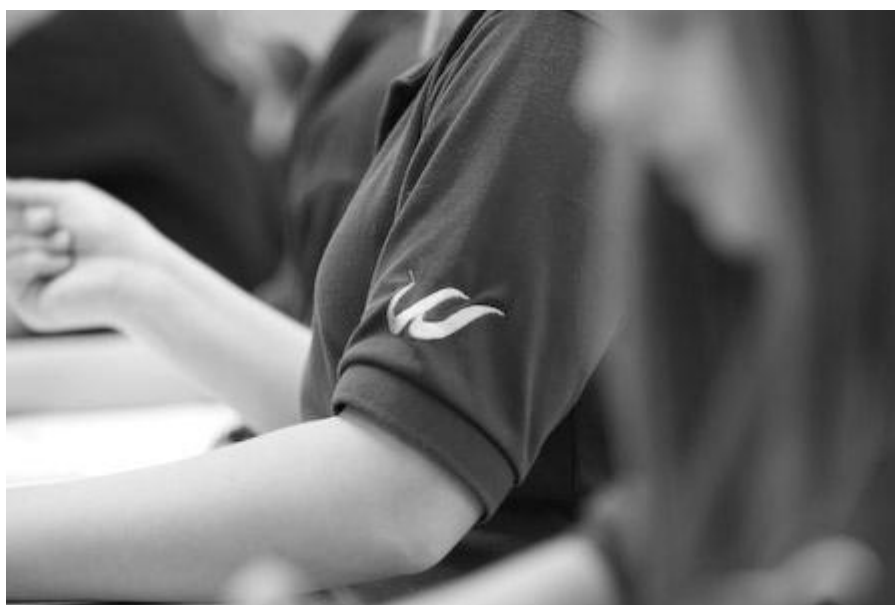


# **A Parents Guide to**

# **Westbourne Sports College**



## Children's top 10 worries about starting any secondary school

- Being bullied
- Not making friends
- Getting lost
- Homework
- Not being able to do the work
- Getting to school and back
- Not having the right books or equipment
- Not knowing what to do if there is a problem
- Not getting on with the teachers
- Getting into trouble

Please talk to us if your child has any specific concerns that seem to be ongoing. You should contact your child's form tutor in the first instance



## How can I help as a parent?

Moving from primary to secondary school is an exciting and significant event in the life of your child. It is something that many of us still remember. It is an important milestone which, for many parents and teachers, marks a change in expectations regarding crucial life-skills such as independent working and self-organisation. It is essential that we work together to help make sure

When your child starts at Westbourne, they are expected to cope with a whole variety of new experiences and changes, many of which demand skills and abilities that they have not had to use before. The problem is that these skills will not develop overnight, like reading and writing. They have to be taught and our children need support in developing them.

Most parents would like to help reassure their children, prepare them for these changes and support them in developing the skills they need, but sometimes feel they lack the information and expertise to do so. For many of us our own experience of secondary schools is all we have to go on. At Westbourne, we want to work with you to help provide the support needed for your child.

The top two worries that Year 6 students express are social concerns. Although common, most children report that they are no longer worried about these after just one or two weeks at school.

If your child expresses these worries it is useful to tell them this, and to emphasise that everyone else will also be feeling anxious. As there will be many more children in Year 7 than in Year 6 everyone has a good choice of friends and even children who move up with several children from their class tend to make new friends at secondary school. Talk to your child's Year 6 teacher if these worries become great – they will be able to arrange for your child to meet some other students who will be starting and perhaps a 'buddy' for the first two or three weeks.

The remaining worries are nearly all to do with the new organisational demands that they know will be placed upon them. These are the areas in which we can help the most, both in school and at home.

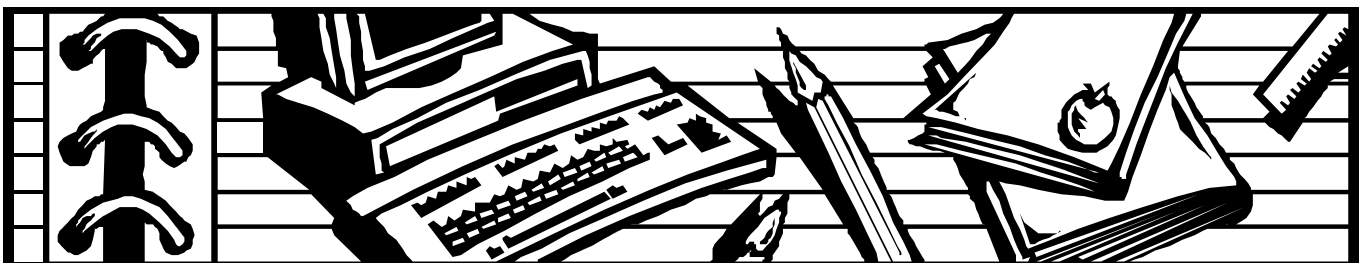
The aim of this booklet is to provide you with a checklist of ideas to help you and your child overcome the worries we all have, the information you need to help your child achieve independence, whilst supporting them in getting there. We need to provide the scaffolding so that they can build their houses.

I hope that you will find this information useful.

Head of Year 7

## So what is different about secondary school?

- Instead of one teacher who has often known them since their early years students will be taught by nine or ten teachers and have to get to know a whole range of adults in different roles within the school.
- The site will be much bigger and students will have to find their way around, moving from classroom to classroom between lessons
- They will have to use and interpret a complex timetable ( a two weekly one) and a school Planner.
- For the first time children may be responsible for ensuring that they have the correct books and equipment for six or seven different lessons, their dinner money, bus fare, PE equipment etc
- Children will be given full responsibility for recording homework, completing it by the correct day and giving it in on time
- There will be new lessons and new variations on familiar ones
- Teaching and learning styles may be different. Children may be expected to write more frequently and for longer
- Break time and lunch time will be organised differently with less adult supervision and children having a lot more independence in terms of getting back to lessons on time, buying their own snacks and lunches etc
- In general students are expected to be more independent, self-reliant and self-organised. A welcome development for many students but a challenge for most.



# Getting there and back

Key tasks for students:

- Getting up on time



- Getting dressed, washed and ready with everything you need



- Leaving the house to get to the bus stop or to school on time



- Being in the right place at the right time at the end of school

- Going straight home



- Knowing what to do if you are delayed for any reason

## WATER BOTTLES

Water consumption throughout the day is encouraged and promoted to students at Westbourne. Students are allowed to drink fresh water (but not squash, juice or fizzy drinks) from an opaque sports bottle or other bottle with a sports cap, at any time (screw top bottles are not acceptable).

Water bottles, either printed with Westbourne Sports College or plain can be purchased from the Student Payments Office for £1.



# Checklist-What you can do with your child to help them succeed

## **TIME MANAGEMENT**

Time management is a very important skill for students at high school and beyond. Some of us as adults are much better at it than others, but taking the following steps can help you to help your child:

<i>What can I do to help with timekeeping?</i>	<i>Tick when done</i>
Time the journey to school or bus-stop	
Be sure your child is clear that they are expected to arrive for Registration at 8.40. They will leave at 3.15.	
Make sure that your child and the school have your contact numbers in case there is a need to get hold of you.	
Buy an alarm clock for those early mornings. Make sure your child starts to take responsibility for this and gives themselves plenty of time to get dressed and go to school. (sometimes writing a list of what needs doing before school will help).	
Agree a routine for before and after school.	
Agree a bedtime routine for school days and weekends. Sleep is essential, it will be very tiring for your child	
Try to be around in the mornings to supervise, praise and encourage good routines. Make sure you are setting the right example	
Try to help your child learn their timetable, go through it with them so that they know where they need to be and at what times	

## UNIFORM

At Westbourne, we expect students to be smart and well presented in full school uniform. Please see the uniform checklist on the next page to help ensure there are no uniform issues.

<i>What can I do to help with uniform?</i>	<i>Tick when done</i>
Check the uniform requirements including rules regarding make up and jewellery. Whilst we appreciate students may wish to express themselves in what they wear, we would expect them to do so in their own time and not in school.	
Buy uniform well in advance, do not leave it until a week before school starts as stocks may run low	
Try to buy spare school tops and trousers where possible to account for rainy days, accidents etc	
Name everything, as children sometimes lose things. You can buy labels or use a marker pen	
Encourage your child to hang up uniform straight after school.	
If your child is disorganised, give them a checklist of things to do with uniform. It might be good to design with them a visual planner	
Encourage your child to set everything out the night before	
Put a copy of your child's timetable up on display and highlight/colour the days when they have PE so they can see if they need to take a PE bag. You may need to do the same for cooking ingredients etc.	

# UNIFORM

## MAIN UNIFORM

Blue polo shirt with College logo

Black College sweat top with College logo

Or

A plain black V-neck cardigan or jumper

Black trousers

(traditional style full length – no cords, jeans style, tracksuit, leggings or fashion trousers)

Black skirt (no slits or extremes in length)

White or black socks/tights

Black shoes (no trainers)

## PE KIT

Gold PE Polo shirt with College logo

Plain black tracksuit bottoms/shorts

White socks

For Boys – Black football socks

Training Shoes

## PRACTICAL LESSONS

An apron, overall or old shirt is essential if clothing is not to be soiled or damaged.

## JEWELLERY

One ring per hand

One bracelet per arm

One nose stud (no other body piercings)  
small sleepers

One pair of stud earrings or

A wristwatch

No necklaces or chains to be worn outside a students polo top, jumper or zip up top

## MAKE UP & HAIR

Excessive make-up is not allowed and extreme haircuts/hairstyles or colours are unacceptable. Hats may not be worn in the College building.

Outdoor coats can be worn in corridors but must be removed on entry to classrooms.

## SANCTIONS

Students will be given one warning to amend their appearance.

If jewellery reappears it will be confiscated.

Repeated infringements will be dealt with by a serious sanction.

## MOBILE PHONES, iPods, MP3s and similar devices (including cameras)

These must not be used in the College buildings.

They may be used during Break & Lunchtime in the Canteen and outside the building.

The above items will be confiscated if used outside of the agreed guidelines.

Students and parents are reminded that valuable items should not be brought into College.

**THE COLLEGE BEARS NO RESPONSIBILITY FOR ITEMS LOST.**

## THE TIMETABLE

At Westbourne we operate with a two week timetable. The site is also much bigger than primary school. All of this will take some getting used to, but you should try the following:

<i>What can I do to help with the timetable?</i>	<i>Tick when done</i>
Use the map of the school and the timetable to reassure your child where they are supposed to go to and when. (Their Form Tutors and WASPS will also be on hand to help them).	
Reassure your child that they will quickly get to know their way around	
Teachers and other members of staff are more than willing to help, each group will also have a member of the WASPS attached to them. Encourage them to ask if they get lost	
Go through the timetable, talk to your child about Clubs before school, lunchtime and after school. See if there are things that could help fill their time	
Put a copy of the timetable on display somewhere it can be seen. It will also be written in their Planner.	
Encourage your child to learn their timetable as soon as possible	
Make sure that they know that they should go to Student Services if they get lost	
Make sure your child has a watch	

## ORGANISATION

This is a skill that needs to be learnt and one that even as adults we could all improve on. The following are ways this skill can be developed.

<i>What can I do to help with organisation?</i>	<i>Tick when done</i>
Make sure that at home, your child has access to a work space, where there is a light and storage space for their books etc	
Equip them with the items that they will need, ie pen, pencil, ruler, rubber, coloured pencils, calculator glue etc. It is a good idea to have spares at home if possible	
A folder for work that needs completing and another for work that is finished could be used to help with organisation	
Check their Planner for homework and when it is due in. It is a good idea to get this completed on the night it is set. Don't let them leave it until the last minute.	
Get your child into a routine of emptying their bag when they get home, and getting out PE kit, homework, letters home etc	
Encourage your child to glue in any loose sheets of paper each night, before they get lost	
Make sure that your child packs their bag the night before school with the correct books, planner, equipment needed. Check they have PE kit, cooking ingredients and so on. Check homework is completed and in their bags.	
If you know your child has Food Technology or Licence to Cook , check whether they need ingredients at the start of the week.	

## HOMEWORK

<i>What can I do to help with homework?</i>	<i>Tick when done</i>
Encourage your child to write homework in their Planner. They should write exactly what they need to complete and the date that it is to be handed in by. They should tick off when it is completed.	
Encourage your child to ask their teacher if they are stuck with their homework	
Homework will be set regularly, and a homework timetable will be published in September.	
Ask to see their Planner to check homework is being recorded. If this does not appear to be the case contact their Form Tutor in the first instance.	
Tick off work when it is completed	
Make sure your child takes their completed homework in to school so that it is marked	
Agree on a routine for completing homework. It becomes more difficult further up the school so establishing good habits now is vital.	
Ensure that homework is your child's priority, rather than TV programmes, computer games or sports practices etc.	
Try to support your child in ensuring they have an environment where they can work. Encourage them to sit at a chair, with a space to work and if possible use a computer where necessary . Encourage them to work for 30 minutes and then to have a break, and then get on with the work again.	
Try to help your child to establish good routines by checking the work they have completed and talking to them about it. Don't do it for them.	
Try to reward and praise your child for doing their best at homework	

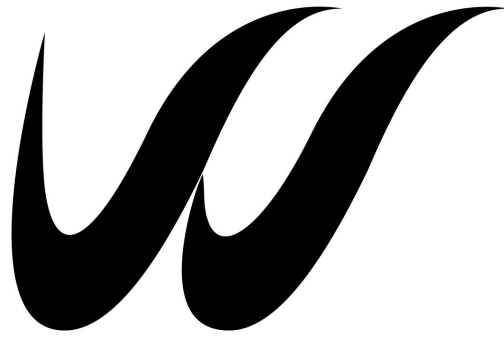
# Homework

Students do not always want to complete work at home. They will come up with a range of excuses such as :

- We didn't get any homework
- We did it in class so I don't need to do it.
- My teacher has got my book
- My friends borrowed my book and hasn't given it back
- I did it on the computer and forgot to save it.
- I'll do it tomorrow
- I've lost my Planner
- We had a Supply or Cover teacher
- It doesn't have to be handed in for ages
- I left it at school

Homework is part of school life, and I am sure we have all come up with excuses in the past for avoiding it. However, it is something that needs to be done and there shouldn't be excuses. If you have any doubts about your child's homework, be it they are not getting enough, or they are struggling, please get in touch with school so that we can work together to rectify the problem.





**Please remember, school for many of us  
is based on our own experiences.  
Whether these are good or bad, if we work together,  
we can help ensure your child's  
experience of Westbourne is a good one.**



**Your Views and Ideas are important**  
**to help us to improve**

PARENTS COUNCIL

We will be setting up a Parents Council from September. The purpose of this will be to provide an opportunity for you to put forward ideas on what we can do to improve Westbourne for your child and for the wider community. This will range from ideas for improving learning, using the schools facilities in a better way, organisation of events etc. I am open to all ideas, (although this is not the forum to air personal complaints)

If you would like to be involved in the Parents Council, the first meeting will be in early September, but I would like names now. Please complete the slip below with your contact information.



**PARENTS COUNCIL**

Name: \_\_\_\_\_

Student name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred times to attend a meeting (please tick):

4.00-5.00pm     5.00-6.00pm     6.00-7.00pm

alternative please state \_\_\_\_\_