



# Woking High School

*Inspire, Challenge, Achieve*



# Introduction from the Headteacher

## Welcome to Woking High School

We understand how important the choice of secondary school is and our aim in this information booklet is to provide an insight into the values and ethos of Woking High School. We are proud to be a highly successful and very popular 11-16 academy serving the needs of our community. Woking High School provides each and every student with the opportunity to flourish and succeed in an inspiring, academically challenging and nurturing environment. We are proud to offer an exceptional, holistic education, enabling all our students to achieve the very highest standards in all aspects of school life. Our strong core values enable our students to achieve even more than they thought possible.

We place our students at the heart of everything we do. Through the provision of a stimulating curriculum, the highest quality learning and teaching and the wealth of opportunities beyond the classroom, we encourage all our students to give their very best and fulfil their true potential. We believe that everyone has something special to contribute and we take every opportunity to praise, celebrate and reward the many and varied achievements of our students.

Woking High School is privileged to have an exceptional team of dedicated and professional staff, who are totally committed to our students' achievement, attainment and progress. We promote high standards and have the highest expectations of work and behaviour. We are committed to providing the best possible support and guidance for each student's needs. The caring and inclusive ethos found at Woking High School fosters a sense of belonging, which builds confidence and positive self-esteem and creates a happy and harmonious community.

To fully appreciate the 'Spirit of Woking High School', I warmly invite you to visit the school on any day of the school year to experience it for yourself. We look forward to welcoming you.

**Headteacher: Maiken Walter**

September 2019



# Leadership Team 2019/2020

**Mrs M Walter**  
**Headteacher**  
BA (Hons) MSc (Ed) NPQH



**Mr B Ramdhony**  
**Senior Deputy Headteacher**  
BSc (Hons)



**Mr M Crowley**  
**Assistant Headteacher**  
BSc (Hons)



**Mr M Scott**  
**Assistant Headteacher**  
BA (Hons)



**Mrs M Abbs-Rowe**  
**Assistant Headteacher**  
BEd (Hons)



**Miss S Kennedy**  
**Head of Finance and Resources**  
Dip Mgmt (Open)



# Vision Statement

## Our Vision

Our ambition is to provide an outstanding, holistic education for every student. Our vision is built upon a tradition of academic excellence, outstanding pastoral care and unparalleled opportunities for educational enrichment.

We support and encourage our students to become the best they can be and to be thoroughly prepared for life as British Citizens in the 21st century.

## Our Aims

1. To provide the highest quality holistic educational experience for all, so that each individual student can participate in and enjoy a varied range of academic, cultural, artistic, physical and social activities.
2. To enable each student to develop confidence, self-esteem and responsibility in all areas of school life.
3. To offer a broad and balanced curriculum and the highest quality of learning and teaching, so that each student is able to attain the qualifications which best prepare them for post-16 opportunities and future careers.
4. To encourage all students to develop the attitudes and values of mutual respect and understanding in order to make a valued contribution to the school and the wider community.
5. To provide a safe and secure environment, which nurtures and cares for each student as an individual and allows them to flourish.
6. To sustain the valuable partnerships developed with primary schools, other secondary and tertiary institutions, businesses and the community.

## Admissions Policy

Woking High School is a very popular, oversubscribed 11-16 co-educational academy, attracting students from a variety of primary schools. Visits by parents are welcomed at any time and can be arranged by contacting the school. For parents who are considering entry to the school for their son/daughter in September 2020 there will be an Open Evening in October and morning tours of the school during the following weeks. Please contact the school for the relevant dates and times. Full details of our admissions policy are available on the school website.

## Calendar 2019/20

### Autumn Term 2019

Start: Thursday 5th September 2019  
(Half term 28th October – 1st November)  
End: Thursday 19th December 2019

### Spring Term 2020

Start: Monday 6th January 2020  
(Half term: 17th – 21st February)  
End: Friday 3th April 2020

### Summer Term 2020

Start: Monday 20th April 2020  
(Half term 25th – 29th May)  
End: Wednesday 22nd July 2020

(School Open for Staff only)

- INSET 1 Tuesday 3rd September 2019  
INSET 2 Wednesday 4th September 2019  
INSET 3 Monday 4th November 2019  
INSET 4 Monday 6th January 2020  
INSET 5 Friday 28th February 2020  
INSET 5 Friday 26th June 2020

# The School Day

The school day runs from 8:55 a.m. to 3:30 p.m.

Time allocated to teaching each week is 25 hours. Many students stay after school to complete homework or to engage in a number of the wide range of enrichment opportunities on offer at Woking High School.

## Lunch Time Arrangements

Students may bring sandwiches or buy food from the school restaurant for breakfast, or during break and lunch. The school operates cashless catering based on a biometric system. Parents of students who may qualify for free lunches should contact Mrs Lynch via the school office in the first instance.

In addition to our main restaurant, we have The Kiosk which is open for breakfast, break and lunch, serving a range of hot and cold snacks, food and drinks.

## Site Security

For safeguarding reasons, the Horsell Rise gate will no longer be in use during school hours (between 8.50am and 3.30pm). The front gate, which is supervised and can be monitored by staff, will become the entrance and exit.

## Lockdown

As part of our Emergency Plan, the school has developed a lockdown policy and procedures for when it may be necessary to seal off the school so that it cannot be entered from the outside. This is to ensure the safety of students, staff and visitors in the unlikely event of a hazard in the school grounds or in the near vicinity.



# Uniform and Personal Appearance

## Uniform

ALL STUDENTS ARE EXPECTED TO WEAR SCHOOL UNIFORM.

ALL BELONGINGS MUST BE CLEARLY MARKED WITH THE STUDENT'S NAME TO AID IDENTIFICATION WHEN FOUND.

The school supplier is G&S by Valentino Ltd (23-29 Broadway, Knaphill, Woking, GU21 2DR.

Tel 01483 475051 or visit [www.gsbyvalentino.com](http://www.gsbyvalentino.com)) where all items may be purchased.

GIRLS	BOYS
Navy blue blazer with school badge.	Navy blue blazer with school badge.
Grey Woking High School skirt ( <i>purchased from G&amp;S by Valentino Ltd</i> ).	Plain grey or black trousers. Plain black belt and buckle.
OR Plain grey or black trousers ( <i>these can be purchased from G&amp;S by Valentino Ltd as they have the correct styles</i> ). <b>NO BOOT CUT, FLARES, LEGGINGS OR TIGHT TROUSERS TO BE WORN.</b>	Plain grey or black trousers ( <i>these can be purchased from G&amp;S by Valentino Ltd as they have the correct styles</i> ). <b>NO BOOT CUT, FLARES, LEGGINGS OR TIGHT TROUSERS TO BE WORN.</b>
Summer Term only - Plain grey/black knee length tailored shorts. NO CARGO STYLE, EXTERNAL POCKETS OR TURN UPS (optional girls and boys).	
Plain blue regulation school uniform style blouse or shirt with collar and sleeves with school tie.	Plain blue regulation school uniform style shirt with collar and sleeves with school tie.
(Year 11 students wear a white blouse or shirt).	
School tie (with shirt).	School tie.
Plain navy V-neck school style pullover (optional girls and boys). NO LOGOS.	
Plain black shoes made of a substantial material, not canvas/trainers. For reasons of safety, girls heels should be no higher than 5cm. Platform soles must be no more than 1cm and backless shoes are <u>not permitted</u> .	Plain black shoes made of a substantial material, <u>not</u> canvas/trainers.
Black or white socks to be worn below the knee; black or natural tights.	Black, white or grey socks.

## Physical Education

GIRLS	BOYS
White polo shirt (school logo) <i>from G&amp;S by Valentino Ltd</i> . and rugby shirt <b>or</b> sweatshirt for games.	White polo shirt (school logo) <i>from G&amp;S by Valentino Ltd</i> . and rugby shirt for games.
Navy blue Woking High School shorts or skorts (school logo) ( <i>from G&amp;S by Valentino Ltd</i> ).	Navy blue Woking High School shorts (school logo) ( <i>from G&amp;S by Valentino Ltd</i> ).
White socks for indoor sports all year and summer sports outside. Navy blue/gold (WHS) socks for rugby, football.	White socks for indoor sports all year and summer sports outside. Navy blue/gold (WHS) socks for rugby, football.
Astroturf multi-studded trainers or boots with moulded studs or blades.	Astroturf multi-studded trainers or boots with moulded studs or blades.
Towel (optional).	Towel (optional).
Navy blue (school logo) sweatshirt (optional). Rugby shirt (optional).	Navy blue (school logo) sweatshirt (optional).
Navy blue track suit bottoms (school logo) may be worn in cold weather.	Navy blue track suit bottoms (school logo) may be worn in cold weather.
Navy blue leggings (school logo) (optional).	Navy blue leggings (school logo) (optional).
Navy blue baselayer (school logo) ( <i>order through the school—optional</i> ).	Navy blue baselayer (school logo) ( <i>order through the school—optional</i> ).
Gum Shield (advisable for rugby and hockey).	Gum Shield (advisable for rugby and hockey).
Shin pads (advisable for football and hockey).	Shin pads (advisable for football and hockey).

## Standards of Dress

The school reserves the right to take appropriate action if a student attends wearing unsuitable or unsafe clothing. The following guidelines are given:

- Shirts and blouses must be worn tucked into trousers and skirts.
- **All girls must wear a Woking High School skirt (purchased from G&S by Valentino Ltd) or trousers.** No other skirts are allowed. Skirt length must be to the knee.
- Denim and corduroy clothing is not acceptable; no hooded/non-hooded fleeces, sweatshirts or branded tops to be worn.
- School ties must be worn correctly i.e. fastened to the top button of the shirt and falling to waist level. The badge motif should show clearly beneath the knot.
- No jewellery to be worn apart from a watch and one pair of small stud ear rings (worn in each lower lobe); no other body jewellery or piercings are acceptable. All jewellery must be removed during Physical Education.
- Trainers must be worn only for appropriate activities, e.g. PE.
- If hijabs are worn, please ensure that they are plain and in either black/navy/white or pale blue.
- If boots are worn to school, they must be changed for indoor wear on arrival.
- Outdoor coats must be removed when entering the school buildings and must not be worn during registration, lessons or in the school restaurant. Students may wear coats outside during break and lunchtimes.
- Logos, motifs, patterns on any item of clothing are not acceptable.
- Year 10 and 11 girls **only** will be permitted to wear **discreet** make-up.
- Extremes of make-up or hairstyle are not acceptable.\*1
- Nail varnish and acrylic/false nails must not be worn.

\*1 Please consult the school if you are uncertain whether a particular style/colour adheres to our school policy.

N.B. Please write a note in the student's journal if there are any problems and ask them to see their Head of Year upon arrival at school.

Requests for variations in uniform for religious or other reasons must be made in writing to the Headteacher.

## Travel to School

Students who travel to school by bus can use Arriva Surrey or Ealsons Coaches. Parents applying for assistance with travel should apply directly to the Area Education Office. Many students cycle to school and are advised to place their bicycles in one of our lockable cycle parks and secure them using a lock. The cycle sheds are covered by CCTV cameras, but bicycles are brought into school at the owner's risk and personal insurance is recommended. High standards of road worthiness and cycling behaviour will be expected. Students will need to be issued with a permit to be allowed to bring their bikes into school grounds. We reserve the right to take disciplinary action, in line with the school policy, if students misbehave whilst travelling to and from school. Students are expected to display excellent behaviour whilst travelling to and from school.

## Parking

All drivers are asked to park safely in and around the school, by respecting the parking signs and restrictions, and not parking on the yellow zig-zag lines on Morton Road. Please can we also request that you are courteous to local residents and avoid parking over driveway entrances. Woking Borough Council and Surrey Police support the school in encouraging safe road use in and around the school environs.



# Curriculum Organisation

## Key Stage 3

Woking High School's Key Stage 3 programme of study is designed to meet the requirements of National Curriculum. The full range of subjects studied are shown below:

Subject	Year 7	Subject	Year 8	Subject	Year 9
English	8 (* for those studying Latin this will be 6)	English	7	English	7
Mathematics	7	Mathematics	7	Mathematics	7
Science	7	Science	7	Science	7
Citizenship	1	Citizenship	1	Citizenship	1
Design Technology	2 (* for those studying Mandarin this will be 1)	Design Technology, and Food and Nutrition	3 (* 1, if studying Latin or Mandarin)	Physical Education	4
Food and Nutrition	2 (* for those studying Mandarin this will be 1)	Physical Education	3 (* 2, if studying Mandarin)	Computer Science	2
Physical Education	4 (* for those studying Mandarin this will be 3)	Computer Science	2	IT	1 (* if studying Latin, this will be 0)
Computer Science	2	Languages (French, Latin and Spanish)	Dual Linguists Latin and Spanish: 3 Latin + 5 Spanish Latin and French: 3 Latin + 5 Spanish Mandarin and Spanish: 6 Mandarin + 3 Spanish Mandarin and Latin: 6 Mandarin + 3 Latin (1 hour from PE)	Languages (French, Latin and Spanish)	Dual Linguists 4 x French or Spanish + 3 Latin Single Linguists 6 x French or Spanish
Languages (French, Spanish, Latin and Mandarin)	French or Spanish - 4 Latin - 2 (*this only affects students invited to study Latin and sits alongside English) Mandarin - 3 (*this only affects students invited to study Mandarin and sits alongside either French or Spanish)	Religious Education	2	Design Technology	<b>Expressive Arts and Technology Subjects</b> Students select and study three of these subjects, 1 of DT / F&N, 2 of Arts for 2 lessons = 6.
Religious Education	2	Geography	3	Food and Nutrition	
Geography	3	History	3	Art	
History	3	Art	2	Drama	
Art	2	Drama	2	Music	
Music	2	Music	2	Religious Education	3
Drama	1	<b>TOTAL:</b>	<b>50</b>	Geography	3
<b>TOTAL:</b>	<b>50</b>	History	3	History	3
		<b>TOTAL:</b>	<b>50</b>	<b>TOTAL:</b>	<b>50</b>



## Key Stage 4

Students are required to study for GCSEs in English Language and English Literature. All students take GCSE Maths. Able mathematicians are offered the opportunity to study for a GCSE in Statistics and Further Maths, which are delivered within the Maths Curriculum and in after-school sessions. The majority of students sit GCSE Biology, Chemistry and Physics as separate GCSE subjects, whereas others follow the GCSE Science "Trilogy" Double Award qualification.

In addition to their core subjects, students also choose four Option subjects, one from each of the following selections.

<i>Selection 1</i>	<i>Selection 2</i>	<i>Selection 3</i>	<i>Selection 4</i>
French	French	Physical Education	French
Spanish	Spanish	PE (BTEC)	Spanish
Latin	Latin	Design and Technology	Latin
Geography	Geography	Drama	Geography
History	History	Child Development	History
	Computing	Creative Media (BTEC)	Computing
	Art	Music	Art
	Business	Media Studies	Business
	Food and Nutrition	Hospitality and Catering	Food and Nutrition
	Religious Studies		Religious Studies
	IT		IT

## Student Grouping

In Year 7, students are taught in a combination of set and mixed ability groups. Maths and Science are taught in ability sets throughout the school, initially based on KS2 results and teacher assessment commencing in the autumn of Year 7 and continuing through KS3 and KS4. All Year 7 students study either Spanish or French. Some students might also study Latin or Mandarin based on their aptitude for languages. Other subjects are taught in mixed ability banded groups throughout KS3. Setting is not rigid and placements are reviewed regularly to ensure that students are in teaching groups where they can make the most progress. At the end of Year 7, we keep students in their tutor groups for registration, but mix the two sides of the year group to accommodate teaching and learning.

## Day 11

The Day 11 programme at Woking High School is an innovative system through which the curriculum is enhanced for all students. On six days spread across the academic year, the usual timetable is replaced by a special programme of activities. This day is referred to as 'Day 11'.

The majority of off-site activities will take place on Day 11 and there are also opportunities for students to develop transferable skills and personal capabilities, work on cross-curricular activities and in mixed age groups. The Day 11 curriculum offers a rich and extremely diverse range of activities.

The Ofsted inspection of February 2016 stated that "The curriculum is enriched by a wide range of extra-curricular activities, including the Duke of Edinburgh's Award scheme, an orchestra, sporting and cultural activities and clubs that are well attended by pupils. Many pupils participate in trips within this country and abroad. Pupils spoke with enthusiasm about the enrichment activities available during 'Day 11' days."

## Religious Education and Worship

All Key Stage 3 students follow a timetabled Religious Studies course according to the Surrey Agreed Syllabus. Most of the work completed in KS3 Religious Education is based upon the study of Christianity, though the syllabus also covers other religions. Key Stage 4 students have the option of studying Religious Studies for a full GCSE qualification. School assemblies are based on weekly themes, which encourage the presentation of a wide range of beliefs, both Christian and those from other faiths. The themes promote British Values and also form the basis of carefully planned and structured tutorial sessions dealing with moral and social issues.

Parents wishing to withdraw their children from Religious Studies and Collective Worship should write to the Headteacher requesting this.

## Relationship and Sex Education

The school has a Relationship and Sex Education Policy in line with government legislation and guidance. The programmes of study reflect the Department for Education statutory guidance, covering topics such as relationships, contraception and sexually transmitted diseases. Emphasis is placed on caring relationships and the importance of the family unit in the upbringing of children. If parents wish to withdraw students from sex education lessons, they must apply in writing to the Headteacher.

# Citizenship, PSHE and Character Education

Woking High School has a comprehensive Citizenship programme which is aimed at developing students as active and informed global citizens. All students have one Citizenship lesson per curriculum cycle, in addition to the Citizenship topics delivered within other curriculum areas and Day 11 activities. The school actively promotes the fundamental British Values of democracy, the role of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Students are encouraged to be active citizens who are engaged and involved in democratic activities. Within the Citizenship programme, students also receive Personal, Social and Health Education with a particular emphasis upon staying safe and being healthy. Students also develop vital character traits through our character education programmes delivered in tutorials each week.

# Careers Education and Inspiration

Students benefit from a thorough and inspiring programme of exceptional Careers Education that provides up-to-date, relevant and impartial advice and guidance. Students in Years 7 and 8 are taught the basics of financial education through Citizenship lessons and Day 11 activities. Year 9 are guided through their option choices with the support of Innervate Careers Services. Year 10 benefit from a whole day of Careers Education through the "Preparing for the Future" Day, where they are prepared for the world of further education, employment and training through the study of topics such as Apprenticeships, Post-16 pathways

and applying to university. The Annual Year 8-11 Careers Fair is a highly successful and popular event where more than 30 local and national providers are able to provide guidance and up-to-date information regarding the labour market and further educational pathways.

The school has a designated Careers Advisor who is on site four days a week and is available for one-to-one meetings with students and / or their parents. In addition, the school has established an extensive network of colleges, universities, employers and training providers. All of these factors enable Woking High School to deliver Careers Education that is inspirational and encourages students to have high aspirations.

# Assessment

Student progress in all departments is monitored using our system of tri-weekly assessments. These assessments are designed to:

- Be timely and relevant to current learning.
- Challenge students to demonstrate their understanding of key concepts.
- Identify misconceptions.
- Provide useful feedback which informs teacher planning.
- Enable students to reflect on their current strengths and areas which need further work.

On a termly basis, assessment grades or GCSE forecast grades are reported to parents of all year groups and a learning profile, focusing on attitude to learning, is awarded.

Parents of Years 7, 10 and 11 students will be invited to two consultation evenings, and Years 8 and 9 to one annually.



## Homework

Homework is compulsory for all students in all subject areas and is an important and integral part of each student's education. Homework is a key feature within our learning culture and assists student progress in several ways. It can help to consolidate, where appropriate, work covered in lessons and enables students to develop as independent learners. Homework has the potential to raise student self-esteem and morale and to facilitate greater understanding of work undertaken in class.

All students are issued with a journal which encourages them to develop as independent learners as they track and reflect upon their progress. Journals additionally contain important information for students and parents. Parents and form tutors monitor journals and sign them on a regular basis.

## Learning Support

All students who have additional needs work with specialist staff and subject specialists led by the Special Educational Needs Co-ordinator. Support may take the form of in-class provision, literacy or numeracy intervention, individual tutoring or specific programmes for identified needs. The SEND Department provides specific resources, and support from outside agencies is also available when needed.

The nature and level of specialist support is discussed with students and parents in regular review meetings and we work in partnership with parents and other staff so that all students are given the opportunity to achieve their full potential.

## Most Able

Woking High School has a policy for the development of our most able students with the aim of ensuring that they have opportunities to excel and extend their learning in all areas.

We are committed to delivering a challenging and enriching curriculum to meet their needs.

We identify the most able students in each subject at an early stage through tracking and monitoring progress via teaching staff, Heads of Year and the Most Able Hub.

Able students have the opportunity to study Latin to GCSE level. Our most able students can take Statistics, Further Maths and Triple Science GCSE .

## Students with Visual Impairment

The school has a Resource Base for students with a visual impairment. The unit currently supports both sight impaired and severely sight impaired (blind) students. A total inclusion policy operates, which means the students with visual impairment take part in the full curriculum alongside sighted students of the same age group. During lessons, Visual Impaired students may receive one-to-one support from staff, especially where safety is an issue such as in Science, PE, and Design & Technology lessons. Work is planned well in advance and is modified to suit individual needs. Depending on individual needs, some students may receive one-to-one lessons with a specialist teacher of the sight impaired. Students have laptop computers and Braille note takers, which are taken to lessons and used when required. All teachers are kept informed of the needs of students with sight impairment and work closely with the Resource staff.

The Resource Base is staffed with a Co-ordinator for students with visual impairment and teaching assistants, who work together with the mainstream teaching staff to help meet the needs of the students. All are full members of staff of the school and work according to school policies in all areas.

The Resource Base is located in the heart of the school, helping to further enhance the students' experience of mainstream education.



# Curriculum Enrichment and Participation

Life at Woking High School is full and not limited to the timetabled day. Staff offer extra-curricular or enrichment activities and students are encouraged to participate in at least two activities each term. The students' Year and School Councils, with representatives from all tutor groups, take a major part in planning the programme, which contains opportunities in sport, outdoor pursuits, music, drama, residential and day school visits.

## Duke of Edinburgh's Award Scheme

The Duke of Edinburgh's Award scheme is an enjoyable, challenging and rewarding programme of personal development activities for young people aged 14-25. This challenging programme will provide students with vivid memories which will stay with them for the rest of their lives. Major employers highlight the importance of the Duke of Edinburgh's Award in their selection process as it shows that candidates have the ability to work well in a team as well as the ability to plan and carry out individual activities.

The scheme provides opportunities for participation at three different levels. We are offering the Bronze Award to students in Year 9 and the Silver Award to students in Year 10.

Students enrol during the Autumn Term and then begin training towards their expedition.

## Music

Woking High School has an excellent and well deserved reputation for music. There are many opportunities for students to take part in and enjoy music performance, including the Wind Orchestra, Choir and Ensembles.

The Wind Orchestra performs a number of concerts throughout the year as well as participating in competitions.

Annual music tours have visited European countries and the Windband has performed in the Netherlands, Germany, Austria, Luxemburg, Belgium, Italy, Spain, France, Czech Republic and USA.

Our teachers have specialisms in Woodwind, Piano, Singing and Composing and peripatetic music lessons are available in a variety of instruments.

## International Links

We are delighted to have attained our fourth British Council International School Award. Woking High School has been given the award "champion ambassadors for best practice" for its fantastic range of international activities, the celebration of a range of cultures (over 50 nationalities are represented in the school) and active links with schools in seven European countries, China and Japan. The award has also been highlighted by the British Council as "a major prize for excellence in this field". Our planned itinerary for 2019/20, as in previous years, illustrates our commitment to

internationalism and the range of opportunities for students of all ages. Whilst incorporating globalism as a key element of learning and teaching, we continue to work closely with external organisations to arrange a variety of international visits. Activities planned include: a World War 1 visit to France and Belgium, exchange visits, and visitors from other countries such as Japan, China, Taiwan and Spain. We have established links with schools in Shanghai, Zambia, Tokyo, Taiwan, Paris and Madrid.

## Off-site Visits

Students' learning at Woking High School is extended through a wide range of visits and off-site learning opportunities. Our extensive visits programme promotes students' confidence, social and interpersonal skills. The programme includes a number of residential and overseas visits which support the core aims of the school curriculum. Most off-site visits are incorporated into the school's Day 11 programme and students do not lose any curriculum time as a result. A summary of the visits programme for the academic year can be viewed on the school website.

## Physical Education

The school has excellent sports facilities, including a new all-weather 3G astro-turf, tennis courts, sports hall, gymnasium and fitness room in which the students can participate in both competitive and non-competitive activities.

The department has been awarded the Silver School Games Mark in recognition of the wide and varied curriculum enrichment programme on offer. All students are actively supported and encouraged in their involvement and the rate of participation is high.

The department runs trips to various sporting events throughout the year, including Wimbledon, Rugby at Twickenham and to watch international cricket at Lords. In addition, the department runs a Year 7 camp to the New Forest, a bi-annual visit to Zambia to coach tag rugby and a football tour to Madrid.

## School Council

Students are key stakeholders in education. It is important that they have a voice in school life. Student Council representatives for each tutor group meet on regular, formal occasions throughout the year. They take an active role in the life and decision making of the school. Particular focus is given by the students to fundraising for a whole variety of charities chosen by the School Council, developing opportunities for all students to voice their views, supporting the whole school aim of improving our environment and representing the school.

In the summer of Year 10, students apply to be members of the Head Student Leadership team. They are interviewed, deliver a presentation to their peers and are voted for by staff and students. Their role is to act for the school as official ambassadors, head the various student teams in the school, and act as a link between senior staff and students, meeting every two weeks with the Headteacher and Head of Year 11 to discuss issues on school improvement.

## Peer Mentors

At Woking High School, we value the positive impact the support of an older student can have upon Year 7 students. As a result, our highly acclaimed Peer Mentoring programme gives students the opportunity to become fully trained and valued Peer Mentors. Through guiding, supporting and mentoring other students, Peer Mentors not only make a significant difference to the school, but also develop enhanced inter-personal skills and emotional intelligence.

The Peer Mentors participate in a wide range of activities that develop the caring, supportive atmosphere that we value so much at Woking High School. They deliver weekly one-to-one support; lead class based activities during tutorial sessions and become greatly skilled at developing the confidence and self-belief of others. The Peer Mentor role is highly sought after and offers students a valuable opportunity to develop many of the skills that will be required to succeed in adult life.

## Pastoral Organisation

### Transfer from Primary School

Woking High School has an extensive and thorough induction programme for new students. There is regular liaison with the primary schools and prospective parents have a number of opportunities to visit the school. New students spend a day in July when they are introduced to the school at work and this is followed by an evening meeting at which parents and students are given the opportunity to meet their Tutor and other members of staff.

### Tutor Groups

The tutor group is very important and the form tutor is the person in the school who knows each student best. The Head of Year 7 will use data and information gathered during visits to primaries in the summer term to create the tutor groups for the start of the year. Supportive relationships based on individual needs and aspirations are then nurtured. There is a Head of Year for each year group. Each Head of Year is assisted by a Pastoral Co-ordinator and is also responsible for ensuring that students achieve high standards of attendance, appearance and behaviour. At the end of each academic year the composition of the tutor groups is refined and some movement may occur to facilitate academic / pastoral needs.

### House System

Every student who attends Woking High School is a member of a 'house'. The houses are made up of students from Year 7 through to Year 11. Each student is given a badge when they join the school in Year 7 which shows the house that they will represent for their time at the school.

There are four houses at Woking High School named after famous personalities from the world of Science and Technology: Brunel, Curie, Faraday and Stephenson.

## Equal Opportunities

Provision is made for all students regardless of gender, race or religion. The school encourages a tolerant, supportive atmosphere where each student's contribution is valued and respected.

## Personal Safety and Security

Students are expected to take care of their own personal possessions and the school cannot be held responsible for any loss or damage to such items. Students are permitted to carry mobile phones, so that they can be used to ensure their safety in journeying to and from school. However, mobile phones are NOT allowed out whilst on the school site. They must be kept out of sight either in their bags, blazer or lockers.

Whilst the school takes a variety of measures to ensure the safety of personal property, all mobiles brought into school remain the students' responsibility at all times.

Parents are encouraged to make their own insurance arrangements and to label all personal possessions. Individual lockers are available for hire on an annual basis.

## Child Protection

At Woking High School we recognise that your child is your responsibility and concern. We will work in partnership with you and we will share successes with you and discuss any concerns we may have.

We have statutory duties concerning the welfare of children at the school. Although we will normally, in the first instance, discuss any welfare concerns with parents or carers, there may be rare occasions when we have to consult with other agencies even before we contact you. The procedures we follow have been laid down by the Surrey Safeguarding Children Board, and the school has adopted a Child Protection Policy in line with this for the safety of all.

If you want to know more about our procedures or the policy, please speak to the Headteacher or the Designated Safeguarding Lead - Mr M Crowley, Assistant Headteacher.



## Code of Conduct

The atmosphere in the school is positive, caring and responsible. We encourage self-discipline, so that students may learn to organise their lives sensibly and act responsibly towards others. At Woking High School a high standard of behaviour and a positive attitude to work is expected. The school takes a proactive approach with regular initiatives to discourage bullying and poor behaviour. We believe that students enjoy their learning and progress best when they are motivated and given personal goals. A full school life and busy leisure hours create a sense of well-being which discourages antisocial behaviour. Parents are expected to co-operate fully with the school in ensuring the good behaviour of their child. Restorative practice, reprimands and sanctions remind students of the need to check the way they behave and may take the form of restorative meetings, advice, detentions or internal / external exclusion. Parents are notified of all school detentions, which are held centrally with a member of SLT, and informed fully if a more serious sanction needs to be considered.

## Attendance

All students are required to attend the full school timetable. Should it be necessary to withdraw a child from school, a leave of absence form must be requested in writing from the Headteacher. Leave of absence may not be taken without permission but if, for any reason, a student is unable to attend, the school must be informed in writing.

Excellent attendance and punctuality are vital to achieve the high standards we seek. We monitor punctuality and absence from school very carefully.

Parents of students who are persistently absent from school for unauthorised circumstances are liable to receive a Penalty Notice from the Local Authority.

## Communication

### School Gateway

Parents are able to receive updates about achievements and behaviour via the School Gateway online portal.

### Student Journals

Students are issued with a journal each year. It is essential that students bring these to school every day as they:

- Provide immediate feedback for parents;
- Record homework and preparation for learning;
- Provide a communication link between school and home;
- Enable tutors and parents to monitor student performance.

### School Newsletter

Each term parents are sent a newsletter, via Schoolcomms, which records the most interesting and noteworthy activities of the students, and is a regular source of information about the school and its community. Current and back issues are available on the website.

## Website

Visit [www.wokinghigh.surrey.sch.uk](http://www.wokinghigh.surrey.sch.uk) for all our latest news and information. Copies of all letters, information, PowerPoint presentations and newsletters can be obtained from the website and the school's Parent Portal.

## Twitter

We use Twitter to celebrate our achievements and to send whole school reminders. Please follow us via @WokingHigh.

## Text and e-mail

Woking High School is able to send all communications to parents via text and email using Schoolcomms and the Parent Portal. Therefore parents are requested to ensure we have correct email addresses and mobile telephone numbers for this service to operate.

## Friends of Woking High School

All parents and staff are automatically members of Friends of Woking High School. This group makes a great contribution to support the school in a wide variety of ways, such as organising fundraising events. The Woking High School Prize Club provides further opportunity to raise funds as does the Gift Aid and donation scheme organised by the group.

The Gift Aid Scheme allows FOWHS to claim, from the Inland Revenue, an additional 25p for every £1 donated if you are a taxpayer. All monies add to the exciting environment that Woking High School offers its students.

## Charging Policy

The governors operate a policy of charging for certain aspects of provision.

## Complaints

We welcome constructive criticism and are keen to respond promptly and well to issues that might arise. Parents can contact the school via the concerns email - [concerns@wokinghigh.surrey.sch.uk](mailto:concerns@wokinghigh.surrey.sch.uk) – letter or telephone.

In the unlikely event that a complaint cannot be resolved using one of these options, parents are asked to follow the complaints procedure. Details of the procedure are obtainable from the school or on our website.

## Contacting the School

Contact with the school is normally made through the school office. The school's address is Morton Road, Horsell, Woking, Surrey GU21 4TJ; telephone 01483 888447. Email [info@wokinghigh.surrey.sch.uk](mailto:info@wokinghigh.surrey.sch.uk)

The Headteacher is Mrs Maiken Walter. Clerk to the Governors, Mr P McEaney, can be contacted through the school.

## Department results 2019 (%)

Subject Name	7+ %	4+ %	9	8	7	6	5	4	3	2	1
Art & Design 9-1 GCSE	29.41	83.82	5	5	10	12	11	14	4	7	
Biology 9-1 GCSE	58.26	96.52	20	20	27	17	21	6	4		
Business 9-1 GCSE	21.98	74.73	4	6	10	11	14	23	19	3	
Chemistry 9-1 GCSE	55.65	98.26	26	22	16	23	18	8	2		
Comput Sci 9-1 GCSE	33.33	71.11	2	5	8	4	7	6	6	7	
D&T 9-1 GCSE	27.91	74.42	4	3	5	6	4	10	7	3	1
Drama 9-1 GCSE	19.23	65.38	1	2	2	4	6	2	7		2
English Language 9-1 GCSE	21.19	86.86	6	13	31	56	53	46	22	6	3
English Literature 9-1 GCSE	18.64	80.93	8	15	21	54	54	39	27	11	4
Food Prep and Nutrition 9-1 GCSE	20	82.86	2	4	1	11	8	3	5		1
French 9-1 GCSE	37.5	83.33	6	1	2	3	5	3	4		
Geography 9-1 GCSE	26.95	70.21	6	13	19	22	17	22	22	14	5
German 9-1 GCSE	16.67	66.67	1		2	1	6	2	5	1	
Greek 9-1 GCSE	100	100		1							
History 9-1 GCSE	29.66	72.03	10	11	14	14	25	11	18	11	4
Latin 9-1 GCSE	68	100	3	8	6	4	1	3			
Mathematics 9-1 GCSE	28.39	85.17	16	24	27	30	57	47	25	5	3
Media Studies 9-1 GCSE	20.41	77.55	2		8	7	13	8	5	5	1
Music 9-1 GCSE	44.44	77.78	2	2		1	2		2		
PE 9-1 GCSE	48.15	100	5	3	5	4	5	5			
Physic 9-1 GCSE	52.17	97.39	21	27	12	17	25	10	3		
Religious Studies 9-1 GCSE	50.5	93.07	7	20	24	19	13	11	6	1	
Spanish 9-1 GCSE	50.98	92.16	8	12	6	4	14	3	3	1	
Statistics 9-1 GCSE	100	100	5	6	2						
Urdu 9-1 GCSE	100	100		1							

Subject Name	% A* / A	% A* - C	A*D	A*	A	B	C	D	E	F	G	U	X
Arabic A- G GCSE	100	100			1								
Dutch - GCSE Full Course	100	100		2									
French A-G GCSE	100	100		1	1								
Further Mathematics A-C GCSE	47.37	98.25	4	11	12	18	11					1	1
Portuguese A-G GCSE	0	100				1							
Statistics A-G GCSE	100	100			1								

Subject Name	4+ %	D*2	D2	M2	P2	D1	M1	P1	X	U
Child Development D-P CNAT	55.26		4	7	10	9	6	2		
Sport D-P BTEC L2	80			4	12			4		

Subject Name	4+ %	9-9	9-8	8-8	8-7	7-7	7-6	6-6	6-5	5-5	5-4	4-4	4-3	3-3	3-2	2-2	2-1	1-1
Combined Sci: Trilogy 9-1 GCSE	65.29						4	9	12	15	16	23	18	11	8	2	2	1

All information is correct at the time of going to press, the most up to date policies can be found on our website.

The system of accountability measures includes an assessment of the rate of progress students have made since joining Woking High School (Progress 8) and their attainment over their best 8 GCSEs including English and Mathematics, which are counted twice (Attainment 8). Under these measures Woking High School students performed exceptionally well, above the national average.



*Inspire, Challenge, Achieve*

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[www.wokinghigh.surrey.sch.uk](http://www.wokinghigh.surrey.sch.uk)

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