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**WOMBWELL HIGH SCHOOL**

**Roebuck Street  
Wombwell  
Barnsley  
S73 0JU**

**Tel: 01226 752551**

**Fax: 274802**

**Headteacher: Mr C Wilson  
E-Mail: [chris.wilson@barnsley.org](mailto:chris.wilson@barnsley.org)**

## The Aims of the School

1. To achieve the best possible academic results for all pupils.
2. To be a disciplined community where self-control is valued and individual opinions are respected.
3. To help each child to:
  - communicate clearly;
  - use language, number and scientific principles effectively;
  - apply knowledge successfully;
  - make use of modern technology;
  - feed their imagination through literature and the arts;
  - achieve good physical health and sporting excellence.
4. To foster understanding of other cultures and beliefs.
5. To take pleasure in and care for the environment at home, at school, in the local community and in the world as a whole.
6. To work with parents as partners.

### Working together

The school has a commitment to the highest level of achievement and behaviour for every pupil: this is every pupil's right, what every parent wants, and every teacher's intention.

It is everybody's responsibility.

The five years of a pupil's life at Wombwell is a partnership between parents, students, school staff and governors, all working together to produce contented and successful school leavers in Year 11. The home / school agreement is a written contract between school and home which ensures parents can be confident that their children are being protected, educated and cared for during school time; students can expect fairness, understanding and a high level of teaching and school can expect that students attend school, are on time for school and lessons and are prepared to learn.

The main principles of this partnership are set out in the school's Behaviour Policy. We have developed this in consultation with parents, pupils, teaching staff, governors, support staff, and other interested parties. Each parent or guardian will receive a summary of the full policy prior to admission and is asked to sign a statement acknowledging that they agree to the principles in the Behaviour Policy.

In essence, the policy puts encouragement before punishment, and outlines the system that the school operates for both. There is a very wide range of both rewards and sanctions, but the main system of reward is based on internal certificates which form an important part of the pupil's Record of Achievement.

Through the school behaviour policy, Wombwell operates three levels of detention ranging in time from 20 minutes to 1 hour after school. If a pupil is placed in detention, at least 24 hours written notice will be issued to the pupil giving them ample time to inform parents of this arrangement.

A copy of the full policy is available from Mr J O Read (First Deputy Head) on request.

## School Policies

Policy statements, as the name suggests, are statements of the school's principles and ways of working in various areas. All policies are monitored and adapted as necessary and are supported by individual departmental policies. At present we have policy statements for:

- admissions and transfers of pupils;
- behaviour;
- homework;
- uniform;
- equal opportunities;
- health and safety;
- child protection;
- use of the internet;
- literacy;
- internal referral of pupils;
- assessment and examination entry;
- special educational needs;
- attendance;
- careers education and guidance;
- information and communication technology;
- sex & relationships education (SRE);
- teaching and learning, including AfL

## Special Educational Needs Policy

The school's Special Educational Needs Policy is based on the Special Educational Needs Code of Practice issued by the DfES in November 2001. A copy of the Policy is available from school. In identifying pupils with special needs, the school makes use of information from a variety of sources, including, primary school records, Key Stage 2 SATs, screening tests in Y7 and, most importantly, parents and pupils.

We recognise that at some stage in their school career many pupils will experience difficulty in making progress. Among the reasons for this are social, emotional, behavioural and learning difficulties. The school tries to meet these needs as sensitively as possible and values the contributions of parents in supporting their children. As well as its own resources, the school has close links with the LEA support services dealing with a range of special needs.

## Charging for School Activities

According to the Education Reform Act, 1998, education for pupils in maintained schools should be free if it takes place in school hours or is outside school hours but is required in the syllabi for public examinations.

It may be requested that a voluntary contribution is given towards the cost of an activity but pupils whose parents do not make a contribution will not be treated differently. Letters to parents will include this information and will inform them that if sufficient contributions are not forthcoming the activity may have to be cancelled. Charges can be made for board and lodging on a residential visit.

## Complaints Procedure

Anyone wishing to make a complaint against the school should request a copy of the complaints procedure from the school.

## Child Protection

Wombwell High School has a Child Protection Policy that reflects recommended practice as outlined by Barnsley Area Child Protection Committee regulations. Mr J O Read (First Deputy Head) and Mr D A Parkes (Deputy Head) are the school Child Protection Officers and if you have any concerns relating to the issues of Child Protection please contact one of them at school. A full copy of the Child Protection Policy is available from Mr Read or Mr Parkes at school.

## Learning, Support and Guidance Organisation

On entering Wombwell High School, each pupil will be allocated to a form consisting of boys and girls of similar age from the full range of ability. We will endeavour to make sure that each pupil has at least one other pupil with whom they feel comfortable and with whom they can work well.

Pupils will be taught mainly in their forms for the first two years (Years 7 and 8). After that they will remain in forms for some subjects and will be placed in sets according to subject ability for others. Pupils are prepared for GCSE examinations in Years 10 and 11.

Pupils with general learning difficulties will receive additional assistance from a team of Curriculum Support Assistants under the supervision of Mrs A Moffatt. The same teachers work with subject staff to work out the best way of supporting particularly capable pupils, and checks for early signs of underachievement in all pupils, so that programmes can be developed to help such pupils boost their levels of attainment and realise their potential.

We also have an Experiential Learning Coordinator, Mrs H Smith. The Unicorn Centre, led by Mrs L Birkby, offering support for pupils who are finding temporary difficulty in profiting from the education we offer.

Pupils will be supported in the first instance by their Form Tutor: in general the Form Tutor will stay with his or her form throughout the five years. Each year group also has a Head of Year, who will oversee, through the Form Tutors, the social and academic welfare and progress of the pupils in that year. The Heads of Key Stage 3 coordinate all aspects of years 7, 8 & 9 the Head of Key Stage 4 coordinates all aspects of years 10 & 11.

## Attendance and Punctuality

Pupils should arrive at school punctually, but to ensure proper supervision they should arrive no earlier than 8.15am for the morning sessions. For reasons of safety and because of our responsibility for your child when at school, no pupil may leave school during sessions without permission and signing out at the General Office.

Pupils are expected to attend regularly and should be absent only for unavoidable reasons such as illness. On the first day of absence please inform the Attendance Officer, (01226 274809), or provide a note to explain the reason for the absence and, if possible, the approximate date of return to school. If this proves impossible, when your child returns to school we ask that you send a letter to explain why they were absent and for how long. The Attendance Officer will telephone all homes on the first day of absence if you have not contacted us about the reason for this absence.

The Governing Body of Wombwell High School would like to point out to all parents that any holidays taken in term time are likely to affect the education and learning of your child/children. This will be a particular problem at any time in years 10 and 11 and during examination periods in any year. Parents should note that no work will be set for holiday periods and that special 'catch up' sessions will not take place.

In accordance with Local Authority guidance the Governing Body will **not** consider authorisation of holidays in the following periods of time or circumstances:

- During the first half term of a new academic year;
- February half term to May half term for pupils in year 9 due to SAT national examinations;
- When the holiday absence would occur 2 weeks prior to or during internal examination/assessments;
- If in granting the request, the pupil's attendance rate would fall below 92%;
- At **ANY TIME** for pupils in **Year 11**.

Leave of absence will only be granted in **exceptional circumstances** outside the periods and the restrictions detailed above. The following considerations will apply:

- Whether the parents are restricted in terms of leave from their employer;
- The nature of the trip.

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If employer restrictions apply, a signed letter from the employer should accompany the request for the leave of absence. This should set out the prevailing circumstances that make the request exceptional.

If more than 10 half days of unauthorised absence are recorded against a pupil in school, a Fixed Penalty Notice may be issued by the Local Education Authority, which will lead to a fine.

Pupils may occasionally have medical or dental appointments during school hours. On such occasions they should produce their official appointment card when requesting permission to leave school.

Please inform school if there is any change in circumstances e.g. change of address, telephone number or the intention to move out of the district.

### **Personal Property**

Please ensure that pupils' personal property is clearly and permanently marked with their names. We strongly recommend that large amounts of money and valuables are left at home. If it is necessary to bring such items into school they should be handed to a member of staff for safekeeping. We cannot accept responsibility for valuables brought into school that are not handed in. We ask for parents' cooperation in ensuring that their children take proper care of school property (books, musical instruments, etc.) on loan.

### **Mobile Telephones**

Mobile phones are not toys and should only be brought into school for a good reason. If mobile telephones disturb lessons they will be confiscated and returned to the pupil at the end of school from the General Office. Pupils should not contact parents by mobile telephone in school time when a problem arises, but use normal channels through School Nurse (illness) or a member of the teaching staff (other issues).

The school will not be responsible for the safe keeping of mobile phones, when in the possession of pupils.

Pupils may not take a mobile phone into any examination as this will lead to disqualification from the exam.

### **Transport to School**

There are convenient regular bus services to many areas. It goes without saying that we expect a high standard of behaviour on all these buses.

If you drop off or collect your child from school, please do not drive into the school grounds. The entrance is narrow and cars are a danger to pupils entering on foot.

### **School Nurse**

We have a Nurse in full-time attendance at school each day. Her principal function is to deal with minor accidents and illnesses sustained by pupils whilst at school. In addition she coordinates the programme of routine medical inspections and inoculations. If your child is taken ill at school and needs to be sent home, Nurse will need to contact you, so please make sure that the school has a contact number.

If your child is involved in an accident that requires hospital treatment but Nurse is unable to contact you, then the child may be taken to hospital on the authority of the Headteacher or one of the Senior Management Team. Children will not be allowed home without permission.

### **Medicines in School**

All medications whether purchased from a chemist or on a GP prescription, must be handed in to Nurse in the morning and collected at 2.45p.m. The only exception to this rule is asthma inhalers, which may be carried by pupils. However, the pupil's name and form must be written clearly on the inhaler.

All medications which are stored in school, must be accompanied by a parental consent form, APMI(s), or a copy of a parental telephone message.

### **Curriculum**

#### **Religious Education**

Religious Education is taught in line with the agreed syllabus adopted by Barnsley Local Education Authority. It includes information on all major World Religions as well as Christianity. Parents have the right on grounds of conscience to request that their children be exempt from Religious Education and from Assembly. Please inform us in writing so that we can make alternative arrangements.

#### **Sex Education**

The context of sex education throughout the school is that of relationships and the family. Any material being considered which might be of a controversial nature is submitted to the governors and Headteacher for approval. Parents are always welcome in school if they wish to discuss this matter.

#### **Careers Education**

Careers education is co-ordinated by Mrs C Swinden in close association with Lifetime Careers and with the Senior Careers Consultant, Mrs C Lynn. Work related studies take place during all five years at Wombwell High School. Greater emphasis is placed on this work in Years 9 - 11 in order to prepare the pupils to make the best possible choices at 16. Close contact exists with Barnsley College through a link tutor programme.

#### **Work Experience**

All pupils have a three-week Work Experience placement in July of Year 10. They have the choice of a whole range of work environments and receive preparation and debriefing in school so that each pupil can gain as much as possible from the experience.

## **Moving from Primary to Secondary School**

An excellent liaison and transfer process is maintained between Wombwell High School and our feeder Primary Schools. This involves High School staff teaching in all the Primary Schools on a regular basis; curriculum development; specific exercises to encourage a good transfer for pupils; a day visit for pupils in their new High School classes to experience a working day. A parents' evening will be held for Year 6 pupils when questions can be asked. We receive good information on pupils from the primary schools.

Senior staff will monitor pupils' progress at all times through close contact with Heads of Key Stage, Heads of Year, Form Tutors and teaching staff. Should they feel it necessary they will contact parents in order to discuss the situation further.

Parents wishing to discuss their child's welfare are welcome to come into school at any time. Prior appointment by telephone or letter would help but is not necessary in an emergency. Initial contact should be made with the following staff:

<b>The Headteacher</b>	<b>Mr C A Wilson is always pleased to see parents on any matter relating to their children or the community in general but the staff below are those who are in daily contact with individual children.</b>
<b>First Deputy Head</b>	<b>Mr J O Read (for welfare and guidance matters)</b>
<b>Deputy Head</b>	<b>Mr W Marriott (for curriculum matters)</b>
<b>Deputy Head</b>	<b>Mr D A Parkes (Teaching &amp; Learning)</b>
<b>Heads of Key Stage 3 (Years 7, 8 and 9)</b>	<b>Mr S Pountney</b>
<b>Head of Key Stage 4 (Years 10 and 11)</b>	<b>Mr A Jackson</b>
<b>Y 7 pupils Head of Year</b>	<b>Mr S Pountney</b>
<b>Y 8 pupils Head of Year</b>	<b>Mr N Ensor</b>
<b>Y 9 pupils Head of Year</b>	<b>Mrs K Winter</b>
<b>Y 10 pupils Head of Year</b>	<b>Miss E Gomersall</b>
<b>Y 11 pupils Head of Year</b>	<b>Miss J Wilson</b>

### **Education Welfare**

The Education Welfare Officer provides links between home and school by giving professional advice to parents on matters of welfare. The EWO is available at Wombwell High School from Monday to Friday each week. If you have any problems or difficulties please contact the Education Welfare Service, Berneslai Close, Barnsley, direct (Tel 773547).

Application forms for Scheme of Aid to cover free school meals are available from the School's General Office.

Should problems develop regarding attendance the school may request the Education Welfare Officer to visit to discuss the situation.

## Transfer Process

Issue of Wombwell High School Prospectus.

Issue of Barnsley Admission and Transfer Information which includes the schools selection form.

Parents make their selection of a Secondary School.

From September Wombwell High School staff begin regular visits to Primary Schools to teach and get to know pupils.

Transfer exercises led by Wombwell High School staff in Primary Schools.

Discussions begin between schools to cater for individual pupil needs and continuity.

Parents of Year 6 pupils are invited to Wombwell High School in July.

Pupils in Wombwell High School for working days.

Start at Wombwell High School.

All pupils' progress is monitored and there is regular contact with parents through interim and annual reports and Parents' Evenings.

## Holidays

The following dates are provisional and will be confirmed by the Local Education Authority at a later date.

## School Days

		Last school day			First school day			
First Day of Year					Monday	4	September	2006
Half Term	Friday	20	October	2006	Monday	30	October	2006
Christmas	Friday	22	December	2006	Friday	5	January	2007
Half Term	Friday	9	February	2007	Monday	19	February	2007
Easter	Friday	30	March	2007	Monday	16	April	2007
May Day	Friday	4	May	2007	Tuesday	8	May	2007
Half Term	Friday	25	May	2007	Monday	4	June	2007
Last Day of Year		20	July	2007				

In the course of the year, there will be 5 working days for teachers when pupils are not in school. You will be informed of these.

## School Times

	Years 7 & 8		Years 9, 10 & 11	
Morning Session	8.35am	12.10pm	8.35am	1.10pm
Lunch	12.10pm	12.40pm	1.10pm	1.40pm
Afternoon Session	12.40pm	2.45pm	1.40pm	2.45pm

## Lunchtime arrangements

We expect pupils to remain in school during lunchtime. Pupils who wish to leave school at lunchtime must apply for a lunch pass, allowing pupils to go home for lunch only, and return on time for the afternoon session. Failure to comply with these regulations will see the pass reviewed. All other pupils will be expected to stay in school to have a school dinner or eat their own packed lunch.

## School Uniform

Every item should be marked with the owner's name in such a way as to make removal of the name impossible.

- Trousers/Skirts: Plain tailored trousers or skirt, not checked or patterned. Charcoal grey or black;
- Shirts/Blouses: Self-coloured, white or grey;
- Tie: Red and black stripes, to be worn by both girls and boys if not wearing a plain round neck red sweatshirt. Ties are available locally;
- Top: Choice of plain red pullover with V neck, plain red round neck sweatshirt or plain red cardigan;.
- Socks: White or quiet colours;
- Shoes: Sensible, proper shoes in a dark colour. No trainers or boots;
- Coat: Warm coat for winter wear. Denim or leather jackets must not be worn for school;
- Bag: Sports bag, large enough to carry all equipment including P.E. kit and coat when indoors.

## Jewellery

Pupils may wear a watch. Studs or small sleepers can be worn in the ears only. No other jewellery can be worn in school. If pupils are wearing additional items of jewellery they will be asked to remove them and they will be placed in a sealed envelope that can be collected by an adult from the General Office when it is open (7:30am-4:00pm).

## Girls' PE Kit

### Indoor Kit

- White T-shirt;
- Black shorts - not cycling shorts;
- White socks;
- Indoor trainers.

### Outdoor Kit

A plain red rugby shirt, plain black or white knee length socks, plain black shorts (not cycling shorts) tracksuit (black).

## Boys' PE Kit

### Indoor Kit

- White T-shirt;
- Black shorts - not cycling shorts;
- White socks;
- Indoor trainers.

### Outdoor Kit

A plain red rugby shirt, plain black or white knee length socks, plain black shorts - not cycling shorts, tracksuit (black).

## Jewellery - PE

Health and Safety regulations now state that **NO** jewellery can be worn in PE in any circumstances. Before your child attends their first PE lesson please ensure that they are able to remove and replace ear studs / sleepers quickly.

**Attendance figures**

The number of unauthorised absences in the school year 2004 / 2005 expressed as a percentage of the total number of possible attendances.

- a) Total number of registered pupils on roll to May 2005 978
- b) Percentage of half days missed through authorised absence 6.3%
- c) Percentage of half days missed through unauthorised absence 1.2%

**Details of Routes Taken by Pupils on Leaving School  
(2004 Leavers - unconfirmed)**

Further Education/School	Employment & Training	Not available for work
119 (62%)	44 (23%)	28 (15%)

**Examination Boards**

Notes: A GCSE (Short Course) entry is equivalent to half a GCSE entry.

**AQA**

- Business Studies
- Dance
- Design and Technology
- English / English Literature
- Expressive Arts
- French
- Information & Communication Technology
- Physical Education
- Religious Studies (Short Course)
- Resistant Materials
- Science Double Award
- Sociology
- Statistics

**OCR**

- Geography
- History

**EDEXCEL**

- Health and Social Care
- Mathematics
- German

**WJEC**

- Media Studies

**WOMBWELL HIGH SCHOOL**

**GOVERNING BODY**

**LEA Governors**

G S Beedan (Chairperson)	211257	28 Wainwright Avenue Wombwell Barnsley S73 8LS
R Carr	752507	95 Wood Walk Wombwell Barnsley S73 0NB
J Roe (Mrs)	752392	87 Lundhill Road Wombwell Barnsley S73 9RL
Vacancy		

**Parent Governors**

S A Beard (Mrs)	210118	6 Lundhill Close Wombwell Barnsley S73 0RW
R Bunniss	754054	14 Wood Walk Wombwell Barnsley S73 0NG
G Heyworth	210986	70 Aldham Cottages Barnsley Road Wombwell Barnsley S73 8DZ
K Sabin	759836	17 Honeysuckle Close Darfield S73 9JT
C Scott (Mrs)	758275	76 Pontefract Road Broomhill Wombwell Barnsley S73 0YG
R Scott	758275	76 Pontefract Road Broomhill Wombwell Barnsley S73 0YG
Vacancy		

**Staff Governors**

M Auld		Wombwell High School
C Bembridge (Mrs)		Wombwell High School
J O Read		Wombwell High School
C A Wilson		Wombwell High School

**Community Governors**

P Briggs	753119	6 Tingle Bridge Avenue Hemingfield Barnsley S73 0NS
G Green (Mrs)	206120	3 Harden Close Pogmoor Barnsley S75 2JJ
P Hodson (Mrs)	270232	5 Ellis Court Hemingfield Barnsley S73 0PQ
Vacancy		
Vacancy		

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**Wombwell High School in partnership with:**

Barnsley Building Society

Bury & Walkers Solicitors

Carpet Centre Wombwell

Peace Revitt Solicitors

### School Results

These tables show the most recent statutory assessment results of Year 9 children at each level in the 2004 / 2005 school year.

Figures may not total 100% because of rounding.

Teacher Assessment												
	Percentage at each level										Pupils disapplied	Pupils absent
	W	1	2	3	4	5	6	7	8	EP		
English	0	0	1	7	24	38	18	10	0	0	0	0
Speaking & Listening	0	0	1	11	25	34	15	11	0	0	0	0
Reading	0	0	0	7	19	42	17	12	0	0	0	0
Writing	0	0	2	8	25	35	18	11	0	0	0	0
Mathematics	0	0	0	14	11	28	32	10	0	0	0	0
Science	0	0	0	11	23	32	27	5	0	0	0	0

Test Results										Pupils not entered#	Pupils absent
	Percentage at each level										
	Below level 3/4*	3	4	5	6	7	8				
English	0		0	0	0	0		0	0	0	0
Reading	0		0	0	0	0		0	0	0	0
Writing	0		0	0	0	0		0	0	0	0
Mathematics	2	11	14	24	29	16	3		0	0	2
Science	1	12	17	37	19	10			0	0	3

Teacher Assessment												
	Percentage at each level										Pupils disapplied	Pupils absent
	W	1	2	3	4	5	6	7	8	E		
Design & Technology	0	0	0	3	37	31	26	1	0	0	0	1
Geography	0	0	0	6	33	33	16	10	0	0	0	0
History	0	0	0	6	37	36	18	2	0	0	0	0
Information & Communication Technology	0	0	0	0	35	50	13	0	0	0	0	0
Modern Foreign Languages	0	1	0	23	28	30	5	0	0	0	0	2
Art & Design	0	0	0	2	36	54	6	0	0	0	0	1
Music	0	0	0	1	45	49	4	1	0	0	0	0
Physical Education	0	0	0	0	4	46	38	9	0	0	0	0
RE	0	0	0	0	0	0	0	0	0	0	0	0
Citizenship	0	0	0	0	0	0	0	0	0	0	0	0

- W represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.
- EP represents exceptional performance.
- \* represents pupils who were not entered for the tests because they were working below level 3 in Mathematics or Science or below level 4 in English; pupils awarded a compensatory level from the tests (level 3 English; level 2 Mathematics/Science); and pupils entered for but not achieving a level from the tests.
- + it is optional for schools to report teacher assessment for this attainment target.
- # pupils working at the levels of the tests, but unable to access them, formally referred to as disapplied.

## National Results

These tables show the percentage of Year 9 pupils achieving each level nationally at Key Stage 3 in 2004.

Figures may not total 100% because of rounding.

Teacher Assessment													
	Percentage at each level											Pupils disapplied	Pupils absent
	W	1	2	3	4	5	6	7	8	EP			
English	0	0	2	6	21	37	24	8	1	0	0	0	1
Mathematics	0	0	1	7	17	26	26	18	4	0	0	0	1
Science	0	0	1	7	20	33	27	10	0	0	0	0	1

Test Results									
	Percentage at each level							Pupils not entered#	Pupils absent
	Below level 3/4*	3	4	5	6	7	8		
English	10		15	37	24	10		0	4
Reading	16		15	34	21	10		0	4
Writing	8		15	36	24	11		0	4
Mathematics	3	7	14	21	29	19	4	0	3
Science	3	6	21	32	24	11		0	4

- W represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.
- EP represents exceptional performance.
- represents pupils who were not entered for the tests because they were working below level 3 in Mathematics or Science or below level 4 in English; pupils awarded a compensatory level from the tests (level 3 English; level 2 Mathematics/Science); and pupils entered for but not achieving a level from the tests.
- # pupils working at the level of the tests, but unable to access them, formally referred to as disapplied.

## Latest available summer GCSE (including a GCSE (short course) GNVQ equivalent results achieved by pupils age 15#

No of pupils in school aged 15# = 191

	Entered for 5+ GCSEs/GNVQ	Achieving 5+ A* - C	Achieving 5+ A* - G	Entered for 1+GCSEs	Achieving 1+ A* - G	Achieving no passes
All pupils school	175 (93%)	70 (37%)	171 (90%)	177 (94%)	177 (94%)	14 (7%)
LEA and National	Not available at time of printing.					

# On roll on the third Thursday in January, having reached the age of 15 in the 12 months preceding the start of the school reporting year.