



Year 7 Induction Pack

2023 - 2024



Included in this pack:

- Safeguarding and key information about the school
- Attitude to Learning
- Determined Learner Grid
- Code of Conduct
- Ridgewood Reader programme
- School uniform
- PE uniform
- SEND information
- Support in school
- FAQ
- Map of school

A full copy of the Behaviour Policy can be found on our website under the statutory information heading.

Useful Contact Numbers and Contact Details

Headteacher: Mrs R Cope

Mrs Cope can be contacted via her PA: cteese@ridgewood.dudley.sch.uk

Address: Ridgewood High School, Park Road West, Stourbridge, West Midlands, DY8 3NQ.

Telephone: Main Reception: 01384 818 445

Student Absence Line: 01384 818 465

For any primary transition related enquiries please contact Mr Ewing on:

primary@ridgewood.dudley.sch.uk

Safeguarding

At Ridgewood High School we take safeguarding very seriously. All staff working at Ridgewood High School have a statutory duty to 'safeguard and promote the welfare of children'. All visitors and adults are expected to act in a way that supports this and to report any concerns that they have about the welfare of children. All staff are trained in child protection and safeguarding. Senior leaders are also trained in safer recruitment and at least one member of each interview panel for all posts will include a member of staff with this qualification. For more information and to view our safeguarding policy, please view the safeguarding section on our website.

Please contact us if you have concerns about the safety or wellbeing of a child.

You can email us via: safeguarding@ridgewood.dudley.sch.uk

Safeguarding Team

Designated Safeguarding Lead: Mrs H Baldry

Headteacher: Mrs R Cope

Attendance

At Ridgewood we place the education of our students at the heart of everything we do. We want all of our students to have the same opportunities and not be disadvantaged in any way in terms of their learning experience. We realise how important it is for all of our students to turn up all day, every day of the school term and the impact that even a few days off a year will have on their progress cannot be underestimated. We do understand that illness and family circumstances can sometimes mean that a student is unable to attend fully and the Pastoral team are happy to support any student who has a medical condition or experienced a bereavement which has impacted on their attendance. Staff are expected to provide catch up work for lessons missed and where it is likely that a student may miss a considerable amount of school due to illness, and it is appropriate, we will send work home to be completed.

The Pastoral team want to work closely with parents and guardians so if there are any reasons for poor attendance, extended illness or bereavement which has affected your family, please do inform your child's Head of Year who will be happy to support however they can. National data shows that students with an attendance of less than 95% are at risk of achieving a grade lower than their peers in their final exams. With the success of our students always in our minds, we would encourage, wherever possible, that students aim for an attendance of at least 98% with no more than 8 absences (4 days) per year.

If your child is unwell and unable to attend, we ask you to take the following action:

- Inform the school on each day of absence by telephoning no later than 9.15 a.m.
- The telephone line for absences is **01384 818465**. Voicemail is available.
- Provide a doctor's note if the absence is prolonged.
- Provide a letter addressed to your child's tutor on their return to school.

We have a system of first day calling/texting which means you may be contacted at home or work if your child has not registered and we have not received a call from you.

Many absences are classed as authorised (medical appointments, genuine illness etc).

Leave of Absence Requests

The 2013 regulations on Education (pupil registration) now make it clear that leave of absence during term time will not be granted unless there are "exceptional circumstances," which do not include family holiday and extended leave; Holidays in school time should be avoided and will not be authorised. A form must be completed 4 weeks in advance of any leave of absence. Where leave of absence is taken during term time, a decision will be made whether to refer the matter to the Educational Investigation Service, which can lead to a fine of up to £120 per pupil, per parent/carer.

Attendance is carefully monitored by your child's tutor and Head of Year. If there is a concern about attendance the Pastoral team will be in contact with you to discuss either over the phone or invite you in for an attendance support meeting to see how the school can help improve your child's attendance and catch up on any gaps in learning.

Punctuality

At Ridgewood we value the punctuality of our students and staff and recognise this is an important quality that future employers and colleges will be looking for in our students once they leave us in Year 11. Punctuality is the first key to good attendance; lates are classified as unauthorised absences once registers close at 9.20am. **Students should be on site at 8.45am each morning**, ready to attend assembly/tutor time which commences at 8.50am.

Students arriving after the end of tutor time (9.05am) must sign in at Student Services. This is the student reception that can be found in the entrance to H block.

If a student is late in the morning without a reasonable excuse, a text message will be sent to parents/carers and the student will be expected to attend a break support session, complete a short questionnaire on why they were late and learn about the importance of good punctuality.

If a student does not complete a break support session without a reasonable excuse, parents/carers will be notified, and the student will be expected to stay thirty minutes after school that evening.

Staff on the gate and tutors with Heads of Year will monitor lateness. Where a pattern of lateness begins to appear, tutors will have a conversation with their tutees about any reasons for this and how the school can support them getting into school on time. If there are further issues with punctuality, then Heads of Year will invite parents in for a meeting to see how we can all work together to improve punctuality.

EduLink

At Ridgewood, from September 2023, all of our communication will be centralised through a platform called EduLink. You will be sent login details for EduLink as soon as you have accepted your place at Ridgewood. EduLink is where all student homework will be listed, our student reports will be uploaded, Parents Evenings will be organised through, and notices and information will be published in. There are other features too which will make it far easier to communicate effectively between school and home.

Homework – Organisation and Communication

Homework is set online. This will be through an app (EduLink) which parents and students have full access to. Students will also have access to Microsoft Teams, which will be a place for work to be uploaded to, and for resources to be stored in if appropriate. We run a voluntary drop in homework support club three nights per week on a Tuesday – Thursday. Students may be referred into homework club by their teachers if they need support with their homework and are not completing this regularly. We will contact parents if we think this is appropriate.

Equipment

Students should carry a suitable bag, relevant books, a reading book, a pencil case containing black/blue pens, a green pen, pencil, ruler, rubber, pencil sharpener, glue stick, compass, protractor and calculator. Form Tutors will carry out equipment checks. Equipment is available for purchase from the Library.

Mobile Phone Use:

The following rules must be adhered to if a student wishes to bring a mobile phone or any other electronic device into school.

The Headteacher's decision on all matters of the Electronic Device Protocol is final.

Students who need to bring in their own laptop, notebook or iPad device to help with SEN need must seek permission from the Headteacher.

The school will take no responsibility for any electronic devices.

The presence and use of mobile phones and electronic devices have a detrimental effect on concentration and learning. They also present a safeguarding risk for students and teachers.

Phones/electronic devices are expected to be switched off and in bags from the first bell or when they enter the buildings, until they leave school at the end of the day. Any mobile phone/electronic device seen or heard during a school day, either in lesson or at break times, will have to be handed in.

- Students will be expected to turn off and give in their phone/device to a member of staff. This will then be securely stored in reception and can be collected at the end of the day. Parents/Carers will be notified by email if their child's phone/device is handed in.
- If students do not hand in their phone/device to the member of staff, SLT will be called out to collect it. The student will then have to hand their phone/device in to reception before school for the next five days.

- After the third incident, and any subsequent incident, parents/carers will be asked to come and collect the phone from school. Students will be asked to hand their phone/device into reception for the next five school days.

If any student has an immediate need to contact home, they can go to see their Support and Guidance Officer who will be happy to contact parents or carers for them.

If we suspect a student may have inappropriate content on their electronic devices that may put them or other students at risk, their phone will be confiscated. This will not be returned to them until parents have met with a member of the Leadership Team.

The School Day

Our current timings are below. We are currently consulting with stakeholders about a change to our starting time.

Registration - 8.50am – 9.05am **(students to be on site by 8.45am)**

Lesson 1 – 9.05am – 10.05am

Lesson 2 – 10.05am – 11.05am

Break – 11.05am – 11.20am

Lesson 3 – 11.20am – 12.20pm

Lesson 4 – 12.20pm – 1.20pm

Lunch – 1.20pm – 2.00pm

Lesson 5 – 2.00pm – 3.00pm

There are a number of extracurricular clubs that run each evening from Tuesday – Friday each week. Individual department areas will inform students what is on offer and the website will also be updated with the information for each term.

Provisional Term Dates:

Autumn Term 2023

Term Start - Monday 4th September 2023

Half Term - Monday 30th October to Friday 3rd November 2023

Term End - Friday 22nd December 2023

Spring Term 2024

Term Start - Monday 8th January 2024

Half Term - Monday 12th February to Friday 16th February 2024

Term End - Friday 22nd March 2024

Summer Term 2024

Term Start - Monday 8th April 2024

Half Term - Monday 27th May - Friday 31st May 2024

Term End - Monday 22nd July 2024

Ridgewood Inset days:

Monday 4th September 2023

Tuesday 5th September 2023

Friday 27th October 2023

Friday 1st December 2023

Monday 8th January 2024

Monday 22nd July 2024

Attitude to Learning

Learning lies at the heart of everything we do at Ridgewood. We know that to be great learners our children need to be conscious of themselves as learners and the attitude they have when facing learning challenges. We believe that deep learning involves struggle and requires students to take risks. The most successful learners are committed and resilient; they have stamina; they embrace challenge and are constantly looking for ways to be even better.

The attitude that our students have towards learning really matters to us and so we devote time to teaching them how to become effective learners and we report on their progress. We have worked together as a school to define what it means to be a great Ridgewood learner. The list below highlights the characteristics of an effective learner at Ridgewood and details specific learner behaviours. We have created this document to help us all (students, teachers and parents) to have a shared understanding of the behaviours that our children need to adopt in order to be successful learners. We expect all of our children, regardless of age and ability, to strive to be 'determined' learners. We ask that you work with us by talking with your child about their attitude to learning. We hope that the grid and feedback you receive in our progress reports will support your conversations.

I am a determined learner

- I listen carefully to my teacher and I always cooperate
- I have a significant positive impact in the classroom
- I always show kindness, consideration and respect
- I actively seek challenge to make maximum progress
- I consistently persevere when learning becomes challenging
- I ask questions to extend my learning
- I seek opportunities for feedback and respond positively to feedback provided
- I listen to my peers, encourage them in their learning and I am a role model
- I complete the vast majority of work to an excellent standard – on or above target
- I independently seek solutions to difficulties
- I am always well-equipped and ready to learn
- I show pride in my work by keeping my work organised and to a high standard

How do I become a determined learner?

I am a determined learner

- I am resilient. I consistently persevere when learning becomes challenging.
- I actively seek challenge and support and encourage others to face challenge.
- I ask relevant questions to extend my learning.
- I seek opportunities for feedback and always strive to be even better.
- I independently seek solutions to difficulties.
- I always show kindness, consideration and respect. I am open minded and keen to learn.
- I show an active interest in the world around me.
- I listen to others. I develop and challenge ideas respectfully.
- I collaborate effectively and think about how to get the best out of others in my team.
- I have a positive impact in the classroom and inspire others to learn.
- I complete work to an excellent standard – on or above expectations.
- I show pride in my work by keeping my work organised and to a high standard.

I am an engaged learner

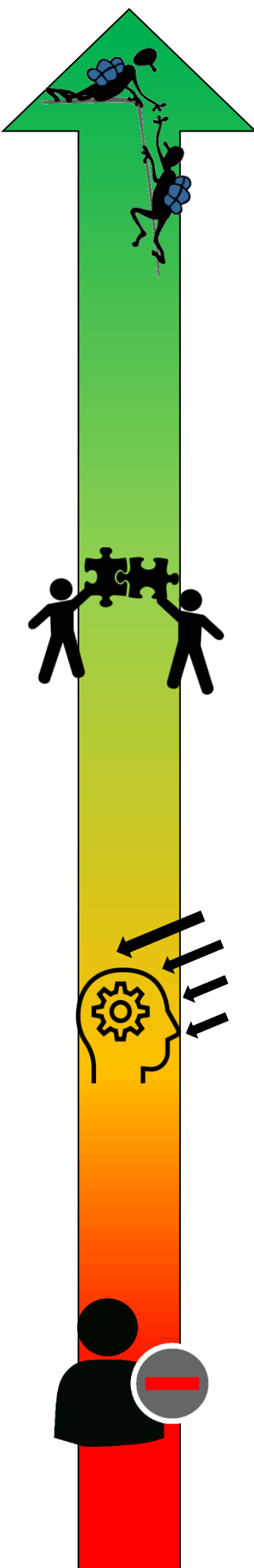
- I show resilience. I persevere when learning becomes challenging.
- I actively seek challenge to make maximum progress.
- I ask relevant questions to clarify my learning.
- I respond well to feedback provided to help move learning forward.
- I seek solutions to difficulties.
- I show kindness, consideration and respect. I am open minded and want to learn.
- I listen to my peers and I can build on the comments made by peers. I work effectively in a team and contribute my share.
- I have a positive impact in the classroom and I encourage learning.
- I complete my work to a good standard – on expectations.
- I show pride in my work by keeping it well organised and to a good standard.

I am a compliant learner

- I attempt challenging tasks when prompted but can lack self-motivation.
- I can sometimes lose focus when completing challenging tasks.
- I seek support when challenged in my learning.
- I ask questions to seek support when I need it.
- I can become demotivated by feedback to improve and can provide poor or minimal responses to feedback.
- I do not impact negatively on the classroom but I am passive in my learning or I can on occasions distract others.
- I show kindness, consideration and respect. I can be closed minded and be hesitant to learn.
- I listen to my peers but not always effectively – I do not build on the comments made by peers. I can work well in a team but on occasions I do not do my fair share.
- I complete work set but I do not push myself and my work can fall below expectations
- I show some pride in my work, but work can be untidy (which may include graffiti).

I am a reluctant learner

- I avoid challenging tasks or use distraction to prevent beginning tasks.
- I do not stay on task and I can give up easily when faced with challenge in my learning.
- I can fail to ask for staff support when I need it resulting in lack of progress.
- I can ask irrelevant questions or make comments which distract from learning.
- I become demotivated by feedback. I am reluctant to act on feedback and show improvement in my work.
- I can talk over my peers. I do not always listen effectively. I do not contribute effectively in team work.
- I can have a negative impact on the learning of others by causing distractions and preventing learning.
- I can show kindness, consideration and respect but on occasions I fail to do so. I can appear unwilling to learn.
- My work can be of poor quality and below target. I fail to complete some work.
- My work lacks pride and can be disorganised and untidy (including graffiti).



Code of Conduct

What are we aiming for at Ridgewood High School?

At Ridgewood High School we want our students to:

- **Achieve excellent exam results** in a range of high quality qualifications so that when they leave us at the end of Year 11 they can choose from a variety of next steps
- **Be honest, kind and good people** with a range of interests and experiences who can talk to new people with confidence
- **Be excellent team-players and selfless learners** who contribute with enthusiasm to their communities
- **Know that struggle is an essential part of learning** and that **if they work hard** they are far more likely to be successful
- **Be well informed** about the world beyond school and be optimistic about the part they can play in it

What do we expect of Ridgewood High students?

Our behaviour code is based on the three principles of:

Ready, Respectful and Safe

These are underpinned by our:

Honesty, Kindness and Teamwork

Ready

We show we are **Ready** by:

- Attending school every day
- On time for school, on time for lessons
- Looking smart and business-like in the correct uniform
- Being calm and purposeful at the beginning of a lesson
- Well equipped with pens, pencils, ruler, rubber, sharpener, a scientific calculator and a reading book
- Being well informed and optimistic about the future
- Taking part in extra-curricular opportunities, representing the tutor group, house and the school

Respectful

We show **Respect** to our school community by:

- Having positive body language, good eye contact and by speaking clearly and positively
- Listening carefully to the teacher and the views of others
- Being kind in our words and actions- we don't use swear words, abusive or prejudicial language
- Following the instructions of adults quickly as they will be keeping students safe and focussing on their achievement,
- Looking after the learning environment, putting litter in the bin and keeping work areas clean and tidy
- Being considerate to the local community when we travel to and from school

Safe

We show we know how to be **Safe** by:

- Being where we should be
- Speaking to an adult if we are worried about something
- Acting safely, keeping ourselves and others from harm
- Reporting any concerns we have to a member of staff. If we see something that's not right, we must say something.
- Walking on the left side of corridors, stairs and doorways
- Leaving phones at the bottom of our bags and not using them in school.

- Using technology safely by adjusting our privacy settings, by only writing positive messages to other students and by reporting anybody who makes you feel uncomfortable online.
- Not bringing weapons, drugs, cigarettes and vapes into school. These both may lead to permanent exclusion.

Ridgewood Reader Programme Y7 and Y8

At Ridgewood High School we believe that reading is the key to success across the curriculum. Recent developments in the demands of GCSE courses mean that the literacy skills of our students are intrinsic to their progress. As you are aware, the reading ability of a student has a massive impact on how well they can access the whole curriculum.

We know you value your child's education and therefore we want to do everything we can to help your child to read and write confidently, in order to be successful right across the curriculum. With your support, we can help your child to make progress with literacy, feel more confident and acquire the reading and research skills which will benefit them now and for their future study and work.

Through focusing on reading, we can help develop your child's understanding, expand their vocabulary and provide them with access to a wealth of ideas, concepts and facts.

We know from research all over the world that children who read widely and often, and who have access to plenty of books or magazines, do better at school.

We would like you to actively encourage your child to read at home. Even ten minutes reading a day will help your child become a better reader. It is a good idea to establish a routine of reading at approximately the same time each day, perhaps right after dinner or just before bedtime. Developing reading as a habit means it becomes part of our everyday routine. It can be helpful to read a book more than once to get extra practice and encourage fluency. **We would also like your child to bring a reading book with them to school each day.**

Reading is a skill for life; we want your child to develop that essential skill while they are here with us at Ridgewood High School.

Reading at Ridgewood

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Reading is a skill for life; we want your child to develop that essential skill while they are here with us at Ridgewood High School.

Reading for pleasure in form time

In addition to the texts that your child will study in English, they will read three novels each year with their form tutors. We have started reading together in form time this year. Having time to read together and discuss the novels we read is proving to be a positive experience for all and one that we are confident your child will look forward to.

Our Library

We are proud of our school library which is at the heart of our school. Ridgewood's library is an inclusive and welcoming learning space. Open for children before and after school, it is used for independent reading and study, reading lessons and reading related clubs. It also houses special events such as visiting authors and spelling bee competitions. Mrs Prentice is our lovely, dedicated full time adult Librarian. A trained primary teacher and reading specialist Mrs Prentice loves to talk about reading and is always happy to support our children with their book choices.

Year 6 Ridgewood Summer Writing Challenge!

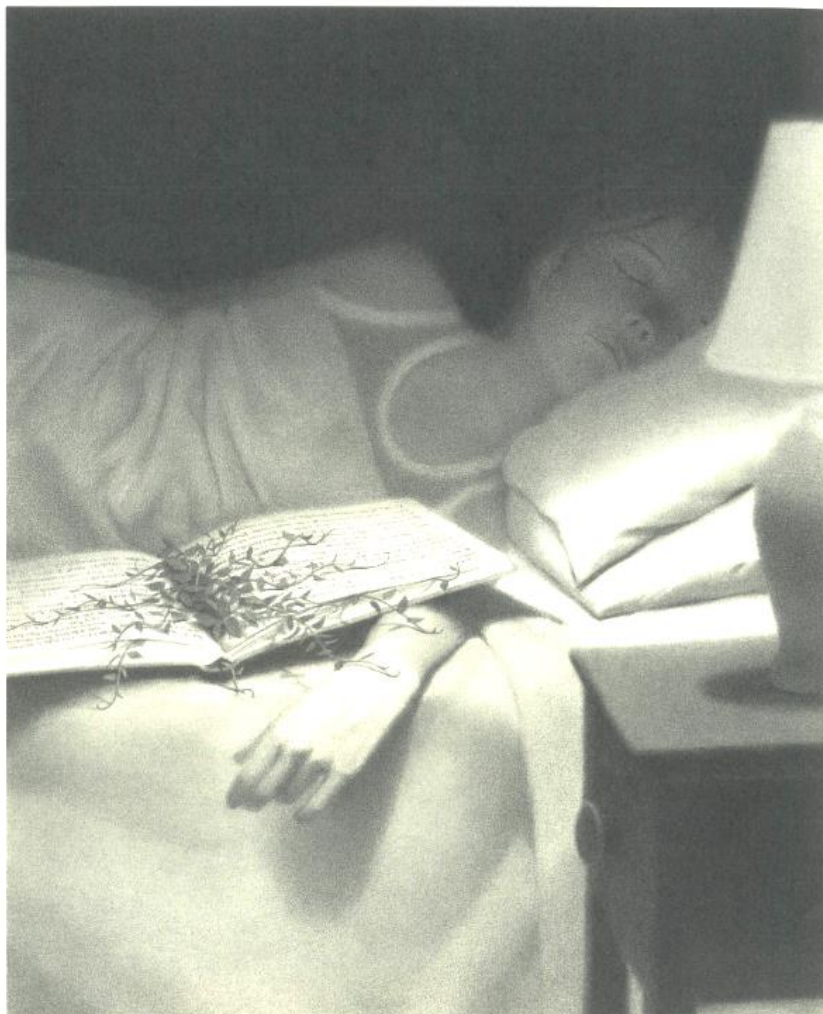
We are looking forward to meeting you in September. We would love it if over the summer holiday you had a go at our writing challenge.

Your challenge:

1. Have a good look at the picture below, taken from the book 'Mr Lindon's Library'.
2. Write the opening of a story inspired by the picture.

Your first sentence for this writing challenge should be: ***"He had warned her about the book. Now it was too late."***

We'd like you to write no more than 250 words. Bring your story openings with you when you start Ridgewood in September and hand them to your English teacher. We can't wait to read them!



How to best organise my homework sessions

Homework

Environment

Get into a homework routine by doing homework at the same time every day preferably in the same place.

Information

Use a variety of sources to help you (such as resources shared by your teacher on your Teams classroom, textbooks, revision guides, peer support, the internet, parents, Homework club, etc.)

Support

Always remember that you can ask for support if you are unsure – the earlier you do this, the better. Help can be found from parents, peers, family members and teaching staff. You could also go to homework club for support and or a quiet place to complete your work.

Due Date

You will be given a clear deadline when given a piece of homework. We do not set homework due in for the following day, so there is always time to get the work completed. Homework may need to be uploaded to Teams, or physically handed in – your teacher will make this clear to you. You can check the deadline for your homework by using Edulink – our online platform, where all your homework will be recorded.

School Uniform

Our uniform supplier is Totally Uniform who are based in Oldswinford. They have Ridgewood school ties available to purchase (striped maroon and silver for all year groups). They also have our school blazers to purchase. Totally Uniform offer an in-store service and have an online ordering service for either click and collect or delivery. We use them to supply all of our blazers, ties, skirts, trousers and shirts. You are welcome to source trousers and shirts from other suppliers, but the skirt, blazer and tie will need to come from the school uniform shop. To view more information please **use the link on our website** in the Parents and Students Information section – Uniform and PE kit tab.

The supplier for our PE kit is also Totally Uniform. Kit will be available to purchase either in store or via their online ordering service for either click and collect or delivery from July/August ready for the start of the new academic year in September 2023.

Appearance

We expect our students to wear their uniform with pride and to always look smart with their shirts tucked in and ties worn properly. If there is an issue with their uniform students should report to Mrs Du Mont in Support and Guidance at 8.30am to get a blue uniform card which they can then show their teachers when questioned about their uniform. Mrs Du Mont will speak with parents and guardians about any concerns related to uniform to see how we can support you to get these resolved. The blue card explains what the issue is, e.g. wearing trainers due to school shoes breaking, and when this will be resolved.

Clothing

- Plain, traditional style, black drop-waist pleated skirt (this should be of a respectable length and no more than 3 inches above the knee).
- Traditional style black trousers (jersey material, tight-fitting, 'skinny' skirts or trousers and bootleg trousers are not accepted). Trousers should be plain and have no markings or patterns. Trousers should be worn so ankles are not visible.
- White shirt (with collar).
- Maroon blazer (with school badge).
- Maroon and silver striped school tie.
- Opaque Black tights (40, 60 or 80 denier) should be worn with the skirt all year round.
- Leather, denim and hooded jackets must not be worn (hooded sweatshirts and sweatshirts worn under blazers are not acceptable).
- For colder weather students should wear a coat. We do not allow sports style jersey jackets.

Shoes

- Plain dark-coloured shoes (high heels, stiletto heels, training shoes, 'Doc Marten' and 'UGG' type boots are unacceptable). All footwear should have no colours, logos or markings of any kind.

Jewellery

- No rings are permitted.
- Plain flat studs may be worn, only one stud per ear lobe.
- Pupils are permitted to wear a wrist watch.

Hair

- Hair should not be shaved below grade two.
- There should be no lines or patterns shaved into hair.
- Hair should be a natural colour.

Nail varnish


- This is not permitted for any year group. Students will be asked to remove this if they arrive at school wearing nail varnish.

False Nails

- These are not permitted for any year group. They can be a health and safety hazard especially in PE and other practical lessons and as a result are not permitted. Students will be expected to remove these if they do attend school wearing them.

Make-up

- Key Stage 3 pupils are not allowed to wear any make-up and will be asked to remove it if they do. False eyelashes are not permitted.



Ridgewood High School Permitted Trousers:

- These should not be tight fitting.
- Skinny fit trousers are not appropriate.
- Ankle grazer trousers are not permitted.
- They should be black.

Ridgewood High School Permitted Skirt:

- No lycra, short or skinny fitting skirts.
- They should be pleated and **black** in colour.
- Students should wear black minimum 40 denier tights with their skirt.



Ridgewood High School
BOYS AND GIRLS UNIFORM - YEAR 7

Sample Price List - these are subject to change.

Girls/Boys Maroon Badged Blazer (size 28 -36)	£32.00
Girls/Boys Maroon Badged Blazer (size 38 – 46)	£38.00
Broad Striped Silver and Maroon Clip-on Tie	£5.50
Optional – Claret v-neck jumper with school logo 9-10, 11-12, 12-13 years, small, medium & large from	£18.00
White shirt/blouse twin pack from	£14.95
Black boys trousers slim fit	£15.50
Black girls trousers slim fit	£20.00
Black David Luke black drop waist pleated skirt from	£17.00
Black tights 70 den (2 pair pack)	£6.99
Long PE socks, black from	£5.00
Short PE socks, white 3pp	£6.95
Shin pads	£3.99
Gum shields	£2.99
Printed (in shop) 25 iron-on name tapes	£3.00

PE Uniform

COMPULSORY PE KIT – GIRLS
School logo leggings or skort option or plain black shorts no logo.
School logo unisex crew neck T-Shirt maroon and silver
School logo unisex doubleskin reversible top long sleeve maroon and silver stripe
White tennis socks for indoor
Black sports socks for outdoor (advised to buy 2 pairs)
Sports trainers and Football boots Sports trainers must be worn and can be brought from anywhere. No pumps, Converse or Vans type shoes are permitted to be worn for PE.
OPTIONAL
School logo black tracksuit bottoms
School logo plain black half zip sweatshirt

COMPULSORY PE KIT - BOYS
Black shorts - plain no logo.
School logo unisex crew neck T-Shirt maroon and silver
School logo unisex doubleskin reversible top long sleeve maroon and silver stripe
White tennis socks for indoor
Black sports socks for outdoor (advised to buy 2 pairs)
Sports trainers and Football boots Sports trainers must be worn and can be brought from anywhere. No pumps, Converse or Vans type shoes are permitted to be worn for PE.
OPTIONAL
School logo black tracksuit bottoms
School logo plain black half zip sweatshirt

SEND Information

There is a considerable amount of work that is done from the moment we get our confirmed Year 7 cohort, to their summer induction day and their first day in the September term. Our Year 7 team will be going into our primary schools and meeting with their class teachers to find out as much as we can about them as young people, learners and any additional needs they may have. Key information is then shared in the new school year to all staff so they are aware of their learning needs and can support them accordingly.

Our SENCO, Miss J Rose, will be meeting with the SENCO in each primary school and contacting parents and guardians of students with additional needs to find out how we can best support them when they come to us. Wherever possible our students with SEND will come to us to see the school with their parents and guardians at various points in the summer term to help ease any anxieties and help them to familiarise themselves with the new school. Pupils who are on the SEND register at primary school will receive an additional transition pack to support their move from primary to secondary school.

All our students with SEND will have a bespoke plan put in place to help support their needs which is done in collaboration with our SENCO, parents, guardians and the primary school. We are very much a family at Ridgewood and want all our new students, parents and guardians to feel part of that family. Any students who suffer with anxiety or nerves about the transition are also more than welcome to come and visit the school at regular intervals in order to familiarise them with their new staff, classrooms and just the general maze that a secondary school can present! If there is anything we can do to help your child settle in with us, please do let us know by contacting us using the primary@ridgewood.dudley.sch.uk email.

There is further SEND information on our website on the `SEND information section where you can view our SEND Information report, accessibility report and access a recorded presentation outlining SEND support in school.

Should you require further information on SEND provision at Ridgewood, please contact Miss Rose (SENDCo) on jrose@ridgewood.dudley.sch.uk.

Support in School

Tutor Group

Each child will have a dedicated tutor group and tutor in Year 7 who will work closely with them to help them settle in. There is a daily registration in their form groups and during this time tutors will be following a tutor programme designed to develop their tutor groups resilience, confidence and organisation. One day per week Year 7 will have a whole year group assembly and the following day in registration, they will discuss this assembly as a group to see what they can learn from the topic. All tutor groups also deliver their own assembly to the year group and their tutor will support them with this. This helps them to develop oracy, planning and public speaking skills alongside confidence and team work. Once a week in tutor time Year 7 we will also be finding out about `Amazing People` which is a programme that the school uses where students get to explore about key individuals from history and learn about character and how they can emulate these in their own lives. Our Year 7 tutors are excellent and work very hard to get to know each and every child in their tutor group. If you have any questions or concerns, your child's tutor is your first port of call. They will be able to liaise with teaching staff for you and will also discuss any issues with their Head of Year if needed.

Support and Guidance Team

We have a dedicated Support and Guidance Officer for each year group who work tirelessly to support our students on a daily basis. They are based in the Support and Guidance Office in H block and are usually the first port of call for many of our students who have a question, need help with a timetable or need some emotional support. Mrs Du Mont is the SGO for Year 7 and is superb! She is very friendly, approachable and supportive of all of our Year 7 students and works really closely with parents and guardians to ensure that each child is fully supported. The SGO team are a crucial part of the pastoral support that your child will receive at Ridgewood and it is one that we are especially proud of. We are very lucky to have such an excellent, professional and dedicated team at our school.

School Nurse

Our school nurse is Laura Deveraux and she comes into school one day per week to support those students who may need help with anxiety, stress or other personal issues. Heads of Year will refer students to Laura when they feel there is a need for her professional support. Laura is an excellent member of our team and our students find her approachable, friendly and essential for many of them to be able to function fully in school. We are very lucky to have her as part of our Pastoral team. If you feel your child needs support from our school nurse, please, in the first instance, discuss this with your child's Head of Year who will be able to advise you on the next steps that may be required.

Peer Mentors: Student Helpers

As part of the support and guidance systems in school we offer a peer mentoring service to students. Peer support in schools has been proven to impact positively on things such as attendance, attainment, anti-bullying measures and the general well-being of students being mentored. At Ridgewood High School we have an active peer-mentoring system which takes the form of 'buddying' where (usually) a younger student is matched up with an older student who is a trained mentor to help and support them with any problems they may have. The pairs meet once a week, in the Library during morning registration and at other times if needed.

Who are the mentors?

Each year, a team of students from year 10 are trained in listening and communication skills, problem solving, confidentiality and child protection issues. This team will become active mentors toward the end of year 10 and throughout year 11 where they will be matched with younger students and work with them for as long as is needed.

Who is the scheme aimed at?

The scheme aims to provide support for any student who is experiencing difficulties in or out of school and who it is felt would benefit from the support of an older student. Typically, these students would be those who are vulnerable, at risk of being bullied, anxious, may have difficulty settling in secondary school, who may have few or no friends and who lack support from a network of their own.

FAQ – What to do if..!

If...	I should...
I arrive at school late	Between 8.50am and 9.05am – Go to form room, apologise and give reason. After 9.05am, sign in at Student Reception in H block and go to your lesson. Bring a note if you have a good reason.
I have a dental/medical appointment	Bring a note from your parent/carer and show to your Form Tutor so they can put it on the register. Take the note to student reception in H block and collect a pink absence authorisation slip to sign out of school.
I am absent	Remind your parent/carer to phone in and bring a letter.
I have lost something	All lost property is kept in reception and also in the Support and Guidance Office in H block. Remember to mark everything with your name.
I have forgotten to bring something to school	Explain to your subject teacher before the lesson starts or ask your Form Tutor.
I get something confiscated	Ask the teacher when you can collect it. If it is a mobile phone or other electrical item you may not be able to collect it without your parent/carer.
I don't feel well	Tell your class teacher who may contact a member of the first aid team to come and check on you. If it is lunch time go to a Lunch Supervisor or the Support and Guidance Office in H block.
I take medication	Parents must come into school to complete a Medication Consent Form and hand the medication to a member of staff for safekeeping.
I am worried about something	Tell someone – Form Tutor, Support and Guidance Team in H block, parent or friend.
I don't understand my homework	Ask the teacher before the lesson it is due in. Go and find them at break or lunch if necessary. Ask your friends or go to the Homework Club on Tuesdays, Wednesdays and Thursdays in the Training Centre for Y7-Y9 and in F8 for Y10-Year 11.

Ridgewood High School Map

