

Mulberry

Academy Woodside

Transition Handbook

@mulberryaws  



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WELCOME FROM ANGELA WALLACE, HEADTEACHER

Dear Parents/Carers,

It is with absolute pleasure I welcome you to Mulberry Academy Woodside. Speaking on the behalf of all our staff and students we wholeheartedly look forward to working with you and your child as they join our community.

Mulberry Academy Woodside is a fantastic school where young people are valued, celebrated, and supported to achieve their full potential. As Headteacher, I am committed to making this school even more successful as your child goes through their journey with us at Woodside.

Joining secondary school is a huge step for any family and we are delighted you will be making this journey with Woodside. We pride ourselves in ensuring that young people are safe, cared for, and listened to. Therefore, we have a series of transition events and resources available on our website to support your child in this journey. When your child joins us there will be an extended period to help your child settle into our community including an earlier lunch, Year 7 only space, team building activities, and a buddying scheme.

The Woodside Values underpin everything we do at Woodside. We believe in growing confident young people who try their best, encourage others, show respect and celebrate diversity. We do this in tandem with ensuring that lessons are engaging and help students progress rapidly in their studies. Ultimately, we want to build citizens of the future who are successful as both individuals and contribute to our wider global community.

This booklet is designed to help you understand the expectations of our community, policies, and our home school agreement. Please take time to look through this with your child.

On a final note, I would like to say just how much I am looking forward to working with you and your child over the coming years.

Yours faithfully,

Ms. Angela Wallace
Headteacher

WOODSIDE SHARED VALUES

**Exceptional education and
experiences: every child, every day.**

WE WILL

Have **PRIDE** in everything we do
and who we are



RESPECT people for who they are



Demonstrate **KINDNESS** and
support each other

Mulberry
Academy Woodside

HOME SCHOOL AGREEMENT

We will:

- Uphold and demonstrate Woodside's school values.
- Support and encourage all students to be the very best that they can be.
- Provide an environment where students can thrive, be respected and be safe.
- Help all students to do their best through high quality teaching, a balanced curriculum, regular homework and through rich and diverse extra-curricular opportunities.
- Encourage all students to take full part in the life of the school and embrace the opportunities offered to them.
- Work with parents and carers in partnership through a two-way communication system. We will keep you updated on your child's progress and the life of the school, and we welcome and encourage parents and carers to communicate with us.

Mulberry Academy Woodside- parent/carers

I will:

- Support my child to be the very best that they can be by encouraging them to uphold Woodside's school values, take part in school activities and complete their homework.
- Work in partnership with the school in any way that I can, including attending consultation days, signing my child's diary and communicating any issues.
- Ensure that my child attends school every day and on time, unless they are ill.
- Support the school's expectations, including those on uniform, phones and school equipment.

Mulberry Academy Woodside students will

I will:

- Uphold and demonstrate Woodside's school values.
- Try my best at all times.
- Take part in the life of the school and embrace the opportunities offered to me.
- Talk to my parents/carers about my progress and activities at school.
- Talk to staff if I need help or if anything is worrying me.
- Attend school every day, on time, unless I am ill.
- Follow the school's expectations, including those on uniform, phones, school equipment and homework.

EXPECTATIONS AND REWARDS

Students are expected to follow the Woodside values at all times:

- Behave in an orderly and controlled way
- Respect the no touch policy
- Be kind to other students
- Contribute positively to lessons and enable all to learn
- Wear the correct uniform in line with the uniform code
- Arrive on time to all lessons and to never be outside during lesson times
- In class allow others to learn by listening with respect
- Be a respectful citizen in the school and wider community
- Be respectful of all faiths, religions and individual beliefs
- Avoid any sexist, racist, homophobic language or express intolerance or disrespect to any group
- Not to use electronic devices in school
- In lessons students should have equipment including a planner and book (which can be borrowed from the school library)
- Avoid any behaviour that could bring the school into disrepute, including outside of school

Rewards:

- Recognition and praise from the staff in Woodside high
- Phone calls, texts, and letters to parents to communicate childrens' success
- Celebrating success through weekly assemblies and the newsletter
- Form tutor sharing success in form time
- Lunch pass ticket
- Attendance certificate
- Ice-cream Friday, hot-chocolate Friday with the Headteachers
- Head of Year celebrations
- Reward trips

THE HOUSE SYSTEM

Each student who joins us at Mulberry Academy Woodside will be allocated a House (^^^). The House system encourages a sense of identity and pride in our school community; provides leadership opportunities and ensures collaboration and support across year groups. House competitions take place regularly throughout the year including interform football, sports day, photography competitions, PE poetry competitions, chess competitions, ake off, Debate and Woodside House has talent, Sports Day.

Students can earn points for their house through these competitions and general conduct in school. Winning house teams receive prizes ad rewards



WOODSIDE PASSPORT

This is something which each student in Woodside will complete by the time they finish with us at Woodside. This is a series of opportunities and experiences that all students will undertake to build confidence and ensure our young people can compete in a globally competitive world and emerge as agents of social change. This includes trips, performances, writing and having published their own creative work, engaging in debates and sports.

THE SCHOOL DAY- TWO WEEK TIMETABLE

The school begins at 8:40 a.m. and finishes at 3:10 p.m.

8:40 - 9:10	Form time and assemblies
9:10 - 10:00	Lesson one
10:00 - 10:50	Lesson two
10:50 - 11:10	Break
11:10 - 12:00	Lesson three
12:00 - 12:50	Lesson four
12:50 - 13:30	Lunch
13:30 - 14:20	Lesson five
14:20 - 15:10	Lesson six

PUNCTUALITY

Being on time matters. Arriving late to school can disrupt learning for both the student who is late themselves and to other students in the class

If you arrive to school after 8.40am you are late.

**BREAKFAST CLUB RUNS
FROM 7.45-8.30**

1. Sign in at the canteen entrance. *(If you arrive after 9.10am you will sign in at the main reception and wait for student support to take you to your lesson if this happens twice in one week your parents will be contacted for a meeting) automatic SLT detention.*
2. Attendance team will stamp your journal and communicate to home
3. Go to tutor time for the remainder of the lesson
4. Attend **C004** to complete your **late form at lunch time** and then go to lunch
5. If you fail to complete your **late form** you will have an **SLT detention**
6. If you fail to attend your SLT detention you will then be in the **Reflection Room** the following day
7. If you are late **3 or more** times in a week it is an automatic **SLT detention**.
8. Your punctuality is monitored and tracked by the attendance and year team

SCHOOL UNIFORM AND BUYING SCHOOL UNIFORM

Families can purchase school uniform from our suppliers, Divine Schoolwear. Families can now book appointment online to attend the shop to purchase their children's uniform www.divineschoolwear.com

If you are eligible for free school meals and your child is transferring to secondary school in September 2020, you can also apply for a one-off clothing grant of £60. Please apply for the clothing grant through Haringey Council's website <https://www.haringey.gov.uk/children-and-families/schools-and-education/school-application-forms/free-school-meals-fsm-and-clothing-grant>

MULBERRY ACADEMY WOODSIDE UNIFORM POLICY

At Mulberry Academy Woodside we wear our uniform with pride and recognise the importance of looking smart at all times.

School Uniform

- Plain white – long or short sleeve shirt
- Black Blazer with embroidered badge on pocket
- Plain black straight cut, medium width trousers / a plain 'A' shaped knee length black skirt
- Plain black trousers
- Black socks or white socks / Plain black tights
- Plain black flat leather shoes with no markings (No trainers, plimsolls or boots)
- Plain black v-necked jumper (no round-necked jumpers or sweatshirts)

School PE Kit

PE Kit: green sweatshirt with logo, green polo shirt with logo, black tracksuit bottoms or shorts and trainers, which may only be worn during PE. Please ensure that all items are named.

Dress Code

- Shirts should be tucked in and top buttons should be fastened at all times
- Ties should show at least 9 silver or blue stripes
- Blazers must be worn at all times
- Trousers must not be worn below the waist
- Trainers will not be allowed inside the buildings, but may be worn on the astroturf or during PE.
- Skirts should be "A" line and knee length
- Long white/black socks or black tights
- Hair accessories and head scarves should be black or white
- Earrings are limited to studs and no other jewellery is permitted
- Hairstyles must be sensible – no shaved patterns, tramlines or slits in eyebrows. Only natural hair colours allowed
- Nail varnish and false nails should not be worn
- Hoodies are not allowed in school and will be confiscated if seen by staff
- Students must be clean-shaven
- No Balaclavas

EQUIPMENT

Students should bring

- Black pen(s)
- Green pen
- Pencil
- Ruler
- Pencil case
- Rubber and sharpener
- Calculator
- PE kits on PE day
- Students should always carry a reading book- (these can be borrowed from the school library)

MOBILE PHONES

Mobile phones or other electronic equipment are not to be used in school. If mobile phones are seen in school, they will be confiscated immediately and only returned when parents/carers collect them. If students need to make a phone call at the end of the day they can do so from the school phone in the student reception.

Mobile phones are not to be seen or heard in the school day. If a student has a phone out, the Academy reserves the right to confiscate mobile phones for up to ten days.

SAFE ROUTES TO SCHOOL

Mulberry Academy Woodside is on a main road which is well lit throughout the year. After school and before school, Senior leaders and head of years are out on patrol welcoming in all students and checking they get home safely. Our safer schools policeman is also on duty to keep everyone safe. There is a pedestrian crossing outside school so students can cross safely. We ask all students to go home immediately after school rather than visit local shops and parks for their safety and respect for the local community.



STUDENT JOURNALS

Students are issued with a journal every term. It is good to get into the habit of recording homework and tasks. The journal is the most obvious place to communicate between home and school. Please check this at weekly.

THE CURRICULUM

At Woodside, we aim to create a personalised curriculum that promotes a love of learning; provides breadth of knowledge and skills; that is enriching and supportive and seeks to bridge the cultural knowledge gap in order to provide a platform for our students to succeed in whatever they aspire to do.

Students in KS3 study the following: English, Maths, Science, PE, Music, Art, Drama, DT, History, Geography, RE/RSE, PSE, French, and Spanish

In Year 9, alongside the core curriculum, students are encouraged to follow the Elective Curriculum. The Elective Curriculum provides a wide range of stimulating courses that allow students to have a deep learning experience that will prepare them well for future GCSE studies.- see website for further information.

COMMUNICATION

Communication is really important between parents and the school we communication in the following ways:

- Text messages
- Phone calls
- Weekly newsletter
- Parental events.
- Parents evening
- Website
- Progress report
- Communication with Woodside

School email address: mail@woodsidehighschool.co.uk

School phone number: 020 8889 6761

Contact the Head of Year: azaria.hinds@woodsidehighschool.co.uk /Deputy Head of Year: madeline.turay@woodsidehighschool.co.uk

CLUBS

We run a host of clubs including:

- Music
- Drama
- STEM - Science club
- Debate Mate
- Art club
- and many more...
- Social action
- Duke of Edinburgh
- Film club
- Various sports clubs covering the main clubs
- Chess clubs

SCHOOL COUNCIL

At Woodside, we understand the importance of our students' views and opinions and provide an opportunity for discussion on important issues through Year Councils and the School Council. Council members are elected by their peers in elections conducted in September of each year.

Each class elects democratically two representatives to serve on the Year Council. The role of the class representatives is to consult with their peers over issues that arise at Year Council Meetings and report back to their class at the earliest opportunity. Each class also elects two deputy class representatives, in case of absence.

At the first meeting of each Year Council, students elect a chairperson and secretary. Minutes of the meetings are taken and are available to all representatives in the following weeks meeting. The aim of this is to ensure that every student can be kept informed and to generate further interest in issues discussed. Minutes are usually posted on the year notice board by the Head of Year.

INCLUSION AND LEARNING SUPPORT

At Woodside, we value our students overall wellbeing – both physical and emotional wellbeing as highly as we view their Academic performance.

We have a strong pastoral support team including a Wellbeing Manager, 2 counsellors, Health and Emotional Wellbeing (HEWS) clinician, 3 learning mentors, and a Speech and Language Therapist as well as an onsite social worker and community police officer. We also have onsite alternative provision called the Laurel which provides behaviour support.

Everyone in the Inclusion team is committed to the overall wellbeing of our young people. This includes emotional resilience support, behaviour support, and social and communication support. All of which to enables all our students to enjoy school life , feeling happy and secure throughout the school day, meaning everyone is ready to learn and engage fully in our Woodside community.

Alongside our strong ethos for good mental health to support learning, we recognise and support students with additional educational needs. Our learning support team lead by the Special Educational Support Coordinator (SENCO) provides support in lessons , Literacy support classes and EAL support with experienced teaching assistants. If you have concerns about your child's learning needs please email our SENCO at ada.gokay@woodsidehighschool.co.uk.

If you have concerns about mental health or emotional wellbeing email our wellbeing manager @tami.st.george-hedley@woodsidehighschool.co.uk

ATTENDANCE IS KEY TO PERFORMANCE OF ALL YOUNG PEOPLE

Punctuality procedures

- Please call before 8:30 a.m. to inform the attendance team of your child's lateness

School actions for attendance:

1. Your attendance is monitored and tracked daily
2. Texts and phone calls home daily for lateness and absence
3. 2 consecutive days of missed school results in a home visit (welfare check) by the school
4. 3 consecutive days of unauthorised absence results in both parents being fined by the Local Authority (Haringey)
5. Letters sent home updating parents/carers every HT with pupils attendance

1. Those with 100% attendance will go into a raffle at the end of term for prizes such as Amazon vouchers
2. Rewards every half term such as trips for 100% and most improved attendance
3. Regular certificates and awards

ATTENDANCE

WHY IS IT IMPORTANT?

ABSENCE FROM SCHOOL

Children are required by law to attend school 190 days per year. The Government states that every pupil's attendance should be at least 95%.

How do YOU measure up?

Attendance	Days Absent	Weeks Absent	Lessons Missed
95%	9 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	29 Days	6 Weeks	150 Lessons
80%	38 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons
70%	57 Days	11.5 Weeks	290 Lessons
65%	67 Days	13.5 Weeks	340 Lessons

89% & Below
Drastic effect on academic achievement

95% - 90%
Cause for concern

100% - 96%
Excellent

FAMILY HOLIDAYS

- No leave will be authorised in term time, only in exceptional circumstances.
- If a child needs leave of absences please email attendance@woodsidehighschool.co.uk as soon as possible. There will also be a special leave form which needs completing, these will be online. Alternatively printed copies can be collected from our reception.
- If leave is taken without prior authorisation it can lead to a Fixed Penalty Notice (FPM) being issued by the local authority.

ILLNESS AND ACCIDENTS IN SCHOOL

- If your child has a medical appointment they will need a note from home to be signed out as well as a medical note from the provider.
- Medicine- if your child needs to take medicine at school please can you let us know by emailing Keisha.barnett@woodsidehighschool.co.uk and they will be issued with a medicine pass and any medicine can be stored with our welfare officer. It is parental responsibility to let the school know about the changes to a child's medical needs.

FREE SCHOOL MEAL

Please ensure that you have completed the form attached to the admission forms. If there are changes throughout the year please email Keisha.barnett@woodsidehighschool.co.uk

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🌐 www.mulberrywoodside.org

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