



WESTHOLME

PREP | SENIORS | SIXTH FORM

INSPIRED SIXTH FORM PARENT HANDBOOK 2026/27

WILMAR LODGE, MEINS ROAD, PLEASINGTON, BB2 6QU

WWW.WESTHOLMESCHOOL.COM

CONTENTS

WELCOME FROM THE PRINCIPAL

1. VISION, MISSION & VALUES
2. STAFF LIST
3. STUDENT EXECUTIVE 26/27
4. KEY DATES
5. GENERAL PROCEDURES
6. TRANSPORT
7. SCHOOL RULES
8. POLICIES
9. THE HOUSE SYSTEM
10. CO-CURRICULAR & TRIPS
11. PROCEDURES IN THE EVENT OF ADVERSE WEATHER CONDITIONS
12. USEFUL LINKS
13. CONTACT INFORMATION

WELCOME FROM THE HEAD OF SIXTH FORM

Dear Westholme Family,

Welcome to another exciting year in the INSPIRED Sixth Form at Westholme.

The Sixth Form is a unique and critical stage of a young person's education, when academic ambition meets increasing independence, when future pathways become a tangible reality and when students are encouraged to take greater ownership of the person they are becoming.

At Westholme, our aim is to make these two years challenging, rewarding and enjoyable, providing our students with the opportunities, guidance and support they need to shape their next chapter with confidence and purpose.

Our Sixth Form aims to nurture ambition in every student and empower their future success through a comprehensive and unique post-16 programme. Our A Level curriculum provides students with the opportunity to follow subjects that genuinely interest and challenge them, while the wider Sixth Form experience encourages them to develop the independence, creativity and resilience that will serve them well beyond their time at school.

Academic achievement is, of course, an important part of Sixth Form life. We want our students to strive for excellence and to take pride in their progress, while recognising that success is about much more than examination results. The Sixth Form experience should encourage young people to become curious, independent learners who are prepared to think critically, embrace challenge and take responsibility for their own development.

What makes the Westholme Sixth Form particularly special is the breadth of opportunity available beyond the classroom. Our students can become involved in a wide range of enrichment, co-curricular, Performing Arts and sporting opportunities, allowing them to pursue existing passions while discovering new ones. These experiences are an important part of developing confidence, creativity and a sense of belonging, and they ensure that Sixth Form life is about much more than A Levels.

Leadership is also an important part of our Sixth Form community. As the oldest students in the School, our Sixth Formers have an opportunity to make a meaningful contribution to Westholme through our Student Executive and wider leadership opportunities. We want our students to become positive role models who are willing to contribute, communicate, collaborate and take responsibility.

Alongside academic and personal development, we place considerable importance on helping students to look confidently towards their future. Our careers guidance is designed to help students understand the opportunities available to them and make informed decisions about their next steps. Whether their future lies at university, through an apprenticeship, in employment or along a pathway that they are still exploring, our role is to help each student develop the confidence and purpose to make that journey their own.

There is no single definition of success and no single Westholme pathway. Every student brings their own strengths, interests and ambitions to our Sixth Form. Our responsibility is to know them as individuals, encourage them to stretch themselves and provide the opportunities that allow them to discover their capabilities. We want students to leave Westholme not simply with strong academic qualifications, but with the ambition, confidence and purpose to make the most of the opportunities that lie ahead.

Of course, none of this happens in isolation. The partnership between students, parents and the School is an essential part of a successful Sixth Form experience. We greatly value the support that parents provide as their children navigate the opportunities and challenges that come with these important two years. Together, we can encourage our young people to become increasingly independent while ensuring that they always know that there is a supportive community around them.

We are delighted to welcome you and your family to the INSPIRED Sixth Form community. We look forward to working with you as we help your child to develop their ambition, grow in confidence, discover their purpose and, ultimately, shape a future that is truly their own.

Welcome to the INSPIRED Sixth Form.

Mr J Oracz

Head of INSPIRED Sixth Form



1. VISION, MISSION & VALUES

OUR VISION

Westholme is the school of choice for families in the North West, providing first-class intellectual, social, emotional and physical education for pupils from 3-18 within a community that puts children at the heart of everything.

OUR MISSION

At Westholme, our mission is to inspire every pupil to achieve their personal best through academic excellence, exceptional pastoral care and a rich breadth of opportunity. We nurture confident, compassionate and well-rounded individuals who are equipped with the character, curiosity and ambition to thrive in a changing world.

Rooted in our Christian heritage and forward-thinking in our approach, we foster a vibrant learning community where every child is known, valued and challenged. We believe in education that goes beyond the classroom; empowering pupils to lead with integrity, contribute meaningfully to society, and embrace life with resilience and purpose.

OUR VALUES

At Westholme, we believe in the transformative power of two simple values: working hard and being kind.

We encourage all pupils to strive for excellence, to approach challenges with determination, and to take pride in giving their very best in all they pursue. Through dedication, curiosity and resilience, our pupils learn that hard work is the foundation of meaningful success and lifelong fulfilment.

Equally, we champion kindness as a strength that builds character and community. We expect all members of our community to treat others with respect, empathy and integrity, creating a supportive and inclusive environment where everyone feels valued and encouraged to realise their unique strengths.

Together, these values underpin everything we do. They shape the way we learn, lead and live.

2. STAFF LIST

Principal

Mr P Taylor

Commercial Director

Mrs V Davenport

Senior Deputy Head

Mrs L Cowan

INSPIRED Sixth Form

Mr J Oracz - Head of INSPIRED Sixth Form & Head of Classics

Dr P Watson - Head of Year 13

Assistant Heads

Mrs J Gough (Wellbeing Strategy)

Mrs R Oracz (Staff Development) & Head of EPR

Mrs A Moore (Acting Head of Lower Seniors - Pastoral) & Teacher of Geography and History

Mr O Kenyon (Acting Head of Upper Seniors - Pastoral) & Head of Geography

Designated Safeguarding Lead and School Counsellor

Mrs R Moody

School Nurse

Miss M Sutter

SENDCo

Mrs A Cunliffe

FULL SENIOR TEACHING STAFF LIST

Mrs M Afzaal	Teacher of Biology
Mrs A Ali	Teacher of Mathematics
Mrs A Anafi	Head of Chemistry
Mr R Anafi	Teacher of Mathematics & Acting Assistant Head of Year 11
Mrs C Bateman	Second in Mathematics
Mrs C Birkett	Teacher of Geography
Ms L Backhouse	Teacher of Sociology and Psychology and Head of PEP
Mrs J Blizzard	Head of Modern Foreign Languages
Ms L Bradley	Teacher of Art
Mrs S Burton	Teacher of English and Latin & Assistant Head of Year 10
Miss E Calam	Teacher of PE & Psychology
Mrs R Carey	Head of Science
Mr J Charnock	Teacher of Chemistry
Mr S Clegg	Teacher of Geography (maternity cover)
Mrs R Clemson-Dave	Head of Physics

Miss S Cooper	Head of Computer Science & Head of Year 8
Mrs J Corrigan	Head of English
Miss N Davies	Teacher of Modern Foreign Languages (German) & Head of Year 9
Miss A De Miranda	Head of Sports Scholars and Teacher of Physical Education
Mrs N Derbyshire	Head of Art, Graphics and Photography & Assistant Head of Year 8
Mr J Fialho	Teacher of English & Head of Year 10
Mr E Fuller	Head of History & Politics & PSHE Coordinator
Mrs R Gorton	Teacher of Art, Graphics and Photography & Co-Curricular Coordinator
Miss S Hamid	Teacher of Mathematics & Computer Science & Acting Assistant Head of Year 7
Mr J Hart	Head of DT
Mrs J Haynes-Cooper	Teacher of English
Mr J Haythornthwaite	Teacher of Mathematics
Mrs C Hibberd	Teacher of Chemistry & Head of Careers
Mrs A Holland	Director of Performing Arts
Mr B Holt	Director of Music
Mrs E Hoodless	Teacher of Business Studies
Mrs C Jackson	Teacher of Design Technology and Textiles & Acting Head of Year 11
Miss G Jones	Teacher of EPR
Mrs C Lewis	Teacher of History & Music
Miss R Loudonsack	Teacher of Performing Arts
Mrs G McConnon	Head of Mathematics
Ms S Mohammed	Teacher of Science
Mr J Pickles	Head of Football & Teacher of PE
Mr L Purdy	Director of Sport
Mrs B Rigby	Teacher of Physical Education & Head of Year 11 (maternity leave)
Dr E Riley	Teacher of History and EPR
Mrs C Roberts -Lyle	Head of Drama
Mrs S Robinson	Head of Academic Physical Education
Miss E Ross	Teacher of Modern Foreign Languages (German and Spanish)
Mrs S Rowland	Teacher of Food and Nutrition
Mrs J Santi	Teacher of Science & Assistant Head of Year 9
Miss L Tait	Head of Hockey & Teacher of PE (maternity cover)
Miss J Toase	Teacher of History and Criminology
Dr P Watson	Teacher of Physics & Head of Year 13
Mr M Zourmand	Head of Business and Economics & Acting Head of Year 7
Mrs Y Yang	Teacher of Mandarin

FORM TUTORS 2026/27

FORM	TEACHER	ROOMS	HEAD OF YEAR (HOY)
12	MISS L BACKHOUSE BACKHOUSEL@WESTHOLMESCHOOL.COM	A65	MR J ORACZ HEAD OF SIXTH FORM DR P WATSON HEAD OF YEAR 13
12	MRS J BLIZZARD BLIZZARDJ@WESTHOLMESCHOOL.COM	A36	
12	MISS E HOODLESS HOODLESSE@WESTHOLMESCHOOL.COM	A6	
13	MRS C ROBERTS-LYLE ROBERTSC@WESTHOLMESCHOOL.COM	SSR	
13	MRS R GORTON GORTONR@WESTHOLMESCHOOL.COM	ART 2	
13	MRS A ANAFI ANAFIA@WESTHOLMESCHOOL.COM	15	

3. STUDENT EXECUTIVE 26/27

HEAD BOY

Oscar

HEAD GIRL

Willa

DEPUTY HEAD BOY

Yahya

DEPUTY HEAD GIRL

Harriet

ASSISTANT HEADS

PREP

Cosmo
Urooj

LOWER SENIORS

Daisy
Jensen

UPPER SENIORS

Alfie
Emma



4. KEY DATES

AUTUMN TERM - 2026

Tuesday 1 September – INSET

Wednesday 2 September – INSET

Thursday 3 September – New Pupil Induction Day (Reception, Year 7 and New Pupil Induction)

Friday 4 September – Start of Term

Monday 19 October – Friday 30 October incl. – HALF TERM

Friday 18 December – End of Term

SPRING TERM - 2027

Tuesday 5 January – INSET

Wednesday 6 January – Start of Term

Monday 15 – Friday 19 February incl. – HALF TERM

Monday 22 February – Start of Term

Wednesday 24 March – End of Term

SUMMER TERM - 2027

Monday 12 April – INSET

Tuesday 13 April – Start of Term

Monday 3 May – Bank Holiday

Monday 31 May – Friday 4 June incl. – HALF TERM

Monday 7 June – Start of Term

Friday 2 July – End of Term

5. GENERAL PROCEDURES

A. ASSEMBLIES

Through our assemblies, we aim to encourage and promote the spiritual, moral, social and cultural development of each student in an environment which reflects the vision, mission and values of our school. At the same time, our approach is inclusive rather than narrowly denominational. We hope that all members of our community will want to join fully in all we set out to do.

Assembly is a time set aside for reflection, recollection and stimulus. It is a time when we can examine influential personal, moral and social issues and draw meaning from events which happen to us and around us. It can be a time for contemplating the profoundly spiritual nature of all aspects of human experience and also for considering our response to issues of the day. The regular weekly assemblies also provide opportunities for routine communication, and the celebration of achievements and events.

We believe that assembly helps to generate, nurture and preserve the ethos of the school along with a sense of tradition and an awareness of shared values. It also functions to maintain the unity, integrity and corporate identity of the school as a vibrant, dynamic, purposeful and caring community.

B. BEFORE AND AFTER SCHOOL CARE

Before School Care

The earliest time students may arrive at school is 7.45am, as this is when there are staff on site. This is for safeguarding and health and safety reasons.

Sixth Form students are permitted to use the common room before school.

After School Care (ASC)

All students must leave the school premises by 4.15pm. If Sixth Form students are still in school after 4.15pm, they may use the Sixth Form Centre unsupervised. However, they must leave the school site by 6pm.

Parents will not be charged for Sixth Form supervision after school.

C. CURRICULUM, FIREFLY AND HOMEWORK

Effective study habits

In Sixth Form, students are expected to complete up to an additional five hours of individual study per subject, per week, to consolidate their classwork.

Alongside our focus on 21st century study skills, we work with students to develop and embed the following successful study habits and approaches, to ensure academic success and enjoyment:

- Consistency – in approach/effort, as well as in review and consolidation of topics covered to help with retention and understanding;
- Resilience – developing an understanding and acceptance that the road to success is not always straight and that progress includes making mistakes and learning from them. Developing strategies to problem solve is key to this, as is knowing when to seek help and support;
- Active engagement and participation – working and approaching tasks with a sense of agency and commitment;
- Organisation – developing systems to navigate the demands of academic study and assessment, including how to prioritise tasks and use time wisely;
- Curiosity and an open mind to challenge, discuss and evaluate the information and knowledge that they are presented with;
- A sense of pride in the work that they produce and the outcomes that they want to achieve;
- Creating a healthy balance of academic work against hobbies and co-curricular interests. This may also involve practising and developing self-discipline (especially with regards to modern technology and mobile phones!) to ensure that work can be completed with focus and attention. Quality over quantity is key here.

Firefly

We use Firefly to record the homework set by each teacher. There is a free app which can be downloaded from Apple or Google stores and the site is accessible directly via <https://westholmeschool.fireflycloud.net>. Every student and parent will be issued with a unique login ID and password which will take them directly to their own homework diary.

Class teachers will put their homework on the site each day as well as the date it is due to be handed in. Students and parents can easily see what homework has been set and what is due in on a given day. We hope this will make it easier to help your child organise their homework more effectively, as they gain further independence.

The site allows staff to include links to web resources and upload worksheets and media files. These can be printed and viewed at home. Resources will still be available in school so that all students can do the homework set without relying on computers at home.

Homework

Homework is an important part of learning. Students will be expected to do homework throughout their academic life and the types of homework set will vary depending on subject and topic.

Homework may be used to consolidate and practise knowledge and skills learned in class; extend knowledge and skills beyond those covered in the lessons or prepare for future lessons.

If there are any problems regarding the amount or type of homework, students or parents should contact their child's form tutor in the first instance. We understand that students have commitments outside of school and from time to time this may impact on the time available to do homework. We urge students and parents to be proactive in contacting form tutors so we can help with managing this.

Homework is considered separate to students consolidating their classwork, and is set at the discretion of teaching staff.

D. DETENTIONS

In Sixth Form, we expect our senior students to be role models for the lower school, and as such it is unlikely that they will be given detention. However, any behaviour which might fall in line with the allocation of detention lower down the school will be treated in accordance with the school behavioural policy and the guidelines set out in the Sixth Form learning agreement.

E. EXAMINATIONS

Internal Examinations

Students from Year 12 have school examinations during the school year:

- These will take place the week before May half term.

In addition, the following take place:

- A Level mock examinations will take place in the first two weeks after the Christmas break of Year 13.

Internal school examinations take place mostly in individual classrooms and the Theatre. Timetables will be given to students in advance and will be available on Firefly.

In addition to formal examinations, Sixth Form students will have additional internal assessments across the two years of A Level study.

Students in Year 13 are allowed to take study leave for the mocks and public examinations. Details are sent to parents and it is vital that students on study leave follow instructions carefully about registration and signing out so that we know how many students are in school at any one time.

Where students are entitled to reasonable adjustments, this will be coordinated by the school's Head of SENDCo, Mrs Cunliffe. As far as possible, any reasonable adjustments appropriate for public examinations will be made for school examinations.

Any unexpected absence for internal school examinations must be reported in the usual way and students will be expected to make arrangements to sit any papers missed. If the absence is known in advance, the student or parent should contact their child's form tutor to rearrange any missed papers.

External Examinations

Exams Officer: Mrs J Gallery (exams@westholmeschool.com)

The main period of public examinations is from mid-May to the end of June. The Sports Hall is the main venue used for this period. It is absolutely vital that candidates arrive on the right day and at the right time for their examinations. Parents should check their child's examination timetables carefully and make arrangements for transport to and from school. It should also be noted that afternoon sessions often continue after the end of school, sometimes beyond 5.00pm.

In addition, parents should be aware of the following:

- Students will be issued with detailed instructions about the examinations before their first examination.
- Students must adhere to the school's uniform policy/dress code when taking any examination.

Reasonable Adjustments

Reasonable adjustments can be made for candidates with difficulties known about in advance of an examination, for example, providing enlarged examination papers for candidates with poor eyesight or more time for candidates with difficulties relating to speed of processing or those who have long term illness. Most of these arrangements must be agreed by the examination board and the school must be able to demonstrate that this is their usual way of working.

Whenever possible, the examination boards ask that requests for reasonable adjustments are made at the same time as examination entries at the beginning of February. A doctor's letter or educational psychologist's report is needed to send to the examination board with the request form. Mrs Cunliffe, Head of SENDCo, will coordinate with the Examinations Officer regarding any reasonable adjustments.

Illness during Examinations

Parents should inform the school as soon as possible if their child is too ill to take an examination. In all but the most extreme cases, students should attempt to come to school to take the examination. Special arrangements can be made in order to allow students to take the examination. It is very rare indeed that a grade will be awarded by the exam boards for an examination that has not been taken.

Special Consideration

Special consideration can be requested for candidates who are ill or who have other difficulties on the day of an examination or just before. Candidates must still take the examination. This requires parents to provide a doctor's note or other appropriate evidence as soon as possible, as applications need to be made within seven days of the examination. Please note that special consideration is usually only granted where there is a serious incident or difficult situation just before an examination. Special consideration is limited to a very small proportion of the overall grade awarded.

Parents should contact Mrs Gallery if they have any concerns or queries about the public examinations via email (exams@westholmeschool.com).

The conduct of all external examinations is governed by JCQ guidelines. These are available at the JCQ website: <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

The main 'Warning to Candidates' is displayed in all examination rooms. Please note these do not constitute the only rules and candidates will also be given verbal warnings at the start of each examination.

F. FASTING FOR RELIGIOUS REASONS

Westholme appreciates that as some children get older, they may wish to partake in religious fasting. We respect their choice and also appreciate that these students may struggle to participate in every aspect of school life with the same energy and vigour that we would usually expect from our students. Students are still expected to participate in every aspect of school life, but please be reassured that staff will aim to be as understanding and accommodating as possible.

For example, students will still be expected to participate in their enrichment, but upon receiving a note from parents explaining that the student is fasting, the member of staff will only expect the student to do what they are able. This may be to take part in only some of the session, complete fewer of the tasks than the other students or for the student to let the member of staff know when they need a break.

H. HEALTH AND WELLBEING

We have our School Counsellor/Wellbeing Advisor, Mrs Rachel Moody, who is a registered member of the British Association of Counsellors and Psychotherapists (BACP). Students can be assured of time and space to speak freely and experience non-judgmental empathy and understanding.

Our School Nurse is very experienced and highly qualified. She is the first person to contact about any medical problems your child may have. She deals with the health needs of the whole school community and the physical wellbeing of every child attending school.

If your child becomes unwell whilst at school, we will contact you to come to school to collect your child.

When a student needs to bring prescribed medication into school, they should hand in the medication to the School Nurse, together with the prescription and a letter from a parent detailing the dose and timing of the medication. It is the student's responsibility to excuse themselves from lessons, collect their medication and take it under the supervision of the Nurse.

Please be aware that we are a no nut, peanut and/or sesame school.

Responsibilities of Parents and Carers:

All parents and carers, whether or not their child has an allergy, are responsible for:

- Being familiar with the school's policy and supporting the safety and wellbeing of pupils with allergies.
- Supplying the School Nurse with up-to-date details about their child's medical needs, including dietary requirements, allergies, history of reactions or anaphylaxis, and any related conditions such as asthma, hay fever, rhinitis, or eczema.
- Adhering to any food restrictions or guidance set by the school when providing food (e.g., packed lunches, snacks, or items for events).
- Ensuring their child does not bring food containing nuts, peanuts, or sesame onto the school site due to the severity of some pupils' allergies.
- Encouraging their child to be allergy aware and considerate of others.

Parents of Children with Allergies:

- Work with the school to complete an Individual Healthcare Plan and provide an accompanying Allergy Action Plan.
- If applicable, supply the school (or their child) with two labelled adrenaline pens and any other prescribed medication such as antihistamines (with a dispenser), inhalers, or creams.
- Ensure all medication is in date and replaced promptly when needed.
- Make sure their child has access to their allergy medication, including two adrenaline pens if prescribed, during travel to and from school.
- Inform the school of any changes to their child's condition and ensure all relevant documentation is updated.
- Help their child understand their allergy diagnosis, advocate for themselves, and take reasonable steps to reduce the risk of a reaction (e.g., avoiding foods they are allergic to).

I. INFORMING SCHOOL OF AN ABSENCE

We ask that all student absences are reported by 8am at the latest through the ClassCharts app as follows:

- Open Classcharts app
- Click on the child you are reporting as absent
- Click on Report Absence found in green tab at the top of the page
- Enter date of absence
- Provide reason for absence
- Submit

It is a well-known fact that there is a strong correlation between high attendance and strong academic success. We are also always asked to comment on attendance (including holidays taken during term-time) and punctuality in references, both for university applications and for full-time/part-time jobs.

Planned absences should be requested in advance by emailing the school office at secretary@westholmeschool.com

L. LUNCHES

The lunches provided are popular amongst our students and staff and there is always a very wide variety of options on offer.

Students have many choices including hot meals, salads, jacket potatoes, soups, breads and sandwiches. We take great care to ensure the choices are nutritionally balanced.

Special dietary requirements can be catered for. Please inform the School Nurse of any issues and she will liaise with the catering team.

In addition to the lunchtime provision, a breaktime breakfast club also runs each day. This is a cashless service offering a wide range of hot and cold breakfast items. Students must eat these purchased items in the dining room during break.

Sixth Form students have access to the Sixth Form cafeteria for breakfast and snacks throughout the morning, with an additional lunch option available on certain days of the week. All items from the cafeteria must be purchased using our cashless system.

The cashless system also covers Westies, the vending machines and the INSPIRED Sixth Form cafeteria.

Lunch is provided, and students have the option to eat in either the main dining hall or the Sixth Form cafeteria.

In the Sixth Form, students are permitted to leave the school premises for lunch. Upon such an instance, students must follow signing out protocol at the Student Reception and ensure they return to school before the end of the lunch period. Students must not bring food from offsite onto school grounds.

M. MOBILE PHONES

For students in the INSPIRED Sixth Form, devices may only be used during study sessions and in the INSPIRED Sixth Form areas only or under direct supervision of a teacher.

The school will not accept any responsibility for mobile phones, tablets and other electronic devices.

If students need to contact home, they should report to Student Reception.

If parents have an emergency and need to contact their child, then they should telephone the school office.

Using mobile phones to video or take photographs in school/on school coaches or during co-curricular practices or matches is strictly forbidden. Students using a phone for this purpose will receive an appropriate sanction.

Students must not wear airpods, earphones or headphones when moving around school, including outside areas.

N. ONLINE SAFETY

Miss Cooper is the School's Online Safety Coordinator. Part of her job is to keep parents informed about issues concerning their children and the internet and online safety. In order to do this, she provides termly emails to parents which highlight current online safety issues and make more general recommendations regarding children's use of the internet.

As well as accessing the school's online safety resources, there is a wealth of useful information for parents available online. One excellent site is Parent Info - www.educateagainsthate.com/resources/parent-info/ - which is jointly sponsored by Parent Zone and NCA-CEOP. This site publishes guides to commonly used apps alongside the latest research and reports about online safety and its wider repercussions. It is also worth familiarising yourself with PitDA's WWW strategy which encourages you to make sure that you know:

WHO your child is talking to online,
WHAT they're doing and seeing online, and
WHERE they're going online.

Should you have any concerns about your child's online activity or any suggestions of key topics that should be addressed in the regular newsletter, please do not hesitate to contact Miss Cooper at school (coopers@westholmeschool.com). Alternatively get in touch with your child's Head of Year.

O. OPERATION ENCOMPASS

As part of our commitment to safeguard children at Westholme, as a school we are participants in Operation Encompass. Operation Encompass is a unique Police and Education early intervention safeguarding partnership which ensures that a child/young person's school is informed, prior to the start of the next school day, that there has been a domestic abuse, vulnerable child or missing incident to which the child or young person has been exposed, and which might then have an impact on them in school the following day. Each school is informed of all such incidents, not just those where an offence can be identified or those which are graded as high risk. The partnership recognises that all domestic abuse, vulnerable child and missing incidents can be harmful to children and young people.

This information will be shared throughout the year, including holidays and weekends. Information will only be shared with the school by the police where it is identified that a young person was present, witnessed or was involved. Nominated members of staff, known as Key Adults, have been trained to liaise with the police. At Westholme Seniors, our Key Adult is Mrs Moody. They use information that has been shared with them, in confidence, to ensure that the school makes provision for possible difficulties experienced by children or their families. The Key Adult will keep this information confidential and will only share it on a need-to-know basis, for instance, to teaching staff for the child or young person. It will not be shared with other school students.

This national initiative has been implemented across the whole of the Lancashire Police area. If you would like some more information about it, you can view it online at www.operationencompass.org. At Westholme it is our duty to offer the best support possible for our pupils and a recent review of Operation Encompass showed that it is beneficial and supportive for all those involved.

P. PARENTAL CONTACT WITH SCHOOL

Should a parent wish to contact school about a more serious query or concern, we ask that parents email or telephone their child's Form Tutor in the first instance.

Staff members will aim to respond to queries within one working day, even if this is initially a holding email whilst they investigate. Form Tutors will liaise with the Head of Year (HoY), as they have the overall view of each child. The Form Tutor and HoY will communicate with the necessary staff, and we will aim to respond as soon as possible.

If the matter needs to be dealt with immediately, parents should telephone Reception who will take a message if the relevant member of staff is not available. Please give as much detail as possible when speaking to the Receptionist; you will then be contacted by a relevant member of staff.

Our parents are advised that they should make an appointment if they wish to see a member of staff, to ensure that particular member of staff is either not teaching or involved in another meeting/co- curricular activity. Parents are asked to make appointments with the HoY; other staff will be asked to these meetings where appropriate or information will be passed on subsequently.

We pride ourselves on the warm and positive relationships we develop with our families. Courtesy and respect between all members of the Westholme community is intrinsic to our ethos, in order to maintain a workplace where everyone feels safe. We set an example to our students by nurturing a mutually respectful environment. If a parent or visitor speaks to a member of staff or any member of the school community in a disrespectful or aggressive manner, they can expect to have their communication/meeting cut short and rearranged for such a time when they are able to communicate in a polite and calm manner. Physical or verbal harassment, violence or aggressive or intimidating behaviour towards any member of the Westholme community will not be tolerated.

R. REGISTRATION

It is a legal requirement that we register students twice a day. Therefore, we ask all students to follow the process set out below:

- Registration will take place in Tutor Group locations in the morning at 8:45am and with their teachers in Period 5 in the afternoon.
- For students who do not have a lesson in Period 5, registration will take place in the common room.
- Students may be granted study leave in Year 1 if possible, and this will be discussed on a case-by-case basis.
- If students leave the school site, they must sign out at Student Reception. Students leaving at lunchtime must remember to sign out and then back in upon their return.
- Students must sign in at Student Reception when they are late.

S. SPORT

All of our afterschool and Wednesday fixtures and practices are published on SOCS (www.westholmeschoolsport.com). We urge you to familiarise yourself with the website as our sporting calendar and any cancellations or postponements are published here. This information is also available via a mobile app.

When entering www.westholmeschoolsport.com on your mobile device, you will be able to save the website to your home screen as an app. The website then works as an app with the same functionality as the website, plus you are able to select your favourite teams for quick viewing of the upcoming fixtures.

T. TIMINGS OF THE SENIOR SCHOOL DAY

8:45-8:50 Registration
8:50-9:05 Assembly / Form time
9:05-10:00 Period 1
10:00-10:55 Period 2
10:55-11:15 Break
11:15-12:10 Period 3
12:10-13:05 Period 4
13:05-14:05 Lunch
14:05-15:00 Period 5
15:00-15:55 Period 6

U. UNIFORM

We have high expectations for the appearance and standards of all of our students.

Our Uniform Policy can be accessed here: <https://westholmeschool.com/wp-content/uploads/Uniform-Brochure-26.pdf>.

Queries relating to uniform should be directed to the school secretary via secretary@westholmeschool.com.

NON-UNIFORM DAY GUIDELINES

In the interest of creating a positive atmosphere, ensuring that lessons are not adversely affected and so that some students do not feel under pressure, the following guidelines for non-uniform days have been put into place:

- Students must not wear items that are deemed inappropriate for school:
 - No revealing clothes such as cropped tops, 'short' shorts, see through garments or pyjamas
 - No garments with visibly rude or offensive slogans displayed on them
- Students must be prepared and adhere to the health and safety rules that normally apply during practical lessons on non-uniform day (for example: hair tied back in practical sessions, wearing PE kit in PE lesson, no jewellery in PE / practical lessons)
- No coats should be worn on corridors, in the dining room and in lessons
- Students who are dressed inappropriately should expect to be asked to cover up and / or wear PE kit for the duration of the day

V. VALUABLE ITEMS AND LOST PROPERTY

All school uniform and possessions of any value should be marked with the student's full name (not just initials) and form and kept safely. Students are asked not to bring valuable items into school, but if this is unavoidable, they should be locked in their lockers or taken to Reception for safekeeping. All Sixth Form students have access to lockable lockers in the Sixth Form Centre, as well as additional space for bags.

Valuable items, such as phones are allowed in school but only with parents' understanding that the school's insurance does not cover their loss.

Lost property found in school should be handed into Reception. Anything found that is named is returned to the student as soon as possible. Unnamed items are kept at Reception and lost property displays are held at the end of each half term. Students may go to Reception outside of lesson times to ask if their belongings have been found.

Items left in the sports block or changing rooms are put in the box outside the PE staff room, except for valuable items which are given to the receptionists.

It is expected that students will look for their own lost items around school in cloakrooms, classrooms, the Sixth Form Centre, PE block etc. This is their responsibility. If a student has completed all of these procedures and the item has still not been found, then they may ask their Form Tutor to help initiate a search.

W. WESTHOLME ASSOCIATION

Who are we?

The Westholme Association (known as the WA) is our version of a PTA (parent/teacher organisation). All parents are automatically members of the WA and we currently have a committee of 15-20 parents (both mums and dads!) who, together with the school leadership team, meet termly to arrange our calendar with both social and fund raising events.

We have a list of volunteers who are happy to help whenever and wherever they can, without needing to commit to every event. There's no expectation for anyone to attend all of them.

What we do?

The committee plans a variety of events throughout the year - some are social and some are fundraising with the aim of developing and maintaining the Westholme family community. Typical events are the Spring and Christmas Fairs, termly pre-loved uniform sales, Prep movie nights and discos and Balls/party nights. All events, whether for families, adults or children, aim to bring together parents, children and teachers in an informal setting. Our annually fundraising amount is around £12,000. We are looking to fundraise this year for a larger item to benefit as many children as possible - we'll keep you updated!

Why?

As part of the Westholme family, we are keen to work with school to provide the extras for our children's education. We have items we repeatedly fund such as provision of hatching eggs, and end of term activities for Prep including Year 6 leavers' hoodies, Maths and Lego competitions/leagues, a contribution to the Year 13 Leavers' Ball, Prizegiving awards, etc. Requests arrive throughout the year and for our Centenary Year of 2023 included helping to replace sewing machines, INSPIRED Sixth Form furniture, and contributing to the Westholme Sensory Garden.

How might you help?

We cannot do any of this without your help. You can support our events by attending, by volunteering to help and by donating. We frequently request donations of raffle prizes, gifts for the Fairs and good condition uniform for our sales throughout the year (including one in summer just for new parents). If you see us at events, please do pop over for a chat!

So please come along and support our events, look out for updates in 'Westholme Weekly' and via Parentmail for future and past events and details of items we have funded.

If you would like to become more involved by joining the Committee, then please contact the Chair, Adele Mellis, at westholmeassociation@gmail.com or via the School Office at secretary@westholmeschool.com.



6. TRANSPORT

Travel by School Coach

Westholme School offers 11 coach routes to facilitate the home to school journeys for our students. If you wish for your child to use this service, please register with our transport management partner, Vectare. All our route information can be found [here](#), and bookings made. Please note, all coach routes are subject to change. A full route optimisation exercise takes place throughout the summer term, in advance of the new academic year.

At the start of the School Year, or if you are a new family, you will not necessarily know what After School activities your child will wish to be involved with. We understand this and are very flexible with coach bookings for the first half term your child is in School, subject to availability.

It is our normal procedure to request that students do not wait in cars until the coach arrives but stand at the allocated stop. Whilst we hope that the timings are accurate, there may be occasions when traffic is light and the coach arrives early. To cover for this, we ask that students are at the stop five minutes before the departure time.

The Vectare portal is available, allowing parents and guardians to:

- Access real time tracking of coach services
- Receive real time verification that students have boarded and alighted the bus at their stops
- Receive real time notifications of delays and incidents
- Amend (cancel) booking details for the next journey
- Use the self-booking calendar for booking or cancelling additional ad-hoc services should the need arise (subject to seat availability)

All students who are registered to use the coach service are issued with a card on the first day of term. This will allow students to scan in and out of the service, as they board and alight the coach. Lost or damaged cards will be replaced. Please visit Student Reception to request a replacement lost or damaged card. The school will replace one fob free of charge per term, £2.50 per card thereafter. The replacement cost will be invoiced via Finance. We remind students that they are to follow the transport Code of Conduct as detailed on the Booking Portal.

We remind students that they are to follow the transport Code of Conduct as detailed on the Booking Portal.

Should you require further support, please do contact Vectare via email on contact@vectare.co.uk . Your dedicated phone number for Vectare is 0115 777 3035 which will be available from the start of term. During live service hours, please only call this number for matters relating to the live service. For general enquiries, please call between the hours of 9am and 4pm Monday to Friday if possible.



Travel by Car

If arriving at school by car, please note the following arrangements:

If you are dropping off or picking up, please:

- Turn left into the turning circle on Meins Road opposite the entrance to Wilmar Lodge.
- To drop off, use the furthest parking bay either on Meins Road or in the drop off area.
- Continue in a clockwise manner to exit.

The same procedure applies at the end of the school day. It is important that you do not try to park too close to the school gates as the coaches cannot pass and we can have some spectacular traffic jams. Please do not double park or drive slowly around the area in the hope that your child will come out of school whilst you are still moving - this is inconsiderate to other parents and again causes traffic congestion.

In addition, for the safety of our children, please remember that parents are not permitted to drive into any of the school car parks in the morning or at the end of the day for collection until after 4.15pm.

If your child requires special access requirements, please contact school as special arrangements can be made for you to drop off/collect your child from different areas of the school.

Sixth Form students should not be dropped off or picked up from the Sixth Form Centre at the beginning and the end of the school day, but must follow the same rules as above.

The time will come when students will pass their tests and wish to drive to school. Therefore, please see the guidelines for students regarding vehicles on school premises.

- It is a Sixth Form privilege to be able to bring a car onto the school grounds once a student has passed his/her driving test.
- Students must give their vehicle information to Mr Oracz upon passing their test.
- Sixth Form students are expected to park on the large Prep car park beyond the barrier only. All other parking locations are allocated to staff members and should not be used by students, including car park behind the Sixth Form Centre.
- If students fail to adhere to any of these parking rules, they will be asked to hand their keys in to reception upon arrival or even have their driving privileges removed.
- Students should conform to UK driving regulations and be mindful of pedestrians at all times. Failure to drive in an acceptable manner will lead to driving privileges being removed.
- Students wishing to travel together in a vehicle must have parental consent emailed to their Head of Year, granting both the driver permission to have passengers and granting permission for those passengers to travel in the vehicle of another student.

7. SCHOOL RULES (FOR STUDENTS)

All students are expected to represent the School well, behaving with courtesy and consideration at all times.

Respect

- We pride ourselves on a mutually respectful and caring environment. Please make sure your behaviour reflects this.
- Students should maintain appropriate relationships, without any inappropriate physical contact taking place.

Movement in the building and on the premises

Students must always:

- Walk on the left on staircases and corridors.
- Give way to members of staff and other adults at doorways and on the corridors.
- Wait to be dismissed by the member of staff at the end of each lesson.
- Walk, not run, in the school building.

- Students must sign out at student reception if they are leaving the premises. If arriving after registration, students must sign-in at student reception.

Students must not:

Enter the laboratories, product design, textiles and food rooms, swimming pool, sports hall, art block, theatre or green room except for lessons and other officially organised activities. They are all out of bounds.

Play ball games anywhere except on the astroturf, courts or playing field.

Assembly

- Students must be silent on the way to assembly.
- Students should wear their jackets and sit in silence whilst waiting for assembly to begin.
- Students must also leave the assembly in silence.

Health

Students should:

- Ask their subject or form teacher for permission to report to the School Nurse if feeling unwell during registration/lesson time. The School Nurse will contact parents if necessary; students should not contact home on the grounds that he or she feels unwell.
- Leave with the School Nurse/Reception staff any medication to be taken during the course of the day. Any surplus medication should be collected at the end of the day.
- Not bring or consume energy stimulant drinks (e.g. Monster/Red Bull) on school premises, school coaches, or trips.
- Westholme is a nut-free school – no items containing nuts or sesame can be brought onto the school grounds.

Classrooms

Students must:

- Treat all school property and furniture carefully and with respect.
- Keep classrooms, cloakrooms / locker areas and common rooms tidy. Any property left carelessly may be confiscated. Whenever possible, bags must be stored in the cloakroom or in lockers. Any bags taken into a classroom must be kept under the desk.
- Report if a member of staff fails to appear for a lesson after 10 minutes of waiting. Two students from that group should go to reception to report it.
- Only eat or drink in the dining hall or Sixth Form Cafeteria. No cans, glass bottles or breakable containers are to be brought to school.
- Only open classroom windows or touch blinds and curtains if permission has been given by a member of staff.

Uniform

- Sixth Form students are permitted to wear jewellery, they are asked to keep it minimal and discreet.
- Students must not have any visible piercings (other than earrings) or tattoos.
- Students' hair should be well-kept, clean and moderate in style, length, colour and treatment.
- No clothing with obscene slogans or messages is permitted.
- Headscarves for religious observance may be worn; they should be plain and dark coloured.
- Students are also reminded that the wearing of hoodies, scarves and outdoor coats in School (especially to lessons) is not allowed.
- Make-up and nail varnish may be worn, but this should be discreet.
- When students are wearing a dress or skirt they should wear tights and not socks.
- Trimmed beards and moustaches are allowed as long as they are smart and tidy.

Property

- No money should be left in bags or pockets.
- All personal belongings and textbooks must be clearly named.
- No PE kit or any other equipment should be borrowed without the permission of the member of staff or student concerned.
- No electrical appliances may be brought into school except with the express permission of a member of staff. Such appliances must be tested by the estates team immediately for safety.
- Water bottles must be clear and plastic not glass.

School Books

All textbooks remain the property of the school. They must be maintained in good condition and any lost or damaged books must be replaced or the school reimbursed.

LRC and Silent Study Rooms

- The LRC is a quiet work space as well as a place of learning; therefore talking in lessons should be kept to a minimum and low in volume. No food or drink should be taken into the LRC during the school day.
- Sixth Form students are encouraged to use the silent study rooms to consolidate their learning.
- Students may use the photocopier in the LRC but only with permission of a member of staff and with the agreement of the LRC manager and in accordance with copyright laws.
- Students may use the computers and internet but only in accordance with School ICT policy and the student Acceptable Usage Policy.
- Additional study rooms for Sixth Form students are located in the Sixth Form Centre.

Chewing Gum

This is banned on the school premises and on the school coaches.

Coaches

Students who travel on the coaches must sit in a seat and must fasten their seat belts. Please visit [Vectare](#) for full details of the code of conduct. There should be no food, hot drinks or drinks other than water consumed on the coaches and pupils must leave the coach clean and tidy.

Outside of lesson time and after school rules and guidance (please also see ASC section)

- The earliest time students may arrive at school is 7.45am, as this is when there are staff on site. This is for safeguarding and health and safety reasons.
- All students must leave all school buildings no later than 6pm.
- If students require first aid, the School Nurse can be found in her office. If she is not there, then students should report to Student Reception, who will send for a first aider.
- If first aid is needed outside of Student Reception working hours (before 8am and after 5.30pm) then students should report to the staffroom or find a member of the Senior Leadership Team (the member of SLT who is on late duty each day is written on the notices).
- If students or parents see someone on the school site who you do not think should be here, please do not approach them. Please tell a member of staff/Reception immediately, giving them as much detail as possible.
- Never let a stranger into the building – direct them to Reception.
- Visitors with red lanyards should be accompanied by a member of staff wearing a green or purple lanyard at all times. If students or parents see a visitor without a lanyard, or with a red lanyard on their own, please inform a member of staff immediately.
- Students must not use any plug sockets or bring electrical equipment into school from home.
- Students should keep away from areas that have been fenced or roped off. Other out-of-bounds areas include any locked room, store cupboards, Croston Theatre, theatre toilets, Green Room, roads, rivers, ponds and car parks.
- If students or parents hear the fire alarm, you must leave the building by the nearest exit and meet on the astroturf. This must be done in silence.
- The astroturf is only open to students at lunch time, and not over morning break.

LRC

- The LRC is a quiet work space as well as a place of learning; therefore talking in lessons should be kept to a minimum and low in volume. No food or drink should be taken into the LRC during the school day.
- Students may use the photocopier in the LRC but only with permission of a member of staff and with the agreement of the LRC manager and in accordance with copyright laws.
- Students may use the computers and internet but only in accordance with School ICT policy and the student Acceptable Usage Policy.

Vending machines

- These machines are only to be used before the first bell in the morning, at break, during the lunch hour and after school. No one is to use the drinks vending machines between lessons. There are water fountains available throughout the school.
- The vending machine in the INSPIRED Sixth Form area may be used by Sixth Form students throughout the day, students in Year 10 and below may not use this during the school day

8. POLICIES

Safeguarding Policy

Our Safeguarding Policy is fully accessible on our website: <https://www.westholmeschool.com/policies>

Other School Policies

The following policies are available on our website (<https://www.westholmeschool.com/policies>) or upon request:

Admissions Policy
First Aid Policy
Anti-Bullying Policy
Behaviour Management Policy
Complaints procedure
Discipline, Exclusions and Required Removal Policy
Equal Opportunities Policy
Keeping Children Safe in Education
Relationships and Sex Education Policy (RSE)
Safeguarding Policy
Safer Recruitment Policy
SEND and EAL Policy
Health and Safety Policy

9. THE HOUSE SYSTEM

On arrival at Senior School and INSPIRED Sixth Form (ISF), all students and teachers are allocated to one of the four Houses. Each House is led by House Captains who are members of the ISF, elected to these roles by students and staff.

A staff Head of House is also allocated to each House to lead the ISF Captains in their role.



	BOWLAND	CALDER	LONGRIDGE	PENDLE
HEAD OF HOUSE	MISS E HOODLESS	MISS E ROSS	MISS S HAMID	MRS J CORRIGAN
HOUSE CAPTAINS	CHLOE WILLA OSCAR	MAHEEN NATASHA DAANISH	LEWIS GRACIE YAHYA	HARRIET JENSEN FINLEY

- Members of each House meet throughout the calendar year for House Assembly in the Croston Theatre.
- Each House meets on the designated day for their House assembly in the Theatre, with all staff members in that specific House in attendance.
- Heads of House and INSPIRED Sixth Form House Captains lead assemblies, supported by wider staff in their house when required.
- Assemblies are aimed at promoting their House and forthcoming events, inspiring students to support their house and take part, furthering the House spirit, and celebrating individual, year group or team successes.
- During the year there are numerous inter-house activities and full House Spirit weeks, where competition is fierce but friendly, as both students and staff support their House.

Activities include:

Badminton Championship

Boys and Girls Football

Chess Championship

House Entertainment

Cricket Championship

Cross Country Championship

Hockey Championship

House General Knowledge Quiz

House Music Championship

House Spoken English Competition

Netball Championship

Rounders Championship

Sports Day

Swimming Gala

Tennis Championship

House Pool Competition

House Debating

10. CO-CURRICULAR & TRIPS

At Westholme, we believe it is important to take a holistic approach to student development. We believe that what goes on outside the classroom is a crucial part of this, and that lessons learned there help to build character.

The co-curricular timetable changes each term and is available in Form rooms, noticeboards and the parent portal.

Please encourage your children to get as involved as possible. Students are expected to attend at least two activities a week, and are encouraged to try something new. There are also many trips that occur at weekends and during the holidays. Your child will find out about these through lessons or assemblies. If they are interested, a letter will be emailed to parents providing more information. Parents can then choose to sign up and pay a deposit through EVOLVE.

11. PROCEDURES IN THE EVENT OF ADVERSE WEATHER CONDITIONS

The website is the most reliable way of obtaining information in the event of any emergency: www.westholmeschool.com

In the event of heavy overnight snow, the website will be updated by 7.00am. During any periods of extreme weather, the website will be continually updated.

Parents may also be contacted by email. It is therefore particularly important that parents and guardians keep school informed of any contact detail changes.

It is the school's aim to remain open but in the event of adverse weather conditions, closure may become necessary to maintain a safe and staffed environment.

12. USEFUL LINKS



@westholme_school



Westholme School



Westholme School



@WestholmeSchool2025

View the school's website here: www.westholmeschool.com

13. CONTACT INFORMATION

Mr P Taylor

Principal

Principal@westholmeschool.com

Mr J Oracz

Head of Sixth Form

oraczj@westholmeschool.com

Reception

secretary@westholmeschool.com

01254 506070

Mr J. Backhouse

Chair of Governors

chairman@westholmeschool.com

Dr P Watson

Head of Year 13

watsonp@westholmeschool.com

Registrar

registrar@westholmeschool.com

01254 506070



WESTHOLME

PREP | SENIORS | SIXTH FORM

WILMAR LODGE, MEINS ROAD, PLEASINGTON, BB2 6QU

WWW.WESTHOLMESCHOOL.COM