



Dear Parent/Carer

Before the school year begins again on Wednesday 4 September, I wanted to take this opportunity to remind you of some important changes in the Secondary Phase and Sixth Form. As you know, we have extremely high expectations of all students to ensure that they develop academically and socially in order to achieve the very best that they can. I also know how ambitious you also are for their futures. Therefore, please find below some updates to ensure this happens.

### Times of the School Day

We are, from September, making changes to our lesson times in the Secondary Phase and Sixth Form. Having followed a 100-minute lesson timetable for a several years during and post pandemic, we will be moving to 75-minute lessons in the new academic year. This decision has been taken listening to student and staff voice. Although this will change the timings of break and lunch, the school start and end times will remain the same:

Times of School Day, from Sept 2024	
08.30 - 9.00	AM Reg
09.00 - 10.15	Period 1
10.15 - 10.35	Break
10.35 - 11.50	Period 2
11.50 - 13.05	Period 3
13.05 - 13.55	Lunch
13.55 - 15.10	Period 4
15.10	End of day

### School Equipment

I noticed last year that often students were not arriving at school suitably prepared for their study and learning. Having the right equipment prepares students for future routines and ensures they can access their lessons and contribute to their academic achievement.

Therefore, please take the time remaining of the summer break to ensure that students have the correct stationery and are ready to start the new school year with a full pencil case. Students can purchase a pencil case from school with all the required equipment for a cost of £1.50 if you prefer. Payment should be made through ParentPay and the equipment will be ready for students when they return to school on 4 September. It will be an expectation from this date that all students are suitably prepared each and every day. Students will need the following items:

- Pencil case
- 2 black pens
- 2 purple pens
- Eraser
- 2 red pens
- 2 pencils
- Ruler

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The school pack includes all of these items should you wish to purchase via Parent Pay.

### Uniform

All students are expected to be wearing the new WHGS blazer from September. In addition to this, students must also follow the full [uniform policy](#).

- School blazer with WHGS logo
- Plain white button up shirt to be worn with WHGS logo tie
- Black formal trousers (not 'skinny' style) OR
- Black knee length skirt
- Plain black tights OR
- Black/grey socks
- Plain black shoes
- Black V-neck long sleeved jumper with or without WHGS logo
- Headscarves worn by female students for religious reasons must be black or navy blue.

As part of this policy, it is necessary for me to remind parents/carers and students that the only jewellery which is acceptable for students, is a wristwatch and one pair of discreet stud earrings, which must be worn in the ear lobes only. Any other form of jewellery is not allowed – this includes necklaces. Any such items may be confiscated by the school and returned only to the parent/carer, in the same way that we manage the use of mobile phones on site.

Furthermore, no nail varnish is permitted and neither false nails nor false eyelashes are permitted. Similarly, **students are not allowed to wear hoodies** (not even as a replacement for a coat), baseball caps, bandanas or do-rags.

### Detentions

From September, we are making some minor changes to the behaviour code in the Secondary Phase. This includes changes to how school detentions are co-ordinated. Students will serve a **10 minute lunchtime** detention for the offences listed here:-

- Unacceptable behaviour around school
- Failure to bring a planner to school
- Incorrect school uniform
- Being late to school
- Being late to lessons
- Disruptive behaviour in form time
- Failure to bring correct equipment to school

Students will serve a **20-minute lunchtime** detention for more than one offence of the above or if they fail to attend their 10-minute lunchtime detention. If students fail to attend the 20-minute detention a **30 minute** after school SLT detention will be issued.

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**Principal: Mrs Kate Heaton BEd (Hons)**

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Students may also serve a **one-hour detention** on a Monday, at the end of the day for failure to complete or hand in homework. Failure to attend an academic detention will mean the student is required to attend an SLT after school detention.

For repeat offenders or for failure to attend the one hour after school detention, the school may decide to issue a fixed term suspension as this will be considered as persistently disruptive/defiant behaviour at this point. Please support the school by talking to your child about this.

I appreciate you taking the time to read this letter carefully and your support in ensuring the highest of expectations of all WHGS students.

I hope you enjoy the remainder of the summer break and we look forward to seeing our students again when school begins at 8.30 am on Wednesday 4 September 2024.

Yours sincerely

T H Copestake  
Head of School (Secondary Phase)

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