



Senior House Upper School Handbook September 2026

Westfield School
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GENERAL INFORMATION

NOMENCLATURE

It can sometimes be confusing for our new girls (and parents!) when we refer to year groups as Lower 5 etc. Here is a quick guide to the Westfield nomenclature:

Westfield	Curriculum Year Groups
Key Stage 4	
Lower 5	Year 10
Upper 5	Year 11
Key Stage 5	
Lower 6	Year 12
Upper 6	Year 13

SAFEGUARDING

A copy of the school's Safeguarding Policy is published on the school's website (www.westfield.newcastle.sch.uk) and is also available from the school office. For your information the staff with responsibility for Safeguarding in the school are:

Role	Name	Contact Details
Designated Safeguarding Lead (DSL)	Ms E Isley Deputy Head	eisley@westfield.newcastle.sch.uk 0191 255 3980
Deputy DSL	Mrs K Quinn Acting Head	kquinn@westfield.newcastle.sch.uk 0191 255 3980
Named Safeguarding Governor	Mrs J Rowley	governors@westfield.newcastle.sch.uk 0191 255 3980

The purpose of our Safeguarding Policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our school to have the best outcomes.

If a parent or girl has any concerns you should contact either Mrs Quinn or Ms Thompson.

COMMUNICATION WITH PARENTS AND MONITORING PROGRESS

Communication is very much a two-way process. We welcome and value contact with your parents and hope that they will feel free to get in touch with us should a problem arise. For our part we try to keep parents informed about the general life of the school and about your individual progress. At the beginning of each term a calendar of that term's important events and extra-curricular activities will be put on to the school's website. At the end of each term your parents will receive a newsletter keeping them up to date with all the latest school news. I hope you will enjoy reading it with them. You will also receive a copy of our annual school magazine.

In Key Stage Four we have one formal communication regarding your academic progress each term. This will be either a written report from each of your subject teachers or a parents' evening, where your parents will meet individually with your teachers to discuss your progress.

CONCERNS

If you or your parents have any pastoral concerns, in the first instance, Form Tutors should be contacted:

Form	Pastoral Concern	
Lower 5 East	Mrs Knowles	cknowles@westfield.newcastle.sch.uk
Lower 5 West	Mrs Whitaker	swhitaker@westfield.newcastle.sch.uk
Upper 5 East	Mr Quinn	aquinn@westfield.newcastle.sch.uk
Upper 5 West	Miss Brown	lbrown@westfield.newcastle.sch.uk

Subject specific concerns are, in the first instance, dealt with by the Heads of Faculties. These are:

Sport and Creative Arts PE, Food & Nutrition, Art	Miss Baguley	nbaguley@westfield.newcastle.sch.uk
Languages and Performing Arts English, French, Spanish, Music, Drama	Mrs Forster	eforster@westfield.newcastle.sch.uk
Humanities Geography, History, RPE, Computing	Mrs Harris	jharris@westfield.newcastle.sch.uk
STEM Science, Maths	Mrs Marshall	lmarshall@westfield.newcastle.sch.uk
PSHEE	Mrs Marshall	lmarshall@westfield.newcastle.sch.uk

If you are still unsure who to contact, please email Mrs Jokelson (Headmaster's PA) (westfield@westfield.newcastles.sch.uk) who will point you in the right direction.

STRETCH AND CHALLENGE

We continue our inclusive approach to education with our Stretch and Challenge programme. We believe all should be challenged, not just the more able. We also believe that education is so much more than just passing exams. We run a programme of events throughout the school to allow pupils to develop or improve on a wide range of "soft skills" which are so important to both their future careers and lives generally.

There is a multi-stranded approach featuring:

- A House point system whereby all pupils can see how many House points they have been awarded and where they stand in the ranking. House points are awarded both in lessons and for achievements in the other strands of the Stretch and Challenge programme.
- The List, an online list of suggestions for activities that pupils might like to complete independently, is an excellent way to achieve extra House points.
- Skills such as resilience, creativity, problem solving, teamwork and communication are practised during Challenge Days, such as Pantomime in a day or Create a book day.
- There are also regular Stretch and Challenge assemblies where a task has to be completed within a very short period of time, working with pupils from different year groups.
- A biennial Challenge Fair is an opportunity for every pupil to produce a display, model or film based on any subject that interests them.

All of the above give the more able an opportunity to excel as well as providing moments for a range of pupils to demonstrate what other skills they may have. The website www.housepoints.info has some short films of Challenge Days as well as an opportunity to view The List.

THE SCHOOL DAY AND PUNCTUALITY

It is a good idea to plan to arrive at school by 8.20 am at the latest to give yourself time to leave outdoor wear in your locker and be seated at your desk ready for when the bell rings at 8.30 am.

SENIOR HOUSE SCHOOL DAY

Monday, Tuesday, Wednesday, Thursday			Friday	
Time	Period		Time	Period
8.30 – 8.35	Registration		8.30 – 8.35	Registration
8.35 – 8.50	Assembly/Form Time/Meetings		8.35 – 8.50	Assembly/Form Time/Meetings
8.50 – 9.50	1		8.50 – 9.50	1
9.50 – 10.05	Break		9.50 – 10.05	Break
10.05 – 11.05	2		10.05 – 11.05	2
11.05 – 12.05	3		11.05 – 12.05	3
12.05 – 1.05	Lunch		12.05 – 1.05	Lunch
1.05 – 2.05	4		1.05 – 2.05	4
2.05 – 2.10	Short Break		2.05 – 2.10	Short Break
2.10 – 3.10	5		2.10 – 3.10	5
3.10 – 3.40	6			

Every day you will go to your form room for 8.30 am registration

On Tuesday and Thursdays you will then have form business which includes things like handing in homework and listening to the day's instructions which may mean room or lesson changes. There are also meetings and other activities for the form in this time. It really is important that you arrive in school punctually and that you do not miss this very valuable time with your form tutor.

On Monday and Fridays the bell at 8.35 am indicates assembly time and you are required to line up and walk to the hall respectfully as this is to be a time of togetherness for the whole school.

Following on from this, there is a one hour lesson, followed by a 15 minute break, during which you may have time to dash to the tuck shop! There are then two more hour long lessons and then the lunch break begins. During this time you have a lunch of your choice and hopefully find the time to go to one of the many clubs or practices with your friends.

In the afternoon there are three more lessons finishing the day at 3.40 pm but on Fridays the school day ends at 3.10 pm. Everyone needs to check in with their Form Tutor at the end of the day to pick up their phone etc.

We hope that you will not be in too much of a hurry to leave but will stay and enjoy further extra curricular activities before you go home. We also offer after school care until **6.00 pm** which is supervised by a member of staff. Those girls staying in school may do their homework, read a book etc until they are collected by parents.

TUCK SHOP

At morning break, in the dining room we have a tuckshop, selling fresh fruit, breakfast pastries, Pom-Bears, crisps, biscuits and drinks (water and juice cartons) so you can either bring in your own tuck or buy from our shop.

SCHOOL LUNCHES

Our Catering Supervisor ensures that there is always a varied and nutritious menu available and we are used to catering for a variety of dietary needs. Everyday there is a "healthy eating option" and a vegetarian choice. There is always a choice of two cooked meals and a salad. Fruit and yoghurt are available as well as a cooked pudding. Our Catering Supervisor is very keen to ensure that you do enjoy your meals and from time to time comes to School Council so that she can hear girls' views and really endeavour to give you all what you particularly like. Sample menus are available from the school office.

SCHOOL COUNCIL

The School Council is chaired by the Head Girl and her Deputy and attended by two representatives from each form. The Council meets at least twice a term and gives girls an opportunity to be involved in decision making in the school and to air their views!

THE HOUSES

We have a strong and active House System in Senior House with each girl being a member of one of three Houses: Coquet, Tweed or Wansbeck. The Lower Sixth House Captains and their Deputies organise regular House Meetings.

Every few weeks you will go to a meeting with the "House" to which you have been allocated:

COQUET (Green), TWEED (Red) and WANSBECK (Yellow).

The Houses obviously have a high profile in sporting events but are also actively involved in the Challenge Events, performing arts, in organising School Assemblies and in fundraising for many different causes. In order for the Houses to be a success a great deal of team work is required, and we hope you will support your House and its leaders next year.

ROUND SQUARE

This is an international group of like-minded schools based on the philosophy of Kurt Hahn who founded Gordonstoun. "Round Square" takes its name from a building in Gordonstoun where the meeting of the founding heads of the organisation took place. In Scotland the administrative centre of an estate is often called "The Square". The Square at Gordonstoun is a beautiful and unique circular stone building built in the 17th century and the name "The Round Square" is derived from this. There are member schools from all over the world. All the schools are committed to academic excellence and share the same philosophy of educating the whole person through a broad and balanced curriculum, a wide range of extra curricular activities and service to the community.

There are various activities each year based around service (charity), the environment or adventure in which the whole school is involved. There may also be opportunities to link with pupils in other schools as part of a club or activity.

An annual international conference is hosted by a member school and is attended by heads, governors, teachers and pupils. You may have an opportunity to attend a conference as far afield as India, Australia, South Africa or the United States and even to go on exchange to these places.

We encourage all girls to take part in Round Square projects. Senior House girls have participated in projects in Peru, Cambodia and Thailand. We hope that as you settle into Senior House you will be excited by the many opportunities Round Square offers. From day one you will be involved in our sponsorship of a pupil at Starehe Girls' School in Kenya and you may attend Round Square Pillar Meetings.

EXTRA CURRICULAR ACTIVITIES

While you are at Westfield your work will be very important and take up a large amount of your time, but just as important is what you do out of lessons. You will be encouraged to take part in a wide range of extra-curricular activities and your form tutor will keep a record of what you attend. Some activities take place in the lunch break, others after school. Sporting activities include Netball, Trampoline, Tennis, Athletics, Hockey, Dance, Basketball, Football, or Rounders Clubs. Musical activities include Choir, Orchestra and Jazz Band and individual instrumental lessons. You might also enjoy life drawing, ICT, the environmental committee, robotics, UNESCO and the Art, Drama and Science clubs. If you enjoy taking part in some activity which is not currently on offer, then do mention this to your Form Tutor and look at the possibility of joining a group of like-minded people and starting your own club.

SENIOR HOUSE SCHOOL UNIFORM LIST

Please note that Ciel is the only shop which supplies our uniform. Ciel is located at 39 High Street, Gosforth, NE3 4AA, telephone: 0191 246 4505, email Julie@cieluniform.co.uk or their website is www.cielschooluniform.co.uk. We do also have an on-site second hand uniform shop.

Item	Description	Supplier
SKIRT	Tartan Navy/Pink kilt. This should be appropriate in length for the school environment. Navy or black tights/knee length socks are to be worn with the skirt	Ciel
TROUSERS	Formal, tailored navy-blue trousers. These must reach the ankle and be worn with navy or black socks	
BLOUSE	Pink short or long sleeve. Pupils may wear white, pink or navy/black long or short sleeve tops under their school blouse	Ciel
JUMPER	Navy with pink trim NOT PE kit jumper or hoodies	Ciel
SHOES	Shoes must be leather-style in navy blue or black, with wide, low heels, maximum height 3cm. Black trainers and UGGs are NOT allowed	Any
BLAZER	Navy with Camellia logo. Blazers must be worn for formal school events	Ciel
COAT (optional)	Coat may be worn over the school blazer	Any
HIJAB (if applicable)	Navy blue or black	Any
SPORTS KIT		

GYMSHORTS/ SKORT	Navy blue with pink trim	Ciel
POLO SHIRT	Navy blue with pink trim and Camellia emblem	Ciel
TRACKSUIT TROUSERS	Navy blue with pink trim	Ciel
SWEATSHIRT or 1/4 ZIP LAYER	Navy blue and pink and Camellia emblem	Ciel
Hockey Socks	Navy blue	Ciel/Any
Mouthguard		Any
Trainers	Not black soled	Any

OPTIONAL SPORTS KIT

Item	Description	Supplier
Splash Jacket	Navy blue with pink trim and Camellia emblem	Ciel
Base Layer	Navy blue or black (without logos)	Any

OPTIONAL SUMMER WEAR (unless your daughter is playing for one of the school's tennis teams when white kit is compulsory)	
TENNIS POLO SHIRT	White and pink with Camellia emblem
TENNIS SWEATSHIRT	White and pink with Camellia emblem
TENNIS "SKORT"	White with navy and pink trim
ATHLETICS VEST	Sleeveless navy blue with pink trim with Camellia emblem
TRAINERS	Predominately white sports trainers (not fashion) and white ankle sock
TENNIS RACKET	

On days when the girls have PE they should come into school wearing PE kit and they will remain in this for the whole day. If girls have a sports club at lunchtime or after school, or are playing in a match, they must come to school in their uniform and change for the club/match.

LABELLING OF UNIFORM

All girls are required to have all their items of uniform clearly labelled.

CARE OF PROPERTY

Please ensure that all items of clothing and any of your personal possessions are clearly named. Although the school does not accept responsibility for any loss of or damage to private property, there is a much better chance of finding named belongings. You will be provided with a locker in which to keep any important items together with your games kit. You will need to set a PIN code to lock your locker.

It is important that only the minimum of money is brought into school and that it is kept with you at all times or locked away. Money should not be left in a blazer pocket in the cloakroom. If it is essential for you to bring a large sum of money into school then please hand it to Mrs Quinn or Mrs Jokelson for safe keeping during the day.

Aim to look after your own things carefully and at all times and then problems will not arise.

MAKE-UP AND HAIR

If worn, make-up must be discrete and no coloured nail varnish is permitted. Hair must be a natural colour and may be worn down in all year groups. Pupils must have a hair bobble when needed for PE, Food and Nutrition and Science

JEWELLERY

Ear piercings are allowed but must be discrete. Pupils must wear stud earrings – any other form of earring is not allowed. Pupils must not have nose piercings. Pupils may wear a watch but no other jewellery is to be worn.

MOBILE PHONES

The use of mobile phones for girls in Key Stage Four is strictly prohibited day but they may be brought into school and kept during the day in Mrs Isley's office. From September 2026, statutory Government guidance states that mobile phones must not be used in school. Pupils must put their mobile phone away on entering school, hand them to their Form Tutors by 8.30 am and they will then receive them back at the end of the school day. They cannot be used until pupils have left the school premises. Misuse of phones will lead to parents having to collect the phone from school.

ADDITIONAL INFORMATION FOR PARENTS

E-LEARNING

At Westfield, E-Learning is commonplace across most subjects and it is, therefore, important that girls have their own laptop with them each day in lessons. The minimum specification of a device is as follows:

Intel Core i5 (or equivalent)

4GB RAM (8GB recommended)

128GB SSD

Microsoft Windows 11 required

Camera and microphone

Physical keyboard

A touch screen/pen input is preferred

11.8" screen

Please note that i-Pads, Tablets and Apple devices are not to be used. Non-compatible devices cannot be supported and are liable to hamper access to teaching resources.

COMMUNICATION WITH PARENTS AND MONITORING PROGRESS

Most communication with parents is via email so please make sure you add the school's email address (westfield@westfield.newcastle.sch.uk) to your contact list so you don't miss any important information. If you change your email address please make sure we know!

THE SCHOOL DAY AND PUNCTUALITY

Students should be dropped off at school by 8.20 am at the latest to give themselves time to be ready for when the bell rings at 8.30 am. Please note, for drivers there is a 5 mph speed limit and one-way system in operation through the school grounds at dropping off time and when picking up at the end of the school day. Cars should only enter the school via the Oakfield Road entrance and exit by the Elmfield Road gates. Between 9.00 am and 3.00 pm the Elmfield Road gates will be locked so if you are visiting school between these times you will need to exit via Oakfield Road. There is no parking for parents in the school grounds at the start and end of the day and most Senior House parents tend to drop off and collect from either Oakfield Road or Elmfield Road and, as this is a residential area, we do ask that you consider our neighbours when parking and switch off your engine to reduce pollution.

ABSENCES FROM SCHOOL

In case of:

1. Unexpected illness: Please let the school know as soon as possible. If the illness lasts more than a few days it is helpful for us to be kept informed of progress and, if necessary, we can arrange for work to be sent home. However short the absence is, school must be informed as quickly as possible. The email address to use when reporting any absence is westfield@westfield.newcastle.sch.uk
2. Dental and hospital appointments: Please send in an email or letter in advance of the absence. It is hoped that such appointments can be made out of school hours, though we appreciate that this is not always possible.
3. Family matters: If your daughter needs to participate in an important family occasion, eg a wedding, please request permission in writing as far in advance as possible by letter.
4. Family holiday during term time: Girls should not be taken out of school at any time during term time for family holidays. If it is absolutely necessary for a girl to be absent from school

for a non-medical reason eg to attend a family wedding, permission must be obtained from the Headmaster at least seven days in advance. This is a legal requirement. Any other absence will be classed as unauthorised. Copies of all our policies are available from the school office upon request.

MEDICAL SERVICES

We ask you to complete a medical form annually and hope that you will be happy for this information to be available to the teaching staff. It can sometimes be very important for them to be aware of a pupil's medical background in order to recognise as quickly as possible a particular symptom and know how to deal with it.

COMPLAINTS PROCEDURE

Westfield has always prided itself on the quality of the teaching and pastoral care provided to our girls. However, if you do have a concern about any aspect of your daughter's life in school you can expect it to be treated by the school in accordance with this procedure. Westfield makes its complaints procedure available to all parents of pupils and of prospective pupils on our website (www.westfield.newcastle.sch.uk) and in the school office during the school day and we will ensure that parents of pupils and of prospective pupils who request it are made aware that this document is published or available and the form in which it is published or available. This policy applies to the whole school including the Early Years Foundation Stage.

In accordance with paragraph 24(3)(g) of Schedule 1 to the Education (Independent School Standards) (England) Regulations 2010, Westfield will make available, on request, to parents of pupils and of prospective pupils and provide to the Independent Schools Inspectorate (ISI) for the purposes of section 162A(1) of the Education Act 2002 (as subsequently amended), details of the complaints procedure and the number of complaints registered under the formal procedure during the preceding school year. The electronic register is kept and updated by the Deputy Head.



TERM DATES 2026-2027

	Term Begins	Half Term		Term Ends
		School Ends	Resumes	
AUTUMN TERM 2026	Thursday 3 Sept	Friday 16 Oct	Monday 2 Nov	Thursday 17 Dec
SPRING TERM 2027	Tuesday 5 Jan	Friday 12 Feb	Monday 22 Feb	Wednesday 24 Ma4
SUMMER TERM 2027	Monday 12 Apr	Friday 28 May	Monday 7 June INSET Day Friday 11 June	Thursday 1 Ju
	Bank holiday: Monday 3 May			

