

**Information for new
Year 9
Parents**

2019 - 2020

Dear Parents and Carers

We are delighted to welcome you to Windsor Girls' School. A thriving all girls environment with mixed provision in the Sixth Form, Windsor Girls' provides an outstanding learning environment for all its students

Our motto of Aspire, Advance, Achieve underpins our outstanding and successful school and is interwoven with our ethos. The committed and dedicated staff support our students to develop into well rounded, confident and successful young women, ready for the challenges of life beyond Windsor Girls'.

We set high standards and as a result have excellent outcomes for each individual.

Every student is offered a broad and balanced curriculum alongside a wide variety of extra-curricular activities, visits and overseas trips. The stimulating, caring and supportive environment equips each student with the key skills needed for the next stage of their academic journey.

We are very proud that Ofsted judged our school to be an 'Outstanding' provider of education in 2013. The school was highly praised for student achievement, quality of teaching, behaviour and leadership and management. Having played a key part in the school's improvement to date, we now look to further embed and build on the successful strategies which have already begun.

We are delighted to be part of the multi-academy trust, Windsor Learning Partnership and look forward to further successful collaboration across the four schools with a view of improving outcomes and opportunities for students in Windsor and the surrounding areas.

We are very proud to lead the school and look forward to welcoming you and your daughter to Windsor Girls' School.

Yours sincerely

Mr P Griffiths and Mrs E O'Carroll
Co-Headteachers

YEAR 9 CURRICULUM

All Year 9 students follow a broad and balanced curriculum comprising the following core subjects:
English, Mathematics, Science, ICT, Ethics, Religious and Sex Education and Games.

In addition all students study:
History, Geography, Art, Drama and Music.

All students will study a language in Year 9. We are currently in consultation over how languages will be delivered.

Design Technology students follow a rotation pathway across Year 9. The rotation includes Food Technology, Textiles, Graphics and CAD CAM.

Students are banded as follows:

- There are 2 bands, an upper band and a lower band
- Students in each band are determined from transfer and Key Stage 2 data across English, Mathematics, Science and Modern Foreign Languages.
- Within each band students are in set groups independently for English, Mathematics, Science, Modern Foreign Languages and Design Technology
- The remaining subjects are blocked with one of these subjects and setting is therefore determined by that subject.

The incoming Year 9 students are allocated to one of seven Tutor Groups. Student allocation is determined by the Pastoral Leader and Year Leader using:

- Student Profile forms where each student is asked to identify one other student who they would like to be grouped with
- Recommendation from Middle School Leaders.

Further guidance on courses studied in Year 9 will be available at the Partnership Evening in September 2019. Students will have the opportunity to study some Key Stage 4 courses from Year 9 for example, Science, Mathematics and English.

The Options process for GCSE courses will begin in January 2020 where students will receive information, advice and guidance from staff to assist them in their choices for Years 10 and 11.

TRACKING STUDENT PROGRESS AND ACHIEVEMENT

Windsor Girls' School is committed to supporting students in achieving their full potential. In order to progress in their learning, assessment data for individuals and for groups of student will be used in the following ways:

| Aspire | Advance | Achieve |
|---|---|---|
| To predict future performance through target setting | To monitor student progress through tracking, intervention and academic mentoring | To measure outcome and value added through data analysis |

Windsor Girls' School has developed a system of target setting which is based on aspirational, statistically generated targets for all students, in all subjects and at all Key Stages.

A target grade should reflect a student's measured potential based on prior performance. Performance targets should be shared openly with parents/carers and students.

Target grades are generated as follows:

Year 9

- Targets are based on projected estimates from Key Stage 2 performance and on progress measures made by students in the top performing schools nationally. All teachers are supplied with minimum targets grades. Teachers use professional judgement to create aspirational target grades. These are grades that a student could attain by the end of that Key Stage if they work well and make good progress.
- Year 9 targets will be expressed as GCSE grades for all subjects using the 9 - 1 scale.

Tracking Progress and Recording and Reporting

- There are three data collection points across the academic year for each Year Group. All Year Groups receive one formal Written Report and two interim Progress Summaries.
- Within the Academic Year there is a Subject Evening for each Year Group. This provides parents/carers with the opportunity to discuss progress within the subject area.
- Student progress is tracked through the analysis of current grade progression from one data input to another.
- Students receive grades on milestone pieces of work as set out in the marking policy. (Achievement data is recorded in confidence levels and as such allow for progress to be measured effectively).
- Subject Teachers have progress data available and use it to identify underachievement within the classroom. This will inform the support strategies in place within the classroom.
- Subject Leaders have an overview of progress within the subject area. This is used to identify patterns of underachievement and to adopt appropriate intervention strategies across the subject area.
- Students carry out Cognitive Ability Tests prior to starting Year 9. There are three tests - Verbal Reasoning, Non-Verbal Reasoning and Quantitative Reasoning. We use the results of tests to identify large discrepancies between the different tests so that students can receive the appropriate support and be placed in the appropriate sets.

EXTRA CURRICULAR PROGRAMME

We have a wide and varied range of extra curricular activities, organised on a termly basis. Full timetable details will be available in September and are updated regularly.

All students will follow The Edge programme designed to enhance LORIC skills (Leadership, Organisation, Resilience, Initiative, Communication). This enables students to look at key character attributes that will facilitate and broaden their skills.

We have three Houses - Elmfield, Carfax and Osborne. Students are allocated to Houses according to their Tutor Group. Students will therefore find that they may not be in the same House as a sibling. We prioritise getting students into the right Tutor Group according to their Student Profile Forms.

We have excellent facilities for sport and have a number of successful teams including netball, cheerleading, football and swimming teams. There are various other clubs running across the year ranging from tennis to dance groups.

Many of our students, from Year 9 onwards, take part in the popular Duke of Edinburgh Award scheme. We run the largest in-house programme across Berkshire.

The Drama and Music departments offer many opportunities for students to showcase their talents. These include the Windsor Girls' School Choir and Ensemble. We also have joint musical and dramatic groups with The Windsor Boys' School, Dedworth Middle School and Dedworth Green First School. Other creative clubs include Photography and Art club.

Year 9 students can apply to be Year Ambassadors and as such represent the school at various events both on site and at other venues. There is also the opportunity to represent students as part of the Year Council and Whole School Council.

There are many enrichment trips and events which happen across the year to enhance academic study.

COMMUNICATION

Communication with parents and carers is important to us. We will keep you informed of events, key information and the achievement of your daughter in the following ways:

- School Website: www.windsorgirls.net
- ParentMail – using email and text messaging to ensure prompt contact with parents and carers.
- A weekly newsletter.
- Twitter @WGSWindsorGirls
- Show My Homework

Parents and carers are welcome to make appointments with the school to discuss areas of pastoral or academic concern. There is an annual Subject Evening at which your daughter's progress may be discussed with the teaching staff. If you wish to discuss any aspects of your daughter's progress you should contact her Year Leader in the first instance. The Year Leader will then refer your concerns to the appropriate member of staff.

Rewards and Achievement

The Windsor Girls' School ethos is to *Aspire, Advance and Achieve*. The school sets out to ensure that all its students are rewarded for their efforts in both academic and extra curricular areas. The school will strive to create an atmosphere where achievement and talents are encouraged and developed so that all students reach the highest standard of which they are capable. The school recognises that praising students for their efforts and successes has a strong motivational effect.

At Windsor Girls' School we aim to:

- ensure that all students receive the appropriate rewards for their efforts
- implement a system of rewards related to academic attainment, academic progress and extra curricular achievement such as sporting events, Student Leadership opportunities, contribution to House Competitions and development of LORIC skills
- provide support and guidance to students to further their talents
- promote and celebrate students' achievements through tutor group, year group and whole school approaches
- challenge students in order to develop and enjoy their talents to the full
- create a culture in school where people respect, celebrate and congratulate each other's achievements
- provide a stimulating and varied programme of extra curricular activities
- ensure that the criteria for giving praise especially in the form of merits, commendations, communication home and awards will be consistently applied
- encourage an ethos where all types of achievement, whether academic, sporting, creative, social etc. are openly recognised, celebrated and valued by the whole school community, students, staff, parents and Governors alike
- help students accept praise in an appropriate manner
- encourage self-esteem in individual students
- recognise and reward commitment as well as achievement
- raise the aspirations of all students

What do we reward and celebrate at Windsor Girls' School?

- Commitment
- Effort and Progress
- Academic achievement
- Contributions to wider aspects of school life
- Successes at individual and team level both in and out of school
- Commitment and developing Leadership, Organisation, Resilience, Initiative and Communication skills

How do we reward and celebrate?

- Within Tutor Group
- Within Year Group
- Merits
- Year Leader, Subject Leader and Co-Headteachers Commendations
- Assemblies (Year Assemblies, House Assemblies and Whole School PDL Assemblies)
- Weekly Newsletter
- Notice Boards
- Staff briefing
- Prize Evening

At Windsor Girls' School we expect that all students will:

- Work to the best of their ability in the classroom in order to reach their full academic potential
- Actively take part in extra curricular activities to enhance their experience at the school
- Promote and support the talents of their peers
- Support and/or take part in the school House Competition system and Student Leadership opportunities
- Encourage and raise the aspirations of other students
- Develop their LORIC skills

We expect that all parents or carers will:

- Encourage their daughter to reach her full academic potential
- Recognise and value their daughter's contribution to school
- Support the school in its rewards system
- Support school events which showcase talent
- Inform the school of any achievements outside of their daughter's academic life

SANCTIONS

Sanctions should be used to help students make appropriate choices about their behaviour. Where they choose to breach the school rules and code of conduct, students have a right to expect fair sanctions, applied consistently.

We have an electronic monitoring system for managing behaviour. Students will be given behaviour points for instances of inappropriate behaviour at any point in the school day. These points will be monitored by Tutors and Year Leaders and consequences will be given accordingly.

Students are expected to complete detentions for incidents of poor behaviour in school. Detentions can take place at break times and after school. It is assumed that parents and carers will make alternative arrangements for students to travel home if necessary.

Mobile telephones

Students may bring mobile telephones to school on the clear understanding that:

- The telephone is turned off and kept in the student's own possession, as the student's own responsibility
- The telephone is not used at any time during the school day including break times to receive or send calls/text messages without permission from a member of staff
- The telephone is not taken to examinations for any reason
- Failure to comply will lead to confiscation and parental contact to return the phone.

ABSENCE

We expect that all parents or carers will:

- Encourage regular school attendance and be aware of their legal responsibilities
- Ensure that their daughter arrives at school punctually, prepared for the school day
- Telephone the school on the first day of their daughter's absence by 9.00am and every other subsequent morning of absence. Absences will not be authorised without this contact. The school operates a system of First Day response to monitor absence. If we have not received a message, office staff will send a text (via ParentMail) or call home to follow up the absence

- Ensure that they contact the school in advance whenever their daughter is unable to attend school for medical or other reasons
- It is expected that parents will make every effort to arrange absences such as students' medical treatment, etc. outside school hours so that the disruption to their learning is kept to a minimum
- Contact the school promptly whenever any problem occurs that may keep their daughter away from school.

The school does not authorise term time absences unless there are exceptional circumstances. Requests for term time absence should be made 14 days before the start date.

Absence requests will be considered in relation to the student's attendance.

- Term time absences are not an automatic right
- Absences will not be permitted during preparation time for or dates of examinations or tests – these dates are available from the school
- Absences not agreed will be deemed as unauthorised and so noted in the student's school record
- Unauthorised absences may be referred to the Education Welfare Officer to be considered for a Fixed Penalty Notice or other action
- If a student fails to return by the agreed date, the Education Welfare Officer may be informed. Parents/carers may need to re-apply for a place via the Local Authority Admissions Team
- In exceptional circumstances (e.g. bereavement, medical appointments) authorised absence will be given.

Lateness is not acceptable. Students who arrive late for registration without good reason will be marked as having unauthorised absence. Tutors and Year Leaders monitor lateness and absence closely.

ANTI BULLYING POLICY

Windsor Girls' School aims to develop a mutually respectful and considerate relationship between all its members. This relationship aims to create a secure and safe environment for all.

To achieve this aim Windsor Girls' School recognises that all adults within the school community should conduct themselves in such a manner as to set an example to students. This manner should encourage students to maintain a standard of respectful and considerate behaviour towards all members of the school community including visitors.

Aims of the Policy

The Anti-Bullying Policy supports the school ethos and ensures that:

- All teaching and support staff, students and parents should have an understanding of what bullying is
- All teaching and support staff should know what the school policy is on bullying, and follow it when bullying is reported
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises
- The School recognises the importance and value of dealing with bullying in a sensitive, supportive and open way.

A silent email reporting system operates within the school and will be promoted to all students enabling them to report bullying issues in a confidential way. The use of the following email will be promoted to all students: **tellus@windsorgirls.net**

Raising Awareness – with Parents

The school's Anti-Bullying Policy is published on the school website. Parents associated with our school are actively encouraged to report any incidents to the school promptly (via the tutor or Year Leader) and to ensure that their daughter acts as a positive role model to all students within the school environment.

Help and advice with any bullying issues can also be obtained from the following independent organisations:

Advisory Centre for Education (ACE) 0808 800 5793

Children's Legal Centre 0845 345 4345

KIDSCAPE Parents Helpline (Mon-Fri, 10-4) 0845 1 205 20

Parentline Plus 0808 800 2222

Bullying Online www.bullying.co.uk

Community Week

We are very proud of our school community. Each term has a Community Week focusing on a particular theme which brings our community together. Our community tree is a central feature which displays the students' thoughts for that week. Assemblies, tutor tasks and visiting speakers are also used to promote the theme. Themes have included: 'Go for It', 'Problem Solving'; 'Healthy Coping', 'Eco Week', 'Wellbeing' and 'Diversity'.

DAY TO DAY ORGANISATION

SCHOOL PLANNER

A school planner is issued to each student at the beginning of the year. Its purposes are:

- to enable students to keep an accurate record of homework
- to provide an easy and efficient way for parents and carers to communicate with the school
- to give teachers an efficient way of recording both good and unacceptable behaviour
- to record useful information e.g. timetable, merits, important dates.

SCHOOL WORK AND HOMEWORK

Students must attend lessons with all necessary equipment (books, pen, pencil, ruler, school planner).

Parents and carers will be asked to provide food materials for Technology lessons.

Care of textbooks supplied by the school is important. Students are responsible for returning books in good condition, to ensure that other students are not disadvantaged.

The school will set a homework timetable to reinforce learning in the classroom. All students are encouraged to take active responsibility for organising and managing their time effectively, so that they can complete their homework on time and to a good standard. We consider this to be an important skill for later life.

The system 'Show My Homework' is used to communicate homework. It is the expectation that students will regularly check and access their homework set by subject teachers through this system. Students and parents will be issued with information on how to use and access this system.

ACCESS TO ICT AT WINDSOR GIRLS' SCHOOL

At Windsor Girls' School every student will be issued with a personal e-mail address. We believe that providing students with personal e-mail addresses in a safe and secure environment will enhance their education. Students are required to sign the Acceptable Use agreement prior to using ICT facilities at Windsor Girls' School.

THE SCHOOL DAY

| | Usual School Day | | 3/2 split |
|---------|-------------------------------|---------|-------------------------------|
| 08.35am | AM Registration | 08.35am | AM Registration |
| 08:40am | Tutorial/Assembly | 08:40am | Tutorial/Assembly |
| 08:55am | Period 1 | 08:55am | Period 1 |
| 09:55am | Period 2 | 09:55am | Period 2 |
| 10:55am | First break – food available | 10:55am | First break – food available |
| 11:20am | Period 3 | 11:20am | Period 3 |
| 12:20pm | Period 4 | 12.20pm | Second break – food available |
| 13:20pm | Second break – food available | 12.55pm | Period 4 |
| 13:55pm | Period 5 | 13:55pm | Period 5 |
| 14:55pm | PM registration | 14:55pm | PM registration |
| 15.05pm | End of day | 15.05pm | End of day |

Students should be in tutor bases at 8.35am for registration. The school day ends at 3.05pm. Students who arrive late for morning registration must report immediately to Room 63 to sign in. Students who arrive later than 8.55 a.m. must report to the School Office. When a student is late without a valid reason a 10 minute late detention will be set with the Tutor. If a student is late three times in one week a 1 hour late detention will be set with the Year Leader.

No student may leave the school premises during the school day without written permission. A student should inform her subject teacher in advance if she is to miss a lesson and her absence note must be signed by her tutor.

The 3/2 split timings are used during examination periods.

EATING ARRANGEMENTS

Eating should be confined to break times and take place only in the Hall or outside. Hot and cold food can be purchased before school and at both break times.

Litter must be put into the bins provided, both inside and outside the building to ensure a clean, hygienic environment.

Parents are asked to indicate the lunch arrangement on the admission form, which should be returned to the form tutor.

FREE SCHOOL MEALS

Applying for Free School Meals is fast and easy.

Log on to www.cloudforedu.org.uk/ofsm/mwschools and complete the online application form. Please contact our School Office if you have any questions.

HEALTH AND SAFETY

A Fire Drill is held at least once a term and students must be aware of the fire regulations.

Any accident or damage to equipment or furniture should be reported immediately to a teacher or the School Office.

If a student is unwell, she must report to a teacher or the School Office. Permission to be in the Medical Room is given only by a senior member of staff or a member of the office staff. Please note that teachers and support staff may not give medicines to students.

Movement within the building should be at walking pace, on the left side of the corridors and staircases.

TRANSPORT

Cycling

Students who cycle to school are responsible for their bicycle being roadworthy and meeting legal requirements concerning lights. We advise students to lock their bicycles in the shelter provided. It is strongly recommended that students wear a helmet.

Pedestrians

For safety reasons students arriving from Imperial Road should not use the entrance road used by cars.

Buses

Application for bus passes should be made to the Royal Borough of Windsor & Maidenhead Transport Office on 01628 798888.

Cars

Parents' cooperation is requested regarding the use of our one way access drive. Students should be dropped off on the ring road outside the car park. Please observe the one-way system and keep to a 5 mph limit. Please do not park on double-yellow lines.

Parents are requested not to drive into the car park to drop off or collect their daughters. Parents are welcome to use the car park for appointments, open evenings, collecting their daughter for an appointment or if she is unwell.

PERSONAL PROPERTY

Money must be kept in a purse on the owner's person or in her locker, and never left in school bags or unattended areas of the school. Large sums of money or valuables should not be brought to school.

Lockers are available for hire. The cost for 3 years is £20, £5 of which will be refunded in Year 11 providing there is no damage to the locker.

Students must bring their locker keys with them every day. Students who lose keys will be required to pay for a replacement (£5).

Any loss of property or money must be reported at once. Any property found, especially money and valuables, should be taken to the School Office.

The Local Authority asks us to point out that it has no insurable interest in its students' personal property and cannot accept responsibility for students' possessions lost on School premises.

SCHOOL UNIFORM

Our uniform suppliers are:

| | | |
|--------------|-----------------------------|--------------------------|
| Goyals – | 28 Bridge Street Maidenhead | 01628 639725 |
| W&S Sports – | www.wssports.co.uk | 01844690200 On-line only |

Correct school uniform should be worn both during school hours and on the journey to and from school.

Indoor Uniform

Windsor Girls' School dark green pleated skirt or dark green tailored trousers.

White blouse: fitted with an open reverse collar.

Dark green jacket: single breasted, with school logo.

Dark green V-neck jumper with school logo.

If a hijab is worn, it should be green, black or white.

Footwear

Shoes: Black, non-leisure shoe with low heel. Boots, backless shoes, sandals and high heels may not be worn in school. Trainers are not to be worn to and from school.

Ankle socks: White. Sports socks or trainer socks are not acceptable, nor are those with patterns or added decorations.

Tights: Black opaque tights can be worn with a skirt. Leggings are not acceptable.

Outdoor Wear

Dark coat or shower-proof jacket. Leather and denim garments are not acceptable, nor are those with patterns or added decorations.

A green, black or white scarf is an optional part of the uniform and is available from stockists. No other scarf should be worn.

In extreme weather conditions students will be informed of appropriate footwear and outdoor wear permitted.

Jewellery

A wrist watch may be worn and one pair of ear studs (one in each ear lobe). No other jewellery/adornments are permitted. No facial piercing is acceptable. Cosmetics should be subtle.

Hair should be naturally coloured with an appropriate style.

PE Uniform & Equipment

This should be purchased from the school suppliers and brought to school on days when it is needed.

Blue polo shirt with school logo

Blue rugby shirt with school logo

Blue skirt

Blue jogging bottoms

Football sports socks

Football boots (required after October half term)

Trainers - preferably one pair for use indoors and one pair for outdoors

Not compulsory:

Gum shield

Blue jacket with school logo

PE bag to hold kit

GCSE PE kit will be organised through school

All uniform and equipment should be named by a permanent method.

SCHOOL TERM DATES FOR THE ACADEMIC YEAR 2019/2020
School Year (195 days)

Autumn 2019

Term 1 (38 days)

INSET: Wednesday 04 September 2019

Term starts: Thursday 05 September 2019

Term ends on: Friday 25 October 2019

October Holiday: Monday 28 October 2019 to Friday 01 November 2019

Term 2 (35 days)

Term starts on: Monday 04 November 2019

INSET: Friday 29 November 2019

Term ends on: Friday 20 December 2019

Christmas Holiday: Monday 23 December 2019 to Friday 03 January 2020

Spring 2020

Term 3 (30 days)

Term starts on: Monday 06 January 2020

Term ends on: Friday 14 February 2020

February Holiday: Monday 17 February 2020 to Friday 21 February 2020

Term 4 (30 days)

Term starts on: Monday 24 February 2020

Term ends on: Friday 03 April 2020

Spring Holiday: Monday 06 April 2020 to Friday 17 April 2020
(Good Friday – 10 April 2020; Easter Monday – 13 April 2020)

Summer 2020

Term 5 (24 days)

Term starts on: Monday 20 April 2020

Term ends on: Friday 22 May 2020

May Holiday: Monday 25 May 2020 to Friday 29 May 2020

Term 6 (38 days)

Term starts on: Monday 01 June 2020

Term ends on: Friday 17 July 2020

INSET: Monday 20 July 2020

INSET: Tuesday 21 July 2020

INSET: Wednesday 22 July 2020

Total: 195 days