



### Admissions

The information which you provide in this portal will be transferred to the school's central administration computer. The data is required to enable us to provide the most effective and appropriate education for your child.

Some of the information requested is of a confidential nature, and you answer these voluntarily.

The information will be used to monitor the quality of the curriculum we offer in respect of all our students. Information obtained from this admissions portal will only be released to those who have a need to know and for the soundest of educational or medical purposes.

The school is registered via the London Borough of Enfield as a Data User within the terms General Data Protection Regulations.

At Winchmore School we are committed to inspiring, challenging and safeguarding our students to realise their full potential. We are fully committed to ensuring that consistent, effective safeguarding procedures are in place to support families, children and staff at school.

## **Home School Agreement**

### ***The school agrees to:***

- Provide an education suited to all students.
- Provide a stable, secure and attractive learning environment, where everyone feels safe.
- Help every student to achieve their best and realise their potential.
- Give regular feedback.
- Set targets for students.
- Set and mark homework.
- Deal quickly with all kinds of incidents involving bullying, discrimination and other poor behaviour.
- To be kind and treat everybody with respect.
- Work in partnership with parents and carers to encourage achievement and good behaviour.

### ***Parent/Carer agree to:***

- Send my child to school ready to learn.
- Ensure my child comes to school every day and is on time.
- Inform the school if my child is absent.
- Ensure homework is completed.
- Attend Parents'/Carers' Evenings.
- Ensure my child wears a full school uniform.
- Encourage a positive attitude to learning and help promote a safe, secure and attractive learning environment, where everyone can succeed.
- Work in partnership with the school to encourage achievement and good behaviour.
- Be polite and respectful in all dealings with the school.
- Avoid any actions or involvement that spoil the good reputation of the school.
- Support and comply with the school's policies and procedures.

## **e-Safety Student Agreement**

**Keeping safe: Stop. Think before you click!**

**12 rules for responsible ICT use:**

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secure and not share with anybody else.
- I will not bring files into school without permission.
- I will only use the internet for educational purposes.
- I understand that the e-mail address issued to me is for login purposes only and it will continue to belong to Winchmore School throughout my time there.
- I understand that the e-mail address issued to me will not be active and I will not be able to send or receive emails. Access may be issued in Year 9.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will not use the web, text messages, social media, email, e-mail, video or audio in a way which might cause distress to another pupil or member of staff.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher or responsible adult.
- I agree to adhere to the Social Media and Mobile Phone Policy, set out by the school.

**These rules will keep everyone safe and help us to be fair to others.**

## **Photography, Film and Social Media Policy**

### **Photographs and Images of Students**

During the school year, we take photographs/video clips of school activities involving students to share the school's positive surroundings and updates. Some photographs may capture your child's participation, directly or indirectly.

### **Winchmore School's Social Media Accounts**

We have set up the following social media accounts for Winchmore School: Facebook, Instagram and Twitter which are great ways to communicate school news, photos, videos and upcoming events. Social media has improved communications between the school and our community. We also view this as a way of further engaging you in students' daily learning more effectively.

Benefits of Social Media include:

- Improvement of communication links with parents/carers.
- Promote the successes of Winchmore School and our students to a wider audience.
- Allow greater engagement with school and promote shared values.
- Allow for earlier notification of changes to extra-curricular timetable.

In order for us to continue using social media responsibly, we request your permission to use your child's image on our social media accounts.

Photographs of students will only be used if permission has been granted by a Parent or Carer. Student's names will never be used, no direct messages will be sent via social media and no messages will be replied to. Our eLearning Coordinator is responsible for managing the school website and social media accounts.

We are looking forward to being able to share more photos with yourselves and the wider world and promote the wonderful activities and experiences that our students are exposed to at Winchmore School.

### **Attendance Policy**

Winchmore School is committed to providing a safe and full educational experience for all our students. We want all our students to realise their full potential and know that regular attendance and punctuality are key parts of this process. Positive attitudes to attendance enable all students to maximise their opportunities, both in school and in later life.

Our aim is for students, parents/carers and members of staff to work together to ensure excellent attendance for all students is achieved; to listen to our parents/carers carefully to find out why their children are not attending regularly, so we can act and support accordingly.

We recognise parents/carers have a vital role to play and our aim is to secure strong home-school links so that we can address and resolve any barriers to learning as quickly and efficiently as possible. At Winchmore School we will do everything we can to support you and your child so that they achieve regular attendance and excellent punctuality to school.

You may have heard of, or have had personal experience of working with an **Attendance Officer** or an **Education Welfare Officer** at your child's primary school.

Every child is entitled to an education and the Attendance Law is there to ensure all children are being educated and to make sure all children are safe. The Law says that parents/carers of children, who are of compulsory school age and are absent from school without good reason, are committing an offence.

Our Attendance Team, with the support of Enfield Councils Education Welfare Service, closely monitors our students' attendance and punctuality.

Government expectations are that each child is to achieve at least 96% Attendance. One child missing 5% of school over an academic year is equivalent to 10 school days absence, 50 hours of lessons missed.

Studies show that regular attendance is linked to higher achievement and being at school and arriving on time will allow your child to make the most of everything that Winchmore School has to offer. Habits of regular attendance and good time keeping, learnt now, will benefit your child for the rest of their school career and throughout life.

### **Your child should only be absent:**

- If they are genuinely too ill to come to school.
- For medical appointments. We strongly advise you to make all appointments outside of the school day. We understand this is not always possible; on these occasions we do expect your child in school before and/or after the appointment. We will not authorise whole day absences, only in exceptional circumstances and with supporting evidence.
- For circumstances such as family bereavement/funeral.
- For religious observances. However, please be aware this will count as an absence and will affect your child's attendance.
- If your child experiences long term absence due to illness or a medical condition, but they are still well enough to access education, the school will provide work for your child to complete or work with the Local Authority to secure funding so that access to education is provided (medical evidence maybe required for this).

**All other absences need to be agreed and authorised by the Headteacher. This includes:** missing school due to your family being away or other circumstances such as weddings.

Government guidelines state that leave/holidays are not to be taken in term time unless there are exceptional circumstances. Requests must be made in writing to Mr Owen, our Headteacher.

Please be advised, should you take leave without authorisation; the LA can issue a Penalty Notice Fine.

To request a Leave of Absence the form on the following link must be completed:  
[Leave of Absence Form](#)

**The following reasons are not accepted as grounds for your child to miss school or arrive late:**

- Shopping.
- Going to the airport.
- Birthdays.
- Waking up late.
- Bad weather.
- Traffic.

### **Lateness to school**

We have a very strict policy when dealing with lateness. There is a direct link between lateness to school and progress and we want to minimise barriers to students' achievement. Valuable learning time is lost when arriving late to school; furthermore, their late entry to class interrupts teaching and disturbs the learning of others.

We ask that you support your child to leave their home and get to school on time, allowing for the fact that we live in London and traffic can cause congestion in the morning.

- Breakfast club starts at 8am where your child can get a free breakfast.
- All students need to be in the school playground by 8.20am to enable them to get into the school building and to lessons on time. Students need to be in class ready to learn at 8.30am.
- The gates on Highfield Road and Firs Lane close and lock at 8.30am. After this time, students must go to the Laburnum Grove entrance at the front of school

and **must sign in at the Attendance Office**, where they will be issued a late slip to enter their lesson.

- Registers close at 9am; arrival after the close of registers will be unauthorised.
- Sanctions will be issued for persistent late comers, with a possible referral to the Education Welfare Service.

### **Absence**

- If your child is going to be absent you must let us know as soon as possible, preferably in advance, and in writing, so it may be authorised. Please email us at [attendance@winchmore.enfield.sch.uk](mailto:attendance@winchmore.enfield.sch.uk).
- For unforeseeable absence please email the Attendance Office [attendance@winchmore.enfield.sch.uk](mailto:attendance@winchmore.enfield.sch.uk) as soon as possible or call **020 8360 7773 ext. 111 or 112** (*available 24 hours a day*) and follow the instructions on the answer machine. **We do expect parents/carers to update us daily if illness lasts longer than a day.**
- If your child does not arrive at school and we have not been notified of the reason, we will contact you by text and/or email. Please respond to these absence enquiries, explaining in full the reason for your child's absence.
- If the absence remains unexplained, we will follow this up with a letter. Please give these letters your full attention; unexplained absences are unauthorised and could lead to you receiving a fine.

We will contact you if we have concerns about your child's attendance. If your child has excessive amounts of time off due to illness, we may ask you to provide medical evidence. If not provided and attendance does not improve, we will not authorise further absences.

**Excessive amounts of unauthorised absences will lead to a referral to the Education Welfare Service.**

### **Medical Appointments**

- Should you need to collect your child early for a medical appointment, **please advise the attendance office at least 24 hours before** by calling **020 8360 7773**, selecting **option 2** or email [attendance@winchmore.enfield.sch.uk](mailto:attendance@winchmore.enfield.sch.uk).
- A comment will be logged on your child's register, informing the teacher that your child will be leaving the lesson early; please ask your child to mention it to the classteacher at the start of the lesson. **It is not the school's responsibility to collect your child from class.**
- Students must then report to the Attendance Office to sign out. They will be issued with an "Off Site Pass", which they must show to the school receptionist when leaving the building. **Students in Years 7-9 must wait in the reception area until a parent/carer comes to collect them.** Students in Years 10-11 will be allowed to leave on their own, with written permission from parent/carer.
- Students should keep the "Off Site Pass" on them in case they are stopped by Truancy Patrol when out of school.
- If your child is returning during the day he/she will need to go to the Attendance Office to sign back in.
- It is a safeguarding requirement that these procedures are followed, it is very important and essential to know if students are in school in case of an emergency (e.g. fire). If you are unable to collect your child from school they will not be allowed to go home until the end of the school day, for the safety of your child.

Please help us to help your child attend regularly.

If you have any concerns about your child's attendance and/or punctuality, or just wish to pass on some information, you can contact us on **020 8360 7773 ext. 111 or 112** or email us at [attendance@winchmore.enfield.sch.uk](mailto:attendance@winchmore.enfield.sch.uk) The Attendance Office is open between 8am-4pm Monday to Friday

## **Behaviour Policy**

Behaviour for Learning: **MINIMUM EXPECTATIONS**

**FOCUS ON LEARNING - WE ALL HAVE A RIGHT TO LEARN**

- Have correct equipment (pen, pencil, ruler, books).
- Take pride in doing your best.
- Stay in seat unless directed.
- Raise hands, do not call out.
- Do not distract others.
- No eating. (Only water may be drunk).
- Do not leave the room without permission.
- No off task discussion.

**BE IN THE RIGHT PLACE AT THE RIGHT TIME**

- Arrive to school and all lessons on time.
- Leave the playground on time after break and lunch.
- Walk sensibly on the corridors, keeping to the left.
- Hats and coats off.
- Line up in silence.
- Sit in the seating plan and register in silence.

**FOLLOW INSTRUCTIONS FIRST TIME, EVERY TIME**

- Be prepared and ready to learn.
- Coats off, bags on floor under tables.
- Follow all instructions from teachers and all adults.
- Listen carefully without interruption.
- Complete all work.

**TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED**

- Respect other people's opinions, possessions and space.
- Respect everyone's learning time.
- No cussing, swearing, shouting or calling out.
- Do not answer back.
- Leave room clean and tidy.
- "Hands Off" Keep your hands and feet to yourself and respect others personal space.

### **Expectation for Behaviour in the Corridors:**

Winchmore School is a place of work where everyone has the right to be safe, to be respected and to learn. Corridors can become very busy and it is important that we move around safely and without causing a disturbance.

We are all expected to:

- Move around the school quietly and sensibly.
- Respect other people's safety.
- Keep to the left on staircases and corridors.
- Keep moving, walk sensibly, do not run, push or shove.
- Keep voices down. No calling out or shouting.
- Coats and hats should not be worn in school.
- Be polite and courteous at all times.
- Do not use offensive language.
- Eating, drinking or chewing gum is not allowed.
- Keep your school clean and tidy.
- Put all the litter in the bins.
- Stop and listen when spoken to by any adult.
- Follow teacher instructions first time, every time.
- Treat prefects with respect.

#### **Expectations outside and around the school and within the local community:**

- Make sure that you stay on the premises at break and lunchtime.
- Glass bottles, matches, lighters, fireworks, aerosols, knives, guns, vapes, illegal substances and or similar items which are potentially very dangerous are not allowed.
- Smoking, vaping, alcohol and all substance abuse will not be tolerated
- Report graffiti and any other damage.
- Look after and respect our environment so it is well cared for and attractive.
- Be considerate of neighbours and members of the public at all times.

Always remember that when you are out of school, on a school trip, walking locally, on a bus or with a school group, the school's reputation depends on how you behave.

#### **Our Core Values at Winchmore**

- Respect.
- Co-operation.
- Commitment.
- Self Discipline.
- Responsibility.
- Courtesy.
- Contribution.
- Integrity.

**These are our 4 Cs:**

<p style="text-align: center;"><b>CO-OPERATION</b></p> <ul style="list-style-type: none"><li>● All teachers have the right to teach, and all students have the right to learn.</li><li>● Follow instructions first time, every time.</li><li>● Work with other students and teachers to find solutions.</li><li>● Treat each other fairly</li><li>● Listen and respond positively to the contribution of others.</li><li>● Resolve any differences calmly through restorative discussion.</li><li>● Work and learn together as a team</li><li>● Always work quietly, remember learning is our priority.</li><li>● Always follow the Winchmore.</li><li>● Expectations for Learning and other school rules.</li></ul>	<p style="text-align: center;"><b>COURTESY</b></p> <ul style="list-style-type: none"><li>● Always be kind and considerate.</li><li>● Show respect by saying please and thank you.</li><li>● Treat others as you would expect to be treated.</li><li>● Be polite at all times - it is never acceptable to swear, use disrespectful language or be rude.</li><li>● Listen carefully when others are speaking.</li><li>● Respect each others' personal space, keep hands and feet and comments to yourself.</li><li>● Never use words to make fun or humiliate.</li><li>● Respect different viewpoints and value the contributions of others.</li><li>● Welcome all visitors and newcomers, show them your best and show the same courtesy on the way to and from school.</li></ul>
<p style="text-align: center;"><b>COMMITMENT</b></p> <ul style="list-style-type: none"><li>● Have confidence in yourself and always be the best that you can be.</li><li>● Attend school every day and arrive on time.</li><li>● Be proud of yourself and of our school.</li><li>● Respect your learning- remember it's your future</li><li>● Bring your equipment and be ready to learn.</li><li>● Don't give up even when things are difficult.</li><li>● Take risks and learn from your mistakes.</li><li>● Always be honest with yourself and others, and do the right thing.</li><li>● Wear your uniform with pride and take care of your appearance.</li></ul>	<p style="text-align: center;"><b>CONTRIBUTION</b></p> <ul style="list-style-type: none"><li>● Make an effort to participate in class and whole school activities.</li><li>● Involve yourself and others in the school community.</li><li>● Work together to improve learning</li><li>● Help others to learn by sharing your ideas.</li><li>● Help to look after and improve our school environment.</li><li>● Look after display work around the school.</li><li>● Act responsibly at all times and report any damage you may find.</li><li>● Make an effort to contribute to charity events.</li></ul>

## **Anti-Bullying Policy**

### **Winchmore School Anti-Bullying Code**

At Winchmore we believe that every person, regardless of their race, gender, identity, culture, beliefs, sexuality, age, ability or appearance should be respected and treated fairly. We are all different and we believe that everybody has the right to express their individuality. We are all special in our own way.

In order to achieve this we should all:

- Treat people the way we want to be treated.
- Always be polite and show respect.
- Help each other - be thoughtful.
- Think before we speak and act.
- Accept people for what they are.

We want a school in which bullying and any form of discrimination is not accepted by any member of the school community, which includes all students, staff and parents/carers.

What is Bullying?

Bullying is the willful intention to hurt, threaten or frighten someone. Bullying can be physical or verbal or both

Physical

- Physical assault, beatings and violent attacks including gangs.
- Kicking, punching, arm twisting, pushing.
- Flicking, poking.
- Messing about with, hiding or taking other people's belongings.
- Pushing into queues.
- Threatening with older brothers/sisters/friend.
- Sexual/racial harassment.

Verbal

- Leaving people out.
- Name-calling, e.g. using language that puts people down.
- Referring to family/home life/clothes.
- Teasing.
- Sarcasm/saying nasty hurtful personal things.
- Stirring - encouraging others to fight.
- Sexual and racial abuse.

Cyber Bullying

cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger)

What will happen to bullies?

- They will have to explain their behaviour to a member of staff.
- An account of what they have done may be written down and they will have to sign it.
- Their parent/carer may be told and invited into school to discuss the matter. This report stays in their file. The police may be informed.
- They will have to apologise to the person they bullied.

- They may receive a sanction which could be anything from a detention to being excluded from school.
- If they are caught bullying again their parent's/carer's will be asked to come into school. The parents may be asked to sign a 'behaviour contract' which describes how their child must behave in school and what will happen if they don't. This could lead to being permanently excluded from school.
- The same will happen if the bullying takes place outside school or online, except the police may be informed and involved.

### **Mobile Phone Policy**

At Winchmore School mobile phones should not be seen, heard or used from the time students arrive at school in the morning, until the time they leave the school site at the end of the day. This also includes break and lunchtimes. We respect that parents and carers may want their child to carry a phone for safety reasons. However, if a student's mobile phone is used, seen or heard during the school day it will be confiscated by any member of Staff.

The reasons for our ban on mobile phones:

- Learning is our priority at Winchmore and our home school agreement makes it clear that items which do not support learning should not be brought to school. This includes mobile phones.
- Research has shown that a high proportion of incidents occurring in school involve a mobile phone as the central issue.
- Mobile phones can be a disruptive influence in the classroom. The sending and receipt of texts, phones going off, students playing games or listening to music on phones causes particular distraction to teachers and other pupils.
- There are concerns about the increase of cyber- bullying at a national level with mobile phones being used to send offensive or threatening texts or to record incidents such as 'happy slapping'.
- Students carrying expensive phones to and from schools are at risk from theft; the number of assaults on or muggings of young people for their phone is increasing.
- Examination boards do not allow the use of such technologies in examination settings, including controlled assessments, and possession of a mobile phone could result in the cancellation of an examination paper.
- What to do if you need to contact your child at school or on the journey to and from school.
- If a student needs to contact a parent they can do this via their Head of Year.
- If a parent needs to contact a student during the day this can be done via the main school office and a message will be passed on.
- If there are exceptional circumstances and your child needs a phone for the journey to or from school there is provision for them to hand it to their Head of Year or school office at the start of each day for safe keeping.
- If your child needs their phone for medical purposes such as but not limited tracking blood sugar levels, this will be permitted, however there is an expectation that their phone is not used for anything other than this purpose.

### **Confiscation and the Law**

The confiscation of items such as mobile phones is completely lawful as outlined under the Education and Inspections Act 2006. This Act gives powers to schools to confiscate items such as mobile phones. According to the Act:

A teacher or other member of staff may only seize, retain or dispose of a pupil's property if he or she has the authority to do it.

- At Winchmore the Headteacher has delegated to all teaching staff and other staff who are responsible for supervising students the authority to confiscate from pupils items including mobile phones as a lawful disciplinary penalty.
- Any member of staff confiscating a phone has a defence in law to all proceedings against him or her and is not liable for any damage or loss arising.
- It is up to each school to make a decision about when the confiscated item will be returned (our procedures are outlined below).
- Confiscated items must be kept safe until returned. At Winchmore confiscated items are placed in a named envelope and are kept in a locked safe.

### **The procedure for dealing with mobile phones**

- In the first instance if the phone/gadget is handed over without dispute it will be placed in safekeeping in the office and returned to the student on the Tuesday after the weekend following the incident. The confiscation of items in this way is entirely legal and no exceptions will be made. The student will receive a warning.
- If there is a second instance the phone/gadget will be confiscated and placed in safekeeping in the office and will be kept until the end of the half term. The student will be placed in Internal Exclusion.
- If a student refuses to hand over the phone or gets into an argument, becomes aggressive or uses threatening language or behaviour this may lead to a Fixed Term Exclusion.

### **The Support of Parents**

As this policy is lawful and has been made very clear to all our students and to parents and carers, we rely on your co-operation in supporting this policy. If you do not wish the school to confiscate a phone, then please ensure that your child follows this policy.

On occasions we have been faced with very angry parents demanding the return of the confiscated phone at a different time to that outlined above. Phones will only be returned as outlined in the procedures above and shouting or making a scene will not change this.

As our visitors' policy, which is displayed in reception, makes clear our expectations for all visitors to the school site to behave politely. Any shouting, threatening or aggressive behaviour will result in the Police being involved.

### **Lockers**

Lockable lockers are available for a charge of £18 for five years. Payment will be available on ParentPay and once purchased will be allocated throughout September.

### **Books and Equipment**

Whilst the school provides textbooks, we recommend you buy the following to support your child in their learning:

- A school bag strong enough to carry books and other items (e.g. rucksack or satchel, not a carrier bag).
- Two pens (black or blue ink, cartridge or ballpoint pen).
- Green pen.
- Purple pen.
- Two HB pencils.
- Coloured pencils (not felt pens).
- A small notebook.
- A ruler, rubber and pencil sharpener.

- Maths geometry set and calculator.
- A reading book of your choice.
- An A4 Sketchbook, available to purchase on ParentPay and collected from the school office during break time, lunch time or after school.

### **Lost Property**

Lost property is kept in the Medical Room. We strongly advise you to label all items of your child's clothing and any other items to make it easier for him/her to identify any lost item. Lost property can be looked for at break or lunchtime or after school. Lost/found items will be **kept for one month only**. After this time, they will be disposed of.

### **Medical and Welfare Information**

Our Welfare Officer's main role is to ensure the welfare of our students is of paramount importance and is taken very seriously. We will contact parents/carers as soon as possible should there be a problem. To enable us to do this we need your support and that of your son/daughter. Please read the following information carefully so that you understand our procedures.

#### **Students who become ill during the school day**

- Students should not leave their lesson unless it is a real emergency.
- Students should go to the Medical Room or, in the Welfare Officer's absence, the School Office at break or lunchtime.
- If your child needs to be sent home, you will be contacted and asked to collect your child from the medical room or the reception area. Students will not be allowed to wait outside the school.
- The register will be updated to show that your child has gone home unwell
- If your child is not in school the following day please let the Attendance Office know by email [attendance@winchmore.enfield.sch.uk](mailto:attendance@winchmore.enfield.sch.uk) or telephone on 020 8360 7773 ext 111 or 112 (*available 24 hours a day*) and follow the instructions on the answer machine.

### **Medication**

**Students must NOT carry medication in school**, with the exception of inhalers and EpiPen. All medication must be given to the Welfare Officer at the beginning of the school day with a written note from parents/carers advising exactly how the medication is to be taken. All medication must be clearly marked with the student's name and form, and only the quantity to be taken, should be brought into school. Any medication found on a student will be given to the Welfare Officer for safe keeping.

### **Asthma**

If your child has asthma it is extremely important you include this information in the online Admission Form. **Students must carry their inhalers at all times and a spare MUST be given to the Welfare Officer to keep in the Medical Room.**

### **EpiPen**

If your child has been prescribed an EpiPen you must include details of this in the online Admissions Form. You will need to contact the Welfare Officer so that an effective healthcare plan is put into place. It is essential that the school is provided with an 'in date' EpiPen.

### **Hayfever**

Students who suffer with hayfever should take any medication in the morning before coming to school. Students who need to take medication during school time must leave it

with the Welfare Officer along with a note from the parent/carer explaining when and how it should be taken (i.e. with food, after food, on empty stomach etc).

### **Paracetamol**

- **No paracetamol** will be given during lesson time unless there are exceptional circumstances.
- Paracetamol is available from the Medical Room. However, you must give permission in the online Admissions Form.
- Tablets will only be given if your child has had something to eat.

### **Vaccinations**

The Enfield and Haringey Health Authority nurses administer the following:

#### **HPV (Human Papilloma Virus) Vaccination**

This vaccination will be offered to girls and boys in Year 8. Information and a consent form will be given to parents/carers at the appropriate time.

#### **Measles, Mumps and Rubella (MMR)**

This vaccination will be offered as a catch up to girls and boys in Year 8. Information and a consent form will be given to parents/carers at the appropriate time.

#### **Booster vaccination for Diphtheria, Tetanus and Polio**

This vaccination will be offered to girls and boys in Year 9. Information and a consent form will be given to parents/carers at the appropriate time.

#### **Meningitis ACWY**

This vaccination will be offered to girls and boys in Year 9, along with D/T/P. Information and a consent form will be given to parents/carers at the appropriate time.

If you would like to discuss an illness or medication, and would prefer not to put it in the Admissions portal, or if you have any questions relating to the information contained in this section, please contact the Welfare Officer [office@winchmore.enfield.sch.uk](mailto:office@winchmore.enfield.sch.uk)

We thank you in advance for your support and trust that together we can provide the best possible care for your child during their time at Winchmore School.

### **Wellbeing and Mental Health Intervention**

At Winchmore School, student wellbeing is an integral part of our whole school approach.

Through our wellbeing and mental health interventions, we aim to improve the student experience, support personal development and build a resilient community and in turn significantly influence students' academic success and overall quality of life.

Our school community works towards building a culture of understanding and acceptance around mental health. This includes educating students, teachers, and staff about common mental health issues, such as anxiety, depression, and stress, to reduce stigma and encourage open conversations.

Our staff are trained to identify students who are struggling and will address mental health concerns early and can provide appropriate interventions and support to prevent more serious problems from developing later on.

By implementing these strategies and fostering a supportive and inclusive school culture, we can play a vital role in promoting the wellbeing and mental health for all our students.

If your child requires wellbeing or mental health intervention we require your consent.

### **Enrichment & Trips**

Enrichment of the School Curriculum takes place throughout the year – before and after school, at lunchtimes, weekends and during the school holidays. It is intended to support all areas of the Curriculum and is delivered by a wide range of staff. Further details of our Extra-Curricular activities are advertised in our weekly newsletter and on google classrooms.

Part of this extensive extra curricular programme are trips, both residential and day trips. Our minimum aim is that all children will have the opportunity to attend at least one day trip per academic year and at least one residential trip during their time at Winchmore school. In an ideal world we would like to take all students on a trip at the same, logistically at secondary school this is not possible. Therefore places on trips are offered on a first come first served basis subject to meeting conditions with regards to behaviour and good attendance in line with school expectations. Where trips are full we offer a waiting list. Occasionally some trips are arranged as an invitation only e.g. subject specific or rewards etc. Letters advertising trips are sent via email and payments are taken by parent pay. We do encourage parents to make contact if they have any queries regarding our trips or have a financial concern.

### **Design and Technology Contributions**

In Years 7, 8 and 9, students will participate in a wide range of practical activities and produce many items during their Design and Technology lessons. These activities use a variety of materials for which we need to make a charge. Therefore, may we please ask that you make a one-off payment of **£20** at the start of the academic year. This cost will cover:

#### **Product Design**

Wood, acrylic, metal, plastic and smaller items needed to complete projects such as screws and electronic components.

#### **Food**

Small amounts of ingredients such as mixed herbs, salt, oil etc. Taste-testing products for analysing food. Foil and cling film as required. Students will **still** need to bring essential ingredients for practical workshops, as these are not included in this cost.

#### **Textiles**

Fabrics, fabric paints, beads, dyes, threads and decoration.

Payments to be made online using the ParentPay facility.

Please do not hesitate to contact the Head of Technology if you have any queries [office@winchmore.enfield.sch.uk](mailto:office@winchmore.enfield.sch.uk)

### **Music Department**

On behalf of the Music Department may I congratulate your child on getting a place at Winchmore School. We offer you all a heartfelt welcome from our department.

We have a thriving programme of instrumental lessons run by Enfield Music Service

(EMS). EMS provides instrumental tutors for individual, paired or small group lessons on woodwind, brass, string, keyboard, percussion and other instruments. Students in receipt of free school meals are entitled to receive free paired lessons, which we would encourage you to utilise.

Information on applications for September should be with primary schools now, or alternatively, is available from EMS at:  
<https://traded.enfield.gov.uk/musicstore>

If you have any music related concerns please do not hesitate to contact the Head of Music [office@winchmore.enfield.sch.uk](mailto:office@winchmore.enfield.sch.uk)

### **School Uniform Policy**

Uniform is a very important part of Winchmore School's identity, and the school is proud of the standard maintained. Items of school uniform and other items will be available to purchase at the **Parent/Carer and Teacher Meetings** in May. Winchmore School is a cashless school but we will accept cash on these dates or a card payment can be made. If there are siblings in the school, you can use their ParentPay account to purchase items and collect them from the school office.

You can purchase items of Uniform and P.E. kit via ParentPay and collect items from the main school office. You will be issued with a username and password to access ParentPay in the Summer Term.



## SCHOOL UNIFORM

Items available to purchase from school are indicated in red

### BOYS

- Dark grey tailored school trousers
- Light blue shirt in the school style
- Navy blue school jumper in the school style**
- Navy blue school blazer**
- School tie**
- Black shoes (*not boots*)
- Outdoor coats – plain black or navy blue



### GIRLS

- Navy blue knee length skirts
- Navy blue school trousers (alternative to skirt)
- Light blue blouse in the school style
- Navy blue school jumper in the school style** (*girls must wear the jumper at all times*)
- Black school shoes with low heels (*not boots*)
- Ankle or knee length white or navy socks or plain navy blue or plain black tights
- Outdoor coats – plain black or navy blue

The rest of the school uniform can be bought from most uniform stockists or local uniform shops.



## PE KIT

### FOR BOYS AND GIRLS

- Polo Shirt**
- 1/4 Zip Top**
- Sports Socks**
- Football Socks**
- Shorts** (*religious exceptions made*)
- Tapered Sports Trousers** (*optional in cold weather*)



- Leather/denim or coloured jackets are not allowed.
- Hats, caps, coats and scarves should not be worn inside the building.
- Hooded sweatshirts are not allowed in school and will be confiscated.

Unless otherwise stated students **MUST** wear full school uniform on their way **to and from school and throughout the school day**. Uniform must be worn on all trips. Students will not be allowed to go on a school trip unless they are wearing it.

### **Jewellery**

Only one small sleeper or stud in a pierced ear may be worn. Any other piercings or jewellery must be removed and items will be confiscated. Please note all earrings should be removed for physical activities, in line with health and safety.

**Face piercings (including tongue) are not allowed as they present a Health and Safety risk.**

### **Nail Extensions**

Nail extensions are **NOT** permitted including acrylic, fake nails, or nail varnish, as this presents a health and safety risk.

### **Hair Styles**

Extremes of hair styles, including coloured extensions, are not permitted e.g. hair dyed red or blue etc, shaved patterns in hair.

Any confiscated items will be available for collection on Tuesday afternoons after school on payment of £1.00.

The following items of uniform can be purchased via ParentPay and collected from the school office (prices as from March 2024).

School Jumper Size	Price
32" 34"	£21
36" 38" 40"	£22
42" 44"	£28
Blazer size (boys only)	Price
30" 32" 34" 36"	£32
38" 40"	£40
School Tie (boys only)	Price
Lilac stripe - Year 7 - 2024	£5

## P.E. Uniform Policy

As part of your child's education at Winchmore, they participate in Physical Education. Every pupil must wear the following items of Winchmore PE Kit:

- Polo Shirt.
- Shorts or tapered training trousers.
- Short socks or football socks.

The Zip Top and tapered sports trousers are optional in cold weather; however, no other Sportswear can be used as a substitute.

PE Polo Shirt	Price
30"-32" 32"-34" 34"-36"	£15
38"-40" 42"-44" 46"-48"	£18
PE Zip Top	Price
30"-32" 32"-34" 34"-36"	£20
38"-40" 42"-44" 46"-48"	£27
PE Shorts	Price
28"-30"	£10
32" 34" 36" 38" 40"	£12
PE Tapered Trouser	Price
28"-30"	£19
30"-32" 32"-34" 36"38" 38"-40"	£23
PE Sports Socks	Price
Medium (size 4-7)	£5
Large (size 7-11)	£6
PE Football Socks	Price
Medium (size 4-7)	£6.50
Large (size 7-11)	£7

### **School Outfitters**

The other items of uniform (not sold by the school) can be purchased from the retailers below or any supermarkets or department stores.

#### **Smiths School Shop**

155-157 Lancaster Rd  
Enfield  
EN2 0JN  
020 8363 2424

#### **Smiths School Shop**

Station Parade  
25 Cockfosters Rd  
Barnet  
EN4 0DW  
020 3818 3622

#### **Kenzie**

Unit 27, The Market Hall  
The Mall, Wood Green Shopping City  
London  
N22 6YQ  
020 8889 6025

#### **Lyons School Shop**

242 Hertford Road  
Enfield  
EN3 5BL  
020 8804 3627

**[www.uniform4kids.com](http://www.uniform4kids.com)**

#### **Divine Solutions Schoolwear**

3 Northumberland Park  
Tottenham  
N17 0TA  
020 8216 9113

Students who choose to wear a headscarf must ensure it is secured safely in place for Health & Safety reasons.

All permitted jewellery should be removed for P.E. lessons or any physical activity, for health and safety reasons.

***We look forward to welcoming you and your child into the Winchmore School  
Community***