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# Welcome to **West Derby School**



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Year 7 Student &  
Parent Transition  
Guide 2023 – 2024





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## Contents

Welcome .....	4
Key Staff .....	5
The West Derby Way .....	6
School Day .....	7
Timetable .....	7
Uniform & PE Kit .....	8
Extra Curricular .....	9
Rewards .....	10
Code of Conduct .....	11
Attendance .....	<b>12 &amp; 13</b>
Homework .....	14
Punctuality .....	15
School Term Dates 2021-22 .....	16
School Policies .....	17
Dining .....	18
The Achievement Hub .....	19
School Community .....	20
Staying in Touch .....	21
Finding Your Way .....	<b>&amp;&amp;</b>



# Welcome to West Derby School

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## Headteacher

We are really looking forward to welcoming you to West Derby School in September. I hope this booklet gives you all the information you need. The one thing you do need to remember for your first day is the answer to this question; who are we? And the answer simply is WEST DERBY!

Mrs Graham  
Headteacher

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## Pupil Progress Leader

Hello. My Name is Mr Zachariades (Mr Zach for short!) and I will be your Pupil Progress Leader (PPL) for Year 7.

We are very proud of our school and are really looking forward to welcoming you into our school community. If you have any questions about moving from Year 6 to 7 you can email me at [Transition@westderbyschool.co.uk](mailto:Transition@westderbyschool.co.uk)

Mr Zach  
Year 7 PPL

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## Equipment

Always be prepared and bring these items with you to school.



Large  
waterproof  
bag



Pencil case



Pen



Pencil



Ruler



Rubber





**You will soon know all of the staff who teach or work in the school. In the meantime, below are some of the key staff who you will meet on your first day, including me. Until then, enjoy the summer and see you in September!**



**Mrs S Graham**  
**Headteacher**



**Mrs S Wilkinson**  
**Deputy**  
**Headteacher**



**Mr M Thomas**  
**Deputy**  
**Headteacher**



**Mrs J Stephens**  
**Assistant Headteacher**  
**& SENDCO**



**Mrs M Hughes**  
**Inclusion Manager**



**Mrs S Rosenthal**  
**Deputy Inclusion**  
**Manager**



**Mrs L Swale**  
**Deputy SENDCO**



**Mr N Zachariades**  
**Year 7 Pupil**  
**Progress Leader**



**Mr L Fraser**  
**Assistant Pupil**  
**Progress Leader**



**At West Derby, we endeavour to nurture the caring, trusting and strong relationships between pupils, staff and families. We pursue that goal through collective cooperation, mutual respect and courtesy. All members of our community should be committed to these values.**



**Wear the correct uniform and follow the rules on hair;**



**Keep headphones, mobiles etc. away;**



**You must be fully equipped for all lessons;**



**Show a respectful and kind attitude;**



**Engage fully.**



**It's simple really!  
Just follow the West Derby Way.**



Students in years 7-11 benefit from the full 25 hours of lesson time per week. Each morning we have 25mins allocated to Reading Ready/PSHE time. This allows for the successful delivery of Personal, Social and Health Education (PSHE) and Reading Ready Programme within the whole school curriculum.

PSHE and Reading Ready is delivered as part of extended form time (25mins) by the form tutors. This is a proactive approach to help encompass a range of pertinent topics such as relationships, individual differences, conflict resolution, building resilience and combating bullying and prejudice of any kind. For a detailed description of the PSHE curriculum for each year group, please visit our curriculum guide on the school website.

Timetable

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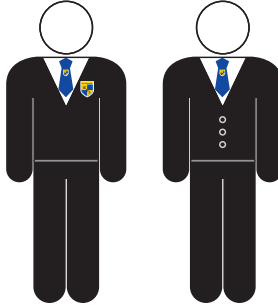
Monday to Friday	
Form	8.45 – 8.55
Reading Ready/ PSHE	8.55 – 9.20
Period 1	9.20 – 10.20
Break	10.20 – 10.35
Period 2	10.35 – 11.35
Period 3	11.35 – 12.35
Lunch	12.35 – 1.15
Period 4	1.15 – 2.15
Period 5	2.15 – 3.15



School uniform plays a valuable role in contributing to the ethos of our school. All pupils are expected to wear full school uniform and we ask for parents' support in ensuring that their child does so.

**Uniform**

- Black blazer with school badge
- White shirt
- School tie
- Black trousers
- Black 'V' neck school jumper (optional)
- Dark suitable school coat
- Large water-proof bag to carry books, kit/ equipment



**No hooded tops or jewellery allowed. Please ensure all uniform items including his PE kit are clearly marked with his name in, this will ensure any lost items can be traced.**

All items with a WDS badge are available from Kitted Out (London Road), West Derby School Wear (Eaton Road) and Schoolwear by Lisa (East Prescott Road).

**Footwear**

We have extremely high standards with regards to appropriate/acceptable footwear allowed at West Derby School. Please ensure there are no markings on the shoes; also, no pumps/converse type shoes are allowed. Essentially, they should NOT look like trainers. To ensure that your son has appropriate school shoes we have teamed up with Wynsors World of Shoes (further guidance/ brochure can be found on the Y7 transition section of the school website). Acceptable examples shown here.



**PE Kit**

- PE polo shirt with school logo (short and/or long sleeve available)
- Navy blue shorts
- Navy blue socks
- Trainers (with non-marking soles)
- Football boots/shin-pads

**Cold/wet weather (optional)**

- Towel on the days he has outdoor PE
- Navy/black tracksuit bottoms



**Please note, any pupil representing sporting teams/events e.g. Football or Athletics must ensure they bring their full PE kit.**

PE kit suppliers from Kitted Out (London Road), West Derby School wear (Eaton Road) and Schoolwear by Lisa (East Prescott Road).



**There is a wide range of extra-curricular clubs and activities taking place at West Derby School. Extra-curricular activities range from revision sessions, clubs based on school subjects and a wide selection of sports. Attending extra-curricular clubs helps to develop emotional, intellectual, social and interpersonal skills and improve self-esteem and confidence.**

Some examples listed below:

- Educational visits to the theatre, museums, London and many other places of interest.
- Pupils also take part in a variety of trips and experiences.
- There is an extensive programme of media enrichment activities as well as an Coding Club, Science Club, Art Club, Craft Club, History Club, Geography Club and Film Club.
- School Productions by the Drama Department.
- Music Concerts performed by pupils with a musical interest.
- Activities are held both at lunchtime and after school including Badminton, Basketball, Table tennis, Chess, Cricket clubs to name a few.
- The extra-curricular timetable changes throughout the academic year, please keep up to date on the extra-curricular programme on the school website.



**In order to promote a vibrant learning environment within lessons, teachers/staff record motivational points for each student in every lesson.**

This will help recognise and reward positive efforts, whilst helping to reinforce West Derby School's expectations and the benefits of adhering to them.

Each student arrives into the class room on a '2' motivational point. With exemplary behaviour and going above and beyond in class, this can go up to a '1'. However, if students fall below expectations, this can also go down to a '3' or '4', which will lead to consequences and sanctions.

Motivational points are analysed and rewarded on a regular basis (weekly, monthly and half termly by the pastoral staff). Rewards include free vouchers, food and school trips such as the cinema.

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**1**  
||| |||

### **Outstanding**

The student has gone above and beyond our expectations in some way in the lesson. This is a real achievement and will be awarded only when truly deserved.

**2**  
||| |||

### **Wonderful**

The student has done everything expected of them. They have completed all tasks to the best of their ability and their behaviour has been of a very good standard.

**3**  
||| |||

### **Developing**

The behaviour or effort has been acceptable, but progress would be better if the student had pushed himself further.

**4**  
||| |||

### **Substandard**

The behaviour or effort has not been good enough. Sanctions will be issued as a result.





**Excellent behaviour is crucial in order to ensure that teaching staff can deliver exemplary lessons, students can learn and achieve to their maximum potential and that all members of the school community can work in a happy and safe environment. We know that students behave positively when a true partnership exists between school and home and they strive to work closely with parents and carers.**

Our behaviour management system is based on a system of choice and consequence. We believe that students are in control of their own behaviour and if they choose to act in a certain way, they must accept the consequences of that choice. We also believe in a restorative approach, encouraging students to resolve any incidents and forging more positive relationships in future.

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### **Where a student falls short of our high expectations they can expect:**

A verbal warning and an opportunity to make things right. Staff will adopt the following support strategy or sanctions to allow teaching to continue:

- Seating plan change
- Exit to another room using our 'Buddy' system
- Subject teacher detentions
- Head of Department detentions
- Pupil Progress Leader detentions
- Senior detentions
- Restorative approach
- Follow up conversation with the teacher to identify what has gone wrong, and how it can be put right, in order to get learning back on track.





## ‘Attend today, Achieve tomorrow.’

We are dedicated to working with students and their families to secure excellent punctuality and attendance. Aim to achieve 100% attendance; we strive to ensure attendance does not drop below 97% as a minimum (no more than 5 days off per academic year). Regular school attendance is the key to enabling young people to maximise the educational opportunities available to them.

Every day a student misses school, a total of five hours of learning is lost and whilst we understand that illness can't always be avoided, just a few days of absence can have a huge impact on a child's attendance figure and their education as a whole.



School target



Cause for concern



Persistent absence –  
EWO



## As a school we will

- Promote and reward excellent attendance
- Promote and reward improved attendance
- Work in partnership with parents and carers
- Monitor all students' attendance and co-ordinate support for students who struggle to attend regularly

### Parents

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## Parental support and guidance

- Please ensure your child attends school every day unless they are seriously ill.
- Contact school on the first day of any absence before 8:45am and each subsequent day that your child is absent. Please ring 0151 235 1300 and press 1 to report a student absence. Leave your child's name and form, reason for absence and possible return date.
- Provide medical confirmation for prolonged periods of absence.
- Make all non-urgent medical appointments outside of school hours or in school holidays.
- Do not book holidays that take place during term time.

### Holidays

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## Holidays during school term time

IT IS VERY IMPORTANT TO ENSURE THAT YOUR SON ATTENDS SCHOOL FOR THE WHOLE ACADEMIC YEAR.

Parents are sometimes not aware of the impact of additional holidays on their son's education and we ask all parents to ensure that holidays are not booked during term time. Absences due to holidays will be marked as unauthorised and you could be in danger of being issued with a Penalty Notice by the Local Authority.



## West Derby School sets homework as a way of helping students make increased progress in lessons. Homework caters for a range of learning styles and provides students with tasks relevant to their learning.

Parents are a vital support in this process and can help organise their child's time and make sure they have a suitable place to study. Homework is set by individual class teachers at least once a week per subject (some subjects have more lessons per week and therefore may set more frequent homework).

### Satchel One Learning Platform

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## Homework is set online by teaching staff, using the platform 'Satchel One'.

Students and parents can use the app or log onto the website to see what homework needs to be completed and receive notifications when a deadline is near. Homework tasks can be accessed 24 hours a day, 7 days a week by students and parents.



You can login online at [www.satchelone.com/login](http://www.satchelone.com/login) or you can download the app from Google Play or the App Store.





**At West Derby we place a great deal of emphasis on good punctuality. Students who are late for school will not achieve as well in their GCSEs and A Levels as their peers. Our school day starts at 8:45 a.m and we expect all students to be in school and ready to learn by this time.**

If your child is late for school, he must sign a late slip with the reason for their late arrival and complete a same day lunch time detention. At the end of each half term these late slips will be posted to you for your records. Continued lateness will be treated as absence from school and you may be penalty noticed by the local authority for failing to send your child to school.

For more detailed guidance, please visit the Attendance section on the school website.



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### Autumn Term

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**Friday 1 September to Friday 22 December**

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Half Term – Monday, 30 October to Friday, 3 November

Christmas Break – Monday 25 December to Friday 5 January 2024

NB: Only Year 7 pupils are in school on Friday 1 September 2023. This is an Inset Day for all other year groups.

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### Spring Term

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**Monday 8 January to Thursday 28 March**

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Half Term – Monday 12 February to Friday 16 February

Easter Break – Friday 29 March to Friday 12 April

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### Summer Term

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**Monday 15 April to Monday 22 July**

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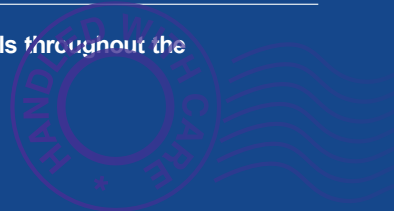
May Day Bank Holiday – Monday, 6 May

Half Term – Monday, 27 May to Friday, 31 May

Summer Break Starts – Tuesday, 23 July

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**Inset Days when school closed to pupils throughout the academic year: Four Inset Days TBC**







## School Policies.

All our school policies are available on our website but some of the basics are below to get you started!

### Electronics

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## Mobile phones, smart watches, headphones (including wireless airpods) must be **TURNED OFF** and **PUT AWAY**.

If a student is seen with a mobile phone, smart watch or headphones in, staff will confiscate the device and log the confiscation. Confiscated items will be stored securely in the school safe. Parents/Carers will then have to collect them from the school office (after 24 hours). If it is confiscated on a Friday, it cannot be collected until 2.55pm on the following Monday. Expensive devices are the boys' responsibility. They should be kept safe and not left in bags in the playground etc. They must be given in as valuables in PE lessons. We will NOT take responsibility for lost or confiscated items.

### Hair

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## All students must have their face and eyes clearly visible.




It is extremely important that their teacher can make eye contact in order to ensure pupil engagement in lessons. If your son's hair is long and therefore covering his eyes or face, he must ensure this is tied back using a bobble or hair clip/hairband.

### Clothing & Accessories

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## Clothing & accessories.

-  Pupils are not permitted to wear hoodies to school. If your child is cold, please consider purchasing the black 'v' neck school jumper.
-  Earrings and jewellery are to be left at home.
-  Trainers or pumps will not be accepted as school uniform - please see our guidance on uniform and footwear in the 'UNIFORM' section.



## ParentPay

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### **At West Derby School we use ParentPay which is an online payment system for school meals.**

It is easy to use and gives you the freedom to make payments 24 hours a day, seven days a week. You will receive a parental letter with clear details how to set-up your ParentPay account. Please ensure this is topped up regularly each week. In the first instance, students will be able to use cash to pay for their dinners until their account has been set-up.

When ordering food, students simply pay by using a dinner card, which students will receive shortly after arriving to West Derby School, this will show the canteen ladies the students name, form group and current cash balance.

## Free School Meals

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### **Free school meals are available to eligible students.**

If you think your child may be eligible, please contact the Local Authority on 0151 233 3006 and complete the application. Free school meals entitlement does not roll over from primary school, you will need to reapply. If you do not do this, your son will have to pay for his meals.

## On-site lunch only

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### **Students are not allowed out of school at lunchtime.**

The dinner sittings are on a rota system, so each year group will have the chance of entering the canteen first in the queue. There is a choice of hot and cold food, or you may bring your own packed lunch. West Derby is a healthy school, try to make your packed lunch as healthy as possible.



## **West Derby School believes that every child is of equal importance and that we must do our best to remove any barriers to learning.**

The Achievement Hub has been set up to help specific pupils cope better with, and access, mainstream education in a successful way. The Achievement Hub is fully staffed before the school day, at breaks and lunches, during lesson times and after school. Key staff who work in the Achievement Hub are the Inclusion Manager, Deputy Inclusion Manager and SENDCO, the Learning Mentor and high needs Learning Support Assistants (LSAs).

The Achievement Hub provides an understanding, safe and enjoyable environment for pupils who may require additional support, for example:

- Physical disability
- A specific learning difficulty e.g. Dyslexia, Dyspraxia
- General learning difficulties
- Emotional behavioural difficulties
- Frequent absence because of medical or home problems
- Refusal to attend school
- Low self esteem

The Achievement Hub is overseen by the Inclusion staff. It is a base where pupils with socialisation difficulties can interact with their peers in a regulated, non-judgemental environment where appropriate behaviour is modelled. Regular mentoring sessions are timetabled in the Achievement Hub. The Achievement Hub also welcomes external support staff from outside agencies. Students who are identified as requiring support attend literacy and numeracy lessons in the Achievement Hub.

If PPLs or key pastoral staff believe that a pupil would benefit from time in the Achievement Hub they refer their concerns to the Inclusion Team and arrange an appropriate time and course of study. Reasons for referral could include, for example, emotional issues or illness and incapacity.



**If you have a problem in West Derby School you can talk to a friend, your form tutor, any member of staff and your Year 9 Peer Mentor.**

One aspect of support for the New Year 7 boys arriving in West Derby in September is the annual setting up of a peer mentoring system. The pastoral team nominate a group of Year 9 students who they feel would be perfect for the role of Peer Mentor.

The ideal qualities of a Peer Mentor include being a good listener, communicator, friendly, honest, reliable, trustworthy, easy to talk to, confident and organised.

The role of Peer Mentors is essentially to help the new Year 7 students settle well into school and make new friends. The Peer Mentors help younger students with a number of issues, for example, worries about school, making friends, finding their way around the school and their timetable.

A Peer Mentor is a point of contact, other than an adult, who is a 'friendly face', somebody who the Year 7 pupils can rely upon to alleviate their concerns about starting secondary school and to answer any questions they may have about school. Remember, they have been exactly where you have been!



## Home ← → School Communication

Communication between home and school is a vital cornerstone of our school. As a school we use 'WEDUC' for all school to home communications. All parents are sent an enrolment code and can access this online or through an app on their mobile device. This allows you to receive important messages, view your child's timetable, report absences and much more. Please ensure you download the app in preparation.

### ParentPay

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## As a cashless school we use ParentPay, an online payment system for schools.

It allows parents to pay quickly and securely for a range of things including school meals, trips, activities, uniform, music lessons and PE items. You will receive your account information within a week of your child starting in September.

### Staff Communication

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## There may be times you need to contact the school regarding an issue with your child. Please be aware that during the school day staff will be teaching so may not be available to respond immediately.

Please use the school reception as your first point of call (0151 235 1300), who will direct your call appropriately. Alternatively, for non-urgent enquires please use the contact form on the school website.

### Pupil Progress Leaders

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## Pupil Progress Leaders (PPLs) are our dedicated pastoral team.

They are responsible for the support of children outside of the classroom. Please contact your child's form tutor or Year 7 PPL as the first point of contact.

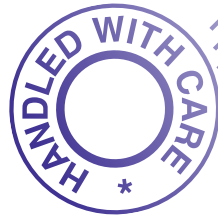


## Finding your way.

You'll soon get to grips with what's where, for now here's the basics. Please come to the main entrance on your first day.









## **West Derby School**

364 West Derby Road, Liverpool, Merseyside L13 7HQ

Telephone: 0151 235 1300

[admin@westderbyschool.co.uk](mailto:admin@westderbyschool.co.uk)

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

Headteacher: Mrs S Graham



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# **Year 7 Student & Parent Transition Guide 2023 – 2024**

**A first class education.**