



Windlesham House School Parent Handbook

Year 7 and 8
2021 - 2022



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Welcome to Years 7 and 8 at Windlesham House

This Parents' Handbook aims to explain what happens in Year 7 and Year 8. It includes an introduction to the staff, what happens in the school day, how we communicate with you and you with us, what your children will be learning and how we will keep you informed of your child's progress. It also covers the things that your child will need such as stationery and uniform.

Contact Details

Nicole Higlett (Phase Leader Years 7 and 8)
Andy Nuttall (Deputy Head)
Pippa Sutcliffe (Assistant Head Academic)
Jon Farrer (Assistant Head Pastoral)
School office

nhiglett@windlesham.com
anuttall@windlesham.com
psutcliffe@windlesham.com
jfarrer@windlesham.com
WHSoffice@windlesham.com

Main school number: 01903 874700

Form Teachers

Your child will have a form teacher who they will see for registration and form period each morning, and who will also teach PSHE. The pupils will be taught by subject specialists for all of their other lessons. The teaching team for the Senior School can be found on the [Parent Portal](#).

Your child's form teacher is your first point of contact for any questions you have about daily routines and if you have any information that you need to share with the school that day, for example, if your child is particularly tired that day, or worried about something or if they have lost their school shoes. It is also important for them, along with the House Parents, to know about more significant issues, for example changes in their daily routines or family circumstances.

House Parents

Every pupil is allocated to one of our six houses. The house system provides an additional sense of community spirit as well as another level of pastoral care for pupils.

House Parents will have the overview of your child's progress and overall well being throughout their time at Windlesham. Your child will meet their House Parent

weekly but will also see them around the school at break times, during Prep and at meals. The House Parents will liaise closely with your child's form teacher but we recommend that you also keep in touch with them about how your child is getting on and any important information that you would like to share with the school.

Form Teachers

Year 7

Jon Stephens	jstephens@windlesham.com
Adam Pearson	apearson@windlesham.com
Stacey Charman	scharman@windlesham.com
Jack Scullion	jscullion@windlesham.com

Year 8

Julian Franklin	jfranklin@windlesham.com
Nigel Parkin	nparkin@windlesham.com
Emma Spybey	espybey@windlesham.com
Ali Wild	awild@windlesham.com

House Parents

Bader

Emma Spybey	espybey@windlesham.com
Julian Franklin	jfranklin@windlesham.com

Drake

Helen Carson	hcarson@windlesham.com
Stuart Edwards	sedwards@windlesham.com

Grenfell

Stacey Charman	scharman@windlesham.com
Adam Pearson	apearson@windlesham.com

Hunt

Pippa Herring	pherring@windlesham.com
Fiona Jenkins	fjenkins@windlesham.com

Raleigh

Mel Clark

mclark@windlesham.com

Chellie Messenger

cmessenger@windlesham.com

Scott

Becky Marchant

bmarchant@windlesham.com

Jack Scullion

jscullion@windlesham.com

Pastoral Care

Windlesham prides itself on its strong sense of community as well as its levels of pastoral care. Everything we do is with the children's best interests in mind and our aim is to ensure they are happy - if they are happy, they will make progress.

Your child's form teacher will also act as their pastoral tutor and is the first port of call for any questions you have about daily routines. The main benefit of this system is that the form teacher sees all of their form and tutees on a daily basis and is well positioned to communicate with you and your child's House Parents as necessary. Your child will also join one of six houses: Bader, Drake, Grenfell, Hunt, Raleigh and Scott. Each House is managed by a pair of House Parents who will support your child's wellbeing and pastoral care throughout their time at Windlesham.

The week is structured around a pastoral theme e.g resilience, anti-bullying, self-esteem and your child will be given opportunities to explore this theme in form time and in a weekly chapel service. Additionally, the children will spend one morning of the week debating a current affairs topic through an initiative called Votes for Schools. This encourages them to look beyond the confines of Windlesham and discuss themes that are making the news.

Should you have any specific questions regarding the pastoral care at Windlesham please feel free to contact Jon Farrer, Assistant Head (Pastoral) jfarrer@windlesham.com.



Home School Communication

How we communicate with you and you with us is one of the most critical aspects of ensuring a good home-school relationship. We have several means of communication: the weekly information letter, the weekly newsletter, email, telephone, school website, social media and WhatsApp.

Information Letter

Each Monday parents are sent an information letter providing details relating to items in the calendar up to two weeks in advance. This is to give parents the opportunity to plan for different events as well as to stay informed as to their children's involvement and requirements.

This letter also contains key up to date information relating to day to day life at Windlesham to ensure that parents remain fully informed. Information is grouped according to year group and phase to allow parents to locate the most relevant details pertaining to their child (ren).

Newsletter

On Fridays parents are sent the Newsletter which highlights the varied academic and non-academic activities which the pupils have been engaged in throughout the week. This is an opportunity for parents to get a greater insight into the day to day life at the school and the varied opportunities the pupils have enjoyed.

Parents' WhatsApp

The Parents' WhatsApp group is managed by Alex Evans and is organised by year group to provide parents an opportunity to ask questions as they arise. Reminders are also sent via this group for specific calendar items to assist parents. Enrollment in the WhatsApp group is entirely voluntary. Please email aevens@windlesham.com with your name, your child's name and form and your phone number if you would like to be added to the group. Please note that this group is not for general communication or socialising but there is usually an informal group set up by the parents for this.

Parent Portal

The Parent Portal is an area of the School's website which hosts a wide range of information relating to your child's life at school. It is here that parents can access details relating to their child's timetables, activities, and sports. There are also many other categories of information and this should be the parents first port of call.

Verbal communication

At Windlesham we operate an open door policy and welcome verbal communication between staff and parents and encourage both to meet face to face where possible to develop collaborative relationships. Staff welcome brief discussions with parents, and are happy to arrange mutually convenient meeting times should a longer conversation be required.



Routines and Timings

07:30 - 08:00	Wrap around care and breakfast (by arrangement for Day pupils)
08:00 - 08:10	Pupils arrive at school and go to their form room
08:10 - 08:15	Registration
08:15 - 09:00	Assembly / Chapel / Form Period / Housemeetings / PSHE
09:00 - 09:50	Lesson 1
09:50 - 10:40	Lesson 2
10:40 - 11:05	Break
11:10 - 12:00	Lesson 3
12:00 - 12:30	Lesson 4a
12:30 - 13:30	Lunch
13:30 - 14:00	Lesson 4b
14:00 - 14:50	Lesson 5
14:50 - 15:40	Lesson 6
15:40 - 16:30	Lesson 7
16:30 - 16:45	Break
16:45 - 18:20/18:30	Prep / Activities
18:00	Collection (for Day pupils and flexi boarders)
18:20 / 18:30	Boarder's supper
19:00	Senior boarder's evening activities
20:00	Senior boarders to dorms

Drop off and parking

Senior Day pupils should be dropped off and collected from the Front of School.

Break time

Senior school pupils play on the adventure playground, the astro, the front lawn and in the woods at break time. They are always supervised by teaching staff. In winter they will need to bring in wellies as it can get muddy and will also require the school coat and waterproof trousers, so that they can play outside as much as possible. In Summer and Autumn we request that they bring in outdoor trainers.

Pupils are given a snack and drink at break.

Lunch

Pupils eat a hot lunch in the main school dining room each day. Members of the School staff join them and we endeavour to make the experience sociable and relaxed while ensuring that every child eats a healthy balanced meal. There is a

choice of meat and vegetarian options. Menus are available online for parents to download each week.

Please note, due to the severity of some children's allergies, we are a 'nut-free' school. Please ensure that we are fully aware of foods to avoid and the necessary medical precautions. Parents are asked to complete a medical allergen and intolerance form which are part of the admissions pack, otherwise these can be sought from the medical centre: medi@windlesham.com.

If your child is going on a trip they will be provided with a packed lunch by the school. Please do not send in supplementary food.

Snacks and water

These are provided at morning break and at 4:30pm for children attending activities. Morning snack is usually savoury and the afternoon snack is usually sweet.

Children are welcome to bring in a named drinking water bottle. We also have a number of water fountains around the school. No single use bottles please.

Collection

Pupils will be signed out by a member of staff from the front of school. Normal pick up is at 18:20 (Year 7) or 18:30 (Year 8) however it is also possible to collect at 4:30pm before activities and prep or 5:15pm before prep. If a child does not attend prep they should take their prep and complete it at home.

If you are regularly collecting your child at 4:30pm or 5:15pm you will be able to sign up for this option when booking activities. You will receive further information about this when you receive the activities options and booking process details.

If you need to collect your child at any time other than these collection times please do so from the front office by prior arrangement through absence@windlesham.com. If possible please provide at least 24 hours notice or call 01903 874700. Pupils should sign out with the office staff or on the sign out sheet.

Wraparound Care

Parents of Day pupils are able to make use of the extended wrap around care from 07:30. Pupils should be dropped off at the front of school and make their

way to the dining room where they will be signed in and supervised until registration. Pupils can be provided with breakfast. This early morning provision is by prior arrangement. Please email whsoffice@windlesham.com or your child's form teacher to discuss this.

Notification of absence

If a day pupil is unwell and unable to attend school, please email absence@windlesham.com by 08:10 and the relevant members of staff will be informed.

If your child has an appointment or other reason for absence, please email absence@windlesham.com at least 7 days before. The office will communicate with your child's House Parents and form teacher, as well as the Headmaster where relevant, to approve the absence.



Teaching and Learning

Mirroring the progressions from Pre-Prep to juniors, the senior curriculum continues to build on the strong foundations that have been developed in the previous year groups. We have high expectations of the children in all areas of their school life, both academically and pastorally. Moving into the top two years of the school, pupils are expected to take on important roles of responsibility; modelling the high standards of behaviour and learning for their younger peers.

Emphasis will be placed on nurturing their independence, exploring their own lines of enquiry and preparing them with the key skills that will be needed as they transition to senior school. This will be supported through the non-mandatory weekend programme set out in the Windlesham Diploma.

We will create an environment of challenge and support for each individual in our classes. The children will continue to develop at different rates and we will ensure that your children understand their next steps for learning, are challenged to achieve their individual targets and are ready for the next stage in their Windlesham career. All children will be invited to join specific clinics which will support, extend and cement knowledge for both CE exams and academic scholarships.

Learning habits will underpin our teaching and learning from September. They will link directly to our reward system and reporting. They are organised in 3 areas: critical thinkers, active learners and explorers. Each of these areas aim to develop the skills required to become an effective and productive learner not just at Windlesham or at Senior Schools but throughout life.



Years 7 and 8

Pupils in both Year 7 and Year 8 are set within two bands for English, Maths, Science, French and Geography / History.

Pupils choose between French or Spanish in Year 7 and either Latin or Classical Civilisation. They continue these subjects throughout Years 7 and 8.

Study Periods (min of 1 per week in Year 7 and two per week in Year 8) – these take place each day at 7:30am for 30 minutes or 7:00pm for 30 minutes

Subject Clinics: available should support be required. These will be by invitation.

Creative Curriculum Subjects

Music

In Year 7 and Year 8, the children have 1 classroom based Music lesson per week, and in this we cover a huge range of topics, including film music and Jazz. We have a very well equipped classroom with a Samba kit, Djembe drums and lots of other percussion instruments as well as South African Marimbas and an array of glockenspiels! Music technology also plays a large part in our lessons using Garageband and other apps.

As well as congregational singing in Chapel pupils in Years 7 and 8 also have the opportunity to audition for the Chapel Choir. The Chapel Choir perform in the carol service and other major events throughout the year. There is also a Senior Choir which has a less formal approach and a more contemporary repertoire.

Across the school, around 75% of the pupils learn a musical instrument, and these are delivered by our team of 16 visiting Music Teachers. Pupils are encouraged to join an ensemble or group suitable to their ability. There are many performance opportunities throughout the year, from small informal break-time concerts through to the large, whole school events such as Windlesham Rocks and Windlesham's Got Talent.

Drama

Pupils in Years 7 and 8 attend a 50 minute Drama lesson in Harrow Studio. Pupils follow a variety of text and non-text work including Method Acting, Epic Theatre, Rehearsal Techniques, Mask Work and Devising. All children have the opportunity to perform in one major production each year. There are other performance opportunities throughout the year as individuals, in small groups and in class performances, such as public speaking, poetry performances and devised work during activity time. There are additional cross-curricular links with the Year 7 Shakespeare Festival which is developed through the pupils English lessons. For pupils who have a particular interest or aptitude for Drama there are additional activities they are able to opt into as well as the ever popular LAMDA tuition. We have a very successful scholarship programme which includes 1:1 tuition interview practice and theatre visits.

Art

Pupils in years 7 and 8 enjoy a wide range of artistic activities embedded within their curriculum. Their art lessons take place in the art department where pupils are introduced to a variety of art, craft and pottery techniques including glass fusing and printmaking. Art, craft and design embody some of the highest forms of human creativity. In their art lessons we aim to engage, inspire and challenge pupils, equipping them with the knowledge and skills to experiment, invent and create their own works of art, craft and design. As pupils progress, they are encouraged to think critically and develop a deeper understanding and appreciation of art and design. Pupils are also taught about how art and design both reflects and shapes our history, and contributes to the culture, creativity and wealth of our nation.

Our aims are to ensure that all pupils: produce creative work, exploring their ideas and recording their experiences, becoming proficient in drawing, painting, print-making, pottery and many other art and craft techniques. They are encouraged to evaluate and analyse creative works using the language of art, craft and design and know about great artists, craft makers and designers, and understand the historical and cultural development of their art forms.

Pupils are taught how to develop their creativity and ideas, and increase proficiency in their execution. They are encouraged to develop an understanding of artists and designers. Pupils are taught: to use a range of techniques to record their observations in sketchbooks and other media as a basis for exploring their ideas to use a range of techniques and media, including painting to increase their proficiency in the handling of different materials. They are encouraged to analyse and evaluate their own work, and that of others, in order to strengthen the visual

impact or applications of their work. Pupils are taught the history of art and craft alongside their practical work, including periods, styles and major movements from ancient times up to the present day.

Those with a particular interest or aptitude in art are encouraged to attend the art activities to develop their interests and abilities further. Pupils have access to our specialist art and pottery rooms where they are supervised by subject specialists.

Prep

Pupils in Year 7 receive 2 x 25 minute prep each evening comprising 25 minutes of work set and 25 minutes reading time.

Pupils in Year 8 receive 2 x 30 minute prep each evening comprising 30 minutes of work set and 30 minutes reading time.

Pupil Planners

Each pupil is provided with a pupil planner. Within this book is a copy of their personal timetable and pages to record their activities and clubs. Each day the pupils write in their prep and reading record and this is signed by the prep supervisor, or, if the pupil brings their prep home, by their parents. Each week the tutor will review the use of the pupil's pupil planner and countersign it, rewarding the child with stars if it is well completed. The pupil planner also contains useful information such as the code of conduct, rewards structure and school values.

Stationery list

Pupils can purchase stationery from the school shop which is run from the library and accessible to the pupils at break time. At the beginning of term we ask that all pupils have a named pencil case containing named equipment. A full stationery list can be found here: [Stationery List](#).



Assessment and reporting structure

We assess the pupils on an ongoing basis within each subject and feedback to pupils as frequently as possible to involve them in reflecting on their learning and helping each individual recognise their next steps for continued progress. Alongside this formative assessment we also assess our pupils using a variety of tests as outlined below.

Standardised Assessments

Year Group	Assessment	Month
Standardised Assessments		
Years 3-8	GL CAT4	September
Years 3-8	GL Progress Test in English, Maths & Science	September & May
Year 3 - Year 8	Accelerated Reader	September & May
Other Assessments		
Year 3 - 8	Writing (English)	Termly
Year 5 - 8	Biannually PIMS (Mathematics)	December, March
Year 3 - 8	Science	End of each topic
Year 5 - 8	End of Year Exams (All Academic Subjects)	June
Year 8	Common Entrance in all subjects	June
Year 6 & 7	Pre-tests	October to March
Year 6, 7 & Year 8	External Senior School Entrance Exams	Autumn, Spring or Summer Term, depending on School.

Timetable of assessment and explanation of grades

Further details are communicated at the beginning of the term curriculum information evening and reports are emailed to parents.

Autumn term

- 1/2 Term Progress reports
- 2/2 End of term reports

Spring term

- 1/2 Term Progress reports
- 2/2 End of term Progress reports

Summer term

- 1/2 Term Progress reports
- 2/2 End of term reports

Effort grades

- 5 Outstanding effort in all respects
- 4 Excellent effort in all respects
- 3 Good levels of effort
- 2 Some aspects of approach need improvement
- 1 Cause for concern

Attainment grades (Academic subjects only)

- A Excellent understanding of recent topics
- B Confident understanding of recent topics
- C Satisfactory understanding of recent topics
- D Struggled with recent topics
- E Finding recent topics very difficult

Co-Curricular opportunities

Sports

Pupils in Years 7 and 8 benefit from a range of sporting activities and opportunities. Within the PE lessons the pupils participate in Swimming, Gymnastics, Dance, Fitness, Athletics and Tennis. Pupils have two games afternoons, on a Tuesday and Friday when they are coached in team sports. Matches are played on a Wednesday afternoon as well as a Saturday afternoon.

For further information about fixtures parents should access the [Sports Area](#) of the Misocs app.

Competitive Sport Calendar

	Boys	Girls	Both
Autumn	Football / Rugby	Netball / Hockey	Cross Country / Swimming / Golf
Spring	Rugby / Hockey	Netball / Hockey	Cross Country / Swimming / Golf
Summer	Cricket	Cricket	Athletics / Swimming / Tennis / Golf

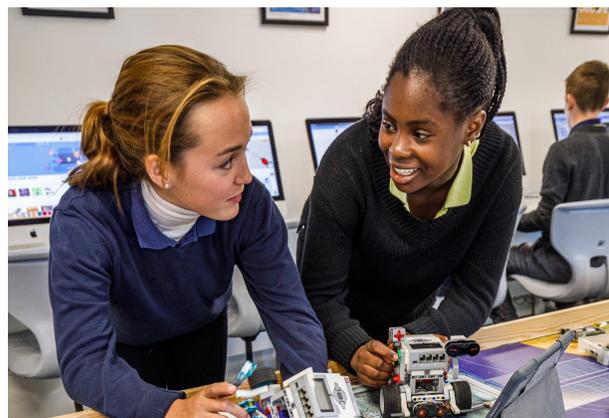
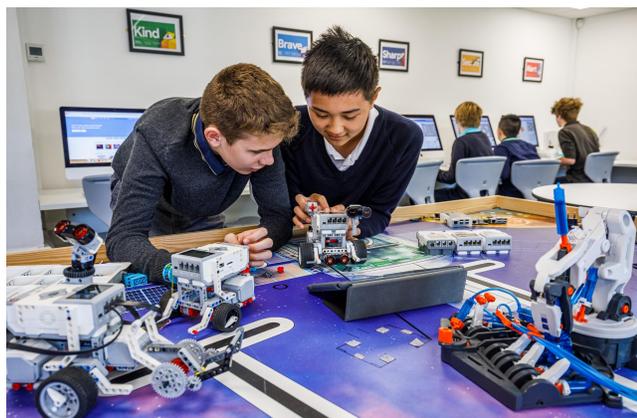
Activities

Pupils in Years 7 and 8 benefit from being able to select from a wide range of co-curricular activities, many of which are free of charge. These take place from 16:45 - 18:00 each day although some of the 'paid' activities take place at other times so the pupils benefit from the 1:1 or small group provision of a specialist tutor or coach. A full list of activities can be found on the Parent Portal. Unpaid activities are offered by our own staff and complement our curriculum areas of sport, music, art and DT, as well as further enrichment opportunities. These activities change termly to reflect the seasons and focuses for that term. Parents are encouraged to sign their children up for activities prior to the start of term and this is managed through the [Misocs activities app](#).

Information relating to the range and timing of activities available for each year group can be found on the app and any additional enquiries should be directed to the Head of Co-Curricular: Stuart Edwards. sedwards@windlesham.com. A child's form tutor oversees each child's balance of activities and ensures that pupils are suitably engaged across the week.

Windlesham Diploma

The Windlesham Diploma is a series of enrichment activities which take place on a Saturday morning. Whilst these are optional and not part of the formal academic curriculum, they provide the pupils with opportunities to develop their wider skills within the school context. The activities are grouped into four foci; Outdoor Education, Community Responsibility, Personal Development and Life Skills, and Leadership and Team Spirit. Through these activities the pupils develop their awareness of self, their ability to collaborate as a team, as well as leadership, communication and problem solving skills.



Future Schools

Year 7

If you have not already made your final decision, now is the time. It is not usually advisable to prepare pupils for more than one, possibly two, schools. Talk to the Headmaster and Assistant Head (Academic) to discuss your decision, and listen to the advice you hear from them and from the senior school

Pre-Tests and assessments

Although more schools are asking children to sit Common pre-tests in Year 6, a number of schools will ask your child to attend a pre-test or an interview at this stage in Year 7. Although we keep close contact with all senior schools, it may be that you are informed of assessments before we are here at school, so we would ask you to keep us up to date with any information that you receive. The Headmaster will continue to conduct practice interviews in preparation for any assessments the week before your appointment

Scholarships

Throughout your child's time at Windlesham, their teachers will have been carefully observing their skills and talents and by Year 7, will have a good understanding of their potential as a scholar.

It would be the school's preference that we would approach you in the first instance to recommend that your child is showing the potential required to apply for a scholarship. However, we always welcome your input and would ask you to contact the Assistant Head (Academic) should you be considering putting your child forward for a scholarship.

Please read the specific section on scholarships for further information

Year 8

By now, together with your child, you will have chosen your senior school. Now is the time for your child to focus on their end of year examinations, ensuring that any conditions that have been asked of their senior school are met

Headmaster's Reference

It is likely that any references required by senior schools will have already been submitted. However, in instances where your child is applying for a scholarship, or indeed, where a senior school has requested an updated reference ahead of confirming their offer, a further reference will be required.

It is important that all the details we hold are up to date. Therefore, we would encourage you to continue to keep your Personal Achievement Record up to date so we are aware of your child's most recent achievements.

Late applications to senior schools

There will, of course, always be situations where late applications to senior schools will be required. If you find yourself in these circumstances, please book an appointment with the Headmaster and Assistant Head (Academic) who will be able to guide you

Scholarships

It would be the school's preference that we would approach you in the first instance to recommend that your child is showing the potential required to apply for a scholarship. However, we always welcome your input and would ask you to contact the Assistant Head (Academic) should you be considering putting your child forward for a scholarship.

The application process

In order to apply for a scholarship, in most circumstances your child must have been offered a place at the school.

Application processes vary by school. In all instances, we would ask that application forms are filled out and signed by you and then submitted to Windlesham for review, collation of required documents and final submission to the senior school.

We ask that all forms come via Windlesham so that we are aware of every application being made and can ensure that any deadlines or requests are met.

Selecting the right scholarship

In order to apply for a scholarship, in most cases, your child must have been offered a place at the senior school in the first instance. It is not necessarily a requirement that you will have had to accept that place. Some schools will allow you to apply for a scholarship regardless of whether your child has a place.

It is advisable that no child applies for any more than 3 scholarships.

Typically scholarships will be available in the following categories:

- Art
- Drama
- Music
- Performing Arts
- Sports
- Academic
- All-rounder

Expectations for each award vary, but you should expect standards to be high and exacting. For example, if you are applying for a sports scholarship, does your child compete at county level or above? As a music scholar, schools will expect a child to be accomplished in their chosen instrument, and in many instances will expect that more than one instrument is offered.

Please take time to read your senior school's expectations.

[Pupil Preparation](#)

Clinics are held in addition to the lessons to support, extend and cement knowledge for both CE exams and academic scholarships.

Study periods are held every morning and evening. They provide an opportunity for pupils to develop their independence, resilience and meta cognitive skills.

Interview practice is held regularly with Houseparents, the Assistant Heads, Deputy Head and Headmaster.

Individual, tailored, personal help is provided for pupils when they require it. Whether it is explaining a concept that has been taught in a lesson, supporting a scholarship candidate or providing extension work, all of our teachers are dedicated and committed to every pupils' learning journey.

Practice exams are held to ensure that pupils are fully prepared for their CE and scholarships. Study skills lessons are held focusing on revision and exam technique.

Please keep in mind that many scholarships now are of minimal financial benefit as schools are putting their resources into bursaries.



Medical Centre

The Medical Centre is staffed by highly qualified pediatric nurses who are on hand to administer medication as well as first aid to all pupils within the school community. Pupils are expected to attend the medical centre outside lesson times, except in an emergency.

The medical centre is open from 06:30 - 21:30 Monday to Friday,
06:30 - 14:30 on a Saturday
08:30 - 10:30 and 17:30 - 19:30 on Sunday

Outside these times qualified First Aiders from amongst the staff are available and on duty.

Medication

All personal medication is kept in the medical centre and administered by the nurses or boarding staff at weekends. Nurses are available to administer over the counter medications when required.

For boarding pupils a GP from Steyning Health Centre attends a clinic at the school on a Monday and Thursday morning, outside of these hours borders can be taken to SteyningHealth Centre.

Medical Conditions (including allergies and dietary requirements)

Parents must inform the medical centre of any underlying health conditions via the admissions paperwork, or contact the medical centre directly.

All full boarding pupils who are registered with Steyning Health Centre have a medical with the school nurse.

For further information on the medical centre [click here](#) or contact the medical centre medicent@windlesham.com.

Dress Code

While we do not have a uniform at Windlesham we do ask that children adhere to the school [Dress Code](#).

Further Information

We hope that this guide has provided some useful information. There are further details available in the ['Policies'](#) section of the website. If you have any other questions about Year 7 and 8 at Windlesham House School, please do not hesitate to contact the school office via whsoffice@windlesham.com or by phone 01903 874700 or speak to your child's form tutor. We will be very happy to help in any way that we can and would far rather you asked a question than were worried about something.





Windlesham House School, Washington, Pulborough, West Sussex, RH20 4AY
United Kingdom +44 (0) 1903 874700
www.windlesham.com