



# **Senior House Handbook September 2022**

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# **INFORMATION**

## **ELECTRONIC DEVICES**

At Westfield, blended learning is becoming more commonplace across most subjects and it is, therefore, important that girls have their own device with them in lessons. All the girls in Lower 5, will need to have their own laptop in school each day. Through our IT support company, we have sourced a supply of laptops with the appropriate specifications and are able to offer these to parents on a 10-month payment plan; more information will be available later in this academic year. If you would prefer your daughter to bring her own device into school that is acceptable so long as it meets the minimum specifications below.

Minimum device specifications:

Intel Pentium

4GB RAM

128GB SSD

Microsoft Windows 10 Pro

Keyboard, camera and microphone

A touch screen/pen input may be useful

The machines we have sourced are Acer designed specifically for education use. They are highly robust and have a long battery life so there should not be a need to worry about recharging them at school. They will be supplied with an educational license for the full MS Windows office suite and have both front and rear facing cameras for using as webcams or filming activities in the classroom. They also have touchscreen and a stylus and come with a 3-year warranty.

## **COMMUNICATION WITH PARENTS AND MONITORING PROGRESS**

Communication is very much a two-way process. We welcome and value contact with your parents and hope that they will feel free to get in touch with us should a problem arise. For our part we try to keep parents informed about the general life of the school and about your individual progress. At the beginning of each term a calendar of that term's important events and extra curricular activities will be put on to the school's website. At the end of each term your parents will receive a newsletter keeping them up to date with all the latest school news. I hope you will enjoy reading it with them. You will also receive a copy of our annual school magazine.

In Key Stage Three (Upper 3 to Upper 4) we have one formal communication regarding your academic progress each term. This will be either a written report from each of your subject teachers or a parents' evening, where your parents will meet individually with your teachers to discuss your progress.

## **THE SCHOOL DAY AND PUNCTUALITY**

It is a good idea to plan to arrive at school by 8.20 am at the latest to give yourself time to leave outdoor wear in your locker and be seated at your desk ready for when the bell rings at 8.30 am.

**SENIOR HOUSE SCHOOL DAY  
2022 - 2023**

Monday, Tuesday, Thursday, Friday			Wednesday	
Time	Period		Time	Period
8.30 – 8.50	Registration		8.30 – 8.35	Registration
8.50 – 9.30	1		8.35 – 9.15	0
9.30 – 10.10	2		9.15 – 9.55	1
10.10 – 10.25	Break		9.55 – 10.35	2
10.25 – 11.05	3		10.35 – 10.50	Break
11.05 – 11.45	4		10.50 – 11.30	3
11.45 – 12.50	Lunch		11.30 – 12.10	4
			12.10 – 1.10	Lunch
12.50 – 1.30	5		1.10 – 1.50	5
1.30 – 2.10	6		1.50 – 2.30	6
2.10 – 2.50	7		2.30 – 3.10	7
2.50 – 3.30	8		3.10 – 3.50	8
3.30 – 3.35	Registration		3.50 – 3.55	Registration

Every day you will go to your form room for 8.30 am registration

On Tuesday and Thursdays you will then have form business which includes things like handing in homework and listening to the day's instructions which may mean room or lesson changes. It really is important that you arrive in school punctually and that you do not miss this very valuable time with your form tutor.

On Monday and Fridays the bell at 8.35 am indicates assembly time and you are required to line up and walk to the hall respectfully as this is to be a time of worship and togetherness for the whole school.

Following on from this, there are two 40 minute lessons (three on a Wednesday) then it's morning break time! Morning break lasts for 15 minutes during which you may have time to dash to the tuck shop! Two more lessons and then the lunch break begins. During this time you have a lunch of your choice and hopefully find the time to go to one of the many clubs or practices with your friends.

In the afternoon there are four lessons followed by a final registration at 3.30 pm, finishing the day at 3.35 pm but on a Wednesday the school day ends at 3.55 pm.

We hope that you will not be in too much of a hurry to leave but will stay and enjoy further extra curricular activities before your journey home.

### **SCHOOL LUNCHES**

All girls in Senior House have school lunch. Our Catering Supervisor ensures that there is always a varied and nutritious menu available and we are used to catering for a variety of dietary needs. Everyday there is a "healthy eating option" and a vegetarian choice. There is always a choice of two cooked meals and a salad. Fruit and yoghurt are available as well as a cooked pudding. Our Catering Supervisor is very keen to ensure that you do enjoy your meals and from time to time

comes to School Council so that she can hear girls' views and really endeavour to give you all what you particularly like. Sample menus are available from the school office.

### **SCHOOL COUNCIL**

The School Council is chaired by the Head Girl and her Deputy and attended by two representatives from each form. The Council meets at least twice a term and gives girls an opportunity to be involved in decision making in the school and to air their views!

### **THE HOUSES**

We have a strong and active House System in Senior House with each girl being a member of one of three houses Coquet, Tweed or Wansbeck. The Lower Sixth House Captains and their Deputies organise regular House Meetings.

Every few weeks you will go to a meeting with the "House" to which you have been allocated:

Red - TWEED, Green - COQUET, Yellow – WANSBECK

The Houses obviously have a high profile in sporting events but are also actively involved in the performing arts, in organising School Assemblies and in fund-raising for many different causes.

The stretch and challenge programme within the school has recently been extended and, to support this, a new house point system has been introduced, providing the pupils with a up to the minute status of their individual house point total, as well as the overall house competition.

In order for the Houses to be a success a great deal of team work is required, and we hope you will support your House and its leaders next year.

### **ROUND SQUARE**

This is an international group of like-minded schools based on the philosophy of Kurt Hahn who founded Gordonstoun. "Round Square" takes its name from a building in Gordonstoun where the meeting of the founding heads of the organisation took place. In Scotland the administrative centre of an estate is often called "The Square". The Square at Gordonstoun is a beautiful and unique circular stone building built in the 17th century and the name "The Round Square" is derived from this. There are member schools from all over the world. All the schools are committed to academic excellence and share the same philosophy of educating the whole person through a broad and balanced curriculum, a wide range of extra curricular activities and service to the community.

There are various activities each year based around service (charity), the environment or adventure where the whole school is involved. There may also be opportunities to link with pupils in other schools as part of a club or activity.

An annual international conference is hosted by a member school and is attended by heads, governors, teachers and pupils. You may have an opportunity to attend a conference as far afield as India, Australia, South Africa or the United States and even to go on exchange to these places. We encourage all girls to take part in Round Square projects. Senior House girls have participated in projects in Peru, Cambodia and Thailand.

We hope that as you settle into Senior House you will be excited by the many opportunities Round Square offers. From day one you will be involved in our sponsorship of a pupil at Starehe Girls' School in Kenya and you may attend Round Square Pillar Meetings.

### EXTRA CURRICULAR ACTIVITIES

While you are at Westfield your work will be very important and take up a large amount of your time, but just as important is what you do out of lessons. You will be encouraged to take part in a wide range of extra-curricular activities and your form tutor will keep a record of what you attend. Some activities take place in the lunch break, others after school. Sporting activities include Netball, Trampoline, Tennis, Athletics, Hockey, Dance, Basketball, Football, or Rounders Clubs.

Musical activities include Choir, Orchestra and Jazz Band and individual instrumental lessons.

You might also enjoy life drawing, ICT, the environmental committee, robotics, UNESCO and the Art, Drama and Science clubs. If you enjoy taking part in some activity which is not currently on offer, then do mention this to your Form Tutor and look at the possibility of joining a group of like-minded people and starting your own club.

### SENIOR HOUSE SCHOOL UNIFORM LIST

Please note that Ciel is the only shop which supplies our uniform. Ciel is located at 39 High Street, Gosforth, NE3 4AA, telephone: 0191 246 4505, email [Julie@cieluniform.co.uk](mailto:Julie@cieluniform.co.uk) or their website is [www.cielschooluniform.co.uk](http://www.cielschooluniform.co.uk)

SKIRT	Tartan Navy/Pink kilt. This should be worn no more than 5cm above knee length. Mini skirts are <b>not</b> allowed. Skirts should be replaced when girls outgrow them. Skirts should also not be taken up or rolled up at the waist.
BLOUSE	Pink short or long sleeve
PULLOVER	Navy with pink trim
SOCKS and TIGHTS	Plain navy blue, knee-high socks or navy opaque or woollen tights Summer: white or navy ankle socks are optional
SHOES	Shoes must be flat and navy blue or black, with wide, low heels, <b>maximum height 3cm</b> . <b>Black trainers</b> , sling back and shoes with high chunky heels, 'kitten' or narrow heels are <b>NOT</b> allowed.
BLAZER	Navy with Camellia logo. Blazers must be worn for assemblies and school events.
COAT (optional)	Plain navy blue or black coat, only, may be worn over the school blazer
HIJAB (if applicable)	Navy blue or black
<b>SPORTS KIT</b>	
GYMSHORTS/ SKORT	Navy blue with pink trim
TRACKSUIT TROUSERS	Navy blue with pink trim
SPLASH JACKET	Navy blue with pink trim and Camellia emblem

POLO SHIRT	Navy blue with pink trim and Camellia emblem
SWEATSHIRT or 1/4 ZIP LAYER	Navy blue and pink and Camellia emblem

For hockey, a hockey stick, mouth guards and shin pads are compulsory.

<b>OPTIONAL SUMMER WEAR (unless your daughter is playing for one of the school's tennis teams when white kit is compulsory)</b>	
<b>TENNIS POLO SHIRT</b>	White and pink with Camellia emblem
<b>TENNIS SWEATSHIRT</b>	White and pink with Camellia emblem
<b>TENNIS "SKORT"</b>	White with navy and pink trim
<b>ATHLETICS VEST</b>	Sleeveless navy blue with pink trim with Camellia emblem
<b>TRAINERS</b>	Predominately white sports trainers (not fashion) and white ankle sock
<b>TENNIS RACKET</b>	

#### **LABELLING OF PE KIT**

All girls are required to have their PE kit clearly labelled.

#### **ADDITIONAL EQUIPMENT**

**For Home Economics**, a wicker basket or other basket for bringing in ingredients and taking home prepared dishes and an apron.

#### **CARE OF PROPERTY**

Please ensure that all items of clothing and any of your personal possessions are clearly named. Games kit should be named on the outside where it can be seen. Although the school does not accept responsibility for any loss of or damage to private property, there is a much better chance of finding named belongings. You will be provided with a locker in which to keep any important items together with your games kit. You will need to set a PIN code to lock your locker.

It is important that only the minimum of money is brought into school and that it is kept with you at all times or locked away. Money should not be left in a blazer pocket in the cloakroom. If it is essential for you to bring a large sum of money into school then please hand it to Mrs Quinn or Mrs Jokelson for safe keeping during the day.

Aim to look after your own things carefully and at all times and then problems will not arise.

#### **MAKE-UP AND JEWELLERY**

Girls are not allowed to wear make-up, coloured nail varnish or have nail or eyelash extensions. Girls may wear a wrist watch but rings or necklaces of any kind are not allowed. If you have pierced ears, you may wear only one plain stud in each ear in the ear lobe. Any other earrings or piercings, including nose piercings, are not allowed.



## **HAIR**

Hair should be tidy. If it is long it must be tied back at all times for girls from Upper 3 to Lower 5. Girls in Upper 5 and above must have a bobble to tie hair back when needed. Hair must be a natural colour

## **MOBILE PHONES**

The use of mobile phones for girls in Key Stage Three and Four is strictly prohibited during the day but they may be brought into school and kept during the day in Mrs Quinn's office. If needed for learning, the subject teacher will collect them. Misuse of phones will lead to parents having to collect the phone from school.

## **ABSENCES FROM SCHOOL**

In case of:

1. Unexpected illness: Please let the school know as soon as possible. If the illness lasts more than a few days it is helpful for us to be kept informed of progress and if necessary we can arrange for work to be sent home. However short the absence is, school must be informed as quickly as possible.
2. Dental and hospital appointments: Please send in an email or letter in advance of the absence. It is hoped that such appointments can be made out of school hours, though we appreciate that this is not always possible.
3. Family matters: If your daughter needs to participate in an important family occasion, e.g. a wedding, please request permission in writing as far in advance as possible by letter.
4. Family holiday during term time: Girls should not be taken out of school at any time during term time for family holidays. If it is absolutely necessary for a girl to be absent from school for a non-medical reason eg to attend a family wedding, permission must be obtained from the Headmaster at least seven days in advance. This is a legal requirement. Any other absence will be classed as unauthorised. Copies of all our policies are available from the school office upon request.

## **MEDICAL SERVICES**

We ask you to complete a medical form annually and hope that you will be happy for this information to be available to the teaching staff. It can sometimes be very important for them to be aware of any medical background in order to recognise as quickly as possible a particular symptom and know how to deal with it.

## STAFF

Headmaster	Mr J N Walker BSc (St Andrews) MA (Manchester Met) PGCE
Deputy Head	Mrs K Quinn BA Hons (Leeds) PGCE
Art & Design	Mr D Stone BA Hons (Kingston) PGCE Mrs K Graham BSc Hons (Northumbria) PGCE Mrs C Knowles BA Hons (Leeds Met) PGCE
Computing	Mrs C Lloyd BA Hons (Liverpool) PGCE
Drama	Mrs E Forster MA Hons (Cantab) PGCE
English	Dr A Leng BA Hons (Reading) MA (Reading) PhD Mrs E Forster MA Hons (Cantab) PGCE Mrs N McGowan BA Hons (E Anglia) PGCE Mrs K Drew BA Hons (Hull) PGCE
Geography	Mr C Dunn MA Hons (Cantab) Mrs S Landsbury BA Hons (Dunelm) PGCE MA
History	Mrs J Harris BA Hons (Northumbria) PGCE Mrs K Quinn BA Hons (Leeds) PGCE
Home Economics	Mrs K Graham BSc Hons (Northumbria) PGCE
Mathematics	Mrs L Marshall BEng Hons (Liverpool) PGCE Mrs F Swift MA Hons (Cantab) MEng (Cantab) PGCE Mrs K Quinn BA Hons (Leeds) PGCE
Modern Foreign Languages	Mr A Brown MEng Hons (Exeter) PGCE Mrs F Boyce BA Hons (Salford) PGCE Mrs S Dodds BA Hons (Dunelm) PGCE Ms L Harty BA Hons (Lancaster) PGCE MA
Music	Mrs Wendy Locks BA Hons (Northumbria) PGCE
Physical Education	Miss N Baguley BSc (Lancaster) PGCE Miss L Brown BSc Hons (York St John) PGCE Mrs K Nicholson BEd Hons (Exeter)
Religious Studies/Philosophy	Mr S Shieber BA Hons (Dunelm) PGCE MA
Science	Dr E Corbin BA Hons (Oxon) MSc (Newcastle) PhD Mr P J M Russell BSc Hons (Bath) PGCE Mrs S Whitaker BSc Hons (Leeds) PGCE
Additional Learning Support	Ms E Thompson BSc (OU) PGCE
Headmaster's PA	Mrs J Jokelson
Marketing Co-ordinator	Mrs M Brannigan
Bursar	Mr J Leese
Assistant Bursar	Mrs D Oldroyd

## COMPLAINTS PROCEDURE

Westfield has always prided itself on the quality of the teaching and pastoral care provided to our girls. However, if you do have a concern about any aspect of your daughter's life in school you can expect it to be treated by the school in accordance with this procedure. Westfield makes its complaints procedure available to all parents of pupils and of prospective pupils on our website and in the school office during the school day and we will ensure that parents of pupils and of prospective pupils who request it are made aware that this document is published or available and the form in which it is published or available. This policy applies to the whole school including the Early Years Foundation Stage

In accordance with paragraph 24(3)(g) of Schedule 1 to the Education (Independent School Standards)(England) Regulations 2010, Westfield will make available, on request, to parents of pupils and of prospective pupils and provide to ISI for the purposes of section 162A(1) of the Education Act 2002 (as subsequently amended), details of the complaints procedure and the number of complaints registered under the formal procedure during the preceding school year. The electronic register is kept and updated by the Deputy Head.

### **What Constitutes a Complaint?**

A complaint is an expression of dissatisfaction with a real or perceived problem. It may be made about the school as a whole, about a specific department or about an individual member of staff. A complaint is likely to arise if a parent believes that the school has done something wrong, or failed to do something that it should have done or acted unfairly.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. The school is here for your daughter and you can be assured that your daughter will not be penalised for a complaint that you, or your child, raises in good faith.

### **Timeframe for Dealing with Complaints**

All complaints will be handled seriously and sensitively. They will be acknowledged in writing within five working days if received during term time and as soon as practicable during holiday periods. There is always a member of the Senior Leadership Team available during the school holidays if the Headmaster is unavailable. It is in everyone's interest to resolve a complaint as speedily as possible. The school's target is to complete the first two stages of the procedure (see below) within 28 days if the complaint is lodged during term time and as soon as practicable during holiday periods but always within 20 school days.

Stage 3, the Appeal Panel Hearing, will be completed within a further 28 days if the appeal is lodged during term time and as soon as practicable during holiday periods but always within 20 school days.

### **Recording Complaints**

Following resolution of a complaint, we will keep a written record of all complaints and whether they are resolved at the preliminary stage or proceed to a panel hearing. At the school's discretion, additional records may be kept which may contain the following information:

- Date when the issue was raised
- Name of parent
- Name of pupil
- Description of the issue
- Records of all the investigations (if appropriate)
- Witness statements (if appropriate)
- Name of member(s) of staff handling the issue at each stage
- Copies of all correspondence on the issue (including emails and records of phone conversations)

Correspondence, statements and records relating to individual complaints will be kept confidential except to the extent required by paragraph (k) of Schedule 1 to the Education (Independent Schools Standards)(England) Regulations 2010, by the Secretary of State or where disclosure is required by the ISI under Section 162(A) of the Education Act 2002 (as amended), or under other legal authority.

#### **Stage 0 – Initial Concern raised**

- If you have a concern you should normally contact your daughter's Form Tutor, or the subject teacher involved, in the first instance. In many cases, the matter will be resolved straightaway by this means.
- If the initial concern cannot be immediately resolved, either the parent or the member of staff may choose to make it an informal complaint in accordance with Stage 1 of this process.

#### **Stage 1 – Informal Resolution**

- It is hoped that most complaints and concerns will be resolved quickly and informally.
- If your concern could not be resolved straightaway, the Form Tutor or subject teacher involved will make a written record of the concerns and the date on which they were received and pass this to the Deputy Head for record keeping.
- If the Form Tutor cannot resolve the matter alone, it may be necessary for them to consult the Head of Faculty in Junior House or the Deputy Head in Senior House.
- Concerns initially raised with the Head of Faculty in Junior House or the Deputy Head in Senior House will usually be referred to the relevant Form Tutor unless the Head of Faculty in Junior House or the Deputy Head in Senior House deems it appropriate for them to deal with the matter personally.
- The Form Tutor, or relevant Senior Leader if deemed appropriate, will respond to your concern within one week. If you are unhappy with the proposed resolution, then you will be advised to proceed with your complaint in accordance with stage 2 of this procedure.
- If, however, the complaint is against the Headmaster, parents should make their complaint directly to the Chairman of Governors.

#### **Stage 2 – Formal Resolution**

- If the complaint cannot be resolved on an informal basis then you should put your complaint in writing to the Headmaster within seven days of receipt of the informal resolution. The Headmaster will decide, after considering the complaint, the appropriate course of action.
- In most cases the Headmaster will either meet with or speak to the parents concerned, normally within seven days of receiving the complaint to discuss the matter. If possible a resolution will be reached at this stage.
- It may be necessary for the Headmaster to carry out further investigations.
- The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.
- Once the Headmaster is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and you will be informed of this decision in writing. The Headmaster will also give reasons for his decision. This will usually be within 10 working days of speaking to the parents concerned.
- If the complaint is against the Headmaster, the Chairman of Governors will call for a full report from the Headmaster and for all the relevant documents. The Chairman may also call for a briefing from members of staff and will, in most cases, speak to or meet with the parents to discuss the matter further. Once the Chairman is satisfied that, so far as is practicable, all of the relevant facts have been established, the parents will be informed of the decision in writing. The Chairman will also give reasons for her decision.
- If you are still not satisfied with the decision, you should proceed to stage 3 of this procedure.

### **Stage 3 – Appeal/Panel Hearing**

- If you seek to invoke stage 3 (following a failure to reach an earlier resolution) you will be referred to a Convenor who has been appointed by the Governors to call hearings of the Complaints Panel.
- The matter will then be referred to the Complaints Panel for consideration. The panel will meet within three weeks and the panel will consist of two Governors not directly involved in the matters detailed in the complaint. Each of the Panel members shall be appointed by the Chairman of the Board of Governors.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than seven days prior to the hearing.
- You may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If possible the Panel will resolve your complaint immediately without the need for further investigation.
- Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 7 days of the Hearing. The Panel will write to you informing you of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to you, the Headmaster, the Governors and, where relevant, the person complained of.

During school holidays, if a complaint is received, this will be dealt with as expeditiously as possible by the Headmaster or the member of the Senior Leadership Team who is on call if the Headmaster is unavailable.

You can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by the Education (Independent Schools Standards) Regulations, where disclosure is required in the course of the school's inspection, or where any other legal obligation prevails.



## WESTFIELD SCHOOL TERM DATES 2022-2023

	Term Begins	Half Term		Term Ends
		School Ends	Resumes	
<b>AUTUMN TERM 2022</b>	* Tuesday 6 September Induction Day for L6 and U3 * Wednesday 7 Sept for rest of the school	Friday 14 Oct	Monday 31 Oct	Friday 16 Dec
<b>SPRING TERM 2023</b>	Monday 9 Jan	Friday 17 Feb	Monday 27 Feb	Friday 31 March
<b>SUMMER TERM 2023</b>	Monday 17 April	Friday 26 May	Monday 5 June	Friday 7 July
	Bank holiday: Monday 1 May			