



Parent/Carer Information

ESSENTIAL GUIDE





PARENT/CARER INFORMATION GUIDE

Contents



You will find important information enclosed in this booklet to support your daughter's transition to Whalley Range 11-18 High School:

Welcome	4	Use of IT equipment, the internet and email	18
School day	5	Emergency school closure	19
Uniform	6	Health and medical conditions	20
Organisation	7	Emergency use of Salbutamol inhaler (for asthma only)	21
Getting to school	8	Attendance and punctuality	22
ParentPay & Evolve	9	Wellbeing learning coaches	23
Keeping safe	10	Reading across the curriculum	24
Student contract	12	Homework and EduLink One	25
Parent/carers contract	13	The Whalley Range Bee	26
Privacy notice	14	Inclusion	27
ID and access systems in school	16	Whalley Range Sixth form	28
Photographs and other media	17		

WELCOME TO OUR ESSENTIAL GUIDE TO Whalley Range 11-18 High School

Whalley Range 11-18 High School is a very special community of which we are incredibly proud – a caring and supportive environment for all students. We celebrate diversity and believe strongly in providing a climate where all young people thrive. We pride ourselves on our high expectations and high standards: **our students feel happy, safe and secure.**

Our core purpose is to support all of our students to develop high aspirations, believe in themselves and achieve their full potential. We expect all students to work hard and aim high in order to succeed academically and personally. With the support of our highly skilled staff, we are proud of what our students achieve and are aware that we will only continue to be successful if we can fully involve and work with our parents and carers.

We recognise that our students have different interests, dreams, abilities and needs, which is reflected in our school's broad and flexible curriculum. Our staff are committed to ensuring that all students achieve their full potential, regardless of their starting points. Our curriculum extends beyond the classroom with our students having a wide range of opportunities for learning outside the classroom.

Whalley Range 11-18 High School equips all students with the skills, abilities, attributes and qualifications to pursue a fulfilling career, contribute positively to their communities and to be active, global citizens.

I am enormously proud and privileged to be the Headteacher of such a wonderful school and look forward to welcoming you into our school community.



Mr M Lea
Academy Headteacher



THE WHALLEY RANGE School Day



Students should arrive in school for 8.20 am and be in their form room or assembly by 8.30 am.

Timings	Activity
8.00	School and Learning Resource Centre open
8.20	Bell sounds
8.30 – 8.55	School starts – Tutorial/Assembly
8.55 – 9.55	Period 1
9.55 – 10.50	Period 2
10.50 – 11.20	Break – Hot and cold food available in the dining room and hall
11.20-12.15	Period 3
12.15-13.15	Period 4
13.15 – 13.45	Lunch – Hot and cold food available in the dining room and hall
13.45 – 14.45	Period 5
14.45	End of the Teaching Day
14.45 – 16.15	Extra-Curricular Activities
17.15	School and Learning Resource Centre close. All students should leave the premises



PRIDE IN Our Uniform

Our students take great pride in their appearance.
All students should...

- Wear a school blazer at all times, including breaks and lunchtimes.
- Wear a white shirt.
- Wear a school-issued lanyard and tie. Additional ties can be purchased through our ParentPay shop.
- Wear their school swipe card at all times and be prepared to show it to any member of staff on request.
- Wear black trousers or a skirt of school uniform style. Leggings, jeans-type leggings and jogging type trousers are not permitted. Skirts must be of an appropriate length (maximum 2" above the knee and 4" below the knee).
- Wear a school jumper (optional) with logo.
- Wear flat, black shoes or all-black trainers. Boots to the ankle (Kicker style) may be worn.
- Wear a plain, black headscarf (if one is worn); no tassels, sequins or embroidery (only one headscarf to be worn).
- Wear black or purple hair bands or bobbles or slides.
- Wear school issued badges only.

- Not wear any jewellery, except a watch.
- Not wear make-up, nail polish or acrylic nails of any kind.
- Not wear piercings or retainers.
- Not wear hair that is of an extreme style.

School PE Kit

- **Plain black tracksuit bottoms**
- **School collared PE shirt**
- **School long sleeved sports hoodie (optional)**
- **Training shoes**
- **Sports socks**



All school uniform items bearing logos can be purchased from:

Elite School Uniforms

166 Manchester Road, Manchester, M16 0DZ

Phone: 07702 105550

Little Angels

490 Wilbraham Road, Chorlton, Manchester, M21 9AS

Phone: 0161 881 3895

M.C.S. Stores

220 - 222 Fog Lane, Didsbury, Manchester, M20 6EL

Phone: 0161 445 7740



For more information visit:

www.wrhs1118.co.uk/PARENTS/SCHOOL-UNIFORM

ORGANISATION



SCHOOL BAG

Students should have a school bag to safely and securely carry all of the things they need to and from school everyday. Most subjects at Whalley Range will use exercise books that are slightly larger than A4, so you need to make sure the bag is big enough to fit these in. It is important that students pack their school bag for the next day the night before. This will make the start of each school day much smoother.

EQUIPMENT

Students should arrive in school with the correct equipment for their lessons. We ask students to have a pencil case with pens, pencils, highlighter, an eraser and a ruler. Any further equipment will be provided. Students **must not bring scissors** into school as these will be provided when necessary. A planner is available for all students in school.

EDULINK ONE APP

All students should check their EduLink One account daily. They will receive login details when they arrive at school.

EduLink One will show the homework they have been set along with due dates, as well as changes to rooms and timetables.

MOBILE PHONES

Whalley Range 11-18 High School operates a 'never used, seen or heard' mobile phone policy. This means that although a student may bring a phone to school, it must be switched off and in her bag while on the school premises. The school cannot accept responsibility for any damage or loss to any device brought into school.



GOOD HABITS

Help your daughter to develop good learning habits by:

- Making sure that she attends school every day and on time
- Making sure that she reads daily – 30 minutes
- Making sure that she has a reading book in her bag at all times
- Checking and discussing homework expectations
- Downloading the EduLink One app to track attendance, rewards, progress reports and homework set



GETTING To School

We like to encourage our students, where possible, to walk or cycle to school. There are many health and environmental benefits associated with walking and cycling.



For more information visit:

www.wrhs1118.co.uk/transition/getting-to-school

We have cycle sheds available for students to store their bicycles and these are locked during the school day. Students must ensure that they secure their own bicycles with a suitable lock and should not leave any valuables in or around their bicycles.

A number of bus services have bus stops close to our school. Please see the web link for more information www.wrhs1118.co.uk/parents/school-bus-service

We would like all parents/carers to help us to keep our students safe by parking well away from the school and being mindful of our neighbours at the start and end of each day.

Families dropping students off by car should be mindful of traffic restrictions around the school site.

General enquiries regarding home to school transport can be obtained either by visiting the TfGM website or telephoning Traveline on 0871 200 22 33 (lines open 7.00 am – 8.00 pm Monday to Friday and 8.00 am – 8.00 pm Saturday, Sundays and Bank Holidays).



ONLINE PAYMENT SERVICES

ParentPay & Evolve

The way to pay for meals, school ties, revision guides, locker keys and much more.

A convenient way to pay

ParentPay is an online payment service used by our school. It allows parents/carers to make safe and secure online payments for things like dinner money and equipment.

Payments are only accepted on-line via ParentPay, or by cash at a PayPoint local retailer. This gives you peace of mind that your money reaches the school safely. Once we have received the Admission Form for your child, the school will send you a ParentPay activation letter.

Many high street shops and local retailers now have a PayPoint facility on the premises where you can also add funds to your account.



ParentPay
COUNT ON US

- Step 1** - Have your activation letter ready, once received
- Step 2** - Login at www.parentpay.com
- Step 3** - Follow instructions to activate account
- Step 4** - Select 'Pay for items'

www.parentpay.com

EVOLVE

As a school, we use a piece of software called Evolve which supports the administration of trips and educational visits. Information regarding trips, payments and requests for consent, will be sent by e-mail from Evolve. There is no login required for parents, carers or students, you will simply be able to click on the e-mail and follow any instructions.

Pay online
for peace
of mind

EQUIPMENT

SCHOOL MEALS



KEEPING SAFE AT Whalley Range 11-18 High School

SUPPORT FOR YOUNG PEOPLE

We are committed to safeguarding and promoting students' welfare and expect all staff, volunteers and visitors to share this commitment and maintain a constant vigilant and safe environment.

Mental Health & Wellbeing



KOOTH
Free, safe and anonymous online support for young people
www.kooth.com



Mind
Help for mental health in Manchester
www.manchestermind.org



Health for Teens
Range of advice
www.healthforteens.co.uk



Young Minds
Parental helpline
www.youngminds.org.uk



42nd Street
Parental helpline
www.42ndstreet.org.uk

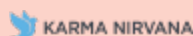


Anna Freud
National centre for children's mental health
www.annafreud.org

Forced Marriage & FGM



Foreign & Commonwealth Office
Telephone **020 7008 0151**
or email fmu@fcdo.gov.uk



Karma Nirvana
Call free on **0800 5999 247**
www.karmanirvana.org.uk



NSPCC
Call free on **0800 028 3550**
or email fgmhelp@nspcc.org.uk

Internet Safety



Report Harmful Content on Social Media and the web
www.reportharmfulcontent.com



Report Online Sexual Abuse
www.ceop.police.uk



Report Hate Crime
www.report-it.org.uk

Substance Misuse and Abuse



Eclipse (Manchester)
Local information and support
www.changegrowlive.org/eclipse

Suicide



Papyrus
Prevention of young suicide
Call free on **0800 068 4141**
www.papyrus-uk.org



Samaritans
For support relating to all aspects of suicide - Call free on **116 123**
www.samaritans.org

Other useful links and information



The Proud Trust
For local information and advice about all LGBTQIA+ matters
www.theproudstust.org



Brook
For information and advice about sexual health
www.brook.org.uk



Muslim youth helpline
Faith and culturally sensitive support
www.myh.org.uk



Womens Aid
Domestic abuse
www.womensaid.org.uk



The Children's Society
Information for young people
www.childrenssociety.org.uk/information/young-people



Saheli
Providing safe spaces, culturally sensitive support, language assistance, and a voice and identity to Black Asian and minoritised women facing violence in their lives
www.saheli.org.uk



No Hate
Report hate crime confidentially
www.letsendhatecrime.com
www.report-it.org.uk

Bereavement



Child Bereavement UK
Supporting bereaved children and young people
www.childbereavementuk.org



Winston's Wish
Bereavement charity supporting grieving children and families
www.winstonswish.org

Eating Concerns



Beat
The eating disorders charity
www.beateatingdisorders.org.uk



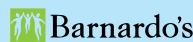
Seed
Support and Empathy for people with Eating Disorders
www.seed.charity

Not sure who to contact?

Get free and confidential advice from:



www.childline.org.uk



www.barnardos.org.uk



**In an emergency call
999 or
Children's Services
0161 234 5001**

LINKS ON FROG -
THE SCHOOL'S VLE

Report
Bullying

Report
Online
Abuse
(CEOP)

Report
Hate
Crime



For more information visit:

www.wrhs1118.co.uk/support/safeguarding

www.wrhs1118.co.uk/health-and-wellbeing
www.wrhs1118.co.uk/stay-safe/safeguarding

Excellence • Care • Respect

STUDENT Contract

As a student I agree to:

- Attend school every day and every lesson
- Arrive at school on time at 8.20am ready for lessons to start at 8.30am
- Arrive at lessons on time
- Take pride in my appearance and wear full school uniform (including lanyard, swipecard/ID), in the correct way
- Be true to the British values that our school abides by
- Make sure I have the correct clothing and equipment for all lessons
- Follow reasonable instructions, obey school rules and accept consequences in an appropriate manner
- Use all technology and social media responsibly
- Not bring inappropriate and unlawful items into school (including bladed articles e.g. scissors)
- Be aware of my own personal noise level
- Show courtesy, kindness and respect for everyone who enters the school
- Show respect for the school environment and facilities
- Show respect for other people's possessions

I will always try to:

- Work and learn the best I can at all times
- Take care with the presentation of my work
- Complete all my homework and hand it in on time
- Make best use of school ICT facilities and the Learning Resource Centre
- Act as an ambassador/representative of the school when in uniform outside of school e.g. school trips and on the way to and from school
- Ask for help when I need it
- Make use of all opportunities to be active and eat healthily
- Let school know about my successes or concerns
- Inform an adult if I feel bullied or threatened in any way
- Support and encourage other students
- Make the best use of any additional support the school offers e.g. school health advisor, school counsellor etc
- Make the best possible use of all the opportunities both in and out of school
- Make full use of school reward system
- Be proud of my achievements and support the celebration and achievements of fellow students

PARENT/CARER Contract



As a parent/carer I agree to:

- Ensure my daughter attends school every day, on time and ready for lessons at 8.30am
- Ensure my daughter wears the full school uniform (in the correct way)
- Ensure my daughter has the correct equipment for all lessons
- Contact the school as soon as possible about any absences **(0161 860 2999)** and provide documentation when required relating to doctor's appointments etc
- Not take holidays during term time
- Approach the school in a calm manner when reporting difficulties
- Attend parental meetings, progress evenings, academic tutorials and other events
- Make use of my access to EduLink to monitor my daughter's progress
- Support the school's behaviour policy
- Adhere to any agreed targets relating to my daughter's behaviour
- Support my child's learning at home and at school by being aware of what she is studying
- Encourage and help in completing homework
- Celebrate hard work, effort, achievement and successes
- Read with my daughter at every available opportunity
- Provide a quiet learning environment and equipment for my child to study at home
- Allow my daughter to make the best use of ICT facilities and support the school's e-safety policy
- Wherever possible, encourage my daughter to make use of additional facilities that are offered such as the Learning Resource Centre
- Encourage my daughter to be active and eat healthily
- Let the school know about any outside successes or worries
- Co-operate with the school to sort out differences should they occur
- Read all emails, messages and letters from school and respond appropriately
- Inform school promptly of any changes of home circumstances; this includes telephone numbers and email addresses, which are essential if we are to contact you in an emergency
- Encourage my daughter to make as full use as possible of all the opportunities whilst at school
- Work in partnership with school to ensure best progress
- Allow school to take photographs of my daughter for display in school, on the school website, in the school magazine, or through the school's social media

PRIVACY Notice

Privacy notice for parents/carers of pupils starting at Whalley Range 11-18 High School

Why are we giving this to you?

Your daughter has been offered a place at Whalley Range 11-18 High School. In order to prepare for your daughter's transition to our school, we need to collect some information about you and your daughter.

We do this for a number of reasons. This document tells you what information we use about you and your daughter, and why we use it. We also explain below how the school keeps your information safe.

If you want to know anything about the information that your daughter's current school gives us about your daughter then please liaise with their current school. You will have the opportunity to ask more questions about what we do with the information that we receive when you visit our school.

What information do we hold about you and where do we get it from:

We will collect, hold, share and otherwise use information about you and your daughter as set out in the boxes below:

	Where do we get it from?	Why we need it?
Child's legal name	Local Authority (LA) / Current school	To identify your child
Home address	Local Authority (LA) / Current school	To send you information about our school
Unique student number (UPN)	Local Authority (LA) / Current school	Legal requirement and for school funding
Date of Birth	Local Authority (LA) / Current school	To identify your child
Student contacts (e.g. parent/carer details)	Current school / admission form	Emergency contacts and to keep your child safe
Details of previous schools	Current school / admission form	To prepare for your child's education in our school
If your child is eligible for free school meals	Current school / admission form	To make sure your child has a meal in our school
Attendance information	Current school / admission form	To support good attendance in our school
SEND information	Current school / admission form	To support your child's special educational needs
Key Stage 2 information (assessment results)	Current school / admission form	To support your child's educational needs
Looked after child (LAC) information	Current school / admission form	To help support your child's educational, social and emotional needs
Medical/health information, other agencies, friendship groups, 'keep-aways'	Current school / admission form	To help support your child's educational, social and emotional needs

Policy Statement

We are part of the Greater Manchester Education Trust. During your time with us in our schools, we will use information that we gather in relation to you and your daughter for various purposes. Information that we hold in relation to you is known as “personal data”. This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We may also need to continue to hold your personal data for a period of time after your daughter has left the school. Anything that we do with personal data is known as “processing”.

This document sets out what personal data we will receive and hold about you and your daughter, prior to your daughter joining our school, why we process that data, who we share this information with and your rights in relation to your personal data processed by us.

How long will we hold information in relation to our students?

We will hold information relating to you and your daughter only for as long as necessary. How long we need to hold on to any information will depend on the type of information but we are legally required to keep some information until your daughter reaches the age of 25. If your daughter does not join our school we will destroy this information within 3 months.

Who will we share student information with?

We may share information about you with:

- Health practitioners and authorities such as the NHS (e.g. Manchester University Hospitals NHS Foundation Trust), CAMHS, the school nurse
- Where your daughter changes school we will usually pass your daughter's information to the new school

Keeping this information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by putting in place procedures and technologies to make sure all information about you and your daughter is safe, from when we collect it to when we destroy it.

Security procedures include:

- **Entry controls for the site and buildings –** All staff wear photo-ID on school or Trust lanyards. All authorised DBS-checked visitors wear photo-ID on orange school lanyards. Visitors/contractors wear photo-ID on red lanyards. Our door locks are programmed to only respond to the ID cards of staff and students
- **Secure lockable desks and cupboards –** Desks, filing cabinets and cupboards should be kept locked if they hold confidential information of any kind
- **When and how data is destroyed when it is no longer needed –** Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required
- **Equipment –** Staff are trained to ensure that individual PC monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended
- **Security of systems –** Information about students is kept on a secure system which needs a personal log-in and password. Most staff can only see very limited information about you and your daughter's personal data
- **Training –** We provide training to our staff and students on the importance of keeping data secure

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should make a request by emailing head@wrhs1118.co.uk in the first instance.

You also have the right to:

- Object to what we are doing with your information (but remember that some of the things that we do, have to be done by law)
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Make a claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can make a request by emailing head@wrhs1118.co.uk. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can contact the school, or if necessary you can contact an outside agency – the Information Commissioner's Office who could also help at www.ico.org.uk/concerns



ID AND ACCESS

In School

In our school we have systems in place which use an ID card ('swipecard') for:

- School meals
- Library (Learning Resource Centre)
- Access to the school buildings

This means that, instead of using cash or tickets for meals, library cards, or codes for doors, students use their ID card.

School meals

When your daughter joins our school, she will have her photograph taken and an ID card ('swipecard') and a lanyard will be provided. The ID card will show her photograph, her name, her year group and form.

Your daughter will use this card to obtain a school meal. If your daughter is entitled to free school meals, this will be registered on the card. If you pay for school meals, you will be able to load money onto the card via ParentPay (please see the relevant page of this booklet for more information).

The lanyard and the student swipecard are compulsory pieces of uniform and ensure that the student can be identified and safeguarded effectively.



PHOTOGRAPHS and Other Media

We like to celebrate the achievements of all of our students, both academic and extra-curricular.

Consequently, we take a lot of photographs and video footage around school for use within the school (internal use) and outside the school (external use):

For internal use

- In displays around school
- On display screens in our corridors and on the Video Wall in the Dining Room

For internal and external use

- On the school and Trust's websites
- In our school magazine
- In the media productions that the students create as part of their studies
- In footage captured by CCTV cameras (see the school's CCTV policy)
- On the school's official social media accounts which currently include Facebook, Twitter, Instagram and YouTube channels

What security precautions does the school take?

All photographs and video are carefully vetted and selected before they are used anywhere. Photographs and videos of students are only accessible to staff. We make sure that full names of students are not shown on any material that can be accessed by the public (e.g. the school website). If your daughter is to be identified in an article in the press, we will contact you first.

Occasionally, photographs and videos are taken by school-support partner organisations. The school always reserves the right to carefully vet any of these images on your behalf before they are used.

We use CCTV in school to help us provide a safe environment. CCTV footage is also securely protected and only visible to staff under specific circumstances. We do not permit the viewing of CCTV images by parents, contractors or other visitors – although footage may be shared with the police if it forms part of a legal case.



AGREEMENT FOR COMPUTER NETWORK, INTERNET and IT Equipment Use

Unacceptable Use is defined as any activity: where the ICT equipment is used without permission, which is outside the specific learning aim for that lesson or activity, which is illegal, maybe considered extreme or radicalising, dangerous or where the equipment is used to make any student, member of staff or member of the public feel uncomfortable or vulnerable.

Students agree:

1. I have read and understood the school's definition of Unacceptable Use
2. I understand that the term 'ICT equipment' applies to any computer, phone or mobile electronic equipment belonging to the school
3. I understand that the use of mobile phones is not allowed in school
4. I will never share my password or use someone else's account to logon either in school or at home
5. I will be respectful online at all times will not create or send any material which is offensive to others or engage in any activities which could be regarded as harassment or cyber-bullying.
6. I understand that the computer systems monitor my online behaviour and report any inappropriate behaviour
7. I will not try to bypass the network security settings including trying to access any messaging or chat services or inappropriate web-sites.
8. I will use equipment responsibly, and only when I have permission from my teachers.
9. I understand that I must not take any images of adults or pupils without their consent.
10. I understand that I will be given an email address and that I am responsible for any messages or content sent from that account.
11. I understand that my email account will be used as registration for web-based systems e.g. Microsoft and Educake (full list available from the school website) and that my use of these systems may be tracked.
12. I understand that the school may check my files and my school e-mails and will monitor everything I do on the computer network, including any Internet sites that I visit.
13. I understand that I am responsible for any actions or activity on any account where I am required to login
14. If I break any of the rules set out in the policy, the school will act in line with the Behaviour Policy.



A copy of the e-safety policy is available from the school website www.wrhs1118.co.uk/parents/parents-support/esafety or you may request a paper copy to be sent home.

EMERGENCY School Closure

It is, of course, our intention that the school will remain open, except in the most extreme of circumstances. **These circumstances may include, but not exclusively:**

- Dangerous conditions on site – such as excessive snow, ice and associated problems
- Insufficient staff being able to access school resulting in low levels of supervision
- Boiler, heating or kitchen function issues
- National Pandemic where closure is directed by the local or national Government

Should it be necessary to close the school before the start of a school day, due to health and safety being endangered as above, details will be posted on our website from 7.00am on the morning of the closure. We will send a text and/or email to parents and carers and provide updates on the website throughout the day.

If we need to close the school early, for extreme weather or any other unforeseen event such as loss of water or electricity, we need your permission to send your daughter home immediately. If you are happy for your daughter to be sent home early in the event of extreme weather conditions or an emergency situation, I would ask that you indicate this on the parental consent form provided and return it to Student Services.

Details of any closure will also be sent via text and parental e-mail where this has been provided to us as a means of contact. The website will always have full information and updates.

If you have indicated on the consent form that you would not wish your daughter to be released early, she can be supervised in school or in an alternative location if necessary, but only until the end of the school day.



HEALTH AND Medical Conditions

In order to support you and your daughter, as part of the admissions process for our school, we ask you to complete a questionnaire about any physical, mental, emotional or welfare needs.

We will ask you to review the information that we hold in respect of your daughter's health and well-being on a regular basis to ensure that we are continuing to help meet her needs, and also, to keep your daughter safe.

In addition, we also have a School Health Advisor who visits the school each week. The School Health Advisor is employed via the NHS and can be approached by you, or your daughter, for help and advice about any health concerns that she might be experiencing, or be concerned about.

The School Health Advisor will have access to your daughter's NHS local file, and may be able to contact other health professionals about your daughter; for example, your daughter's GP or the Child and Adolescent Mental Health Service (CAMHS). We may also ask the School Health Advisor to confirm when your daughter has attended appointments at specialist services.

All health information is strictly confidential and is only shared with specific named individuals in school. It would not, for example, be shared with your daughter's teachers, unless it was in the interests of your daughter's safety, and you gave us specific instructions to do so (e.g. for diabetes, asthma or epilepsy).

We keep a record of any first aid incidents involving your daughter during her time at our school. If the first aid information is a confidential matter, this would only be shared with the School Health Advisor, or the Child Protection team; for example, if concerns were raised about e.g. a pattern of incidents.

In addition, if a member of staff has a concern about the health of a student, they can make a referral to the School Counsellors and/or the Emotional Health & Wellbeing Nurse.



Finally, if your daughter has a serious accident in school, or appears to have a life-threatening illness, condition or episode, we will call an ambulance. At the same time we will attempt to contact you as parent/carer, or, if we cannot contact you we will try all the emergency contacts that we have in our records, and ask you to come to school immediately.

If the ambulance team attend our school and recommend that your daughter is transferred to hospital without delay, and a parent/carer has not arrived at school, a member of our staff will accompany your daughter to hospital and remain there until a member of the family arrives.

USE OF EMERGENCY Salbutamol Inhaler

In accordance with guidance issued by the Department for Education, we hold a set of salbutamol inhalers for use in emergencies for students showing symptoms of asthma or having an asthma attack.

As stated these are for emergencies and are not to replace the working inhaler that your daughter brings into school every day.

Please complete the Individual Health Care Plan and the Emergency Inhaler Form if you wish your daughter to have access to the inhalers in an emergency



ATTENDANCE AND Punctuality



For more information visit:

www.wrhs1118.co.uk/PARENTS/ATTENDANCE

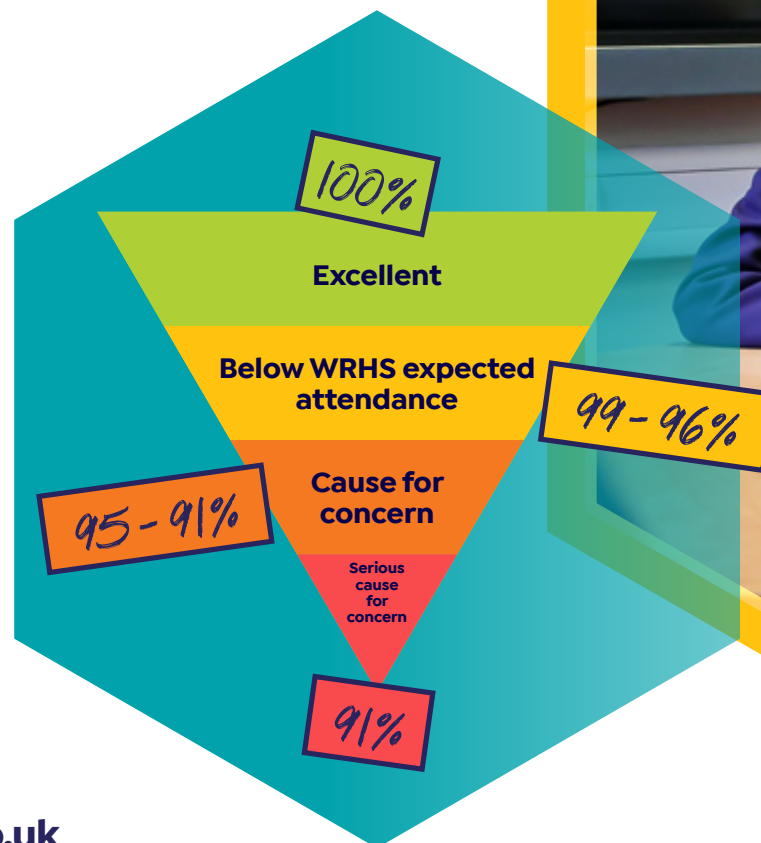
Whalley Range 11-18 High School consistently works hard to maintain the regular and punctual attendance of its students in order to support them in making progress and achieving positive outcomes.

We strive for 100% attendance and punctuality and celebrate successes through rewards and trips.

One of the most important things that you can do for your child's future is to make sure that she attends school. By ensuring full attendance you are helping your child to achieve the very best she can.

Absences disrupt the pattern of a student's education, disrupt teaching routines and have an adverse effect on learning for both the individual student and the wider school community.

Learn more about attendance by downloading our Attendance Information for Parents/Carers document, which covers all you need to know about attendance and punctuality at Whalley Range 11-18 High School.



WELLBEING Learning Coaches



Every student at Whalley Range 11-18 High School is placed into a form group with a Learning Coach.

Learning Coaches are the first point of contact for students and families. Each Learning Coach is pivotal to a student's success - monitoring, guiding and supporting in both academic and pastoral areas. They will also signpost students towards opportunities, both inside and outside of school, that will help to enhance their personal development.

All students follow a form time programme that consists of:

- An assembly
- PSHRE/Personal Development activities
- Literacy/Numeracy activities

Form groups are also organised into the school's five House teams of Angelou, Franklin, Germain, Hepburn and Parks. Each House is named after an inspirational female role model. These House teams help to contribute to a sense of belonging and community as well as allowing for some healthy competition.

YOUR YEAR TEAM

Head of
Year

SLT
Link

Year
Coordinator

Learning
Coach

Lead
Behaviour
Link

Manchester
United
Foundation
Partnership
Officer

For more information visit:

www.wrhs1118.co.uk/health-and-wellbeing

Excellence • Care • Respect

READING ACROSS

The Curriculum

We are extremely proud of the broad and balanced academic curriculum we offer to our students and understand the fundamental role reading has in supporting students' academic and emotional development.

Pupils who can read fluently are overwhelmingly more likely to succeed at school, achieve good qualifications, and subsequently enjoy a fulfilling and rewarding career.

Reading is one of life's profound joys. Every child should have the opportunity to experience the pleasure and enrichment which comes from reading a great novel, biography or play. Our students are provided with structured opportunities for reading through the school day. Students can borrow books from our Learning Resource Centre and are encouraged to read daily outside of school.

What can you do to help?

- **Encourage your daughter to read regularly, giving her the space and time where she can focus on her reading**
- **Ask your daughter about the book that she is currently reading**
- **Ask your daughter to read aloud to you, or read aloud to your daughter, to develop reading fluency**
- **Encourage your daughter to keep a vocabulary log of any new words she comes into contact with**
- **Make sure that your daughter has a reading book with her every day in school**



HOMEWORK AND EduLink One

Your daughter will receive homework regularly from all of her subjects. Homework is essential for developing good learning habits and for consolidating learning.

The purpose of homework:

- To encourage students to develop the skills needed for independent learning
- To consolidate, reinforce and extend the skills, knowledge and understanding developed in class
- To enable students to develop essential time management and organisational skills

All students are encouraged to record their homework in a planner.

Parents and carers are able to view the homework set for their daughter through the EduLink One app. This is an easy way to keep track of your daughter's homework and progress in school through your smartphone.

The app will allow you to:

- Monitor the setting of homework tasks
- Track attendance
- Have instant access to progress reports
- Monitor any behaviour concerns and rewards
- Keep the school up to date with any changes to your contact details

We ask parents/carers to:

- Regularly login to the EduLink One app so your daughter will know that you are well-informed and are monitoring her homework closely.
- Help your daughter to organise her time so that she can meet the published homework deadlines.
- Ensure that your daughter has a quiet space to complete homework/independent revision. It needs to have a flat surface, a good light source, with a pen, pencil, ruler, colouring pencils and paper available.

- Limit screen time. Turn off the television and take your daughter's phone from her whilst she is working. Limiting screen time will help to create opportunities for her to complete homework. Mobile phones can be a significant distraction for a young person who is trying to work on a challenging task.
- Show a positive interest. By showing an interest in the work that your daughter is doing she knows that you are placing great value on it. You don't have to be able to do the work yourself but you can praise work she has put a great deal of effort into and tell her if you spot anything that could be improved.



THE

Whalley Range Bee

The bee is an important symbol of Manchester's industrial heritage. As part of the Manchester community, we have developed our own bee which encompasses themes that our students aim to develop over their time with us, enabling them to be the best that they can be.

Throughout the year, students are exposed to numerous opportunities to develop their knowledge and understanding of the different aspects of our Whalley Range Bee, supporting our students to improve in areas beyond the curriculum.



Be healthy, safe and active

Be reflective and forward thinking

Be resilient and self-responsible

Be engaged in your community

Be a reader and extend your vocabulary

Be caring to everyone and your environment

INCLUSION



The Inclusion Faculty supports all students who have Special Educational Needs and Disabilities and those new to English, to make sure that they are successful in school.

We support all students with additional needs. We have a very experienced team of teaching assistants and teachers who support students with a wide range of needs. Through carefully planned transition with primary schools, we make sure that we are able to support students when they join our school to ensure that they become independent in their learning and in their social interactions.

Students can receive support in lessons to help them access the curriculum. In addition to this there are tailored interventions to focus on skills that students may need support with such as literacy, numeracy, communication and many others.

If your daughter is new to English, we have an experienced team of staff who are able to help to ensure that she is well settled in school.

We welcome all students and provide nurturing support for every child that attends our school.

For any queries please contact:

Mrs S Zarar – Assistant Headteacher & SENCO

Mrs K Robertson – Assistant Head of Inclusion



WHALLEY RANGE SIXTH FORM

Our Vision

At Whalley Range Sixth Form we aim to provide our students with exceptional Post-16 provision which empowers, inspires and challenges the young women studying with us to achieve their goals. Our Sixth Form is proud of the support, guidance and pastoral care that we offer our students and we tailor this to their needs. Our offer is bespoke to each cohort and our core values of **RESPECT, INTEGRITY, STRENGTH** and **EXCELLENCE** underpin all aspects of college life and development.

- We offer a wide range of courses including A Levels and Vocational courses from Levels 1-3 and a Blended Pathway
- Our students attain high pass rates and success rates in the Sixth Form with a high number of distinctions and top A level grades
- Our students progress onto a wide range of courses at University and onto apprenticeships

The journey to Sixth Form



Houses

All students in Sixth Form are attached to Houses to work with, support and mentor younger students as well as being involved in whole school House activities and competitions.





Making an impact

Our Sixth Form students will have the opportunity to work with and support many younger students and have an impact on their development by getting involved with:

Academic
Mentoring

Behaviour
Mentoring

In Class
Support

Tutoring

Translating

Work
Experience

Prefect
Duties

Peer
Mediation

Transition
Support



Whalley Range
Sixth Form College

Excellence • Care • Respect

[illegible]





Parent/Carer Information

ESSENTIAL GUIDE

Spring 2024 Edition

Contact

Whalley Range 11-18 High School
Wilbraham Road
Whalley Range
Manchester
M16 8GW

Tel: 0161 861 9727

Email: head@wrhs1118.co.uk

Headteacher: Mr M Lea

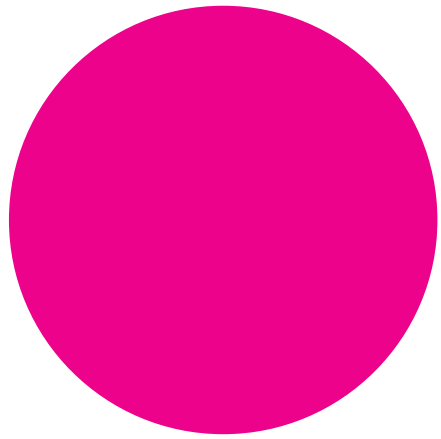
Trust Info

Greater Manchester Education Trust
A charitable company limited by guarantee registered in
England and Wales (company number: 08913502)

Chief Executive Officer: Mr D. Owen

Chief Finance and Operations Officer: Mrs L. Staunton

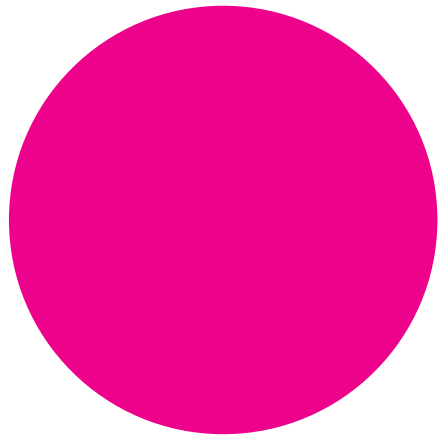




Parent/Carer Information

ESSENTIAL GUIDE





Parent/Carer Information

ESSENTIAL GUIDE

