



INTRODUCTION TO NORTHWOOD SCHOOL

Northwood is a friendly, happy, welcoming school where young people are enabled to make excellent academic progress and develop the knowledge, skills, qualities and values required to lead successful and fulfilling adult lives.

I recognise that the transition from Year 6 to 7 can involve big changes, but we aim to help you and your child to prepare for secondary school and make the transition from primary school as smooth as possible, especially so in these challenging times. This booklet should help guide you and answer some of the questions you have.

This year we look forward to welcoming all our new students on transition day and meeting parents in the evening. We will also be offering a range of online resources to ensure you get the chance to know more about Northwood School and the exciting future ahead! All Transition information and documentation, including details of our Summer School, will be posted on our website.

When Ofsted visited Northwood in October 2018 they judged the school to be "Outstanding" commenting that: "Pupils' behaviour and attitudes to learning are exemplary," and that, "Pupils make exceptional progress in all year groups."

As a high performing school we relentlessly focus on ensuring high academic standards and the outcomes our students achieve position us well above the national and local averages for student progress.

In addition to providing the highest quality teaching for successful learning in lessons, we are passionate about providing excellent enrichment opportunities beyond the classroom, so that all of our students have a rewarding and enjoyable time with us as they develop their interests and talents.

I look forward to welcoming you to Northwood School at some point in the future. In the meantime, I hope you find this information booklet useful.

Mr M Shah
Headteacher

By law, as the parent of a child of compulsory school age, you must make sure that your child has a suitable education. When on roll at Northwood School your child must attend every day. As a school, we have a minimum expected school target of 97% attendance and we aim to work with the students in achieving this.

Below is a table showing how a student’s attendance equates to the amount of school time missed over one academic year (190 days).

Attendance During One School Year (190 days)	Equivalent Days	Equivalent Weeks	Equivalent Lessons Missed
98%	3 Days	Over half a Week	15 Lessons
97%	5 Days	1 Week	25 Lessons
95%	10 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	28 Days	6 Weeks	150 Lessons

If a student is unable to attend school due to illness, parents should contact the school on the morning of absence, before 8:30am via the absence form on the school website.

A specific reason must be given for the absence; the school may ask for medical evidence to be provided. It is an expectation that medical and dental appointments are taken out of school time. Missing lessons, even for medical and dental appointments, has a detrimental impact on student progress and achievement. The school recognises that it is not always possible to schedule appointments out of school time. On the rare occasion that a student must attend a medical appointment during school time, parents must notify the school in advance and provide evidence of the appointment.

If a student arrives late to school, they must sign in at reception before going to lessons. Any students leaving before the end of the school day for any reason must sign out with our school attendance officer before they leave. Students may only leave early if we have previously been advised by a parent by explaining the reasons.

UNAUTHORISED ABSENCES

Are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority Participation Team using sanctions and/or legal proceedings. This includes but is not limited to:

- Parents/carers keeping children off school unnecessarily
- Truancy
- Absences which have never been properly explained
- Children who arrive at school too late (after registers close at 8:50) to get a mark
- Day trips and holidays in term time which have not been agreed
- Excessive illness without medical evidence

PERSISTENT ABSENTEES

A student becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for whatever reason.

We monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

All PA cases are also automatically made known to the Local Authority Participation Team. Failure to improve your child's attendance could result in a fine and in some cases court summons.

How you can support your child:

- Have high expectations for your child's attendance
- Make the school aware of any concerns or barrier to attending school your child may have
- Ensure a regular and appropriate bed-time (NHS guidance suggests a minimum of 9 hours of sleep are required for teenagers)
- Minimise screen time (phones, TV, computer, games consoles) past 8pm. NHS guidance encourages a minimum of 30 minutes away from screen time before going to sleep
- Encourage your child to get into a good routine
- Ensure they have a good and reliable alarm clock in their room so they can take responsibility for getting up in the morning
- Encourage them to eat a healthy and nutritious breakfast
- Ensure their bag and equipment are packed the night before and ready for the next day
- Encourage a healthy, balanced diet (aim for 5 varieties of fruit/ veg per day)

- Promote regular exercise
- Consider giving multivitamins to help support immunity
- Support children to complete all homework the night it is set to avoid last minute panic. Use the 'Satchel:One' app (previously called 'Show my Homework') to help children manage their workload
- Encourage your child to talk to their form tutor if there are things concerning them
- Encourage your child to engage in extra-curricular clubs
- Talk about school regularly
- Encourage resilience and only allow time off when absolutely necessary

PUNCTUALITY

Students who arrive after 08:30 will be recorded as late and given the relevant sanction if their reasons for lateness are not valid. Like attendance, lateness is monitored closely but the school, every time your child is late 3 times they will receive a 40-minute Head of Year sanction.

Punctuality can affect a student's attendance, if you have concerns regarding your child's attendance and punctuality, please contact their Head of Year, via the school office.

SCHOOL TIMES

Students start each day by registering with their form tutor at 08:30am, however, they should aim to be in school by 08:20am. The gates open at 08:10am so students may choose to come early, get breakfast from the Canteen or use the Library.

It really is important that students are on time for registration and we ask that you support the school by making sure that your child is not late. If your child is late it can count as an unauthorised absence.

LESSONS

The rest of the day is divided into 5 lessons (periods) of 1 hour each.

We have a split break and lunch system in place. Please see below for specific timings:

Years 7-9	
08:30 - 09:00	Registration/ Assembly
09:00- 10:00	Period 1
10:00 - 10:20	Break
10:20 - 11:20	Period 2
11:20 - 12:20	Period 3
12:20 - 13:00	Lunch
13:00 - 14:00	Period 4
14:00 - 15:00	Period 5
15:00 - 16:00	After-school activities/ supervised dismissal*

Years 10-13 follow a similar structure, however students have break after period 2 and lunch following period 4.

Students must be punctual to lessons; otherwise sanctions will be given.

***Northwood School reserves the right to dismiss students up to 20 minutes after 15:00 without prior notification to parents.**

On-Line Payments – We have introduced on-line payments in partnership with the Cashless Catering System. To make a payment online you will need to set up a password and login to the ParentPay account and make a payment. Your login details will be sent to you during the summer holidays.

PayPoint– If you choose to pay by this method you will need to request a bar code. Payments via PayPoint may take up to 48 hours to be credited to the appropriate account. You can find your local stores by visiting the website below. We will send you more information about Pay Point shortly.

<https://consumer.paypoint.com/>

What does ParentPay do?

- Enables you to pay for trips and other items such as ties and badges
- Offers a highly secure payment site
- Gives you a history of all the payments you have made
- Allows you to create a single account login across all your children that attend a ParentPay school
- Shows you all items available for payment relevant to each of your children
- Emails a receipt of your payment to the email address you register
- Offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

- Gives you the freedom to make payments to school whenever and wherever you like
- Stops you having to write cheques or search for cash to send to school
- Gives you peace of mind that your payment has been made safely and securely
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- Payments for many of the larger trips can be made by installments up to the due date
- You never need miss a payment or have insufficient credit with automated email/SMS alerts
- ParentPay is quick and easy to use

Using PayPoint

- Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint shop
- Payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online

To find your nearest Paypoint outlet visit: <https://consumer.paypoint.com/>

How does ParentPay help our school?

- Keeps accurate records of payments made to every service for every student
- Payments do not bounce
- Reduces paper 'waste'
- Allows for easy and quick refunds to be made back to the payment card
- Offers a more efficient payment collection process, reducing the amount of money held on school premises
- Helps us improve school-home communication with its integrated email/SMS messaging centre

How do I get started?

We will send you an activation letter containing your activation username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.

Q What is a Cashless System?

A A Cashless Catering System is a solution, which is purposely designed to meet the ever evolving needs and demands of the Catering Provision that is required by today's schools.

The Trust-e Cashless Solution- allows schools to be better able to provide their students with a faster, more efficient and more appealing meal service without the need to collect cash at the point of service.

A cashless system also offers an online electronic payment method that allows payments to be credited online to an account for things such as meals, trips or events. This can be done online using a very secure website called ParentPay or in cash at local stores where you see the PayPoint logo.

Q What is Biometric?

A Biometric is simply a method of identifying an individual person. We will be using an algorithm based scan, which reads between 50 and 130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is of use only in the cashless system.

Q How does a Biometric System work?

A The information of a pupil or staff member, who has been biometrically registered, is stored on a secure Biometric Controller within the school, which only the provider, Nationwide Retail Systems Ltd, can access. Once an account is credited via Parent Pay online system or through Paypoint the pupil or staff member places their finger/thumb on the till, which up their account details and allows them to purchase items using only this method of identification.

Q How does my child register on the Biometric System?

A Registration days will take place leading up to the 'Live' day of the Cashless System. At this time registration terminals will be placed in the school. Your child will attend at a requested time and they will be required to place his/her finger/thumb on a Biometric sensor twice to obtain a matching template, which only takes a few seconds

Q What methods of payment can be used to credit an account?

A Any amount can be credited to an account by way of any of the following methods. Once an account has been credited the monies cannot be withdrawn and must be spent on the school meal services.

Q When can I log in to my account?

A Once you have received your activation letter from school with your activation login details you'll be able to activate your account and start making payments. This letter will be sent to you soon by your school.

Q Which cards can I use?

A ParentPay accepts MasterCard and Visa credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards. Some schools may limit the use of credit cards for some transactions; you will be informed by the school directly of any such restrictions.

Q Is it safe to make payments on the internet?

A Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

Q How can I check the credit on an account?

A Your payment will show on your Parent Pay account when you log in. It can also be done by the account holder placing their finger/thumb at the till. The current balance will then be displayed.

Q Can I change the daily 'Spend Limit'?

A Yes – The daily 'Spend Limit' has a default of £5 but this may be changed through the 'manage my account' settings.

Q How can I check that it's secure?

A Standard website addresses begin with *http*; the address for a secure site will always begin with *https*. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start *https*.

Q What about our personal information?

A ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account; however, ParentPay does not use your personal information other than for supporting the school. We do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection Act 1998. ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact us immediately on 0845 257 5540.

Q I don't have a home PC so how can I use ParentPay?

A Why not visit your local library, internet café or see if you can get access to a computer at work. There will be a free mobile app available to download

Q What happens if my child's account is not in credit?

A At the school's discretion, a 'lend' can be processed at the EPOS Terminal, which will then allow a meal to be taken. The Cashless Catering System has a debt tracking facility and the ability to send debt letters to overdue account holders.

Q How do 'free meal' entitlements work?

A All free meal entitlements will be entered on to the system prior to the 'Live' day. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free meal amounts. Pupils with Free Meal Entitlements remain anonymous at all times as all account types are accessed in the exact same manner regardless as to whether paid for or not. **Any monies not spent from the daily free meal allocation will not be carried over to the next day.**

Q Can I request a printed report of my child's meal intake?

A Yes – The Cashless Catering System allows numerous reporting facilities, which includes dietary habits. These may be requested by contacting the school office.

LUNCH

Most students buy their lunch from the school canteen. A menu is displayed and all items are clearly priced. The payment method will be via ParentPay* as the school uses this facility and you will be issued with a login and password to activate your account in August. Students are welcome to bring a packed lunch.

*** You will receive notification in August of how to set up your account. Your child will not be able to purchase food from the Canteen until their thumbprint has been taken and the account verified. This will take place during the first week of school in September. The Canteen will accept cash for the first two weeks of school in September, alternatively, students may bring a packed lunch.**

Please note students are not allowed out of school during lunch or break.

MEDICAL FACILITIES

We have a Welfare Officer and First Aiders on duty during the day to look after students who are injured or become ill. If your child needs to take medication prescribed by your doctor, please send the medicine to the Welfare Officer with a note giving permission for its use. Please make sure that the doctor's instructions on dosage are with the medication. If your child has to carry an EpiPen due to severe allergies, please ensure that a second EpiPen and any antihistamine medication necessary is provided for the school. If your child suffers from Asthma please ensure that they carry a blue salbutamol reliever with them at all times and also a spacer device which can be prescribed by your GP if they do not already own one. Please ensure epi-pens/ inhalers are brought to Reception in a clearly labelled plastic bag. It is parents / carers responsibility to keep the school updated on changes to medication/ health.

The Welfare Officer or First Aiders will be able to help with any medical problems that develop during the school day, but if you know that your child is unwell and needs medical attention you should make arrangements with your own doctor.

Should you need to speak to someone regarding a health matter, please contact our Welfare Officer, via the school office.

We feel that contact between home and school is vitally important if our students are going to make the most of their education. Below are some of the important ways of maintaining this contract. All calls should go via the school office on 01923 836363.

CONTACT INFORMATION

Please make sure that you let us know straight away if there is any change in address, phone number (home, work or emergency) or email address, even if only temporary.

VISITS TO SCHOOL

We welcome visits from parents/carers, but if at all possible please phone to make an appointment beforehand.

TELEPHONE CALLS

We are very happy for parents to phone to talk to a teacher but we would ask that you do not ring with messages for students unless there is a real emergency.

EMAIL

We are happy to receive communication via email. The contact address is: office@nwschool.org.uk

MOBILE PHONES/ IPADS

- Students must keep mobile phones switched off and out of sight at all times whilst on school grounds
- iPads and smart watches are not allowed in school.

We have a uniform at Northwood School for a number of reasons:

- Encourage a sense of identity and commitment to the school
- Ensure that our students look smart
- Reduce opportunities for rivalry between students about what clothes they wear

We have tried to keep our uniform practical and inexpensive. We strongly discourage expensive items of clothing or jewellery in school.

We ask parents and students, when they are buying uniform, to remember why we have the uniform and if they are ever in doubt **to check with the school before buying it.**

If your child wears incorrect uniform to school, it will be confiscated where appropriate. They may also be requested to work away from their peers or sent home with parental consent to collect the correct item of uniform.

Singular violation of our uniform code may result in your child being given a school detention and parents being invited to school in order to discuss this matter in more detail.

Uniform and PE kit can be ordered from our suppliers:

Pullens in Northwood www.uniform4kids.com

Angels in Rayners Lane www.angelsuniforms.co.uk

Adams in Ruislip Manor www.hillingdonschooluniforms.co.uk

ALL ITEMS MUST BE CLEARLY MARKED WITH THE OWNER'S NAME.

ITEMS OF LOST PROPERTY ARE KEPT IN STUDENT RECEPTION.

PLEASE NOTE THAT ANY ITEM LEFT UNCLAIMED FOR MORE THAN HALF A TERM WILL BE DISPOSED OF.

Students are expected to bring the following equipment labelled and in a pencil case:

- 2 black/blue pens
- 1 green pen
- 2 pencils
- ruler
- calculator (Casio FX-83GTX or FX-991EX)
- protractor
- glue stick
- mini whiteboard and pen (which can be purchased from parent pay)
- 2b pencil for art
- highlighter pens
- coloured pencils for art/geography

Plus, in a dark coloured backpack style school bag:

- reading book
- water bottle

If a student does not have the correct equipment they will be given the opportunity to purchase this from the Library during form time. Persistently forgetting equipment is a barrier to learning and the student will receive a 40-minute sanction.

On days when they have a PE lesson, students must bring the correct PE kit for the activity that they are doing.

For Food Technology lessons students are expected to bring the correct ingredients for their lesson.

Lockers are available and will be issued to any student who requires one in September. Students may visit their locker before/after school and during break and lunch times. Lockers are out of bounds during lessons and during lesson change over.

"All personal property, including money, is taken into the school entirely at the risk of the owner. Neither the Governors of Northwood School, nor their employees, accept any liability for loss or damage to such property."

At Northwood, we believe that homework is an important way for students to progress in their subjects and develop independent working skills.

Aims of homework at Northwood:

- Consolidate and extend work covered in class or prepare for new learning activities.
- Encourage students to take ownership and responsibility for their learning, and work independently.
- Allow students to deepen their knowledge and understanding, leading to better progress.
- Access resources not available in the classroom.
- Develop research skills.
- Enhance students' study skills e.g. planning, revision, time management and self-discipline.
- Engage parental cooperation and support and create channels for home-school dialogue.

Homework at Northwood may take different forms, including:

- Consolidation of content taught in class through practice tasks and questions
- Revision and self-quizzing to prepare for an in-class retrieval test
- Extension of content taught in class
- Researching & preparing a topic for presentation to the class
- Reading
- Progressing coursework
- Feed forward tasks to improve on their work

Practicalities of homework at Northwood

While believing in the value of regular homework, we also recognise that students may have other demands on their time during the week. As such, students will always be given a reasonable amount of time to complete homework, (in most cases 3 or more days).

Homework is always set on our school platform, [Satchel:One](#) (previously ShowMyHomework). This helps students to stay organised, and parents can also access this to check what has been set.

Students can expect the following homework frequency:

	Maths, English, Science, MFL	Humanities, Technology, Performing Arts, Computer Science, Art, RE	PE
KS3 (Years 7-9)	30-60 minutes per week	30-60 minutes per fortnight	One homework booklet per half term

Monitoring of homework:

- Homework setting across the school is monitored by a member of the Leadership Group and Heads of Department to ensure it is consistent across classes and of a high quality.
- Class teachers are responsible for checking that homework has been completed to a satisfactory standard.
- Parents/carers receive feedback on their child's homework standard in their termly reports on a scale of 1 (outstanding) to 4 (inadequate) for each subject.

Feedback on homework:

Our feedback policy does not require teachers to mark individual homework pieces. However, teachers should aim to provide some feedback to the class in one of the following ways:

- Setting self-marking quizzes so students receive instant feedback
- Going through answers in class - students self-assess
- Peer marking where appropriate
- Providing whole class feedback based on looking at a sample of homework
- Student presentations of homework (where planned for) with peer/teacher feedback

Homework sanctions:

- KS3 and KS4 Students who do not hand in homework on time will be given a 40 minute detention. They should complete homework during this detention time to stop the cycle from repeating.
- Homework clubs are available to support students in Key Stage 3.
- If poor organisation is attributed to homework issues, students will receive organisational mentoring.

We expect all members of our community to accept and follow the School's Code of Conduct and the rules for classroom behaviour.

We will all do our best to behave in a way which shows respect for learning. This means:

- Do as you are asked at the time of asking
- Listen in silence when others speak
- Put up your hand for attention
- Arrive on time with all the correct equipment
- Attend school every day
- Do homework thoroughly and on time

We will all do our best to behave in a way which shows respect for others. This means:

- Being courteous, co-operative and friendly
- Showing consideration for other people's feelings and points of view
- Moving around the school safely and sensibly

We will all behave in a way which shows respect for the school. This means:

- Wearing the school uniform correctly and with pride
- Taking good care of property and the school environment
- Making sure we always give a good impression of the school
- Playing an active part in helping to improve the school and the local community
- Keeping the school tidy and litter free

CCTV INFORMATION

Please be aware that Northwood School operates closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for students, staff and visitors, and to prevent the loss or damage to school property.

We reward students for showing our RECIPE attributes which supplement our 'growth mindset' and character we look to develop in our learners. Some of the methods of reward include:

- Achievement assemblies every half term
- Bronze/silver/gold/merit pin badges
- Letters sent home
- Postcards sent home
- RECIPE student of the month/term/year
- School trips

The classroom behaviour plan is purposely very simple:

1st formal warning of consequence for making a wrong choice:

- a) Student will be encouraged to make the right choice
- b) Teacher notes name on the whiteboard

2nd formal warning for making a wrong
choice:

- a) Student may be moved, repositioned or isolated in the classroom
- b) Teacher notes name on whiteboard
- c) After the lesson, teacher records on BehaviourWatch (40 min HoD sanction)

3rd formal warning for making a wrong choice:

- a) Student will be removed from the lesson by a Leadership Group member
- b) Student will work in supervised isolation
- c) After the lesson, teacher records on BehaviourWatch (60 min LG sanction) and contacts parent/carers

If removed, the student will be provided with work and will complete it in supervised isolation for the remainder of the lesson.

- If a student is removed more than once in a week, they will be internally excluded.
- If the student is removed for a second time in one day, an automatic fixed term exclusion will be given, and student will only return once there has been a reintegration meeting with the parents
- Repeat incidents of poor behaviour in lessons and around the school in general will result in a student being placed on report. The purpose of the report is to monitor and track areas of successes and help improve areas of weakness

There are three levels of report:

- 1) **Subject report** - Subject specific and targets are set by the class teacher. Targets are reviewed on a lesson basis (4 lesson cycle)
- 2) **Form Tutor Report** - Student reports daily to their form tutor. Targets are set and reviewed on a weekly basis. (2 weeks)
- 3) **Head of Year Report** - Student reports to their Head of Year. (4 weeks)
- 4) **Pastoral Support Plan (PSP)** - Student reports to Assistant or Deputy Headteacher. (up to 12 weeks)

The school will support each student by setting up an individual support provision. This may include:

- Counselling
- Mentoring
- 1-1 meetings
- Well-Being checks
- Pastoral Projects
- Referrals to Borough initiatives such a iChoose/Unique Swagga

Parents are very much part of the process and they will be asked to attend meetings and support their child throughout the report process.

At Northwood School our priority is to keep all children safe.

Our Safeguarding policies and procedures recognise that the welfare and interests of children are paramount in all circumstances. It aims to ensure that, regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or social-economic background, all children have a positive and enjoyable experience of activities at school in a safe child centred environment.

Students and staff surveys tell us that students feel safe and secure at our school. Our Ofsted Report demonstrates our effective Safeguarding policies and procedures.

Below we have outlined some of the ways we continue to promote the safeguarding of your child throughout the academic year at Northwood School:

- Safeguarding Assemblies & form time activities
- PSHCE lessons
- Safer School Police Officer
- Staff training
- CCTV
- Clear behaviour plan
- Duty staff
- School Council
- Student Voice groups
- Parent feedback

We are also currently running jointly planned projects with Hillingdon Safer Schools Police Team as well as other external providers. Our Safer Schools Police Officer is PC Gaster and he regularly visits our school. Working with the Safer Schools Team is standard practice across schools in the borough. There are also opportunities for our students (and parents) to have the opportunity to discuss issues that affect their local community.

Your designated Safeguarding Team at Northwood School is:

- Mrs Kahn - Deputy Headteacher (Designated Safeguarding Lead)
- Ms Foskett - Assistant Headteacher (Deputy Designated Safeguarding Lead)

If you have any concerns about child's wellbeing, please contact the Safeguarding team via the school office or you can report any concerns via the Safeguarding link on our school website homepage.

We take any incidents or accusations of bullying very seriously at Northwood School. We have a clear and effective Anti-Bullying Policy which can be found on our school website- www.northwood-school.org.uk.

The purpose of our Anti-Bullying Policy is to reduce the amount of bullying which occurs to an absolute minimum. It is unrealistic to hope that any school could eradicate bullying completely, but we will do all we can to prevent it and to deal effectively with it if it happens.

For example:

- CCTV is carefully monitored and reviewed to ensure our school is a safe and calm learning environment for everyone
- Form time, assemblies and PSHCE lessons teach students how to treat each other and to show respect for other people and their feelings at all times
- Online reporting system for children and parents to confidently report any bullying concerns

It is a fact that there is some element of bullying in every school and workplace. Research has also shown that bullying is the major fear that children have when they transfer from one school to another. Our aim, through our policy and practices, is to minimise the incidence of bullying at Northwood School.

In the past some parents have requested a list of the signs that they think their child is being bullied. These signs are listed below.

The child may:

- Become shy, withdrawn and lack in confidence
- Develop sudden outbursts of temper or have nightmares
- Arrive home with unexplained cuts and bruises or with clothes ripped or missing
- Start to truant or be reluctant to go to school
- Be frightened of walking to school or change from the normal route

If you become concerned about your child because you think they may be being bullied or for any other reason, please contact the school office to speak to either your child's Form Tutor or Head of Year so that we can set up a meeting to eliminate the problem.

Languages are an important part of the curriculum at Northwood School and every student in Year 7 will do either French or Spanish, depending on which form they are in.

If you have a strong preference as to which language your son/ daughter takes, please contact Mrs Cooper via email jcooper@nwschool.org.uk by **Friday 16th June**. Although we will endeavour to meet your request, please be advised that language choices cannot be guaranteed.

All students will have the opportunity to attend language clubs as part of our extra-curricular programme.

Northwood School offers an extensive extra-curricular programme. In order to enrich students' experience, we ask students to join a minimum of two extra-curricular activities per week.

Our extra-curricular programme is updated at the start of each new term. The current programme is available on our school website and is frequently shared with students in form time and emailed to parents / carers.

Below are some recent examples of extra-curricular activities available at Northwood School:

Athletics	Textiles	Boxercise
Basketball	Art	This Girl Can
Cross Country	Art Printing	Creative Writing
Handball	Cookery	Maths
Football	Music	Coding
Girl's Football	Dance	Debate
Netball	Drama	Stonewall
Rounders	Reading	Diversity
Tennis	Chess	School Council
Table Tennis	Green Team	French
Cricket	Warhammer	Science Experiments

In addition to these activities, we offer a wide range of clubs and educational learning opportunities. Please visit the [extra-curricular](#) page on our school website to view our vast offering of extra-curricular opportunities.

Please note, the timetable is updated at the start of each term and is displayed on the school's website.

In addition to lunchtime and after school clubs, we have many other enrichment opportunities, trips and excursions. Some of these include:

- Sports tour to a European city
- Skiing
- Sports trips to watch national finals at Wembley Stadium and O2 Arena
- Language trips to a European city
- Museum visits
- World Challenge excursion
- Duke of Edinburgh's Award
- Concerts and drama productions throughout the year which require regular rehearsals
- Year group trips
- Theatre trips

The Music Department at Northwood School believes that every child’s music making matters. Performing and composing music allows young people a healthy way to express themselves. Studies have shown that engagement with musical tuition can also strengthen academic ability all around, enhancing the child’s holistic experience within school and the wider community.

The Music Department offers one to one tuition on the following instruments; voice, guitar, bass guitar, flute, clarinet, saxophone, bassoon, recorder, oboe, violin, cello, double bass and drum kit. In addition, there is a large selection of ensembles that students are able to become involved in. More information on one to one tuition will be shared in the Autumn term.

At present there are a number of ensembles running both at lunchtimes and after school for students to take part in. There are no auditions for any of the ensembles at school and all are encouraged to come along and participate. Please see the list below for all the ensembles on offer at the Northwood School.

Below is an example timetable for Music Clubs:

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunch		Junior Singers Sectionals Part 1 and Part 2 Years 7/8	Percussion Ensemble All Year Groups	Full Junior Singers Rehearsal Years 7/8	Concert Band
After school	School of Rock All Year Groups	School of Rock All Year Groups	GCSE composition group Year 11	Northwood Singers Selected Choir	

Prefects (Year 9/ 10)

The school Prefect is the highest student leadership position that a student can hold. Prefects have a range of responsibilities and help to support positive behaviour around the school and are seen as role models in their everyday interactions.

House Captains

The primary role of House Captains is to encourage student participation in sports, PE and House related events.

House Vice-Captains

The primary role of House Vice-Captains is to encourage student participation in sports, PE and House related events and support the House Captain.

Sports Captains (Year 10)

The primary role of the Sports Captains is to help run extra-curricular sports clubs during lunchtime and after school.

School Council (Year 7 - 13)

School Council is a democratically elected body which is composed of up to two representatives from each form. It is the main forum for student voice in the school. It is led by our sixth form leadership team.

Peer Mentors (Year 9/10/12/13)

Peer mentors are selected from students in Years 9, 10 and sixth form. Their role is to act as mentors/buddies to students in Years 7 and 8 who may be vulnerable or identified by the Head of Year as needing support.

Duke of Edinburgh's Award (Year 9/10)

The scheme helps develop leadership through a programme of activities in four skill areas: physical activity, volunteering, developing a skill and an expedition.

Northwood News Editorial Team (Years 7, 8 & 9)

Our Young Reporters have responsibility for writing and editing articles for the school's termly Northwood News newsletter.

Interact (Year 7 – 13)

Interact is a club for young people ages 11-18 who want to join together to tackle the issues in their community that they care most about. Interact lead the school in terms of raising awareness of local, national and international charity events.

Form Time Leaders (Year 7 – 11)

Form Time Leaders take on various leadership roles within their form group including presentations, developing group literacy and administrative tasks.

Stonewall Champions (Year 7-13)

Our Stonewall School Champions play a crucial role in our community in celebrating diversity and inclusion.

Technology Ambassadors (Year 7-10)

Technology Ambassadors are certified Childnet e-safety experts (www.childnet.com), who promote effective internet safety across all year groups.

Language Leaders (Year 7-10)

An enthusiastic group who are passionate about raising the profile of languages in our school community.

Green Team (Year 7-10)

The Green Team's main aim is to educate the school community about the environment, encouraging peers to be more environmentally friendly by recycling and being more conscious of their carbon footprint.

Our “RECIPE for Success” embeds learning skills and character development into the daily lives of students both in and out of the classroom. RECIPE is based around the growth mindset model where effort is rewarded as opposed to intelligence. It is an acronym for Resilience, Engagement, Cooperation, Independence, Pride and Enthusiasm. These are the character traits we look to develop from Year 7 onwards. We believe that with these character traits our learners will not only succeed at school, but will also succeed in further education and the workplace. Our ‘RECIPE for Success’ underpins everything that happens within the Pastoral System including the rewards system, assemblies, House system, guest speakers, competitions, the Culture Challenge and is also seen in many lessons.

Students are awarded RECIPE points that link to our House system when they display these RECIPE attributes. They can gain these merits by attending extra-curricular events, working particularly hard in lessons, participating in House events, helping out at school events and having excellent uniform, attendance and punctuality.

Students are placed in one of 6 Houses:

- **Rosa**
- **Edison**
- **Chadwick**
- **Isaac**
- **Pele**
- **Ennis**

Students compete in various House competitions throughout the year. These include sports tournaments, chess competitions, bake-offs, weekly form time quizzes and sports day. This healthy competition is all aimed at lifting the winning House Cup at the end of the year!

Character Education

We understand the importance of your child leaving school with not only an outstanding set of GCSE and A-Level results, but also a strong sense of their own character and identity. As a school, we focus on four key values: honesty, kindness, integrity and inclusivity.

Throughout the year, students will participate in a range of character building activities and events, as well as exploring the key character virtues through assemblies, PSHCE and form time activities.

As part of the school's ICT programme, we offer students supervised access to the internet. Before the school allows students to use the internet, they must obtain parental permission. **Both student and parent must agree to having read the 'Online Safety Policy', which can be found on our website, when completing the Google Form.**

Various projects have shown the educational benefits of internet access, which will enable students to explore thousands of libraries, databases and bulletin boards. Although internet access is supervised in our school and we employ internet filtering systems, it is important to be aware that some students may find ways to access material that is inaccurate, illegal or potentially offensive to some people. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, as with any other area, parents and carers are responsible for setting and communicating the standards that their children should follow when using media and information services.

During school, teachers guide students towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, internet, social media telephones, films and radio.

The school recognises the numerous benefits and opportunities which a social media presence offers. However, there are some risks associated with social media use, especially around the issues of safeguarding, bullying and personal reputation.

Social media tools can include websites such as blogs, Wikis, social networking and video sharing sites. Sites such as Facebook, Instagram, Twitter, YouTube, WhatsApp and Flickr have become everyday forms of communication for both adults and children. They have changed how we communicate and this can lead to people posting unsafe or inappropriate information about themselves and their personal lives online as well as providing opportunities for offenders to groom and abuse children. The boundaries between the "real" world and the "virtual" can become blurred and this can have potentially serious consequences for staff, parents/carers and children who may not be aware of the risks behind every day online activity.

The following guidance is taken from Internet Matters. Please visit their website for more information and advice on how to ensure your child is safe online- www.internetmatters.org.uk

Keep internet connected computers in a communal area of your home with the screen facing outwards. One of the most important ways to protect your child is to ensure that any internet-connected computer or games machine is not located in their bedroom. Ideally it should be placed somewhere in the house which is commonly used by everyone, where it is quite normal to pass through and notice what is happening. It is also advisable to limit screen-time so that children are engaging in a range of activities. If you think they aren't old enough to have a mobile phone or tablet, stay firm and explain the reasons why.

Have free and frank discussions - encourage your child to talk to you about how they use the internet and show you what they do. Discuss with them the kinds of things they might come across. A good time to talk is when they get a new device or mention a new website.

Put yourself in control - activate parental controls on your home broadband, all devices including mobile phones and games consoles. Safe search settings can also be activated on Google (and other search engines), YouTube and on entertainment sites like iTunes and iPlayer.

Stay safe on the move - be aware that if your child is accessing the internet using public WiFi they may not have safety features active. Some providers are part of family friendly WiFi schemes with filters to block inappropriate content. Look out for friendly WiFi symbols like Mumsnet Family Friendly WiFi and RDI Friendly WiFi symbols when you're out and about.

Have an agreement - agree and set boundaries with them or have a family contract for their internet use, including when and where they can use portable devices and for how long, before they get used to doing their own thing.

Start discussions about social networking early - talk to children about the benefits and risks of social networking before they join any sites. Let them know that anything they upload; email or message could stay around forever online.

Keep private information private - if your child does have a social networking profile, teach them to block or ignore people and how to set strict privacy settings. Request that you or someone you both trust becomes their 'friend' or 'follower' to check that conversations and posts are appropriate.

Check age ratings - the age ratings that come with games, apps, films and social networks are a good guide to whether they're suitable for your child.

For example, the age limit is 13 for several social networking sites including Facebook and Instagram.

Get involved – become an internet user yourself and even take part in a few chat sessions. Then you will have a better understanding of the way the technology works and it will not seem unusual to your children that you are interested in their online activities.

Be clear about what you consider to be unacceptable information to look for and use of the internet – e.g. sexism, racism, violence, bad language, pornography, etc. Be clear about what is acceptable communication – your child may receive abusive messages from a bully at school or from someone met via the Internet. They themselves may even send messages using bad language to other children because their friends do the same. Any student found to be misusing social media or the internet in general will be sanctioned appropriately.

Use and regularly update virus protection for home computer(s). Make sure a firewall is used for added security.

PERSONAL SAFETY

Emphasise what you have already taught them about 'Stranger Danger'.

Children are taught to be wary of strangers and avoid contact with them. Most child predators depend on their victims believing that they are trusted friends. Make sure your child understands that, no matter how many friendly chats they may have with someone online, they remain a stranger. **The only people who are not strangers are those they know in the real world.**

Explain that passwords, address, 'pin numbers', credit card details, phone and email details are all private and should NEVER be given to anyone via the internet, particularly if that person is only known via the internet.

Your child MUST NEVER arrange to meet anyone before checking with you.