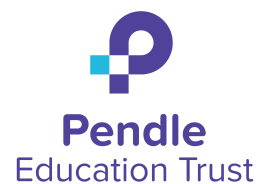
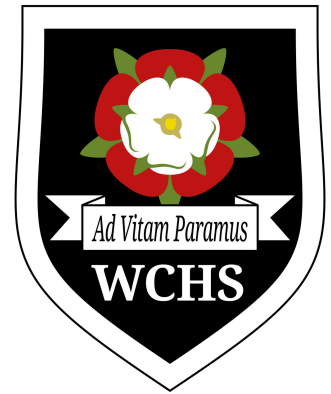


WEST CRAVEN HIGH SCHOOL



PARENT HANDBOOK 2025 - 2026





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Dear Parents,

As this school year comes to an end, I want to thank you for your support this year and share some key information with you about next year. Great schools are so much more than just lessons and exams. At West Craven our educational philosophy is summed up by our school motto 'Ad Vitam Paramus', meaning 'We are preparing for life'. What success looks like for your child will be completely different to what it looks like for someone else. I want to ensure that we develop and celebrate all of our students' talents, interests, and achievements. I want every student to be involved in extra-curricular activities, whether that is sport, music, art, drama or any other area of interest. I want to make sure that all of our students experience trips and visits that excite and inspire them. Our careers team are committed to ensuring all students fulfil their potential and strive towards the academic or vocational career of their choice.

Of course, I also know that the journey through Secondary School is not always easy and that there'll be bumps a long the way. Schools are about people, and we know that people can make mistakes. What is important is that we learn from our mistakes and do the right thing. We also know that our students will face life's ups and downs outside of school. There will be happy times to celebrate and sad or challenging circumstances to get through. Our small size ensures that all students are known, understood and cared for. Our core values of ASPIRE: Ambition, Supportive, Positivity, Independence, Resilience and Equality underpin all that we do in school. I want the young people in our community to hold on to their dreams and realise their potential.

Success starts with high expectations. We expect our students to be polite and respectful to everyone, to represent our school when in school and out in the community, and to always give their best. I thank you for supporting your child by attending key events such as Parents' Evenings, information evenings, and other events in school. The partnership between parents and the school is essential in ensuring your child maximises their potential. You will be able to see the changes to next year in this handbook, including moving to 5 one hour lessons each day. The day will start with morning registration, where we will ask students to secure their mobile phones in a secure, locked cabinet in each form room. Mobile phones are not allowed in school. They are a distraction and a safeguarding issue, not to mention an expensive item to bring in to school. Therefore, if students want to bring their phone to have on the journey to and from school, they will need to lock them away at the start of the day. These will be collected in registration at the end of the day. We are also making a reading book and green pen part of the basic equipment. Both are available in school. Books can be checked out from the library at no cost. Students will be given a green pen at the start of each term. We will still be using Class Charts mobile App will keep you informed of your child's achievements, behaviour and homework. We will continue to communicate with you as much as possible and we hope to continue to grow our work with the community next year.

I wish you a lovely summer and I look forward to welcoming your child back in September.



Mr J Bates
Principal



Mrs L Blomley
Director of Education

OUR VISION AND CORE VALUES

At West Craven High School, we have an ambitious vision and a set of core values which guide us in all that we do.

Our Vision gives us clear direction and allows us to move purposefully towards a bright future, whilst our values are adopted by both students and staff to ensure that we work collaboratively to reach our goals. One of the benefits of our school is that we are small and therefore know each student very well. Individuality is nurtured and we are able to personalise each student's education so that they are able to identify their own future goals and career dreams. We can then create an education which will help each student to aim high and achieve their goals.

Our Vision

An exceptional school providing the highest quality education and preparation for the rest of your life.

Our Core Values


Our core values of ASPIRE: Ambition, Supportive, Positivity, Independence, Resilience and Equality underpin all that we do in school. Selected by students, our core values promote our high expectations and aspirations, balanced with our highest level of care and support.

Students will be awarded core value achievement points through the Class Charts website and mobile app for demonstrating our core values in all aspects of school life.



OUR CORE EXPECTATIONS

WEST CRAVEN HIGH SCHOOL



Be Safe

- We move around the school calmly on the left
- We Use the one way system correctly
- We don't use our mobile phones in school, this is to safeguard everybody
- We don't wear jewellery except one pair of studs in lower ear and a watch
- We ensure we have calm behaviour at breaks and lunchtimes
- We stay in the correct supervised areas at break and lunchtimes

WEST CRAVEN HIGH SCHOOL



Be Respectful

- We model SELF
- We have good manners
- We treat people and our school environment with respect
- We are kind and helpful
- We line up and conduct ourselves properly when asked to
- We respond to the silent signal promptly
- We accept everyone as the individuals that they are

WEST CRAVEN HIGH SCHOOL



Be Ready

- We attend school and arrive on time
- We are fully equipped for learning
- We wear correct uniform
- We arrive on time to lessons

The West Craven Way:

We are excited to introduce our new core expectations:

- **Be Safe**
- **Be Respectful**
- **Be Ready**

Students were actively involved in shaping what these rules mean for us all, sharing their ideas and helping to define the criteria for each.

We are extremely proud of what they have achieved, and now have a set of simple, easy-to-follow rules that everyone at West Craven High School can embrace.

As we move forward, we will continue to aspire to follow the West Craven Way—by being ready, being respectful, and being safe every day.

As well as joining the West Craven High School family, you and your child are now part of the wider Pendle Education Trust family. The Trust is sponsored by Nelson and Colne College and we have very close links with them. West Craven is one of five schools in the Pendle Education Trust family. The others are Colne Primet Academy, Castercliff Primary Academy, Casterton Primary Academy and Pendle Primary Academy. All staff are working together and collaborating to provide the best possible outcomes for the children in our care. The Trust believes that “every child should only be a short walk from a world class school”.

You can find out more about the Trust at www.pendleeducationtrust.co.uk you can also follow us on social media, we are on **Facebook** @pendleeducationtrust

Here is our Pledge to ensure all children have new experiences during their time with us...

THE PENDLE EDUCATION TRUST PLEDGE



*We want all our students to have new experiences during their time with us to create long-lasting memories. Pendle Education Trust pledges that all our secondary students will experience **5 out of 5** of these opportunities before leaving high school.*



1. Cultural appreciation

(e.g. trip to the theatre)



2. Exploring careers

(e.g. attend a careers fair)



3. Fundraising

(e.g. organise an event for a good cause)



4. Community Involvement

(e.g. get involved in a community project)



5. Eco-awareness

(e.g. take part in a sustainability project)



Term dates 2025/2026

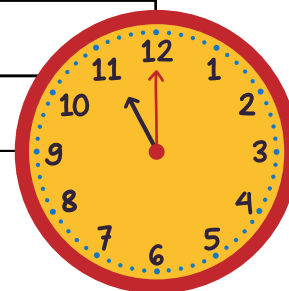
Term	School Opens	School Closes
Autumn 1	Wednesday 3rd September 2025	Friday 24th October 2025
Autumn 2	Monday 10th November 2025	Friday 19th December 2025
Spring 1	Monday 5th January 2026	Friday 13th February 2026
Spring 2	Monday 23rd February 2026	Friday 27th March 2026
Summer 1	Monday 13th April 2026	Friday 22nd May 2026
Summer 2	Monday 1st June 2026	Wednesday 22nd July 2026



School will also be closed for the May Day Bank Holiday on Monday 4th May 2026.

The school day

TIME	SESSION
8:45am - 9:05am	Tutor period
9:05am - 10:05am	Period 1
10:05am - 10:25am	Break
10:25am - 11:25am	Period 2
11:25am - 12:25pm	Period 3
12:25pm - 1:05pm	Lunch
1:05pm - 2:05pm	Period 4
2:05pm - 3:05pm	Period 5
3:05pm - 3:15pm	Registration



CURRICULUM

Our five-year curriculum aims to provide sequences of learning which are engaging, well planned and focus on lifelong learning experiences for all. The intent of our curriculum is to provide meaningful learning experiences which then enable students to attend further education or places of employment.

Our curriculum is balanced and delivered by subject specialists in defined pathways of study. Schemes of learning promote the key interdisciplinary skills of problem solving, building resilience, thinking strategies, numeracy, literacy and effective communication; underpinning the West Craven High School ethos of “Ad Vitam Paramus” - “We Are Preparing for Life”.

Together we want to be a community with one aim, to prepare the character of our young people both personally and academically.

West Craven operates a two-week timetable. Students in Years 7, 8 and 9 will study:

- English, Mathematics, Science
- PE and Drama
- Art, Technology and Food
- History, Geography, PSHE and RE, French or Spanish
- Computing

PSHE will be taught through a bespoke program of study, delivered by our form tutors and external providers.



HOMework

At West Craven High School we consider homework to be a vital part of every child's education in enhancing the learning our students receive in class as well as playing an important part in developing independent study.

Homework set will be appropriate for the age and key stage of students, to consolidate learning and deepen understanding. Homework amounts will therefore vary for different ages and abilities of student. Younger students will receive approximately one hour per week in the core subjects of English, Maths and Science, with regular homework in other subjects.

Additionally we promote the importance of reading for pleasure and interest. Students will be encouraged to always have a school reading book with them.

We use Class Charts which is an online facility and mobile app for setting homework. This can be accessed by staff, students and parents. You will receive full instructions and your login details in September.

We ask all parents/carers to encourage their child by promoting good habits in their personal study. We also offer a homework club which runs after school.



SPECIAL EDUCATIONAL NEEDS

At West Craven High School, we are committed to meeting the needs of all pupils including those with special educational needs and disabilities (SEND). We expect every child with SEND to receive a full and enriching education to enable them to achieve their potential. This is so that they can make a successful and happy transition into adulthood, whether that is accessing employment, further education or training.

Our SENDCo and Director for Inclusion is Mr. Hughes, should you have any questions or need any information beyond this booklet, then please contact using the following methods.

bhughes@westcraven.co.uk or 01282 812292 ext 318.

Our SEND team offer a range of interventions to support students in school, including:

- Tailored interventions
- Literacy and handwriting intervention
- Maths and number based interventions
- Social Skill workshops and clubs
- Homework support
- Specialist Teacher assessments to further explore specific learning difficulties
- Targeted in class support



EXTRA-CURRICULAR

All students are encouraged to take part in the wide variety of activities at West Craven High School. We encourage not just academic development but personal growth through structured sessions after school and at lunchtimes.

All extra-curricular activities are free and are a great way to try something new and make new friends, just simply turn up and have a go! Extra-curricular time tables are updated regularly and further information regarding activities can be found from form tutors.



EQUIPMENT

All students are expected to have a pen, pencil and ruler for every lesson as a minimum expectation. Additional equipment will be useful for art lessons and maths, as well as the PE kit listed in the uniform section. It is essential that every student has a bag suitable to be a school bag.

Basic equipment

Black ball point pen (and a spare)
Green ball point pen
Pencil (and a spare)
Pencil eraser
Ruler 12" / 30cm
*Calculator



Additional equipment

Maths set including protractor
Coloured pencils (fine fibre tips)

*Calculator: we recommend the Casio fx-83GTX.

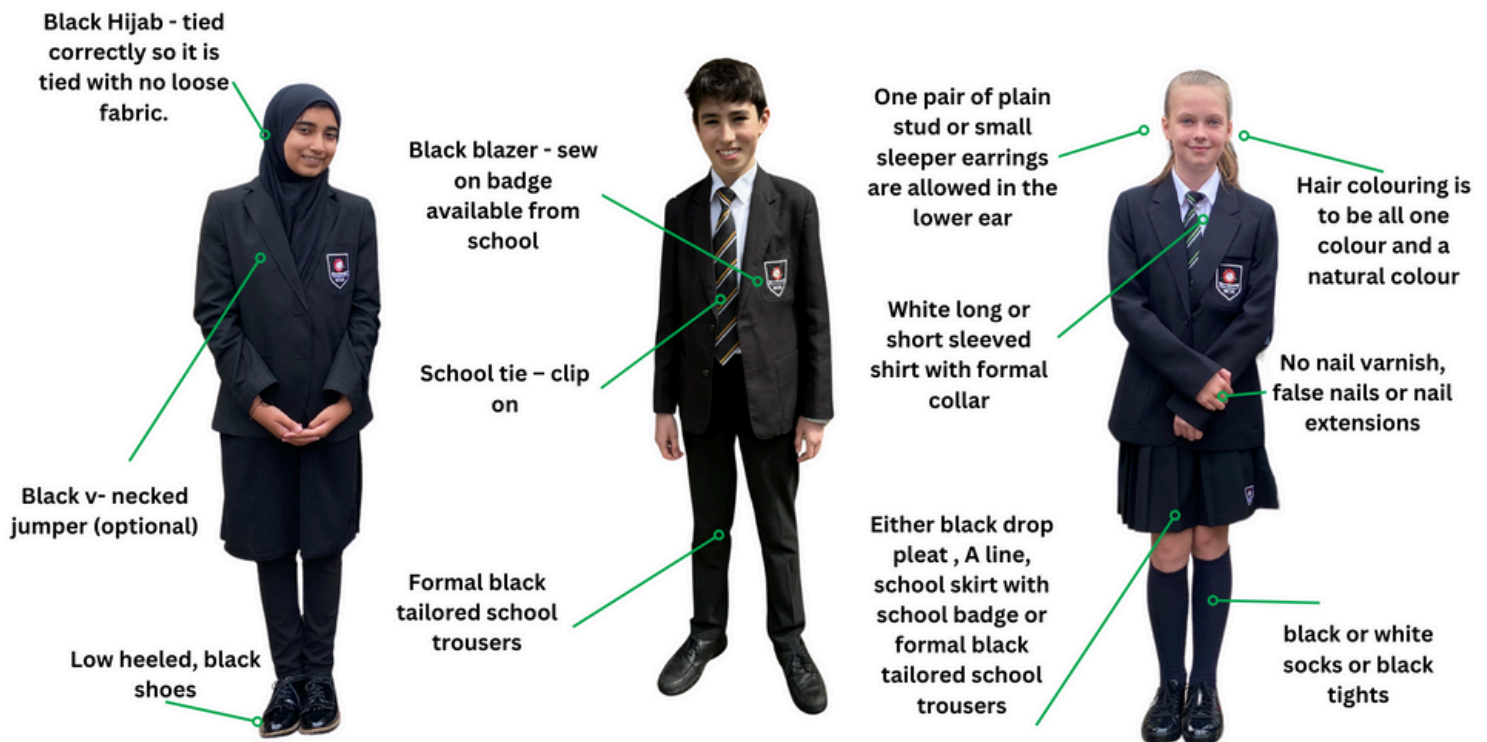
UNIFORM

Our Governors are keen to ensure a high standard is maintained when it comes to students' uniform and appearance. We ask for parents/carers help in, not only seeing that the correct dress is available, but is also worn to and from school. The items required are standard and readily available from local suppliers. Ties and badges may be purchased from the school office. Different year groups have a different coloured tie.

These colours stay with them throughout their time at West Craven.

Students who deviate from an acceptable level of dress or appearance will be loaned the necessary item of uniform for the duration of the school day.

We believe that the image of a school plays a crucial role in helping young people secure the next phase of their future on leaving school. We are all part of that process and need to work together.



The following are strictly not allowed:

- Drain pipe, tight trousers, low slung trousers, jean type trousers
- Trousers with studs on leggings or jeggings
- Patterned tights
- Tube skirts
- Trainers, canvas shoes or boots
- Sweatshirts or hoodies
- Students will be required to wear school loaned shoes if they arrive in school without appropriate school shoes.

UNIFORM

To give each year their own identity, students in each year group will wear the following coloured tie

Year 7 - Red

Year 8 - Blue

Year 9 - Green

Year 10 - Orange

Year 11 - Purple



Acceptable jewellery

A watch, one small pair of stud earrings. We have a duty of care to all our students and this includes responsibility for health and safety.

The wearing of facial jewellery, nose studs, tongue piercings, multiple earrings, necklaces, ear stretchers and other items which could cause harm or breach Health & Safety requirements in school is not allowed.

We are unable to accept responsibility for replacing any items which are lost or stolen whilst in school.

School reserves the right to ask students to refrain from wearing inappropriate jewellery or other items of non-uniform; for reasons of safety, security or appropriate appearance, students will be asked to remove the item. Items will be confiscated and will need to be collected from the school office at the end of the school day.

Make-up

No make-up or acrylic / polished nails are allowed.

UNIFORM

Hair

In addition to adhering to the correct dress code outlined in the uniform policy we also expect students to present themselves with an acceptable appearance. As we strive to prepare and equip students for working life we expect hairstyles to be reasonable during school hours, and ask that radical styles are avoided, for example:

- No shaved heads or other extreme hairstyles
- Hair must not be shorter than a number 3 razor cut
- No tram lines
- No decorative braids
- No excessively bright or multi coloured hair dyed in other than natural colours.

Coats

Coats and hoodies must be removed on entry to the building.

PE KIT

Please ensure that all uniform and PE kit is marked with the student's name

BASIC KIT

Black t-shirt or black football shirt with school logo

Black shorts with logo

Black PE socks

Trainers

OPTIONAL KIT

Black tracksuit bottoms

School hoodie with logo

Football boots



School Footwear

- Footwear must be a shoe and not a trainer, boot, pump or plimsoll.
- Shoes made by sportswear manufacturers will be deemed to be a trainer.
- Sports branded footwear is not acceptable (Nike, Adidas, Mallet, Vans, Converse etc)
- Shoes advertised as “school shoes” may not be acceptable at West Craven High School
- Shoes which cover the ankle are deemed to be a boot and not allowed e.g. Dr Martens boots.

NOT ACCEPTABLE



Acceptable
footwear



UNIFORM

Supporting our Families with School Uniform Costs

We understand that the cost of school uniform can be a concern for many families, especially during times of financial pressure. As a school, we are committed to making uniform as affordable and accessible as possible, while still maintaining our high standards and sense of identity.

In line with recent government guidance, all schools are now required to keep uniform costs to a minimum. This includes:

- Reducing the number of branded items.
- Allowing high street alternatives where appropriate.
- Making sure uniform is available from multiple suppliers, not just one.
- Offering second-hand options where possible.

We have reviewed our uniform policy to ensure it reflects this guidance, and we are continuing to work with our suppliers to keep prices fair.

Help and Support Available

If you're struggling with the cost of uniform, there may be support available to you:

- Uniform Grants: Some local councils offer school uniform grants or vouchers to eligible families. You can check if your local authority provides this support by visiting their website: <https://www.lancashire.gov.uk/children-education-families/schools/school-uniform/>
- Pre-loved Uniform: We have a pre-loved uniform scheme where good quality items can be donated, exchanged, or purchased at a reduced cost.
- Direct Support: If you are finding it difficult to afford uniform or other school-related costs, please don't hesitate to contact us in confidence. We will do our best to support you or signpost you to local organisations that can help.

We want every student to feel proud in their uniform – and every family to feel supported.

If you have any questions or need further guidance, please contact our school office.

#ASPIRE

PRE-LOVED UNIFORM DONATIONS

If you have any pre-loved school uniform, PE kit or appropriate school shoes which are still in good condition, please drop at our school reception or students can pass to the main office or Pastoral Leads.

Your generosity can make a real difference to other families' lives.

DONATE



01282 812292

www.westcraven.co.uk

PASTORAL SUPPORT

Pastoral support at West Craven High School is strong, with a dedicated team of staff to support students through school. Mrs Lesley Harper is the Pastoral Year Lead for years 7 & 8 and leads on transition with the primary schools. An Attendance Officer works with parents and students to ensure high levels of attendance are maintained. Your child's form tutor will play a key part in helping them settle into secondary school. The form tutor is also an important point of contact for parents.

Mrs N Robertson - (Deputy Principal / Head of Pastoral Care)

I am committed to ensuring that all of our students gain the skills they need to be fully prepared for life after school. It is a pleasure to guide them through their academic and personal development journey from year 7 to year 11.



Mrs Lesley Harper Pastoral Year Lead Year 7 & 8

I feel my role is to enhance the emotional health and wellbeing of students and families so that all children are able to access and benefit from the educational opportunities on offer. My experience as an upper KS2 teacher has given me a greater insight into the needs and worries children have when making the transition from KS2 to KS3. I have an open-door policy and actively encourage children to come and speak to me when they are feeling overwhelmed or worried. I will listen, offer advice, mediate and support them. As well as this, I also think it is important to share and celebrate the children's achievements both inside and outside of school. I am excited to see what opportunities and challenges this year will bring.



Mr Hughes, SENDCO and Inclusion Lead

My educational philosophy is that all students deserve the right to fulfil their potential, regardless of their background, needs and circumstances. I am a passionate educator who thoroughly enjoys imparting knowledge and allowing young people to explore different values and attitudes. As a SENDCo and Inclusion Lead, I advocate for our SEND children and their families / carers and ensure that they receive the support and appropriate provision to reach their full potential.

FORM TUTORS

The role of the form tutor is to support your child and be a consistent supportive adult presence throughout the year. Form tutors will be a link between students, staff and the pastoral support team making sure that your child is aware of their day to day responsibilities. They will also be a key contact for you as parents.

Form tutors will register students at 8:45 every morning checking uniform, equipment and discussing any issues that your child might be experiencing.

There will be a weekly assembly and tutors will also pass on key information. This will involve giving updates on progress, attendance and keep your child updated on the school information that is important to them (trips, clubs and other activities).

They also follow a weekly programme that allows them to explore issues around personal, social, health, citizenship and careers education, current affairs and develop literacy.

In September 2025, Form Tutors will be: Following lunch, students spend 25 minutes with their tutor who will be able to pass on key information. This will involve giving updates on progress, attendance and keep your child updated on the school information that is important to them (trips, clubs and other activities).

They also follow a weekly programme that allows them to explore issues around personal, social, health, citizenship and careers education, current affairs and develop literacy.



CAREERS

Our school is committed to ensuring all of our students have access to highly impartial careers advice and to a range of employers who can support them in considering their future. To help us do this we align our CEIAG Plan to the Gatsby Benchmarks.

The 8 Gatsby benchmarks are outlined below:

- 1. A stable careers programme**
- 2. Learning from career and labour market information**
- 3. Addressing the needs of each student**
- 4. Linking curriculum learning to careers**
- 5. Encounters with employers and employees**
- 6. Experience of work places**
- 7. Encounters with further and higher education**
- 8. Personal guidance**



The vision for the development of CEIAG across our academy is to provide the very best opportunities to enable our students to make informed and incisive decisions throughout, and beyond, their school life. By using the Gatsby benchmarks as a framework of best practice we have a CEIAG programme that meets the needs of our ever-changing cohort of students, providers and labour market landscape. Our plan promotes equality of opportunity, celebrates diversity and challenges stereotypes whilst inspiring, raising aspirations and giving our students an optimistic outlook on life and their place in the world of work. Our work on careers helps students understand the relevance of the knowledge and skills they are learning.



HOME ACADEMY AGREEMENT

The academy expects that you as a student:

- Are punctual and attend regularly
- Follow the rules and dress code
- Work to the best of your ability; complete your homework on time and meet deadlines
- Take responsibility for your own learning, organisation and discipline
- Comply with the Internet access and use of mobile devices policies
- Are honest, polite and exhibit good behaviour at all times
- Show respect for others, their possessions and the environment
- Participate to the best of your ability in activities arranged by the academy
- Raise any concerns or problems that you might have, with us and your parents quickly and calmly

The academy expects that you as a parent:

- Support our ethos and policies as set out on the academy website
- Ensure the regular and punctual attendance of your child and avoid holidays in term time
- Ensure your child arrives with appropriate uniform and equipment
- Do your best to provide an appropriate environment and time at home to enable your child to complete homework
- Monitor your child's homework, progress and effort
- Support and encourage your child to achieve and have healthy ambition
- Endeavour as far as possible to support activities and encourage your child to do so
- Advise us of problems/achievements/issues concerning your child
- Reply to communications and supply absence notes promptly

Students and parents are entitled to expect that we as an school will:

- Provide a happy and caring environment for learning
- Provide effective teaching
- Provide good moral guidance and role models for your child
- Effectively monitor your child's progress
- Praise your child for their achievements where appropriate
- Set appropriate homework for your child and advise you of our expectations
- Advise you about the equipment, books and materials that are required
- Provide up to date and timely information about events
- Provide enrichment activities
- Communicate our concerns and problems concerning your child
- Deal with problems in a professional, fair and consistent manner
- Allow access to raise concerns with staff when the need arises

Our behaviour for learning, built on the 3 Cs

THE WEST CRAVEN WAY



BEHAVIOUR FOR LEARNING The 3 Cs

1

CHANCE

If your behaviour for learning does not meet our high expectations, you will be given the chance to correct this. Your name will be taken (not displayed), but no negative behaviour point will be given.

2

CHOICE

If you don't correct your behaviour for learning, you will receive a negative behaviour point on ClassCharts. You now have the choice to correct your behaviour.

3

CONSEQUENCE

If you choose not to correct your behaviour for learning. You will be given a 30 minute teacher detention.

FREE SCHOOL MEALS

Your child may be able to get free school meals if you get any of the following:

- Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)
- Income-Based Jobseekers' Allowance
- Income-Related Employment and Support Allowance
- Child Tax Credit, not entitled to Working Tax Credit and household income Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit Income Support
- Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

You can apply online, or there is information about how to apply by phone and post on the Lancashire County Council website: <https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/>

If you are struggling to get online or cannot print a copy of the paper form, we are able to help you with this. Applications need to go directly to Lancashire County Council and not to the school.

MEDICAL ISSUES

If your child has or develops a medical need it is important to inform the school office as soon as possible. If your child is required to carry their own prescribed medication, such as an EpiPen, then we would ask you to complete a medical care plan to help support your child in school.

Spare prescribed medication should be handed into the main office in a clear container with your child's name on it and instructions on when to take it and how much. Please refrain from sending your child into school with unprescribed medication, such as paracetamol, where school are not aware. If your child has an accident at school, they will be treated by a qualified first aid trained member of staff after which you will be informed of the incident by a member of staff.

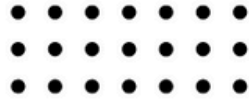


MOBILE PHONES



We understand that young people have mobile phones and personal electronic devices. However, these are not allowed to be used in school. They must be switched off as they enter the school building and placed in the form room phone locker. Mobile devices can be a distraction to learning and pose a considerable safeguarding concern. Students may bring a phone to school with them for use on the way to and from school for personal safety reasons only. All mobile phones will be kept safely locked in form rooms and students can collect their mobile phone at the end of the school day.

If a student is found to be using a mobile phone during the school day, it will be confiscated by a member of staff and handed into the Main Office, the student will then spend time in Turning Point for breaching school rules. If you need to contact your child during the school day, please contact the Main Office who will pass on a message to your child. Air pods are not permitted to be used in school and will be confiscated if seen.



WEST CRAVEN HIGH SCHOOL

PARENT FORUM

The Parent Forum is a partnership between parents and the school. It is a valuable way to share ideas, views, concerns and make suggestions for improvement



What is the Parent Forum?

The Parent Forum is a partnership between parents and the school. It is a valuable way to share ideas, views, concerns and make suggestions for improvement.

The aims of the Parent Forum will be to:

- *Support parent's well-being.*
- *work together to improve the education provided for our children.*
- *share information, knowledge and skills.*
- *meet in a mutually supportive environment*
- *further improve communication between parent/carers and staff/ Governors*

Who can be part of the Parent Forum?

Any parent is welcome to join any parent forum meeting. The forum will be chaired by Mr Bates, School Principal.

Why should I be part of the parent forum?

It gives you an opportunity to get together on a regular basis with other parents to have your say on what the school is doing well, and suggest ideas of how things could be improved. There will be opportunities to get advice and support to help your child/children with their learning

Contact the school office for more information

LUNCHTIME ARRANGEMENTS

Taylor Shaw
Seeing food differently

All students must stay on the school premises during break and lunchtime.

They can either bring a packed lunch or purchase food and drinks from the canteen. Food must be consumed in the designated year group area. We have sufficient dining facilities to ensure all students can sit down at lunchtime and eat their meal with friends.

At the request of the Student Council, each student has, at present, a maximum spend limit per day of £5. This can be altered by parents/carers to any limit you feel appropriate. Limits can be set for morning break and lunchtime if required. A value meal deal can be purchased for £2.73 per day.

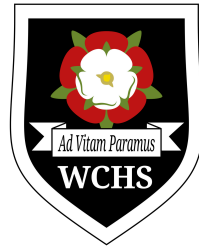
We are delighted to be working in partnership with leading catering provider, Taylor Shaw, to enhance the dining experience we are able to offer to students. Taylor Shaw has more than 20 years' experience in delivering delicious, nutritious and varied meals in schools across the UK. The Taylor Shaw team will be working with our existing catering staff to help students enjoy an improved dining experience.

Taylor Shaw has a reputation for using only the best, finest quality ingredients including Marine Stewardship Council (MSC) fish, Red Tractor (farm assured) meat, free range eggs, locally sourced meat, dairy, fruit and vegetables and no undesirable food additives or hydrogenated fats.

Weekly menus change seasonally and include dishes such as lamb shepherd's pie topped with Bombay potatoes, vegetable burritos, roast of the day with traditional trimmings, sticky Chinese hoisin chicken with salted chilli wedges and crispy fish burger with lemon mayonnaise and marinated 'slaw. In addition to a range of daily hot specials, students can also purchase filled baked potatoes, sandwiches, wraps and salad boxes along with home bakes, fruit salad and other healthy grab and go items.



THE WEST CRAVEN WAY



The 'West Craven Way' is a system that we expect all students to follow:

1. Move around school in a calm manner with pace and purpose
2. Your teacher will welcome you at the entrance of the classroom
3. Students are to sit in the correct place according to the seating plan
4. Students will be expected to take out any equipment needed for the lesson
5. Students should begin the independent 'do it now' task as soon as they enter the classroom

For safety students should walk at all times and keep to the left on the corridors. Any student needing medical attention must inform their class teacher straight away. They will request a member of the pastoral support team to support them and seek assistance for them as/if needed. If they are too ill to remain at school, or if hospital treatment is necessary, then parents/carers will be contacted. It is important that contact details are kept up-to-date and any changes must be notified to the school office.

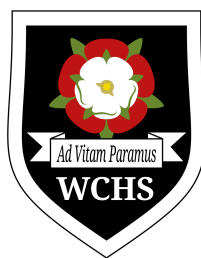
Students **MUST NOT** leave the premises or their classroom without permission. Their personal safety could be at risk.

PUNCTUALITY

It is very important to arrive on time for the school day and for lessons. Students must be on site and ready to attend lessons, with registration starting at 8.45am. In addition to ensuring students don't miss out on academic work, punctuality is an important habit to develop for life in the work place as an adult. In the event of unavoidable late arrival to school, students must sign in with the Attendance Office before going to their lesson. This ensures all students can be accounted for in case of an emergency. In cases of regular and persistent lateness, sanctions will be applied.



THE WEST CRAVEN WAY



ATTENDANCE

Good attendance at school supports progress and establishes good habits for adult life. We set a target of 96% attendance for all students.

To contact the attendance office please email attendance@westcraven.co.uk

Should a student be ill then it is important that parents/carers inform the school by telephone on the morning of the first day of absence, and each consecutive day of absence.

We ask that as far as possible medical and dental appointments are made out of school hours.

If parents/carers know in advance that their child will be absent, late or need to leave early (to keep a medical or dental appointment, for example), we ask they contact the attendance office with the date and time of the appointment.

SCHOOL / PERSONAL PROPERTY

The school is not responsible for students' personal property in school, although we do take as much care as we can to see that it is safe. It should be marked clearly with the student's name.

Money or valuables should never be left in coat pockets or school bags and items of significant value should not be brought into school. Lost property is handed into, and can be claimed from, the pastoral team.



Attendance Ladder



PARENT PAY



We operate a highly secure online payment system called ParentPay which enables you to pay for school meals and other items such as trips, ties, badges etc. It will give you a history of all the payments you have made and allows you to create a single account login across all your children that attend a ParentPay school. ParentPay gives you the freedom to make payments to school whenever and wherever you like. It stops you having to write cheques or search for cash to send to school and gives you peace of mind that your payment has been made safely and securely.

New parents/carers will be sent an activation letter containing activation details to enable you to set up your ParentPay account. Any questions regarding ParentPay please contact the school office.

SCHOOL TRANSPORT

Starting secondary school often means children will be making their own way to and from school for the first time, including using public transport on their own. If you intend for your child to get to school using one of the school bus services, there are some important things you need to know.

Get your bus pass as early as possible – Sometimes the school buses can get full and you would have to rely on service buses. Make sure you know where the bus stop is and what time you need to be there. Always arrive early.

If you have questions regarding the various bus services and which one will suit you best, contact School Transport Enquiries on – 0300 123 6738 - <https://www.lancashire.gov.uk/children-education-families/schools/school-transport/>

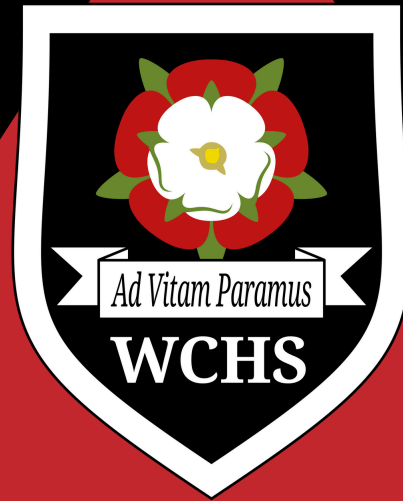
Further information about school transport and bus timetables can be found on the transition section of our website.

COMMUNICATION

We place great importance on our partnership with parents, recently being awarded the Leading Parent Partnership Award. There are a number of ways we will communicate with you and you can communicate with us. A weekly e-bulletin is sent out to parents, via email, each Friday and this is also on our website. There will be a number of events in the new academic year, including coffee mornings, Parent Forum meetings, as well as calendared events throughout the year, where you can communicate with us.

General letters given from school are passed on to students and are also published on the website. We have the facility to send text messages to all parents or groups of parents. Our website has sections specifically for parents. We would also encourage you to keep an eye on our social media via Facebook and Twitter.

In terms of your child's progress you will receive updates on progress in the form of a tracker report twice per year and we hold regular parents' evenings. We encourage you to develop strong links with your child's Form Tutor and Pastoral Support Worker. If you have any questions, queries or concerns, please do not hesitate to get in touch with us. We look forward to working with you to support your child's journey here at West Craven High School.



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