to get to the bus stop promptly and to wait up to 15 minutes past the scheduled pick-up time in case the bus is late. If the bus fails to arrive, students are expected to contact you and arrange to return home. It is then your responsibility to get your child to school via an alternative mode of transport.

If a child misses their bus home at the end of the school day, they must report to Reception. Parents will be contacted and asked to arrange to collect their child from school.

If you have any concerns about home-to-school transport please telephone 01609 780780 or email Passenger Transport at ipt_compliance@northyorks.gov.uk. For information and advice about the Catterick and RAF Leeming Buses contact our admin team at admin@wensleydaleschool.net.

24. Parents', Open and Options Evenings

By the end of the first half term, every parent will have been contacted by your child's tutor to give you an update about how things are going. Then during the year, we have set evenings where you can discuss progress with the subject teachers.

Parents' evenings are virtual, you do not come into school. Two weeks prior to the parents evening you will be able to book your appointments with the teaching staff via the [Parents booking system](#). You can send questions in advance of the evening so the teacher can get the information you might need. On the evening, you log on to the [Parents booking system](#) and the teacher will appear on your screen at the set appointment time. Should there be any technical problems; the teacher will get in touch separately. Details of how to log on to the system will be sent out to you via email in advance of the evenings. Guides to use are available on our [website](#).

Parents' evenings run on Thursdays from 4.00 pm to 7.00 pm but may be subject to change.

Year 7	Thursday 20 March 2025	Year 10	Thursday 5 December 2024
Year 8	Thursday 27 February 2025	Year 11	Thursday 26 September 2024
Year 9	Thursday 30 January 2025	Year 11	We have an information evening on preparing students for their final year is on Monday 16th September from 6 pm to 6.30 pm.

Year 9 Options Evening:

In Year 9 students will need to make their GCSE options choices. We will have an options evening on Thursday 23 January 2025 with the parents' evening shortly after to help parents and students make their choices.

School Open Evening:

Our School Open Evening is scheduled for Thursday 3 October from 6 to 8pm, and is aimed at prospective students coming to Wensleydale School but is open to all parents.

25. Music Tuition

The Music Department offers a range of instrumental tuition to students, delivered by the North Yorkshire County Music Service. For further details please contact Mr Hadfield at joshua.hadfield@wensleydaleschool.net.

26. Emergency Travel & Evacuation

You must agree on an emergency plan with your child in case the unexpected happens. All students travelling to/from school by bus should know whom to contact and how to return home safely if the bus fails to arrive or the school has to close. If this happens we will send a text message and email to all parents concerned as well as messages on our website.

27. Parent Teachers and Friends Association

In May 2024 we started the PTFA group running again. This is an informal group of parents who help to raise money to support student activities. The group has set up a Facebook page with more information on. If you are interested in joining then you can contact the group at ptfa@wensleydaleschool.net.

28. Enrichment Opportunities

School is not just about academic education. We want our students to learn new skills, to be physically active and culturally aware. Your child will be able to sign up for a wide range of enrichment activities each term from knitting to sailing, from debating to mindfulness. There may occasionally be a small fee for some of the optional activities or students may require collection after school.

29. Payment for Trips or Other Events

The school runs on a cashless basis and we use ParentPay to collect any money for trips, events and school dinners. You will be issued a username and password when your child is admitted into the school. If you have any issues contact our reception staff.

30. Home School Agreement

You will have been asked to sign a home-school agreement when your child was admitted. The details of this agreement can be found on our website under [the policies section](#).

If there is anything else you need to know please do not hesitate to contact the school either by telephone on 01969 622244 or by email at admin@wensleydaleschool.net.