



WOODCHURCH HIGH SCHOOL

A Church of England Academy

Headteacher: Mr Martyn Canham



Established Excellence



Welcome to Woodchurch High School

A Guide for New Parents/Carers and Pupils

July 2026

"Let your light so shine before others that they may see your good deeds and glorify our Father which is in heaven".

Matthew 5:16

Contents

A Guide for New Parents/Carers and Pupils	1
Welcome Message	3
About Our School	4
How the School is Organised	4
Curriculum Structure	4
Pastoral Structure	5
The School Day	5
Our Curriculum (Key Stage 3)	6
Behaviour and Expectations	6
The Woodchurch High School Expectations	6
Monitoring and Rewards	6
Homework and Independent Learning	7
How Parents Can Support	7
Attendance	7
Uniform	8
Equipment	8
School App – My Child at School	9
Communications with Parents	9
Correspondence with School	10
Welfare and Medical Appointments	10
School Meals	10
Bicycles	11
Lost Property	11
Parental Consents	11

Welcome Message

Dear Parents and Carers,

Welcome to Woodchurch High School. We are delighted that your child will be joining our school community in September. Starting secondary school is an exciting milestone, and we look forward to working closely with you to ensure your child thrives over the next five years.

This guide has been designed to help you and your child understand what life at Woodchurch High School is like. It outlines our routines, expectations, and the many opportunities available to pupils. Taking time to read this together will help ensure a smooth and confident start in September.

At Woodchurch High School, we are proud to provide a supportive, ambitious, and inclusive environment where pupils are encouraged to work hard, show kindness to others, and develop their individual talents.

We look forward to welcoming your child and supporting them to flourish both academically and personally.

Yours sincerely,



Headteacher

About Our School

Woodchurch High School is a successful and over-subscribed co-educational comprehensive school with over **1,400 pupils**.

Our school benefits from modern facilities, extensive playing fields, and a dedicated Sports Centre. More importantly, it is a community built on **high expectations, strong relationships, and a commitment to helping every pupil achieve their full potential**.

Feature	Description
Size	Over 1,400 pupils
Environment	Supportive, ambitious, and inclusive
Accessibility	Fully accessible and supports pupils with a range of needs, including Autistic Spectrum Condition

How the School is Organised

Woodchurch High School is organised around both curriculum and pastoral structures to ensure every pupil is challenged and supported.

Curriculum Structure

Subjects are grouped into curriculum areas, each led by a senior member of staff.

- English
- Mathematics
- Science
- Humanities (History, Geography and Religious Studies)
- Modern Languages (French and Spanish)
- Computing and Business Studies
- Creative and Performing Arts (Art, Music, Drama and Dance)
- Physical Education
- Technology (Design and Food Technology)
- Careers and Work-Related Learning
- Personal, Social, Health and Citizenship Education

Pastoral Structure

Pastoral care is organised by **year group**, ensuring every pupil is known and supported. Each year group contains **two bands** - X and Y.

Role	Responsibility
Pupil Progress Leader	Guides pupils' well-being, behaviour, and personal development
Assistant Pupil Progress Leader	Provides additional support across the year group

These leaders guide pupils from **Year 7 through to Year 11**, providing consistency and a strong sense of community within the larger school.

The School Day

The school day is structured to maximise learning while also allowing time for breaks and social interaction. Pupils receive **25 hours of teaching each week**.

Time	Activity
08:45 – 09:05	Registration
09:05 – 10:20	Period 1
10:20 – 10:35	Break
10:35 – 11:50	Period 2
11:50 – 12:35	Lunch
12:35 – 13:50	Period 3
13:50 – 14:05	Break
14:05 – 15:15	Period 4

Our Curriculum (Key Stage 3)

During **Key Stage 3 (Years 7–9)** pupils follow a **broad and balanced curriculum** to develop strong foundations.

All pupils study:

- English
- Mathematics
- Science
- French or Spanish
- History, Geography and Religious Studies
- Design Technology
- Art, Music and Drama
- Computing
- Physical Education
- Personal, Social, Health and Citizenship Education

Our aim is to develop **knowledge, curiosity, and confidence**, preparing pupils for success at GCSE and beyond.

Behaviour and Expectations

We are proud of our calm and respectful environment. Our expectations are simple, promoting a safe and orderly learning atmosphere.

The Woodchurch High School Expectations

1. Work hard
2. Show respect
3. Follow staff instructions
4. Be kind to others

Monitoring and Rewards

- **Positive Behaviour:** pupils are recognised and rewarded through praise, certificates, letters home, and celebration events.
 - **Parent Monitoring:** parents can monitor rewards and behaviour through the **My Child At School** app.
 - **Sanctions:** clear and fair sanctions are applied where expectations are not met.
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Homework and Independent Learning

Homework plays an important role in helping pupils **develop independence and strong study habits**. Most tasks focus on **learning and revising key knowledge** taught in lessons.

How Parents Can Support

- Encourage a **regular homework routine**.
- Check the **student planner** for assigned tasks.
- Provide a **quiet place to work**.
- Encourage pupils to ask teachers for help if needed.

Developing strong study habits early helps pupils prepare for **future GCSE success**.

Attendance

Excellent attendance is essential for success at school. Pupils can only achieve their full potential when they attend regularly and arrive on time. Missing lessons creates gaps in learning and can disrupt both a pupil's progress and the learning of others when teachers need to revisit missed work.

At Woodchurch High School we expect all pupils to attend every day unless they are genuinely unwell. Our pupils typically achieve very high attendance, with school attendance previously reaching **97%**.

Attendance is a **legal requirement**, and parents have a responsibility to ensure their child attends school regularly.

Important expectations for parents:

- Holidays **will not normally be authorised during term time**, except in truly exceptional circumstances.
- Parents should **inform the school on the first day of absence**.
- When pupils return to school, they must bring a **written note explaining the reason for absence and the dates missed**, which should be given to their Form Tutor.
- All absences are reported to the **Local Authority**, who may take legal action where attendance is persistently poor.

Medical certificates are not normally required unless in exceptional circumstances.

Punctuality is also extremely important. Pupils who are repeatedly late disrupt learning and miss important start-of-day routines.

- Pupils who are late **five times** will receive a **90-minute detention**.
- Persistent lateness may be reported to the Local Authority.

If there are genuine difficulties affecting attendance or punctuality, we strongly encourage parents to contact the school as soon as possible. We are committed to working with families to support pupils in attending regularly.

Pupils with excellent attendance and behaviour may be invited to attend **end-of-year reward trips** celebrating their commitment to school life.

Uniform

Full school uniform is compulsory for all pupils and helps promote a strong sense of identity and pride in our school.

All pupils must wear:

- **Black blazer with school badge**
- **School tie**
- **White or blue shirt/blouse**
- **Grey or black trousers / grey skirt (girls)**
- **Plain black shoes (not trainers)**
- **Woodchurch High School coat**
- **Woodchurch High School bag**

PE kit is also compulsory for all lessons.

Parents are strongly encouraged to **label all clothing and PE kit with their child's name**.

The full uniform list can be found on our school website.

Equipment

Being organised is an important part of successful learning.

Pupils are expected to bring the following equipment to school every day:

- Woodchurch High School bag
- Pen
- Pencil
- Ruler
- Eraser
- Scientific calculator
- Student planner

It is also helpful for pupils to bring:

- Coloured pencils
- A protractor

Form Tutors check equipment regularly to ensure pupils are prepared for learning.

School App – My Child at School

Woodchurch High School communicates with families using the **My Child at School** app.

Parents are strongly encouraged to download the app before their child starts in September.

Through the app you can:

- View your child's **timetable**
- Track **rewards and behaviour**
- Pay for **school meals and trips**
- Receive **important school updates**
- Complete **admissions and consent forms**

The school ID for registration is **12661**.

Using the app ensures you receive the latest information and can easily stay connected with school life.

Communications with Parents

We believe strong communication between school and home is vital.

Parents will receive information through:

- The **My Child at School** app
- **Letters and updates from the Headteacher**
- The **school website**
- **Parents' evenings and tutor meetings**

We also take pride in contacting families when pupils do particularly well through **letters of commendation and celebration messages**.

Correspondence with School

If you need to contact the school regarding your child, please follow these steps:

1. Contact the **Pupil Progress Leader or Assistant Pupil Progress Leader** for your child's year group.
2. For more serious concerns, correspondence may be addressed to the **Headteacher**.

Appointments can be arranged by contacting the school office on:

0151 677 5257

Parents are always welcome to speak with staff, although teaching commitments mean appointments are usually required.

Welfare and Medical Appointments

If a pupil needs to leave school during the day for a medical appointment, parents must provide **written confirmation in advance**.

For safeguarding reasons:

- Pupils must **sign out at reception** before leaving school.
- Pupils must be **collected by a named adult**.

If a pupil becomes ill during the school day, parents or emergency contacts will be contacted and asked to collect them from reception.

It is essential that parents keep **contact details and emergency numbers up to date**.

School Meals

Pupils may either:

- Bring a **packed lunch**, or
- Purchase food in the **school dining hall**

Meals are paid for using the **My Child at School app**, which allows parents to add funds to their child's account.

Pupils entitled to **Free School Meals** will have their daily allowance automatically added to their account.

Pupils who stay for lunch **must remain on the school site** unless they have specific permission to go home.

Bicycles

We encourage pupils to cycle to school where possible.

Secure cycle storage is available on site.

Before cycling to school pupils must:

- Return a **cycling permission form**
- Receive a **school bike pass**

For safety reasons pupils are strongly encouraged to **wear a cycling helmet**.

Bike passes may be withdrawn if pupils cycle dangerously on the way to or from school.

Lost Property

Lost property should be taken to or collected from the **Pupil Services Office**.

To help ensure items can be returned:

- All clothing and equipment should be **clearly labelled with the pupil's name**.

The school cannot accept responsibility for lost or damaged personal items.

Parental Consents

Parents will be asked to complete several **consent forms through the My Child at School app** before September.

These include permissions for:

- School photographs
- Use of biometric systems (for catering and printing)
- Mobile phone agreement
- Medical administration if required

Completing these forms ensures that your child can **fully participate in school activities from their first day**.