



THE WESTWOOD SCHOOL

A TECHNOLOGY COLLEGE

Prospectus
2009 / 2010

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The Westwood School
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Dear Parents

Thank you for taking the time to look through our new school prospectus. The last year has seen an unprecedented momentum in moving the school forward in terms of recognition of excellence in I.C.T., further improvements in the learning environment, planning for a £12 million refurbishment and rebuild programme and Trust Status with Trinity Expert Systems, The Sports Foundation and the University of Warwick as Trustees of the school.

We are now building further on our educational successes and pupil achievement through our city wide reputation for effective teaching and learning.

However, this prospectus will only give you part of the picture. We are very proud of what we have achieved and would warmly encourage you to visit during our "working day" with your child to see the school at work. Your visit and contents of this prospectus will reveal a school with superb modern facilities located in magnificent surroundings adjacent to the renowned University of Warwick and the flourishing Westwood Business and Science Parks construction of the new leisure centre and swimming pool has now been completed providing outstanding facilities for the school and community.

You will observe excellent teaching and learning taught in small classes and see our students working in an orderly and effective environment. Parents visiting us always comment on the excellent behaviour around the school, 'happy' atmosphere and the visibly good relationships between teachers and students. We are proud of what we have achieved but believe we can be even better with continuing support from parents.

Like you, we want your child to achieve the best so we believe firmly in providing stimulating, encouraging and happy atmosphere with parents, students and local community. As an integral part of that partnership your child will have the opportunity to join Study Clubs, use the Internet Café and to take advantage of the numerous extra-curricular activities offered during breaks and at the end of the day.

With your support for both the school and your child we can look forward to achieving the highest academic standards.

We look forward to meeting you.



ROGER WHITTALL
Head Teacher



Dance Group



Design & Technology

Introduction

The Westwood School was opened in 1974 and completed in 1980. The school is located on a large attractive landscaped campus in the southwest of the city. It is directly adjacent to The Westwood Business Park and the University of Warwick and is ideally situated to promote strong links between higher education and business. We are fortunate in receiving sponsorship and support from local businesses for the celebration of student achievement and development of the school.

We are a designated Technology College.

We are an 11-18 comprehensive school maintained by Coventry Local Education Authority.

As a community college we cater for students age 11 to 19 and also welcome adults returning to study.

We are co-educational.

We are non-denominational (no particular religious affiliation).

We are totally committed to providing education of the highest quality for all our students so that all achieve the highest academic opportunities.

We support the City Council's community education policy and promote a wide range of activities for members of the community.

We offer a wide range of A Level and Post 16 opportunities, which include both traditional academic courses, as well as vocationally based courses.

We offer the full range of GCSE and A Levels which include the traditional academic courses, as well as the newer vocational courses GNVQ Intermediate and Advanced and Btech courses.

OFSTED Quotes

The school underwent its fourth Ofsted inspection in September 2006.

Our School was described as a rapidly improving school. The high quality of teaching and learning was identified as a strength of the school with 98% of lessons inspected judged to be satisfactory or better, with over a third of these being good.

Behaviour of pupils was described as very good, as was student's attitudes to learning. The relationships throughout the school were described as very good and had a positive impact on student achievement. Pupils value the support they receive from staff who, they believe, care about them and work hard to help them.

1. Overall effectiveness of the school

The external test and examination results for 2006 demonstrate that students' overall progress is improving significantly when compared with that of similar prior attainment nationally.

The school is gaining the confidence of a wide range of partners, parents, local schools and the wider community since becoming a Specialist Technology College. The college's specialism has enabled it to work successfully with local primary schools.

The school provides a safe and secure environment for students and has a caring ethos. Students benefit from effective links with specialist agencies on personal and health-related issues and they receive good guidance whatever their specific needs.

Sixth-form students benefit from good teaching.

2. Effectiveness and efficiency of the sixth form

Students benefit from the federation with other institutions and are able to choose from a range of vocational and academic courses.

Students say they receive good support and guidance from tutors and teachers in their school.

Teaching and learning are good in the sixth form.

3. Teaching and Learning

Students enjoy coming to school and say that they are proud of it.

The weekly school assembly and extra-curricular activities are used to take responsibility as peer mentors, prefects and school council representatives. They have been effective in bringing about improvements to school life. Students speak positively about the school's incentive merit system which recognises their academic achievements.

Good progress is being made in encouraging students to adopt a healthy lifestyle. They are given good guidance to enable them to make sensible lifestyle choices and adopt safe practices in school. Students generally behave well. They respect and get on well with each other.

Teaching assistants provide good support in lessons to students with specific learning difficulties.

Students are encouraged to work independently and they respond well to this. Good use is made of self-and peer-assessment to enable students to make good progress in lessons.

4. Curriculum and other activities

A particular strength lies in the annual review and modification of the programme offered to students in Years 10 and 11 and in the sixth form. These learners benefit from a range of academic and vocational courses offered in partnership with other local schools and further education colleges.

Students have good provision for work experience.

Specialist Technology College status has enabled the school to offer enhanced study of science and engineering.

Local primary school students benefit from involvement in technology projects which also prepare them well for their transition to secondary school.

The school offers a wide extra-curricular programme of activities, including sport, fitness and arts, allied to good cultural enrichment through visits to arts events and trips abroad. A popular study club does much to build students' confidence in tackling examinations and coursework.

5. Care, guidance and support

A range of skilled staff, including Connexions advisors and youth workers, is deployed effectively.

The good and improving links with feeder primary schools ensure that students settle quickly when they first arrive at the school.

Assessment information is used to identify and support students who are most at risk of underachieving and there are examples of this having a positive impact on the performance of a number of students.

6. Leadership and management

The senior leadership team has established good systems to manage students' behaviour and provide them with effective support.

Managers have strengthened procedures for monitoring the quality of teaching and provide a well planned programme of continuous professional development.

People you may want to Contact

The Westwood School

Mitchell Avenue, Coventry CV4 8DY

Tel: 024 7646 7779 Fax: 024 7646 7321

E-mail:- admin@westwood.coventry.sch.uk

www.westwoodschoo.co.uk

The Leadership Team:

Head Teacher

Mr Roger Whittall

Deputy Head Teacher

Mr Balwant Bains

Assistant Head Teacher

Mrs Emma Barnes

Assistant Head Teacher

Mr Steven Connor-Hemming

Assistant Head Teacher

Mr Tony Stephens

Assistant Head Teacher

Miss Jane Benton

School Business Manager

Mr Colin Atkins

Strategic Director for Trust

Mrs Sheena Hodgson

Pastoral Directors:

Director of Transition Years 6 & 7

Mr Sacha Slavic

Director of Progression Years 8 & 9

Mr Michael Stephenson

Director of Pathways Years 10 & 11

Mrs Babs Lawton

Director of Post 16 Years 12 & 13

Mrs Sally Hodge

Director of Inclusion

Mrs Lyn Allcock

Faculty Directors:

Director of Communications

Mrs Rachel Bagley

Director of Humanities

Mrs Helen Dalglish

Director of Science & Technology

Mr Darren Walkerdine

Director of Maths & ICT

Mrs Adele Fretter

Governing Body

Chair of Governors	Mr S Allcock
Vice-Chair of Governors	Mr S Beamish
Parent Governors	Mr S Beamish Mr P Shearing Mr M Smith Mr D O'Reilly Mr P Harris
Community Governors	Mr S Allcock Mr M Windsor-Smith Mr B Zakary
LA Governors	Cllr D Skinner Mrs K Fletcher
Staff Governors	Mr P Whitehead Mr R Whittall
Associate Members	Mr B Bains Mr T Roberts Mrs S Hodgson Mr S Connor-Hemming Mrs E Barnes Mr C Atkins

Our School Aims to Provide:

An educational experience of the highest standard for all our students.

We ensure that we provide the highest quality education for all our students, regardless of their ability, gender, race or religion.

We recognise and promote the achievements of each individual child and develop their individual abilities and aptitudes to the full.

We place a high priority on providing a caring, orderly and secure teaching and learning environment at The Westwood School.

We promote the development of the personal and social skills that will enable our students to approach adult life with confidence.

We enable all students to develop the self-discipline and the independent learning skills.

We provide a broad, balanced and relevant curriculum appropriate to the needs, abilities and aptitudes of each student, within the framework of the National Curriculum.

We ensure equality of opportunity for all students regardless of gender, race, ability or background.

We address and meet the learning educational needs of all students including those who are gifted and talented.

We foster the physical, spiritual, moral, aesthetic and social development of all students.

We help all students to understand the multi-cultural, multi-ethnic and multi-faith society in which we live.

We encourage:

the acquisition of skills, concepts and knowledge;

positive approaches towards learning;

tolerance of the views of others, and acceptance that these can vary;

independent thought, initiative and creativity;

awareness of the importance of being good citizens and members of their community;

care for the members of their environment.

We build a genuine partnership between students, parents and staff for the benefit of all.

We recognise that the school has an important role to play within the community it services.

We work with and for the local community.

We encourage local involvement in school whether for social, educational or other purposes.

Safeguarding Children

The Westwood School is committed to safeguarding children. The government has defined the term 'safeguarding' as:

The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring that they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully' (DCSF 2008)

Facilities

The high quality of the facilities at The Westwood School provides an excellent working environment. All lessons take place in appropriate specialist accommodation and a continuous programme of refurbishment and redecoration forms a key part of the school's development plan. We strive to provide the highest quality learning environment for all our students.

We have extensive playing fields, including a floodlit all-weather playing area, sports hall, gymnasium and fitness centre. The Xcel Sports Centre, is a community leisure centre, located within the school grounds, providing state of the art facilities for the local area and school.

Technology Centre for Graphics, Electronics, Robotics, Food Technology & Textiles.

Fully secure cycle storage for 120 cycles.

Excellent Post-16 facilities including a state of the art Post 16 Study Centre.

Our main suite of Post-16 rooms offers a very attractive working environment for our older students, including private study facilities, direct access to computers, seminar room, classroom and social area.

Three fully equipped IT suites with over 100 PC's.

An Internet Café for use by all students.

Dance and drama theatre with new lighting, staging, mirrored wall, and retractable seating.

Newly located and refurbished Learning Support centre.

Fully equipped and refurbished Design and Technology workshops.

Fully equipped and refurbished Science laboratories.

Art studios and photography darkroom.

Music teaching and practice rooms.

Refurbished Library, including resources area and printshop.

Refurbished Dining Room.

New external classroom and social area.

Your Community School

Who can come?

The Westwood School has a designated 'catchment area', drawn up by the Local Education Authority, as do all Coventry Secondary Schools. A place is reserved at The Westwood School for all children living within our catchment area. However, any parents living in Coventry can request a place for their child at our school, and their request will be given the fullest consideration by the Education Authority:

Our Feeder Primary Schools include:

Cannon Park
Earlsdon
Hearsall Community
Leigh Church of England
St. Christopher
Templars
The Charter School
Whoberley Hall

Most of our students have attended one of these Primary Schools. In addition some children living in our catchment area have attended other local Primary Schools (e.g. St. John's and Stivichall). We have strong links with our family of schools. Staff from The Westwood School visit them and teach in them on a regular basis. These curriculum links are reinforced by regular meetings between the Headteachers of the schools concerned and by joint in-service training events for the teachers at the schools. This level of co-operation is very important when it comes to ensuring that children move smoothly between Primary and Secondary School and that we at The Westwood School can build on the progress your child has made in Years 1 to 6.



Environmental Work - 'Dig It' Project

Joining us at The Westwood School

During your child's final year at Primary School you will receive an invitation to The Westwood School's Open Evening. You are welcome to visit our school at any time, but during the Summer and Autumn Term all parents of Year 5 pupils in our feeder Primary Schools receive personal invitations to specific events such as the Open Evening or a coffee morning. On Open Evening, you will have the chance to meet the Leadership Team and Governors. During Open Evening you can also meet teaching staff and discuss aspects of the curriculum, which interest you. You can visit all the school's excellent facilities, and, of course, you can see many examples of our students' work.

On Open Evening, school students are available to show you round and to tell you about the school. In the Autumn term you will receive official transfer documents from the Local Authority (LA) inviting you to select your preferred Secondary School. Your child's Primary School will also organise meetings to discuss transfer to Secondary School. Obviously, we hope that you will feel confident about entrusting your child's secondary education to us. We care for every child as an individual and strive to meet children's needs so that they achieve the highest possible academic standards that they are capable of. The LA informs the Secondary School of its prospective students in the Spring Term, and we then keep in close contact with our new parents for the rest of Year 6. Our Leadership Team, Director of Transition and Director of Social Inclusion visit your child's Primary School. They meet the children and begin to get to know them. They talk to their teachers about the progress each child has made and what their particular needs are. Our programme of teaching lessons within the primary school continues. In this way your child comes to know a number of our teaching staff before they join us in September. Discussions take place with Primary School teachers to decide your child's tutor group at The Westwood School, so that the decisions made are in the best interests of your child.

Groups of Year 6 children from our partner Primary Schools are invited to The Westwood School for lessons, enabling the children to begin to become familiar with a new school. During the summer term, those Year 6 children who have chosen to come to The Westwood School the following September spend a whole 'Induction Day' in the school, getting to know staff and students in their new school. During this day they meet their Pastoral Director, Form Tutor and Peer Mentor. They follow a timetable of lessons and are told about the school's Code of Conduct. They receive a copy of the "Home School Agreement", which outlines the partnership between students, parents and the school. In this way they not only learn to find their way around the school but begin to learn what is required of them as a student at The Westwood School. On the same evening all parents who have chosen The Westwood School as their child's secondary school are invited to a 'New Parents' Evening' to meet the school staff. You will be welcomed by members of the Parent Teacher Association and the School Governors. You will be introduced to your child's Form Tutor and can spend time discussing your child's needs. The Head, Leadership Team and Director of Transition discuss curriculum matters and the school's vision for the future.



Gifts received from Chinese State visit

The First Day at The Westwood School

One of the great strengths of The Westwood School is that, for a Secondary School, it is small in size - only taking 757 pupils. This means that each Year 7 student is known by name very quickly - and we focus on their individual needs and stretching all young people to reach their potential from the outset.

On the first morning they meet in the Drama Theatre where the Head Teacher welcomes them. They are then taken by their Form Tutor to their tutor room, where their Form Tutor will discuss basic routines of daily school life.

These include:

The Westwood School Student Pack
Personal Planners and Homework Diaries
Uniform
Timetable
School Code of Conduct

After spending the first part of the morning with their Form Tutor, students move on to their first lesson armed with the knowledge that their Form Tutor, Pastoral Director, Peer Mentors and all other members of staff are there to help them.

Joining us Later

If you are new to Coventry, or simply wish to transfer your child from another city school to The Westwood School, you must visit the Education Department in Earl Street and make an official request for your child to be admitted to the school. The Education Department will then advise the school of your request and ask you to make an appointment to visit us.

Please telephone us or call in to make an appointment. The Head Teacher or Deputy Head Teacher will be happy to show you around our school.

It is school policy to welcome visits during the working day, so please do not hesitate to get in touch if you would like to look around.

The Head Teacher speaks to all new parents and students explains how the school is organised and answers your questions. The Head Teacher will then show you around the school personally.

We can arrange for your child to be admitted within a few days if a place is available. We make contact with your child's previous school so that we can make informed decisions about a new tutor group and the academic subjects which should be followed.

On your child's first day they will be met by the Pastoral Director and introduced to their Form Tutor, who will then arrange for a fellow student to look after them until they settle into their new school.



Sports Day

Caring for your Child

For organisational purposes the school is divided in to Year Groups.

Year 7: Transition Tutor Groups
Year 8/9: Key Stage 3 Tutor Groups
Year 10/11: Key Stage 4 Tutor Groups

From September 2007, we have had vertical tutor groups in Years 8 - 11. Key Stage 3 tutor groups will consist of students from years 8 and 9, and Key Stage 4 tutor groups will consist of students from Years 10 and 11. Tutor groups in Year 7 will continue to consist of Year 7 students only.

There are currently four or five tutor groups in Years 7 - 11.

Each tutor group has a personal tutor.

The tutor is responsible for registering students each morning and for monitoring their pupils' progress academically and socially. Wherever possible the tutor stays with the same group of students until the end of Year 11.

The tutor group is at the heart of the academic and social structure of the school. The tutor is the teacher who knows your child best and is your first point of contact with the school.

Each Team has its own Pastoral Director. It is the Pastoral Director's overall responsibility to ensure that your child receives the highest standard of education and care. In order to achieve this they are in daily contact with all Form Tutors, and will discuss the progress, welfare and development of individual students with Curriculum Directors, subject leaders and class teachers. Pastoral Directors soon get to know each child as an individual and are able to take a personal interest in how well they are doing.

Dealing with your Concerns

Since we are a small secondary school, we hope you will find it easy to contact us if any concerns about your child's welfare, needs or progress arise. Quite often an issue can be solved by telephoning the tutor, but if you prefer to discuss the matter with the Head, Deputy Head or Pastoral Director then this can be easily arranged. If it is a matter or urgent concern please indicate this to the school receptionist and we will respond appropriately.

There are several parent representatives on the Governing Body of the school and general issues of concern can be raised through the forum of the Governing Body.

School Discipline

As a school we recognise that we share with parents the responsibility of helping our young people to become positive and mature members of society. We also recognise that without a disciplined approach to life in school we cannot ensure that our students enjoy the secure and well-ordered environment necessary for active and effective learning. We insist on high standards of behaviour from all our students that promotes effective learning and a happy and secure school environment.

In all communities, individuals must respect the needs and feelings of others, so the one essential rule for all of us at The Westwood School is:

Everyone should act with consideration and respect for others at all times.

The highest standards of behaviour are expected from all our students at all times.

Discipline within the school is based on this principle, expanded within the Code of Conduct and in the Home School Agreement set out on the following pages.

Home School Agreement

The Home School Agreement is based on the belief that education at The Westwood School is a partnership between staff, governors, parents/carers and students.

THE AGREEMENT:

The Westwood School

THE SCHOOL WILL:

- Monitor attendance and punctuality, rewarding good attendance and reporting unauthorised absence to parents/carers.
- Provide parents with the exact requirements for equipment and uniform and keep parents fully informed of students arriving without these.
- Provide regular information on students' progress through parents' evenings, progress reviews and annual reports.
- Provide good quality teaching and learning and have high expectations of all the children we teach.
- Make every effort to provide a clean and safe school environment.
- Work to meet the needs of all students to ensure they are given the opportunity to achieve their potential.
- Set regular and appropriate homework, mark it promptly, give praise as necessary and communicate any concerns to all parties.
- Deal fairly and effectively with poor behaviour.

Parents/Carers

I/WE WILL:

- Encourage my child to do homework and check homework diaries regularly.
- Ensure my child attends school every day and arrives on time.
- Inform the school of my child's absence on the first day.
- Ensure my child meets the requirements for uniform and equipment and inform the school of any difficulties with this immediately.
- Support the school by attending parents' evenings and other school functions.
- Inform the school of any changes in circumstances that may affect my child.
- Not book family holidays during school time as this disadvantages our child in terms of their education.
- Encourage good behaviour and support the school in dealing with poor behaviour.

Signature

Students

I WILL:

- Behave according to the school rules, respect my classmates and all members of staff and the community.
- Carry out homework to the best of my ability and hand it in on time.
- Attend school every day and arrive on time being punctual to lessons during the day.
- Bring the correct equipment and wear the correct uniform every day.
- Keep my parents informed about school life and make sure that they receive all letters.
- Show respect for the school environment and treat it with care.

Signature

Code of Conduct

1. Self Respect

Take care over the way you present yourself in school (uniform, punctuality and general behaviour).

Take care of your belongings.

Work hard, doing your best to complete classwork, homework and coursework on time.

Be proud of your achievements.

Be co-operative and trustworthy.

Think things through for yourself, don't just follow others.

2. Respect for Others

Move quietly and sensibly about the buildings, giving way to each other in crowded areas such as doorways and staircases.

Be a good listener, trying to understand other people's point of view.

Always speak politely to staff and fellow students.

Be helpful and welcoming towards visitors and people who are new to the school.

Do not bully or act in any way that is cruel or unpleasant to others.

Do not steal, damage or interfere with other people's work or property.

3. Respect for Learning

Make it easy as possible for everyone to learn and for the teachers to teach.

Arrive on time for lessons.

Make sure you bring everything you need for lessons.

Begin and end lessons in a courteous and orderly way.

Don't hesitate to ask teachers for help with your work, but also help each other when appropriate.

4. Respect for the School Environment

Take care of the whole school, so that it is a place we can all be proud to work in.

Look after the rooms and furniture, and leave them in a tidy state for others to use.

Take particular care of displays of work around the school.

Put all litter in the bins provided and do your best to make the whole school a litter-free zone.

Think about the health and safety of yourself and others, both on your way to and from school, and in your movements around the school.

Firm but Fair Discipline

We operate a range of monitoring systems to ensure the positive reinforcement of good behaviour, effort and achievement. The school's response to poor behaviour, effort, or breaches of the Code of Conduct and Home School Agreement will be 'firm but fair'. We are strongly committed to informing and involving parents as soon as possible if problems of discipline arise, inviting parents in to school with their child to discuss the issue with staff when appropriate.

When more serious breaches of discipline occur the Head or Pastoral Director will contact parents immediately or call in at home to discuss the matter, but most issues are dealt with routinely by the following measures:

Form tutors discuss problems which have arisen with the student concerned.

The Pastoral Director talks to the student.

Detentions may be set after school. Parents receive a detention notification form which is issued to the student 24 hours in advance if after school detentions are to take place.

Privileges may be removed.

Charges will be made for items damaged, or lost and examinations and work experience placements not attended.

Exclusion from lessons or from school may be used in cases of serious misbehaviour.

Serious breaches of discipline may result in the parent and student being interviewed by the Governors' Disciplinary Group. Conditions will then be set by Governors for the reinstatement of the student into school.

Obviously, we hope to work successfully with students and parents to avoid the use of punitive sanctions if possible.

Taking Responsibility

Your child will have the opportunity to be the tutor group representative on the School Council.

This is an important part of the life of the school, a means by which the Head and staff can begin to address the concerns of the students, and a way in which students can influence policy and bring changes to the school. Each tutor group elects two representatives who, having discussed issues with their tutor group, meet with other School Council representatives on a regular basis.

Minutes from the School Council meetings are presented to the Head for action.

School Council initiatives acted upon by the school include opening up the cafeteria before morning school and at breaktime to provide hot and cold drinks and snacks. The Council was also involved in compiling the Home School Agreement. In addition the School Council President is involved in the interview process for new teaching staff and is also a member of the PTA.

In addition to the opportunity to be a School Council representative, many students act as stewards in showing round visitors and guests to the school, particularly prospective parents. Our students are the best possible 'advertisement' for our school, and we encourage them to take such responsibilities as much as possible.

We also have prefects drawn from Years 10 & 11. They provide excellent role models for other students and represent the school at all major events. Students in all years are trained as Peer Mentors. They support students in the year below them and help them make the best possible progress at The Westwood School.

Faculty Structure

The school follows the principles laid down in both the National Curriculum and Coventry City Council's Curriculum Document, that all students should study a broad and balance range of subjects for a reasonable amount of time. The following subjects are offered to all students, when appropriate teaching staff are available:

English
Mathematics
Science
Arts and Design Technology
Music
Physical Education (including Dance)
Geography
History
Information and Communication Technology
Religious Education
A Modern Foreign Language
Personal and Social Education including Citizenship

For the purpose of organising teaching and learning in the school these subjects are grouped in Learning Areas. Each Learning Area is led by a Director who is responsible to the Head and Governors for teaching and learning in their area and classrooms are situated in close proximity to each other to encourage a team approach.

COMMUNICATIONS

English, English Literature, Drama, Media, Art, Dance, Expressive Arts and Music, (Performing Arts).

HUMANITIES

Geography, History, Religious Education, Modern Languages and Citizenship.

MATHEMATICS & ICT

Mathematics, ICT and Business Studies.

SCIENCE & TECHNOLOGY

Biology, Chemistry, Physics, Physical Education & Health, Design Technology, Catering & Hospitality, Product Design, Creative & Media and Engineering

Parents should be aware that Religious Education is taught as a separate subject in Key Stages 3 and 4. It also forms part of the moral and social education within the whole curriculum, including school assemblies. Parents wishing to withdraw their child from any aspect of Religious Education should contact the Head, so that other arrangements may be made.



Summer Reading Campaign

The School Curriculum

Governors' Aims for the Curriculum

The school curriculum should:

be rigorous and ensure the highest level of achievement for each student;

be appropriate to the needs, abilities and aptitudes of individual students;

promote the spiritual, moral, cultural, emotional, intellectual, physical and social development of students;

seek to develop the knowledge, concepts, skills and attitudes of students in ways which are relevant to the needs of the individual students and the community in which they live;

reflect and celebrate the multi-cultural, multi-ethnic and multi-faith nature of society;

seek to ensure equality of opportunity and the recognition that people are entitled to equal opportunities;

presume that all students may at any time have special educational needs requiring particular provision;

prepare students for the opportunities, responsibilities and experiences of adult life;

meet the needs of our gifted and talented students;

ensure all students make the best possible progress at The Westwood School and feel successful and ready to commit to lifelong learning.



Field Trip



Carol Singing



Science Work

Years 7 to 9 (Key Stage 3)

In Year 7 students are set in Mathematics & Science. They are placed in communication groups based on their Key Stage 2 English results for English, History, Geography, RE & Languages. All other subjects are taught in mixed ability groups.

Years 8 and 9 are similar except they are also set in Science.

Years 10 and 11 (Key Stage 4)

During Year 9, parents, students and teachers decide which courses shall be followed by a student in Years 10 and 11. A broad and balanced curriculum is still followed but certain choices between GCSE courses are made, in line with National Curriculum regulations.

All students study:

ENGLISH: A two year course in English Language with options in literature, drama and media.

MATHEMATICS: A two year course at Higher, Intermediate or Foundation level one GCSE.

SCIENCE: All students follow a Double Award Science.

TECHNOLOGY: As a technology school all students must choose from a variety of Technology subjects including, Engineering, Hospitality & Catering, Graphic Design, Product Design & Creative and Media.

ICT, PE & RE are also taught, leading to various qualifications including half and full GCSEs.

Students then have the opportunity to choose up to four GCSEs to create a personalised curriculum which matches their skills and abilities.

Subjects on offer are:

Art & Design, Spanish, Performing Arts & Sport, Music, History, Geography, French and Business Studies.

There are also opportunities for students to follow courses at local colleges, such as Hair & Beauty, Motor Vehicles and young apprenticeships in Engineering, and diplomas at the neighbouring schools in the federation.

Years 12 and 13 (Post 16)

Post 16 at The Westwood School is housed in a refurbished sixth form suite. A state of the art 6th form study facility has recently been developed as part of the school library. This provides exceptional study and ICT facilities dedicated to our Post 16 students.

For those students who choose to enter our sixth form, there are many exciting opportunities. Schools and colleges of further education work together to ensure that a broad range of courses are available. At The Westwood School we work in close partnership with Finham Park School, Bishop Ullathorne School, Tile Hill Wood and The Woodlands Schools to create the Southwest Coventry Sixth Form Federation. The teaching of many courses both academic and vocational is shared between staff of all the schools.

Tutorial, careers guidance and entitlement sessions are held each week, allowing the progress of each student to be carefully monitored, and regular discussions take place between the sixth form tutors and students about entry to higher education or employment.

In addition, the Connexions Officer is available on the school site to give guidance and advice on a regular basis.

A detailed prospectus for Post 16 is published each year and is made available to those Year 11 students who are interested in entering the sixth form the following year. The number of students staying on to study Post 16 courses has doubled over the past three years. This is a reflection of the courses which are on offer, the learning environment, the quality of their teaching, and of the level of tutorial support available.

If you would like a copy of the complete Posts 16 prospectus please contact the school.

Study Support Centre

We encourage all students to take advantage of the Study Support Centre open on Thursday at the end of the school day. Staff are available to support and guide students using the library and the IT network to complete coursework assignments and homework. The atmosphere is friendly and inviting but it is a working and supportive environment designed to aid study and progress. In addition all students, 7 - 11 can access the excellent study resources and ICT facilities available in the school library. Post 16 students have their own dedicated study area.

Wider Learning Across the Curriculum

Other important aspects and themes of the National Curriculum are taught across different subject areas, and the teaching of them is deliberately planned in that way. Such topics include:

- Careers Education
- Citizenship
- Economic and Industrial Understanding
- Environmental Awareness
- Equal Opportunities
- Health and Sex Education
- Information Technology
- Personal and Social Education
- Religions and Moral Education (Entitlement)

The Tutorial Programme (Personal, Social, Health and Citizenship Education)

A tutorial period is timetabled each week for all students on Tuesday.

This is planned by each Year Team and led by the Form Tutor. The programme is specially designed to help students cope with the demands of secondary education and prepare for adult life. The programme covers topics from the above list of Cross Curricular Themes but also includes such matters as:

- study skills
- personal relationships
- money matters
- recording achievement
- work experience
- citizenship

Key Stage 3 P.S.H.C.E.

Health and Sex Education are included in Science and Physical Education as well as in the Tutorial Programme. Sex Education covers physical development, reproduction, contraception and sexually transmitted diseases (including HIV and AIDS) but, most importantly, puts these issues into context of developing sound moral attitudes, family values and relationships. The Governors have approved the programme and all the materials that support it. Parents have the right to remove their children from aspects of sex education which are not included in the National Curriculum. Please contact the HeadTeacher if you have any concerns.

Learning Support Centre

All children have individual learning needs and it is the responsibility of Faculty Co-ordinators to assess curriculum material to ensure that all students can benefit from using it. The Director of Inclusion has particular responsibility for ensuring that the school responds effectively to individual students' needs. Our September 2006 Ofsted inspection indicated clearly that the Governing Body's SEN policy is being effectively implemented.

Help takes a number of forms:

Support in class

Support in groups

Some students may have special needs relating to physical, emotional or learning difficulties. The Director of Inclusion then co-ordinates the learning support needed, devising specific learning programmes for individual students in consultation with the Faculty staff, Pastoral Director and Tutor.

Under the National Code of Practice (1994) all parents are consulted about students being placed on the Special Education Needs register.

Literacy

Literacy is promoted in all subject areas in line with the National Strategy.

We have a literacy Co-ordinator in post, to co-ordinate, monitor and evaluate literacy provision across all subjects.

Some students are offered individual literacy support through paired reading, and we are fortunate in having help from Warwick University students and volunteers from the local community and parents to deliver this. The School Librarian who co-ordinates the scheme is a qualified trainer for paired reading, and will make contact with parents where this is considered appropriate.

Reporting and Recording

Education at The Westwood School is based on the view that a strong, active partnership between home and school is crucial to ensure educational success for each student. We therefore encourage parents to be involved in every stage of their child's school career, and we keep in close touch with parents so that they are fully aware of the progress their child is making.

Each October we hold 'Progress Clinics' where the teachers and tutors of all Year 7 students discuss each child individually. In this way they build up a picture of how each student has settled into Secondary School and is coping with school work.

Parents are then invited into school to discuss their child's progress with the Form Tutor and Pastoral Director. Thus, from the very start of their school career, each student becomes aware that parents and teachers are working together to support and help them. This process continues for Year 7 students when, in the following two terms, progress is again, formally reviewed by teaching staff. Parents receive a detailed School Report in the Summer Term.

During the rest of their school career the progress of each student will be carefully monitored on a regular basis. The review of progress is part of a continuous cycle which begins with each subject teacher commenting on the standard of work and behaviour of each student. Alongside this, each student writes their own self-review during tutorial time. This self-review and the teachers' reviews form the basis of individual student Records of Achievement. If there are causes of concern or when praise is due - letters are sent home to inform parents. All parents receive reports at the end of Years 7, 8, 9 and 10 informing them of their child's current academic progress and target level/grades.

Parents receive a formal annual report of their child's progress. Annual reports contain a detailed description of each subject taught and a personal comment about the child's progress. Reports also include comments by the student's personal tutor and their targets for the future.

The Merit System and Awards Ceremonies

Individual subject teachers award merits to students for work which achieves a high standard or shows a marked improvement in standard by the student concerned. We believe that it is important to reward positive achievement in this way, and that our students should be encouraged to take pride in having their efforts acknowledged and recorded. These merits are found in students' homework diaries and students receive rewards based on the number of merits they achieve each term.

In Key Stage 4 teachers reward students by submitting students' names for a weekly £5 gift voucher. The weekly draw forms an important part of our whole school assemblies.

At the end of each academic year we hold Awards Ceremonies for students. Students, parents, governors, sponsors and special guests are invited to these sessions so that the whole school community can formally celebrate student achievements within both the academic curriculum and the wider life of the school.

Home and School: Keeping in touch

We believe that success at school is dependent on a strong partnership between home, school and the community. We do all that we can to make this partnership work for your child, and we look forward to working with you.

The Head's Newsletter

This is produced termly and includes school news and events, dates for your diary and short articles by students. We would welcome contributions from parents, so if you would like to write about an issue that concerns you or pass on a piece of news or information to other parents, please contact the school.

School Website

Our school website - www.westwoodschool.co.uk - holds details about a wide variety of school themes. We have latest news items, what's happening and what has recently taken place. There are some school policies, details of school holidays, the school prospectus, downloadable copies of student planners & diaries, links to other sites of interest, such as the school bus service, our Trust Partners and even what's on at the local Arts Centre.

There are also links for students and parents to the school's VLE (Virtual Learning Environment). Information is updated on a very regular basis.



Visit by Lord Coe to the Xcel Centre

Getting to School

The school is on regular bus routes from all parts of the city. Details of the times can be obtained from the West Midlands Travel Shop in Pool Meadow. We expect parents to support us when we insist on good behaviour whilst our students are travelling on public transport.

Many students walk or cycle to school. Charter Avenue and Mitchell Avenue are both busy roads, particularly during early morning and early evening, so we do advise and educate our students to be aware of their responsibility to care for themselves as pedestrians or cyclists. Road safety forms part of our tutorial programme, but please do what you can to instil safety discipline into your child.

If you are bringing and collecting your child by car, please use the school car park rather than stopping in Mitchell Avenue.

Bicycles can be secured outside the main reception in our fully secure & roofed cycle storage shelter.

There is also a school bus for Westwood students, which covers the local area to Allesley. For route information contact the school or De Courcey Coaches, or see the school website, @ www.westwoodschool.co.uk and click on the link, which is the logo for De Courcey Coaches.

Assemblies

Year Assemblies and whole School Assemblies take place each week. The assemblies aim to:

- keep students informed about what is going on in school;
- celebrate success for individuals and groups;
- encourage students to address their peers;
- encourage students to take an interest in affairs beyond the school;
- demonstrate the place of religious belief in our society.

The School Day

The school day starts with registration in tutor groups at 8.40 am. This is followed by a formal assembly on several days of the week. (It is possible for your child to buy a simple breakfast in the school dining room at 8.20 each morning.) The school day ends at 3.10 pm unless students are kept in detention. (Up to 10 minutes without prior notification / 60 minutes with notification.)

Break is from 10.40 am to 11.00 am. Lunchtime is from 12.40 pm to 1.25 pm.

Registration time is short but extremely important, and punctuality is essential. Please ensure your child arrives on time every day. Poor punctuality is not acceptable.

Breaktime: Refreshments and snacks, hot and cold, are on sale before school and at break in the school dining room in a fully supervised situation.

Lunch is served in the dining room. Students can either eat their own sandwiches there or buy a lunch from the cafeteria counter. In addition, the school dining hall can now provide a packed lunch, ordered by break, which comprises of a sandwich, fruit juice, fruit or crisps and a biscuit. Those eligible for free school meals can choose from the set lunch, packed lunch or a mix of other items on sale. Food and beverages on sale comply fully with the national nutritional standards.

Clubs and Sports Activities take place during lunchtime and after school, and the school library is open for reading, studying and games such as chess. Additionally the school is a Healthy School Gold Award holder.

We would prefer all students to stay on site during lunchtime. If you wish your child to go home for lunch, please send a letter to their Pastoral Director who will ensure they are issued with a Lunch Pass. We cannot accept responsibility for any student who leaves the school site at lunchtime. We actively discourage students from going to local shops at break and lunchtimes.

Absence from School

If, for any reason, your child is absent from school, inform the school on the first day of absence by telephoning the Attendance Clerk on our attendance line telephone number 024 7642 6942 and send a note to the Form Tutor when your child returns to school. If you expect your child to be away from school long term please let us know.

If your child is unable to take part in normal PE activities for medical reasons please send a note to the Physical Education Department and they will be only too happy to make other arrangements. With severe illnesses it would be helpful if you could send in a medical note.

When your child needs to visit the doctor or dentist during school hours please make sure that they show the appointment card to their Form Tutor and Class Teacher. Please make every effort to arrange medical and dental appointments after school has ended. Students must not take whole days off for such appointments.

If your family is to go on holiday during the school term, please collect a holiday absence form from the school. But please avoid this, as good attendance at school is **essential** if your child is to achieve their potential.

The school can only authorise up to 10 days holiday (at school discretion) per year. Any holiday not authorised by the school will count as a truancy.

Attendance Figures

	% Overall Attendance	% Unauthorised Absence	Attendance Targets
2001	86.6	(0.4)	
2002	87.4	(0.8)	
2003	90.8	(0.9)	
2004	91.6	(0.7)	
2005	90.2	(4.5)	
2006	90.1	(2.6)	
2007	90.7	(3.2)	
2008	91.5	(3.18)	91.0
2009			91.2
2010			91.6



Westwood Carnival - July 2008

Clubs and Activities

Many activities and clubs take place during lunchtime, at the beginning and end of the school day, or during the early evening.

Example of 'What's On'

Day	Breakfast	Lunchtime	After School
Monday	Library Computers (Y7/8/9) Library (ALL)	Library Computers (Y10/11) Indoor Hockey (Y7) Trampolining (Y8/9) Multigym (Y10/11) Table Tennis (ALL) Internet Café Library (ALL)	Netball Club (Y7/8) Football Club (Y7 boys) Technology Club Cooking Club Art Club (Y7/8/9) Music GCSE Support (Y10) Internet Café
Tuesday	Library Computers (Y7/8/9) Library (ALL)	Library Computers (Y10/11) Gym Club (ALL) Multigym (Y10/11) Table Tennis (ALL) Indoor Football (Y10/11) Internet Café Library (ALL)	Negotiated PE Activities Rugby Training KS3 Study Club Internet Café
Wednesday		Library (Chess Club) Trampolining (Y10/11) Multigym (Y10/11) Table Tennis (ALL) Indoor Football (Y8/9) Internet Café	Gifted & Talented Club Football Club (Y10/11) Girls Football Club Dance Club (ALL) Music GCSE Support (Y11) Internet Café Library KS3 Activity Zone
Thursday	Library Computers (Y10/11) Library (ALL)	Library Computers (Y7/8/9) Multigym (Y10/11) Table Tennis (ALL) Indoor Football (Y9/10/11) Gym Club (concert rehearsals) Choir Internet Café Library (ALL)	Year 7 Club Football Club (Y8/9) Hockey Coaching at Warwick University (Y8/9) KS3 Homework Club - Library KS4 Study Club - Internet Café Adventure Sports Art (GCSE Support) - also available other evenings if required Technology (GCSE Support)
Friday	Library Computers (Y10/11) Library (ALL)	Library Computers (Y7/8/9) Orchestra Dance Rehearsals Indoor Hockey (Y9/10/11) Multigym (Girls only) Internet Café Library (ALL)	Recreational Badminton (ALL) Breakdancing Club Grade 5 Music Theory

Other Activities

In addition to the above, the school organises an annual trip to France for Year 7 students and regularly puts on residential trips to France. Outdoor pursuit trips, skiing trips, camping trips, country walks, theatre and museum visits, participation in the Duke of Edinburgh Award Scheme and in the annual National Maths Challenge.

We compete in team events against other schools in a range of sporting activities and enter our students for Coventry School's events such as badminton, athletics and tennis, as well as organising 'inter-form' competitions within the school.

Our Christmas productions are always extremely popular and well-supported, with the majority of students (and staff!) taking part. The concerts include musical, drama and sport/gymnastic displays around a set theme.

The students are also encouraged to take part in fund-raising activities to support charity events such as Comic Relief, and also charities including Macmillan Cancer Relief, The Heart Foundation and children's charities.

In recognition of our excellent extra-curricular activities, we have been delighted to receive an 'Education Extra Award' for the last three years, the most recent award being a distinction, and also funding through the Prince's Trust to help support our study club initiatives.

Charging Policy

In accordance with recent legislation the Governors have drawn up a policy on charging for certain activities. Full details of this are available at the school but the main points are as follows:

Visits taking place mainly within school hours.

No charge can be made for these, except to cover board and lodging. The school may ask parents for voluntary financial contributions towards the cost. (If sufficient voluntary contributions are not received, then the visit may be cancelled.)

However, activities may not take place if funds cannot be raised either through the efforts of the school or through contributions from parents. Charges for board and lodgings may be remitted for students whose parents are in receipt of Family Credit or Income Support.

Child Protection

In the interests of safeguarding children there may be occasions when the school has to consult other agencies without a parent's prior knowledge. The school's first concern is the child's welfare and the school has a duty to act to protect the child at all times. We follow the procedures laid down by the Coventry Area Child Protection Committee and a copy of the Coventry Area Child Protection Committee Inter-Agency Procedures is available in the school.



Awards Evening



Open Evening - July 2008

School Uniform

Our preferred uniform provider is 'Sporting Success' at Cannon Park Shopping Centre, their telephone number is 024 7669 2206. Other current uniform suppliers are Mrs T and Clivemark.

The school colours are mid-grey, black, red and white. Pupils are expected to dress smartly and appropriately at all times, and to wear their uniform with pride, so that they are a credit to the school.

GIRLS

Grey or black school skirt
White school blouse with school logo
Red **Westwood School** sweatshirt with School logo Years 7, 8 & 9
Black **Westwood School** sweatshirt with School logo Years 10 & 11
Black/brown shoes

BOYS

Grey or black school trousers
White school shirt with school logo
Red **Westwood School** sweatshirt with School logo Years 7, 8 & 9
Black **Westwood School** sweatshirt with School logo Years 10 & 11
Black/brown shoes

Trainers, of whatever colour, are only to be worn during P.E. lessons. They are not acceptable as normal school footwear.

In addition, for reasons of safety, high-heeled shoes are not acceptable.

Topcoats, anoraks or jackets should be of appropriate colour and style for school wear, fashion garments, e.g. hooded tops are not acceptable.

Jewellery, with the exception of watches and stud earrings, should not be worn in school.

We cannot accept responsibility for expensive items of clothing, shoes, jewellery or mobile telephones. We would ask for full parental support in establishing and maintaining what we believe is a smart, practical and reasonable school uniform policy.

In addition, we request that mobile telephones are not brought into school. Should you feel that this is essential for your child then all mobile telephones should be handed into school reception before the start of school and collected at 3.10 pm. The school cannot be held responsible for mobile telephones lost or damaged on the school site. It is the parents' responsibility to ensure their child does not bring a mobile phone to school.

P.E. Kit

GIRLS & BOYS

Essential Items

Plain navy shorts - no logo.
Plain navy football style socks - no logo.
Emerald green polo shirt (Trutex) - school logo left hand side.

Optional Items

Navy track suit bottoms - tactel (woven) fabric, not jersey - no logo.
Wind shirt (SEN Sport model) - Navy & Royal - school logo left hand side.

You must remember that each and every pupil is an ambassador of the school and this is reflected in the way pupils dress.

Other equipment needed: Pocket English dictionary, pocket English/French dictionary (Collins or Harraps), calculator, pens, pencils, crayons, ruler and other basic items of stationery and school bag.

Helping your Child to Succeed

Your child needs your interest and support if he/she is to take advantage of the opportunities available at The Westwood School. Please contact your child's Tutor if there is anything about which you are either uncertain or unhappy.

One vital way to help your child is to encourage a regular routine of doing homework from the start of Year 7. Homework is an important part of your child's studying and may take a variety of forms, from reading and learning to writing and doing research. Each student has a homework diary/planner. This includes both a homework timetable showing which evenings are reserved for which subjects, and plenty of space for the student to note down the specific tasks to be done.

Homework

You can help by:

- checking your child's homework diary/planner each night;
- signing the diary/planner to show you have seen it;
- taking an interest in the actual homework being done;
- offering encouragement, help and praise, as appropriate;
- finding a quiet place for your child to work at home;
- letting us know if there are any problems with homework.

GCSE coursework is very important in Years 10 and 11 since in many subjects it contributes a certain percentage towards your child's final exam grade. Coursework assignments and tasks may take a number of weeks to complete, and much of the work will have to be completed at home; so your child will need to take responsibility for managing their homework time effectively. Again, your support and encouragement is vital. On a Thursday evening a homework club operates supervised by the study support co-ordinator.

The School Library lends books which will help your child's study. Please encourage your child to borrow books, either from the School Library or from the Public Library Service, and to read as widely as possible. This is a sure way of achieving later success at school.

Careers Guidance - The Connexions Service

We are fortunate in having a Connexions Office on site. The Connexions Personal Adviser is available on an appointment basis for all students. Careers Education also forms part of the PSE programme for all students and plays an increasingly important part for those in Years 10 and 11. Personal interviews with the Connexions Personal Adviser are arranged for all Year 11, 12 and 13 students.



Technology

University of Warwick

We have strong links with the University of Warwick which is situated close to the school. We are a partnership school of the University, and university students choosing to become teachers visit the school as part of their training, preparing and teaching lessons under the close supervision of our experienced staff. The University is also one of our Four Trust partners.

Our students also benefit from the use of the University's extensive sports facilities, including the athletics track.

Opportunities for Adults

Education

Adults are also welcomed into our daytime 'A' level classes, so, if you have always wanted to follow up a particular interest, why not join our Post 16 on one of their academic courses? We can be sure that you will find it stimulating and challenging experience! Likewise the General National Vocational Qualification courses if you are thinking of returning to paid employment, these might just be the introduction you are looking for.

If, on the other hand, you would like to follow a GCSE course, you are welcome to join our daytime classes where a range of examination courses, including English and Maths, are taught. Please contact the school if you would like more information. The Adult Education Service also offers basic literacy & numeracy classes at school.



Charity Bag Pack



Fitness Trail



Community Projects



Library Work

The Westwood School Admissions Policy 2010/11

The admissions process is part of the Coventry Local Authority co-ordinated scheme.

The school admission number for the school year beginning in September 2010 is 157

2010/11 Oversubscription Criteria:

If there are more requests for a school place than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

- 1 Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children).**
A looked-after child is defined in Section 22 of the Children Act 1989.
- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will continue to attend that school the following year.**

The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.
- 3. Other children who live in the catchment area served by the school.**
- 4. Children living outside the catchment area with a brother or sister who currently attends the school, provided that the brother or sister will continue to attend that school the following year.**
- 5. Children by reference to the distance to the preferred school.**

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

Brothers and Sisters

The Governors see the benefits of children from the same family attending the same school and give priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the Governors will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Governors will select by drawing lots.

Home address

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

Catchment area

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas are available from the Admissions and Benefits team.

Special Educational Needs

All children with a statement of Special Educational Needs that name the school will be admitted before all other applicants.

Late Applications

The closing date for applications in the normal admissions round is **31 October 2009**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after 1 March 2010.

Year 12

There is no planned admission number for Year 12 as this is not considered a normal year of entry. Full details of the minimum requirements for all year 12 courses are published in our prospectus. Students are considered for entry based on their academic attainment and/or individual subject grade criteria and the availability and suitability of courses. Entry to Year 12 is not dependent upon attendance or behaviour records. Applicants refused a place in Year 12 are entitled to appeal to an independent appeal panel.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply to the Local Authority Admissions and Benefits Team who will arrange for appeals to be registered. Appeals will be heard by an independent panel.

Waiting Lists

After the initial allocation of places on **1 March 2010**, the Governors in conjunction with the Local Authority will establish a waiting list and this will operate until **31 August 2010**. Parents, who wish for their children to continue to be considered for any places that might become available **after 31 August 2010**, must contact the Local Authority to go onto the waiting list.

Applications outside the normal admissions round

The Local Authority will administer in-year admissions on behalf of the Governors. Persons applying for places in the first year of secondary education after **1 September 2010** will be sent an application form by the Local Authority within **five working days** of receiving the request, where appropriate.

Applicants refused their preferred school will be offered an alternative school and the right of appeal.

Fair Access Protocol

The Governing Body have adopted the LA policy for admission of previously excluded or hard to place children.

Further Information

ABOUT THE CURRICULUM AND RELATED MATTERS

1. The following documents are available for inspection either at school or at the Children, Learning and Young People's Directorate, as listed:

Document	Available at
'Entitlement & Achievement'. The Curriculum Policy Statement of	School or Children, Learning and Young People's Directorate Coventry City Council Civic Centre 1 Little Park Street Coventry CV1 5RS

Curriculum Policy Statement of
the School Governors of the
school.

2. The following documents are available for inspection at school:

Circulars and Statutory Instruments sent by the Department for Education & Skills to the school, referring to the powers and duties of the Governing Body and the Headteacher under Acts of Parliament in relation to the curriculum;

any published OFSTED report on the school;

the school's policy for making provision for children with special educational needs;

the school's charging and remissions policy;

schemes of work and syllabuses;

the procedure for dealing with complaints about the curriculum;

statement of procedures on school records;

the agreed syllabus for religious education adopted by Coventry City Council and the school

Copies of some of these documents can be supplied to parents. Please ask at school, a charge may be made.

[This list is produced to conform to Education legislation and associated regulations.]

Complaints Procedure

Your child is entitled to receive a broad and balanced curriculum at school, including all the subjects of the National Curriculum and Religious Education. Schools must also make arrangements for a daily act of collective worship (assembly).

In addition each school must have a charging policy, which explains which school activities will be subject to a charge.

If you feel any matters are not being properly handled, as far as your child is concerned, then you may make a complaint.

It is hoped that most complaints can be solved by talking to your child's teacher or Headteacher and making sure there are no misunderstandings. However, parents or guardians have a right to make a formal complaint. A copy of the complaints procedure can be obtained from each school and the City Council's website contains some information and advice. The address is www.coventry.gov.uk/ccm/navigation/education-and-learning/schools-and-colleges/complaints-about-schools

Disclaimer

Whilst all the information contained within this prospectus was correct at the time of writing, it should be noted that it relates to the Academic Year 2009/2010 and that it should not be assumed that there will be no change before the school year in question or in relation to subsequent years. Changes to the above guidelines may also be instigated by external / national organisations. The information above should be used as a guide only. Please contact the admissions department if you have any specific queries or concerns.



Outdoor Education - Shropshire



Assembly



Design & Technology



Stand up to hatred project

School Terms and Holidays 2009 - 2010

Term	Pupil Dates	Teacher Training Days
Autumn 2009	Monday 7 September to Friday 18 December	Thursday 3 September Friday 4 September
	HALF TERM BREAK Saturday 24 October to Sunday 1 November	
	CHRISTMAS HOLIDAY Saturday 19 December to Sunday 3 January	
Spring 2010	Monday 4 January to Wednesday 31 March	Thursday 1 April
	HALF TERM BREAK Saturday 13 February to Sunday 21 February	Friday 26 February (SW Federation TTD)
	EASTER HOLIDAY Friday 2 April to Sunday 18 April	
Summer 2010	Monday 19 April to Friday 22 July	Friday 23 July
	MAY DAY HOLIDAY Monday 3 May	
	HALF TERM BREAK Saturday 29 May Sunday 6 June	
	SUMMER HOLIDAY Saturday 24 July	