



Mary Webb School Admissions Guide

2025



SCHOOL CONTACT LIST

Senior Leadership Team

Headteacher	Mr P Lowe-Werrell
Deputy Headteacher	Miss E Weston
Assistant Headteachers	Mr M Jervis (Behaviour & Attitudes) Mrs S Longhurst (SENCo - Student Support) Miss S Pugh (DSL & Personal Development)

School Business Manager Ms E Evans

Head of Personalised Learning (SENCo) Ms S Keeling

Heads of Year

Year 7	Mrs L Shuker
Year 9 & 10	Mrs V Lee
Year 8 & 11	Mr J Bird

School Address Mary Webb School & Science College
Bogey Lane
Pontesbury
Shropshire
SY5 0TG

Telephone Number 01743 792100

Email Address admin@marywebbschool.com

Web Address www.marywebbschool.com

Welcome from Mr Lowe-Werrell, Headteacher

Welcome to Mary Webb School and Science College. I hope your child is looking forward to finding out about the school they are about to become part of. For you, as parents/carers, I trust this is the start of a very rewarding and successful partnership with us. We believe one of the most important factors in helping to ensure students have an enjoyable, challenging and positive experience at school, is the quality of the home-school partnership.



We all want your child to be successful and we can ensure this is achieved by working together.

We believe one of the most important contributions you can make as parents is by showing an interest in what your child is doing in school. Asking questions about their school day, what they are learning and what they are getting involved in is so important. Reading is another key component to being successful in the future.

Communication between home and school is vital throughout your child's time with us. Please do not hesitate to contact the school if you have a query or concern. Our experience tells us many issues are resolved through early contact, as this helps to prevent frustration and any problems growing. Your first point of contact will be your child's form tutor.

Each year we run a number of events for parents designed to support your child with their learning, including parents evenings and information events. These are very important and we would urge you to put time aside to ensure you can attend. If you are unable to attend such events, we will try to arrange alternative times for you to meet with staff.

We have high expectations of all who are part of our school community. We create a variety of opportunities to learn, in contexts that are challenging, relevant, enjoyable and exciting. We believe that school life must be a memorable experience, providing inspirational moments to ensure our students have rewarding and successful lives. We expect students to positively engage with these opportunities and experiences, as they are at the centre of our aim to open the minds and widen the horizons of all who are part of our school.

On behalf of all the students, staff and governors of the school, we very much look forward to welcoming you as a part of our school community.

Mr P J Lowe-Werrell, Headteacher

Opening Minds, Widening Horizons

We are Curious

We **value learning** and are **reflective**, enabling us to develop and prepare for the future.

Working together to ensure success for all

We are Respectful

We conduct ourselves **responsibly** and with **integrity** by being **kind, fair** and **honest**.

We are Resilient

We know the importance of **persevering**, understanding how this enables us to become **independent** and reach our **aspirations** in an ever-changing world.

We are Supportive

We encourage and empower each other by showing **empathy, fostering collaboration**, and **valuing the achievements of all**.



Our Values and Virtues

School Structure

We aim to give our students a secure base within the school through membership of a tutor group. Each morning starts with students meeting in their tutor groups and many friendships are made between students in that group.

The five tutor groups are named according to the school houses: Washington, Cairo, Tokyo, Lima and Paris. Houses are named after cities that were chosen by students. Each city is from a different continent and with contrasting cultures for students to explore. Students remain in the same tutor group and the same house throughout their time at school. Learning is a reward in itself. The house system that operates at Mary Webb School and Science College enables us to take rewards a step further by awarding points that in turn contribute to the house your child is in. House points can be awarded for a variety of activities from contributing to the school community to sporting endeavours to making steps in their learning. In this way, every student in the school can make a positive contribution, earning points that contribute to their house total and, who knows, overall success as winners of the House Trophy!

We offer a broad and balanced curriculum, with most subjects being taught in mixed ability tutor groups in Key Stage 3. This allows students to progress at a pace that suits their level of understanding and we are able to provide supported teaching where appropriate. In Year 9, students will select their options for study in Key Stage 4, where they will design a more personalised timetable in line with their interests and future aspirations. Form tutors will take their groups for a PSHCE lesson each week to introduce students to aspects of personal, social and health education and citizenship.

In line with developments in the National Curriculum, all students will be following National Curriculum English (and literacy), Science, Mathematics, Design Technology, History, Geography, Modern Foreign Languages, PSHCE, Computing, Music, PE and Art. Students follow the locally agreed syllabus in RE.

Each year, you will receive a school report and data updates which will summarise student progress in each subject area. Each year group have one Parent Consultation Evening per year, with Year 11 having an additional evening to support progress. You will also be invited to Parents Information Evenings to share our Learning@Mary Webb strategies and other important information. We strongly encourage attendance at these events to ensure we can work together to support you child.

Contact can be made with school staff very easily and we encourage you to stay in touch. Tutors can be contacted by telephone before school and during the school day, but please be aware that teachers will almost certainly be teaching and unable to take a call in the first instance. Please allow a "settling in" period but contact the school on 01743 792100 if you are concerned about any problems your child may be having.

Your first point of contact should always be your child's form tutor.

First Day at Mary Webb School and Science College

Students must arrive at school by 8.40am in the main reception, where their Head of Year/Form Tutor and Student Buddy will meet them. They will need to be in full school uniform.

On this day they will need to bring:

- A school bag
- A pencil case containing: 2 black pens, 1 red pen, 2 pencils, a ruler, eraser, protractor
- Scientific calculator (purchase from the Mary Webb School Shop)
- Two fiction reading books (*students must have two fiction reading books in their school bag every day*)
- PE kit
- Water bottle/snacks/packed lunch (if not having school dinners)
- Remember to top up catering account via ParentPay
- Locker form and £15 if a locker is required
- Inhaler and/or any other necessary medication. Medication will be dispensed by Reception staff. Parents/carers will need to complete an 'Administration of Medicines' request form which can be downloaded from the school website (under 'Letters and Forms', 'Downloadable Forms').

Induction Activities:

- Meet your tutor and form group
- Receive timetable, school map and other details
- Tour of the school site with a Student Buddy
- Learn how to log in to school computers and systems
- Fingerprint taken for cashless catering
- Photograph taken for school record
- Testing may be completed – CAT4 and NGRT



At Mary Webb School **WE ARE...**



READY

- Wear correct uniform
- Arrive on time
- Enter quietly and sit in seating plan
- Equipment out
- Complete Quick Quiz in silence

RESPECTFUL

- Ask questions ...
BE CURIOUS
- Look and listen when others are speaking ...
BE RESPECTFUL
- Learn from your mistakes...
BE RESILIENT
- Help each other to learn...
BE SUPPORTIVE



SAFE

- Follow instructions
- Stay seated or move appropriately as directed
- Report unsafe behaviours to your teacher
- Use classroom equipment safely

Along with being READY, RESPECTFUL and SAFE, students need to come with the right attitude towards their learning and this includes taking pride in what they do. Therefore, we encourage students to ensure:

- all work in exercise books has a date and title and that both are underlined;
- written work is completed in ink; diagrams are in pencil;
- work is well presented;
- all work is finished off to the best of their ability;
- any missing work is caught up on and discussed with the teacher;
- homework is clearly identified with "H/W" in the left hand margin.

To support students in making the most of their learning experiences, students have targets to aspire to and monitor progress against. All students will receive feedback on their learning that clearly defines what they can do well and what they need to do in order to improve further. Students are expected to respond to feedback with their red pen. When work is marked the following symbols are used to support students' learning:

sp	spelling error
ww	wrong word used
p	punctuation error
//	new paragraph needed
c	capital letter needed
?	does this make sense?
v	improve vocabulary

The School Day

Here are the timings of the school day:

08.45 - 09.10	Registration - in your tutor room
09.10 - 10.10	Period 1
10.10 - 10.40	Break – First bell Y8, 9, 10 – Second bell Y7 & 11
10.40 - 11.40	Period 2
11.40 - 12.40	Period 3
12.40 - 13.15	Lunch – First bell Y7 & 11 – Second bell Y8, 9, 10
13.15 - 14.15	Period 4
14.15 - 15.17	Period 5

The bell will go between each period. Food and drinks are available from the canteen during break and lunch times. Students can bring their own packed lunch from home - to be eaten in the canteen. If they have school dinners, remember we have a cashless canteen so please remember to top up on Parent Pay. Drinks must be in plastic bottles - ideally water. Energy and fizzy drinks are not allowed in school.

Toilets are open before/after school, during break and lunch times only. This is to ensure that students are not missing valuable learning.



Homework

Homework is an important part of the learning that takes place at school.

We set homework:

- To consolidate or prepare classwork;
- To help students develop independent study habits;
- To encourage students to use resources outside the classroom;
- To provide an opportunity, where appropriate, to set different tasks to meet the needs and abilities of our students.

How do we help students to organise their homework?

We place a considerable responsibility on our students to organise their home learning sensibly.

Go 4 Schools - the electronic planner

Any homework set will show on 'Go 4 Schools' - via the 'Homework' tab. Your child will be given their log-in in September. They will need to download the Go 4 Schools app on their phone or other electronic device. You will also be provided with a log in for a parent account.

Parents/Carers and Homework

Homework is an area where the partnership between school and parents/carers can help your children.

Parents/carers can ensure that students do their homework by showing an interest in what has been set and ensuring there is a quiet space in the house for the child to work with appropriate equipment.

Homework Club

There is a Homework Club on Tuesdays and Thursdays after school. Your child is welcome to attend as long as a permission slip has been signed in advance. This is available on the school website.



Supporting Learning at Home

Having the Necessary Equipment

Students will need to keep their pencil cases topped up and replace items as they become used. Your support with this would be greatly appreciated. Your child will also have to pack their books for each day and ensure they have the right homework for when it is due. It is useful to set up a routine where Go 4 Schools is checked and their bag is packed each evening, ready for the next day.

A Place to Study at Home

If possible, your child should have a quiet place to do homework and to study.

Homework

Please check Go 4 Schools regularly to see what homework has been set. Often teachers will set homework with support materials which can be accessed via Go 4 Schools. It is useful to set a homework routine early on, so it is done at particular times in the week to suit your child.

Reading

We aim to foster a love of reading at Mary Webb School and Science College. Reading can start to drop off in secondary school. Please encourage your child to keep reading and to choose challenging texts. Their English teacher and Mrs Bourne in the library will have lots of suggestions of good books. Reading at bedtime is a good routine to encourage. They will need to have two fiction books in their school bag every day.

Learning Spellings

Your child will have regular spelling tests across the curriculum; learning spellings will often be set as homework tasks. Strategies to help learn spellings include **look, say, cover, write, check** - *a strategy familiar from primary school*.

Learning Times Tables

Helping your child with knowing their times tables is very helpful. Learn them in order, learn them backwards, learn them in random. This can be a fun activity in the car!

School Uniform

PLEASE LABEL CLEARLY ALL ITEMS OF CLOTHING, INCLUDING TIES, WITH YOUR CHILD'S NAME

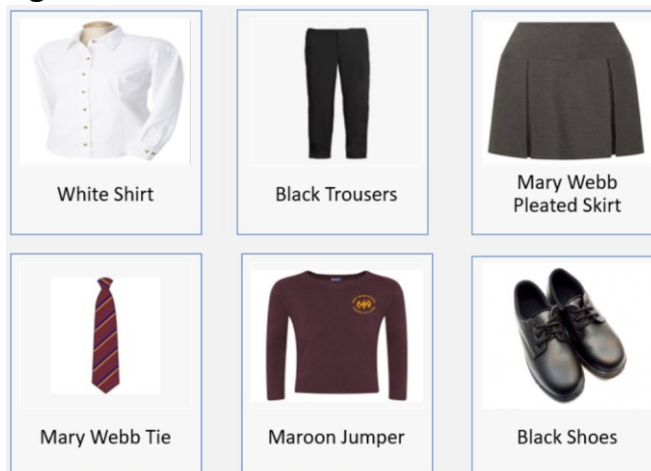
Each student at Mary Webb School and Science College is expected to wear full and correct school uniform. Our uniform was carefully chosen by the students, governors and staff. It is both smart and attractive as well as being practical. We believe that uniform has a unifying factor and students are encouraged to wear their school uniform with pride and as an outward symbol of their commitment and belonging to the school community.

BOYS


- Maroon jumper with school logo for Years 7 to 10
(Year 11 students wear a black jumper with school logo)
- White shirt
- School tie
(Year 11 students wear a black tie / prefects wear a red tie)
- Black or grey socks
- Black shoes of sensible design (not black trainers Adidas/Nike etc.)
- Black trousers of sensible design (should not be a jean type material)

GIRLS

- Maroon jumper with school logo for Years 7 to 10
(Year 11 students wear a black jumper with school logo)
- White shirt (long enough to tuck in)
- School tie
(Year 11 students wear a black tie / prefects wear a red tie)
- Thick plain black tights
- Black shoes of sensible design (not plimsoles or trainers) / heels should not exceed 2 inches
- Mary Webb School grey pleated skirt (available from School Shop Direct)
or
- Black trousers of sensible design (available from School Shop Direct), no zips, jean type material or jeggings



PE Kit

Girls	Boys
<ul style="list-style-type: none"> • Navy and sky blue panelled skirt • Navy and sky blue panelled polo top with MW logo • Navy fleece with logo (optional) • Navy socks • Tracksuit bottoms black or blue (not leggings) • Shin pads • Trainers with a good grip (not fashion trainers) 	<ul style="list-style-type: none"> • Navy shorts • Navy and sky blue panelled polo top with MW logo or • Navy and reversible rugby shirt with MW logo (optional) • Navy fleece with logo (optional) • Navy socks • Tracksuit bottoms black or blue • Shin pads • Trainers with a good grip (not fashion trainers)
	

Uniform Purchase:

Clothing that carries the school logo along with skirts and school ties can be purchased through **School Shop Direct**.

School Shop Direct
 Unit 17-18 Sundorne Trade Park
 Featherbed Lane
 Shrewsbury SY1 4NS

www.schoolshopdirect.co.uk

Tel: 01743 440449



General Uniform Guidelines

- All clothing and equipment must be clearly labelled with the student's name to assist in the recovery of lost items.
- Jeans, leggings, cord trousers and denim or leather outside coats are not permitted.
- Trainers are only to be worn in PE practical lessons.
- The wearing of baseball caps or headgear of any sort is not permitted in the school buildings at any time.
- Please note that the wearing of the school jumper is compulsory in the classroom and around school. However, in warm weather, staff will usually permit students to remove their jumpers if they so wish.
- If a T-shirt is worn under the shirt, it must be white and devoid of any visible logo, design or brand name.
- Extremes of hairstyles / hair colour are not permitted.
- Make-up, if worn, must be subtle and discreet. No false eyelashes are to be worn.
- Students may wear one stud earring in each ear. No other forms of piercings or jewellery are permitted.
- Students must not have false/acrylic nails or have coloured nail polish/gel.
- PE Lessons: long hair must be tied back for PE and dance lessons and earrings removed.
- All forms of facial/body piercing are strictly forbidden.
- If any difficulties arise regarding the provision of uniform, parents/carers are asked to contact their form tutor.
- We request the co-operation and support of all parents/carers in ensuring that high standards of dress are maintained and that students wear the correct uniform.

Using School Buses

Please ensure you have contacted Transport at Shropshire Council to apply for a bus pass.

Before the school journey, students MUST...

- Be accompanied to, and at, the pick-up point unless parents do not consider this necessary
- Wait for at least 10 minutes if the bus/taxi is late
- Make sure that they carry a valid travel pass (or travel may not be allowed)
- Be at the pick-up point in good time
- Wait in an orderly manner
- Keep clear of other traffic
- Keep well clear of moving school buses or taxis
- Board the bus or taxi when stationary, one at a time and in an orderly manner
- Go to their seats immediately and sit down properly, put on seatbelts

During the school journey students MUST...

- Stay properly seated: do not stand up whilst the vehicle is moving (unless having to stand on a public service - if so hold tight)
- Wear seatbelts where fitted (this is a legal requirement)
- Not distract the driver or be discourteous
- Not be abusive
- Treat other students with care and respect and not misbehave
- Not smoke/vape
- Keep luggage/bags out of aisles
- Not attempt to operate doors or emergency exits (unless in an emergency) or any other mechanisms
- Not endanger people's safety or damage the vehicle
- Report any concerns about the journey to the driver and/or the school
- Follow the drivers' instructions if there is a breakdown or emergency
- Not carry any offensive weapon, real or replica

At the end of the school journey, students MUST...

- Stay seated until the vehicle stops
- Not operate any doors or exits (unless in an emergency)
- Get off the bus in an orderly manner
- Ensure that clothing (i.e. toggles can be particularly dangerous) or bags, do not become entangled/snagged in door mechanisms

Mobile Phone Policy

In light of changed guidance from the Department for Education (DfE), Mary Webb School's policy on mobile phones is **'never seen, never heard'**. This means mobile phones must be kept in bags, turned off and not to be seen during the school day from arrival on school site to when students leave. Any communication with parents during the school day must be done via student reception, including student illness. Students are allowed their mobile phone on the journey to and from school.

Students are told, mobile phones are, **'never seen, never heard'**. Where this is not the case, phones may well be confiscated (and kept securely in the main office). There are of course exceptional circumstances such as students with diabetes who will need to monitor blood sugar levels or those with mobile phone-controlled hearing aids.

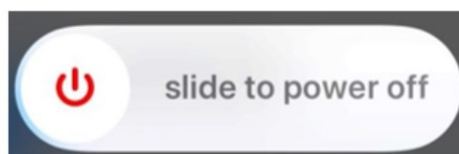
Guidance on school trips and visits:

School trips within the school day, the same policy applies as if in school. 'Never seen, never heard'

Residential trips:

We understand the students will wish to take photos to record their trip. A curfew will be in place so students do not have phones in their rooms overnight. Students will be expected to hand their phones in to a member of staff. Students are not permitted to take photos when in their rooms, so handing them over to staff in the evenings is part of safeguarding.

**NEVER
SEEN**



**NEVER
HEARD**



Turn your phone **off**.

Put it in your **bag**.



Acceptable Use Policy

Student Agreement

The computers are provided and maintained for the benefit of all students. You are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You agree to behave responsibly with all equipment wherever it is in school. Remember that access is a privilege not a right and inappropriate use will result in that access being withdrawn.

Equipment - You agree ...

- not to damage, disable, or harm any computers or equipment;
- only to use the computers for school work;
- that you will make sure that memory sticks have no viruses and nothing on them that breaks school rules;
- to report any accidental damage immediately to a member of staff;
- to report any bad use of equipment to a member of staff.

Security and Privacy - You agree ...

- to protect your work by keeping your password to yourself; never use someone else's logon name or password;
- to never give your home address, telephone number, school name, or picture on the internet;
- not to use the computer to bully, upset, insult or offend anyone;
- not to try and alter security settings on computers;
- that the school will monitor your accounts, emails and memory sticks to make sure you are using the system appropriately.

Internet - You agree ...

- to only use the internet for school work and activities;
- not to access or download anything which is illegal or obscene or offensive;
- not to access other users' accounts or work without permission;
- only to use chat rooms provided by the school.

Email - You agree ...

- to use email sensibly;
- not to use email to bully, upset, insult or offend anyone;
- to only open attachments in emails if they come from someone you already know and trust;
- to report any bad use of email to a member of staff.

Read this document carefully. **IT IS IMPORTANT.** You need to accept it to be able to access the network. If you break the rules you will be locked out of your account. If you misuse the internet your access will be blocked. We will always contact parents/carers if you break the rules. **I know that anything I share online may be monitored. I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.**

General Information for Parents/Carers

Attendance

The proper place for students to be on a school day is at school. **Absence must have a justifiable reason and the school needs to be informed by telephone or email before 8.30 am on the day of absence. This can be achieved by using the answerphone service by telephoning 01743 792100 (Option 1) or emailing attendance@marywebbschool.com**

School should be notified, either by telephone or letter, of any medical appointments prior to the appointment. Where students are going to be absent for part of the school day, e.g. for a medical appointment, they need to be signed in and out of school at Reception. Absences will often be followed up by a telephone call from the school's Attendance Officer, Mrs Bellamore.

Holidays

Parents/carers should not arrange family holidays during term time. Other requests for leave of absence should be made using a "Request for Student Leave of Absence in term time in Exceptional Circumstances" form available from Reception or the school website.

At Mary Webb School and Science College, the Headteacher will only grant leave of absence when an application is made at least 5 days in advance and it is felt to be for an exceptional circumstance. The annual family holiday would not be deemed an exceptional circumstance.

In deciding whether or not to grant leave of absence for 'exceptional circumstances', the Headteacher will follow the guidance and criteria listed below:

- It is highly unlikely that the event will occur again in a child's school life
- It is necessary for the child to be in attendance at the event
- The event cannot be organised outside of the school term
- The event is necessary to the health and wellbeing of the child
- Taking part in the event will be of greater value to the child than attending school

Emergency School Closure

Please note the following places where information can be obtained if you are uncertain as to whether the school is open or closed due to bad weather.

Mary Webb School and Science College website: www.marywebbschool.com
Shropshire Council school closures: <http://new.shropshire.gov.uk/school-closures>
Radio Shropshire: www.bbc.co.uk/radioshropshire / 90, 95, 96 and 104.1

First Aid

If students feel ill at school, they should ask their teacher's permission to go to Reception, where they will be assessed as to whether they are well enough to stay in school. Parents/carers will be contacted where necessary, but please note that we will always try to encourage students back to lessons rather than simply allow them to go home when they feel unwell. It is essential that parents/carers inform staff in the School Office of any known medical problems so that we can provide the best possible care.

Sometimes students need to bring medication into school. Where this is the case, we ask for all medications to be left with Reception staff who will dispense as required. Parents/carers are required to complete an authorisation form stating doses and frequency. An 'Administration of Medicines' request form is available on the school website under 'Downloadable Forms'. Students should not carry medication in their bag or store it in their locker.

Library

The library is looked upon as a key central resource for the whole school community. Our aim is to provide a welcoming environment where students can enjoy reading and learning, and can develop enquiring minds.

The library is at the heart of the school. It is a calm environment where students will feel safe and will be stimulated to pursue independent and group learning, play board games, or quietly read a book.

The library is well equipped with a wide variety of resources to support the curriculum needs of both students and staff.

Letters home

- Our website has all the letters that we produce as a school - please check www.marywebbschool.com.
- Parentmail is also available - please ensure you have completed the form to allow us to text/email you regarding school events.

The school website is your primary route for information regarding events at school. It is updated regularly.

Newsletter & Webberzine

The school newsletter is produced on a weekly basis. It is emailed out to parents/carers who have registered with Parentmail and is also available on the school website. The school magazine, The Webberzine, is produced once a term. It is available on the school website.

Transport

- Coaches are labelled so students can locate their bus easily
- Whether walking or travelling by bus/car, it's important to be safe.
- Waiting to be picked up? Stay on the school grounds until someone arrives.
- Any issues that occur on the buses are dealt with by Miss Pugh who can be contacted at school.

Biometric System

As you will be aware, we use a voluntary biometric recognition system in the school canteen. We find this provides the school with a number of very significant benefits including:

- Reduction in opportunities for bullying as students are not carrying cash
- Reduction in the need for cash handling
- Students do not have to remember to bring a card
- Reduction in queuing time for food and drink
- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs

We will continue to offer an opportunity to opt out for those students who would prefer to use alternative forms of identification. If you would like more information or the chance to discuss this further, please feel free to contact school.

School Visits / Trips

When your child goes on a school trip, you will be invited to make a voluntary contribution towards the cost of the trip. We must, however, inform you that, as the school could not bear the whole cost of the trip, it will not take place unless all parents/carers, who are able, are willing to contribute. If you find it difficult to meet this cost, you are invited to contact the Business Manager in confidence to discuss payment.

WHO TO CONTACT AT SCHOOL

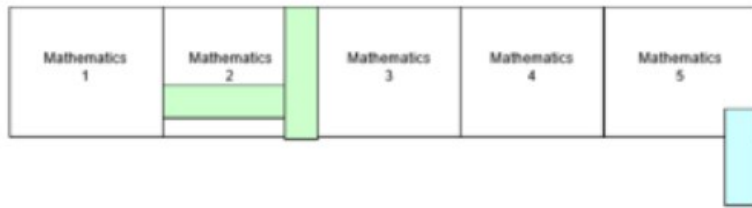
If you wish to discuss a matter concerning your child, your first point of contact should always be his/her form tutor. You can contact the form tutor by calling the school and leaving a message. Please note that during the day most teachers, including key stage leaders and the senior leadership team, will be with a class so we would appreciate your patience whilst awaiting a response.

If you ever need to contact the school, please telephone Reception on
01743 792100
 and ask to make an appointment with the relevant member of staff:

Staff	Responsibility	Query
Form Tutor		<p>Your child's form tutor is your first point of contact within school. They will liaise with the most appropriate member of staff to deal with your query.</p> <p>You must contact your form tutor if your child is not in correct uniform for any reasons, providing details as to when this will be rectified.</p>
Mrs Shuker	Head of Year 7	Pastoral issues or to raise awareness of events outside of school that may affect the child and their learning.
Mr Bird	Head of Year 8 & 11	
Mrs Lee	Head of Year 9 & 10	
Ms Keeling	Head of Personalised Learning and SENCo	SEND enquiries.
Mr Garry	Subject Leader for English	Issues relating to a certain subject area.
Mrs Griffiths	Subject Leader for Mathematics	
Mrs Jones	Subject Leader for Science	
Mr Lee	Subject Leader for Humanities	
Mr Walker	Subject Leader for Art & Technology	
Ms Thompson	Subject Leader for Modern Foreign Languages	
Mrs Jevons	Subject Leader for Physical Education and Performing Arts	

SCHOOL MAP

THIRD FLOOR - Main Block



SECOND FLOOR - Main Block and Science Block

