COOMBE WOOD SCHOOL



Parent and Student Guide

GREENSHAW LEARNING TRUST

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Welcome from
The Headteacher
Ms Williams



Welcome to Coombe Wood School!

It is a privilege to serve as the Headteacher of such a vibrant school community.

Our school is built on three core themes:
Ambition, Community, and Culture.

Ambition drives everything we do. Outstanding teaching and learning are at the heart of our school. Our collaborative approach towards pastoral and curriculum leadership ensures the best possible attainment for our students. Our talented staff are ambitious for our students and committed to improving the quality of their work to ensure everyone reaches their full potential.

Community is the cornerstone of our success. Our students are truly exceptional. Every day, I am impressed by their dedication, enthusiasm, humour, and pride in their school community. Students thrive at Coombe Wood School because they are happy and safe in our nurturing environment, all supported by high-quality pastoral care. The health and happiness of our students are a priority, grounded in our commitment to Health Related Fitness.

Culture shapes our identity and values. We believe that physical activity is fundamental to the development of the whole child, enhancing their confidence, resilience, and well-being. This focus on health does not mean that academic success is left to chance. Students enjoy first-rate teaching in a superb learning environment on our modern site.

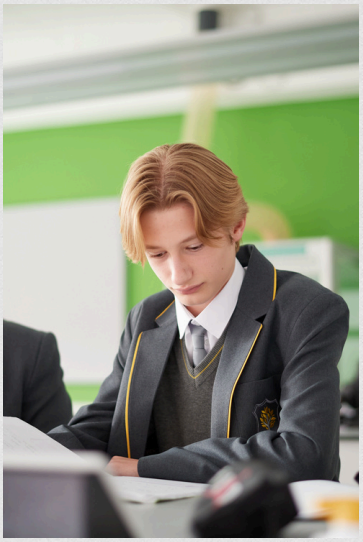
Our curriculum is broad and ambitious, and coupled with our wider curriculum, we provide all the ingredients for an exceptional education. This ensures our students develop into caring, healthy, confident, and well-rounded adults, equipped with the skills and qualifications needed for the next phase of their lives.

I hope you find the information within this booklet and on our website useful and that it gives you a good sense of our school, its remarkable students and staff, as well as its achievements, values, and ambitions. We look forward to welcoming you into our thriving school community, where our students are supported and inspired. We encourage you to engage positively with our wonderful pastoral team as we journey together towards discovering and reaching their true personal bests.

Ms Williams














‘Leaders have ensured that every pupil accesses a wide and hugely varied range of opportunities’ ‘ including caring for the school’s chickens, knitting, beekeeping, documentary club, fashion and textiles. Pupils spoke with enthusiasm about sporting activities in particular.’

Ofsted

Our Mission



Unlocking Potential, Inspiring Growth, and Championing Wellbeing.

Our mission is to provide an **ambitious** and **aspirational** education that **challenges** students academically; **encourages** their creativity, cultural engagement and **fosters** the development of essential personal skills.

We believe that every child's immense **potential** will be discovered, nurtured and fully realised and in our community - they will **thrive**.

We are committed to being the healthiest school community - **fit for movement, fit for learning,** and **fit for life** - where each student's unique qualities are recognised and developed.

Core Values





HABITS for Learning

As we all know, achieving success in life - whether that be academically, professionally, socially, or physically - comes through forming and relentlessly sticking to good habits. By sticking to these good habits, we ultimately find that some of the most challenging pursuits in life can be achieved. We find that we can do more than we ever thought possible.

At Coombe Wood School, our **HABITS** for Learning clearly define the habitual behaviours we want to see in our students in order to unlock their potential. When practiced repeatedly, we are confident that these habits will contribute to better progress and outcomes for our students, setting them up for success in their education and in the wider world.

As habitual behaviours are learned over time, we explicitly teach our HABITS for Learning at Coombe Wood. We support our students in developing these **HABITS** through consistency: our common cues, routines and codified behaviours, reinforced by our behaviour policy and reward policy.

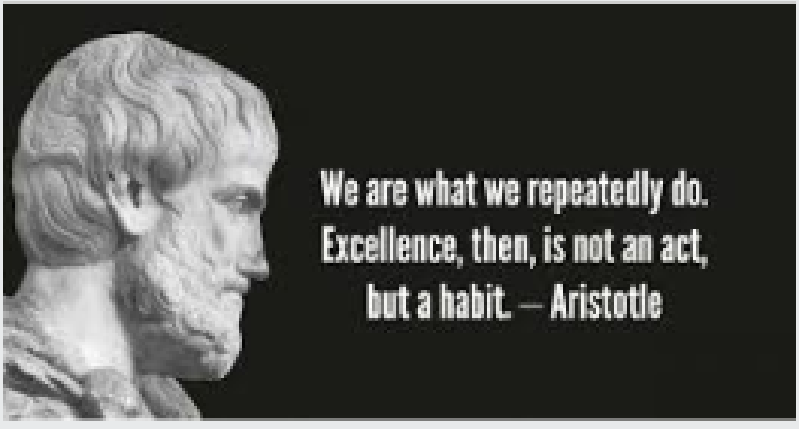
Our CWS Learning **HABITS** are designed to create an environment where everybody thrives and can achieve excellent outcomes both academically and personally.

What are the Coombe Wood HABITS for learning?

At Coombe Wood School, we know that success is built through good habits.

Therefore, we:

are **Highly prepared**
show **Active listening**
have a **Be better mindset**
do **Independent practice**
have **Time management**
use **Successful communication**



The School Day

The school day is broken down into six teaching periods. Students are issued a set timetable at the beginning of each academic year. Each teaching period is 50 minutes long

8:00	**Main Doors Open**
8:30-9:00	**Morning Greetings and Tutor Time**
9:00-9:50	**Lesson 1**
9:50-10:40	**Lesson 2**
10:40-11:00	**Break**
11:00-11:50	**Lesson 3**
11:50-12:40	**Lesson 4**
12:40-13:20	**Lunch**
13:20-14:10	**Lesson 5**
14:10-15:00 / 15:05	**Lesson 6**
15:00	**KS3 Dismissal**
15:05	**KS4 Dismissal**
Co Curricular	**15.10 - 16.00 (Tuesday to Friday**

Click Here for information on our Curriculum

The Home School Agreement

As a community, we will strive every day to display these core values in our work and interactions. All the staff at Coombe Wood School will make it their business as role models to our students to display these values at all times.

Our students will appreciate the guidance and opportunities that the staff give them and they will appreciate the support from their families in every area of their day-to-day lives as they strive towards high levels of Health Related Fitness, nutrition and extra-curricular involvement. As a result, our students will be well equipped to excel within the classroom and the whole Coombe Wood School community will be very proud of what they achieve.

The active and effective engagement of all three stakeholders **STUDENT – PARENTS/CARERS – STAFF** is a powerful combination for improving learning in schools.

There can be no doubt that parents/carers have a huge influence on the achievement of young people by playing an active role in their learning at home and through supporting the school to achieve its vision. Coombe Wood School will support every student, every parent/carer and every member of staff to reach this end. If a successful partnership, based upon mutual trust, respect and a commitment to improve learning, can be established, then all barriers preventing progress can be removed.

The Home-School Agreement has been designed to ensure the core values of Coombe Wood School, it's very DNA, is understood and embodied. It means that all three stakeholders are in agreement to work together in a spirit of trust and co-operation to enhance the experience of being a member of the school community.

Click here to read our Home School Agreement


COOMBE WOOD
SCHOOL



'Pupils are happy and well cared for at this school. They especially value the support of their teachers. They said that they have lots of help to do well academically.'

Ofsted

Uniform

At CWS we encourage and remind students to take professional pride in their appearance at all times.

As part of our Coombe Woods School culture we allow students to wear HRF kit on the days they are participating in active subjects (HRF/Dance/Games).

If these subjects are not on any particular day's timetable, the expectation is full academic uniform. This enables students to be dressed professionally and appropriately at all times to fully engage with the demands of their curriculum. Outlined below are the non-negotiable expectations and standards of the Coombe Wood School uniform:

Academic Uniform:

- CWS Blazer - to be worn at all times unless given permission to remove
- CWS Tie - must cover all shirt buttons
- White shirt/blouse - tucked in and top button done up
- Grey Jumper (optional)
- Black trousers - worn at an appropriate height around waist (no sagging)
- CWS Skirt (If you opt to wear a skirt- this is the only skirt permitted by the school and the yellow piping must be visible at all times)
- Tights must be plain black and no socks to be worn over tights
- Black formal shoes (no boots/no trainers)
- Black socks only (no sports socks with academic uniform)
- Plain black hijab



Outerwear:

Appropriate coat for the weather is permitted to be worn outside
Appropriate winter hats can be worn outside only

Please ensure that **all** items are clearly marked with your child's name.

Uniform - HRF

HRF Uniform:

- CWS Mid-layer Quarter Zip (compulsory item)
- CWS House T-Shirt (compulsory item)
- Plain Black Trackpants / shorts
- Black sports socks only
- Suitable sports footwear

Optional Branded Items:

CWS Shorts / CWS Skort
CWS Track Pants

Please note that some branded items will be discontinued when current stock levels end.



Uniform - Non Negotiables

Non-negotiobles:

- No snoods / face coverings
- No hoods up in the building
- No non CWS branded hoodies / mid layers
- No branded sports jackets or quarter zips
- No caps to be worn at any times
- No scarfs to be worn in the building

Jewellery / Hair Expectations and Standards:

- **One small plain** stud in each ear lobe may be worn - no other piercings are permitted
- No other jewellery should be on display or seen
- Natural hair colour only
- No extreme hairstyles - shaved patterns, hair dye, etc
- No headwear to be worn (caps, hats, bonnets, bandanas, or durags)
- Hijabs should be plain black, no patterns
- No acrylic or painted nails
- No fake eye lashes
- Makeup should not be noticeable

Click here to access our uniform policy

Forgotten Uniform / Equipment

If a student is not wearing a required item of uniform they are will be taken to uniform triage during morning greetings and can temporarily swap one of the following personal items for the required item:

- Mobile phone
- House keys
- Zip card

The swapped item will be securely stored and returned at the end of the school day when the borrowed uniform is returned.

Equipment will be checked and items can be swapped using the same process during Tutor Time

Lost Property

Lost Property is kept in the main office. Named items of lost property will be returned to their owners where possible.

Everything will be disposed of at the end of each half term (it will be donated to CWSA or charity shop).

Care of Possessions

Please ensure that all uniform items are clearly marked with the students name and these markings are regularly checked and refreshed

The School takes no responsibility for the loss of any technological devices or valuables (including jewellery/watches etc.) and will not investigate any loss.

Students are encouraged to hand in valuables during extra curricular sporting activities or take their belongings with them to the sporting area. For HRF & Games lessons bags will remain in the teaching space with students

Student Lockers

Lockers are available for students and each locker is big enough to securely hold some school books, kit or equipment.

We request payment of £25 which is refundable at the end of the agreed term, provided the terms of the locker contract are adhered to. Payment is to be made via Parent Pay once you have set up your account.

Students are required to read and sign the locker contract themselves. Paper copies of the locker contract can be collected from the school office.

Please email any locker requests to enquiries@coombewoodschool.co.uk including your child's name and tutor group by 30th October 2026. We will then send out a locker contract or your child can collect a copy of the contract from the Office.

Once full payment and the signed contract are received, we will be able to issue the locker key for your child to collect from the Office.

End of Term

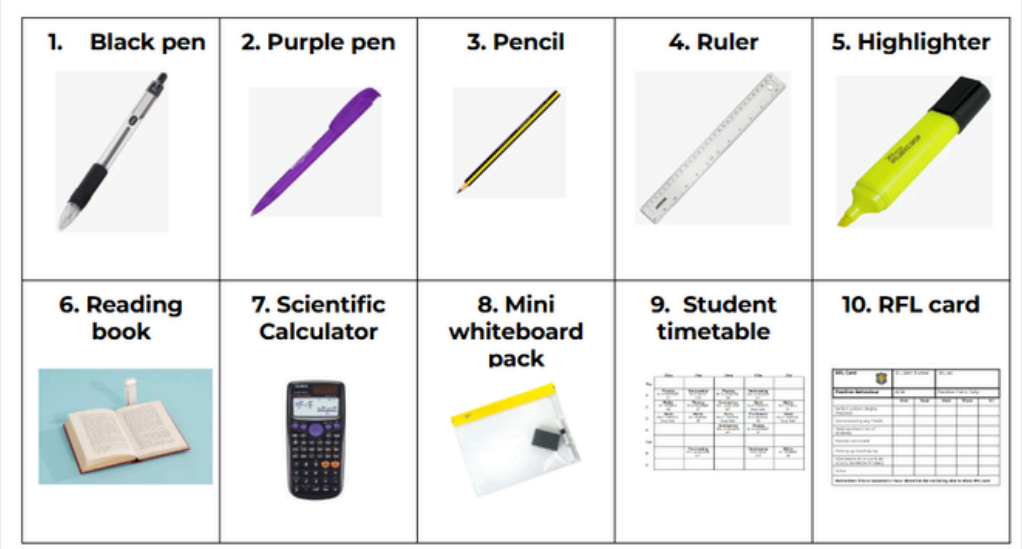
At the end of the term, (when your child leaves, or if they no longer require a locker) the student will be required to return the key. We will carry out an inspection to ensure the locker is clean and in good condition with no damage. If everything is satisfactory we will either refund via parent pay, or we will send you a form with details on how your refund will be issued. Please note that if the key is not returned, £5.00 will be deducted from your original deposit to cover the cost of replacement.

Replacement Keys

Should the student require a replacement locker key, please email enquiries@coombewoodschool.co.uk to request this. We will then add the charge of £5.00 to your Parent Pay account. Please notify us payment has been made and then we will order the replacement key. Please note that replacement keys often have to be ordered and can take up to 7-10 working days to arrive.

Equipment

To maximise learning time, all students are expected to be highly prepared for the day. Along with any subject specific equipment needed, students should bring in the following pieces of equipment every day:



- If students have forgotten any of these items, they can borrow equipment from their tutor between **8 and 8.25am**. We want to support students in developing their independence and organisation: as such, students who borrow equipment before the start of the school day will not receive a behaviour point for doing so.

- During Tutor Time, tutors will conduct a daily equipment check.

- If any of the equipment is missing, students will be given a signature on their Ready for Learning card. They will then trade a personal item for the piece of equipment. The swapped item will be securely stored and given back at the end of the school day when the borrowed equipment is returned.

- Any further instances of missing equipment throughout the school day (e.g. forgotten exercise books) will also result in a signature on their Ready for Learning card.

- If students receive 3+ signatures for lack of equipment, this will result in an hour detention after school.

- We will provide students with a mini whiteboard pack in September (which includes a mini whiteboard, rubber and whiteboard pen). If students lose their whiteboard pack, we will not be able to replace it.

- Equipment packs are available for purchase on ParentPay at a discounted price. Please see the school website for more information!

If you have any concerns with resourcing the equipment, please contact the school and we will be more than happy to help.

Behaviour at Coombe Wood School

At Coombe Wood School our expectations for behaviour are designed with the following goal in mind - To create an environment where everyone can:

- Be and feel safe (physically and psychologically)
- Learn without distractions
- Become the very best version of themselves, both during their school journey and beyond.

Consequences Explained

Consequences for poor choices can play an important role in encouraging reflection and helping students improve their understanding of what is and is not in line with our Core Values and Habits for Learning.

Every decision that is made from a behaviour focus has the intention to create and protect the best learning environment possible for all of our students at Coombe Wood School. One where everyone can:

- Be and feel safe (physically and psychologically)
- Learn without distractions
- Become the very best version of themselves, both during their school journey and beyond.

Consequences used at Coombe Wood School:

- Pastoral conversations
- Parent meetings
- Detentions
- Loss of privileges
- Loss of social time
- Community Service
- Referral to RfL (Ready for Learning Room)
- Internal Suspension
- External Suspension
- Permanent Exclusion

Click here to access our behaviour policy

Behaviour In Lessons

We believe that every student is entitled to disruption-free lessons. What is disruptive behaviour? Anything that does not follow our HABITS for Learning and detracts from a focused learning environment. Some examples are:

- Lack of focus on the work
- Not showing active listening when prompted
- Not participating in whole class learning checks or turn and talks
- Calling out or speaking across the classroom
- Not following instructions first time
- Answering back or challenging a teacher's decision
- Distracting others
- Talking over the teacher
- Damage of property
- Eating in class
- Using inappropriate language

We have a clear 2-stage system:

- **STAGE 1 - WARNING:** If you disrupt the lesson in anyway, your teacher will issue a verbal warning and record your name on the board. This is a reminder to focus on your work and avoid any further disruption

- **STAGE 2 - REMOVAL:** If you disrupt the lesson again you will be removed and sent to our Ready For Learning room where you will complete work in independent silent study until the same period the following day (removed p2 Tuesday, you will return to normal lessons p2 Wednesday)

There will be some circumstances in which a student's behaviour warrants being removed from lesson immediately, with no warning issued. Staff will use their professional judgement in these cases. Examples of this include but is not limited to:

- Swearing / Rudeness
- Discriminatory language or behaviour
- Aggressive or threatening behaviour
- Dangerous Behaviour

Communication Home

All Achievement Points, Behaviour Points and Detentions will be communicated through the My Child At School app.

Routines for the Classroom

At Coombe Wood School we have clear routines so no learning time is wasted.

ENTRY ROUTINE	EXIT ROUTINE
1. Teachers stands at the threshold and warmly greets / welcomes students at the door, addressing any uniform issues from the start.	**1.** Students pack away in silence (3 minutes prior to end of lesson)
2. Students enter the classroom calmly and quietly	**2.** Students stand behind chairs in silence
3. Students remove coats, put bags on the floor, sit down in the seating plan and immediately complete the DO NOW task in silence.	**3.** Teacher checks uniform
4. Students unpack all necessary equipment - student planners, exercise books and pencil cases. Water bottles can be on tables but only water.	**4.** Students are dismissed row by row / area by area as the teacher stands on threshold and wishes the students well.
5. Students follow the classroom expectations and demonstrate HABITS throughout the lesson.	**5.** Students leave the classroom calmly and quietly and head straight to their next lesson. Teachers remain on threshold.

Behaviour outside of lessons

Our high expectations of students' behaviour is maintained during transitions and social times.

Everyone has the right to transition calmly and safely and enjoy break times and feel safe and supported.

Our students are expected show our Core Values by behaving in a respectful manner towards others and our environment, ensuring our site is free from litter.

- We are polite and respectful to everyone at all times, staff and students
- We follow instructions first time, every time
- We do not walk away from a member of staff
- We eat in the designated areas only
- We have a **HANDS OFF** policy at Coombe Wood School. We keep our hands to ourselves at all times.

Break times are an opportunity to relax, chat with friends, and rest, ready for the next part of the school day.

Students that fail to meet our expectations during transitions and social times will have their RFL cards signed and any repeat persistent behaviours may result in further consequences or social times being removed and instead be supervised by members of a staff.

Ready for Learning Cards (RFL Cards)

RFL Cards are an essential and compulsory item of students equipment and they should have these with them everyday.

These cards are a tool to provide instant feedback to students whilst outside of lessons both when they are meeting/exceeeing expectations and when they fall short of those expectations.

They are a mechanism in which to recognise and reward students when they get it right and remind students when they fall short.

The opportunity for achievement points outside of lessons both reward students but over time instil character traits and habits that will benefit them both inside and outside of school:

- Modelling our VALUES
- Helping the environment
- Acts of kindness / helping others
- Wearing uniform with pride
- Being a positive role model
- Attending co-curricular clubs

The behaviour side of the card is designed to ensure students behave in a way that keep themselves and others safe, and to encourage them to meet our expectations at all times which enable them to be ready for learning.

If students forget or misplace their RFL Card there is a consequence. This is to ensure students don't misplace these on purpose and to encourage organisation and responsibility.

Behaviour in the Community

We want our students to wear the uniform with pride and represent our school positively at all times.

From the minute you put the uniform on to the minute you take it off, you are a member of our school community.

At Coombe Wood School we care about our community, this includes our local residents, our tram and bus drivers, our shop keepers and each other. We expect students to conduct themselves with the same levels of respect, maturity and self-regulation that we see in school.

- We call out our peers when they aren't behaving appropriately in the community
- We report poor behaviour in the community to our teachers because we have the compassion for those in our local community
- Coombe Wood School teachers look to catch our students doing the right thing so we can reward excellent behaviour in the community

We hold both students and parents accountable for any breach of the community conduct agreement.

The Department for Education is clear: behaviour outside school is the parents' responsibility.

The school will issue consequences for any behaviour that brings the school into disrepute.

Rewards

We reward students for demonstrating our HABITS for Learning, our Core VALUES and for going above and beyond our expected standards both in and out of lessons.

We give Achievement Points at Coombe Wood School:

- To motivate and encourage our students
- To reinforce the behaviours of being a successful student at CWS
- To celebrate and praise our students contribution to the community
- To underpin and promote the WHY behind our values and expectations

Additional Rewards:

- Positive praise in lessons, tutor times and assemblies
- Weekly recognition letters from the Headteacher for the highest Achievement Points with 0 Behaviour Points each week
- Weekly recognition letter for all students that achieve 5+ Achievement Points with 0 Behaviour Points
- Positive phone calls and emails home
- Star of the week 'Golden Tickets' - queue jumps for the canteen
- Half-Termly pizza party for best performing Tutor Group in each year
- Rewards lunches with Head of Year / Headteacher
- Termly rewards assemblies - certificates and recognition for academic and pastoral achievement + vouchers
- Rewards trips
- Student of the Year shield and recognition
- Subject specific rewards

My Child at School (MCAS)

What is MCAS?
MCAS (My Child At School) is an online platform we use to monitor and record student behaviour and attendance. It helps us keep track of student progress and ensure a positive learning environment.

How We Use MCAS:

Reporting Illness - We use My Child At School to manage attendance. Parents must use it to report daily absences before 8am, including a description of symptoms when you are reporting an illness.

Reporting Medical appointments - these need to be reported in advance, in the same way, using the tick box to enable you to record the times of the appointment. Please note that you must upload medical evidence of your child's appointment when reporting, for this to be authorised.

Behaviour - Positive and negative behaviours are logged, giving us a clear picture of each student's conduct. This helps us support students in maintaining good behaviour and recognising their achievements.

Termly Reports - Student Progress reports are available soley through the MCAS Platform.

Parents and students can access MCAS to stay informed about attendance and behaviour records, ensuring everyone is on the same page.

If you experience any issues accessing the MCAS Platform, please reach out to enquiries@coombewoodschool.co.uk for assistance

Attendance

Illness

Regular attendance at school is essential for your child's learning and wellbeing. The school expects all students to achieve 96%+ attendance. Attendance is closely monitored, and persistent absence may trigger further action in line with legal requirements.

Illness
If your child is unwell, it is crucial to report their absence via the **My Child At School app**. The app can be easily downloaded from the App Store or Google Play. Please notify the school as soon as possible, preferably before 8:00 am.

When reporting an absence, provide:

- Your child's full name
- Form *e.g. 7 Henman, 10 Coleridge*
- Form tutor's name
- Brief reason for absence

Important:

- Log this information for **each day** your child is unable to attend.
- If your child has sickness or diarrhoea, **do not send them back to school until 24 hours after symptoms have ceased**.

If your child becomes unwell during the school day:

- They should go directly to the **school office**.
- The school office will contact you if your child is too unwell to remain at school.
- Students should **not** contact parents using personal mobile phones.

Click here to access our attendance policy

Attendance - cont

Other term time leave/absences

All other absences (except illness) including medical appointments, require the **Leave of Absence form**.

- Whenever possible, schedule appointments **outside of school hours**.
- If an appointment must occur during school hours, provide a note **at least three days in advance**:
  - Show the note to your child's Form Tutor
  - Provide a copy to the school office

- Parents or carers should be prepared to **collect their child** for these appointments.

Leave of absence will only be considered in **exceptional circumstances**, such as compassionate grounds.

Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable, or for which leave has not been granted.

- The school is the authorising body for absences.
- Holidays during term time are not authorised under any circumstances.
- If a child is absent for 3 consecutive days due to illness, the school may request medical evidence to avoid the absence being marked as unauthorised. Examples of acceptable medical evidence include:
- A doctor's note or appointment card
- Prescriptions or pharmacy labels
- Hospital discharge letters or clinic appointment confirmations

In the event your child has 90% or lower attendance, medical evidence will always be required for any absence.

Click here to fill in the Leave of absence Form

Attendance - cont

Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable, or for which leave has **not** been granted.

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- A doctor's note or appointment card
- Prescriptions or pharmacy labels
- Hospital discharge letters or clinic appointment confirmations

In the event your child has 90% or lower attendance, medical evidence will always be required for any absence.

Anecdotal information, such as a parent's phone call or message describing symptoms, is not considered medical evidence and will not authorise an absence.

Legal Expectations

- Attendance is a legal requirement.
- The school monitors attendance closely to ensure compliance.
- Persistent or unauthorised absences may result in further legal action from the local authority - this is outlined in our school attendance policy.

If you wish to speak to someone about Attendance, please call 020 8289 4745

- Option 1 for Years 7-11
- Option 3 for Sixth Form

Click here to fill in the Leave of absence Form

Mobile Phones

At Coombe Wood School we have a very clear stance on mobile phones and all other connected devices (airpods, headphones, etc):

- Phones and all other electronic devices should be placed away in a school bag or zipped blazer pocket at all times and before the enter the school building
- Phones must be switched off and not placed on silent
- If a phone or other banned electronic device are seen or heard on school site it will be confiscated

Students will be encouraged to begin turning phones off and putting them away once through the threshold green gates.

Confiscations:

1st occasion - phone is confiscated for 24 hours. Phone can be collected at the end of the next school day

2nd occasion - phone is confiscated for 48 hours. Phone can be collected at the end of the 2nd school day.

3rd occasion - phone is confiscated for 5 school days. The parent meets with the Head of Year to discuss phone use and arrangements for this moving forward.

Click here to read our Mobile Phone Policy

Reading at Coombe Wood School

At Coombe Wood School, we believe in the unequivocal power of reading and want our students to fully understand its importance.

Reading develops students' ability to decode and comprehend, expands their vocabulary to unlock learning across the curriculum and offers them an opportunity to build a deeper understanding of the world through the lens of various settings, characters and eras. As such, a significant focus is placed on promoting a culture of reading across the school.

Tutor Group Reading Program

To foster a love of reading and build strong character, tutors read aloud to their tutor groups during morning registration. This program is designed to expose students to rich, diverse literature while connecting directly to our wider core values.

How it Works

- Tutors read aloud to students during morning registration. Students are expected to follow along, tracking the text with a ruler.
- Each tutor group starts the term with a different book. Books rotate throughout the year, ensuring students will read at least six new books by the end of the academic year.

Our Book Selection

We carefully curate our reading list to ensure every text is:

- *High-Quality & Challenging:* books are age-appropriate yet selected to stretch in terms of language and ideas.
- *Diverse & Inclusive*: we choose stories that represent a wide range of genres, cultural contexts, and perspectives.
- *Connected to Character*: The themes in these books align directly with issues explored in PSHE as part of our Community Curriculum, reflecting our relentless commitment to character education.

All students are assessed for their reading ages on a biannual basis. For students identified as needing additional support, we run targeted reading interventions groups over the course of the year, including phonics and reading fluency interventions.

Co-Curricular





We are incredibly proud of the wide range of Co-Curricular opportunities available to students at Coombe Wood School.

While the majority of clubs take place after school, a selection of sporting and performing arts activities are also offered during the school day. Each club presents a valuable opportunity to build cultural capital, enriching the educational journey rather than serving as curriculum catch-up. Co-Curricular activities that complement the traditional curriculum significantly enhance the student experience and broaden horizons for those who participate.

In addition to sports and dance, our programme has included STEM, Coding, Podcasting, Choir, Musicals, Journalism, Art, Textiles, Book Club, Ukulele, Maths, Chess, Debate, Languages, History, Baking, Duke of Edinburgh (DofE), Manga, and many more.

Students will also have the opportunity to take part in school productions and sports fixtures, as well as attend educational visits and trips throughout the school year, further enriching their personal development, well being and learning beyond the classroom.

The school reserves the right to withdraw any student from an educational visit if their behaviour, attendance or attitude to learning fails short of the schools expectations.

All students in Years 7–9 are expected to attend at least one club per week. Students in Key Stages 4 and 5 are encouraged to engage with the Co-Curricular programme alongside their academic commitments.

Click here to learn more about our co-curricular schedule

The Student Leadership Team

The Peak: Senior Ambassadors

Headteacher and Deputy Headteacher Ambassadors



The most senior student leadership positions, held by Sixth Form students who represent the school at the highest level.

The Core: Specialist Ambassadors & Mentorship

Sixth Form Subject & House Ambassadors

Specialist roles covering Culture, Academic, Environment, House, Journalism, and Health & Wellbeing to lead targeted school initiatives.





The Mentorship Team

A dedicated group of older students who provide guidence and support to younger peers across the school.

The Foundation: Prefect Body

Year 7–11 Prefects

The essential base of the leadership team, where students serve one-year terms and carry out daily responsibilities.







Annual Application Process

Students can apply to fulfil different roles within the team every year, ensuring fresh opportunities for growth.

Voice and Recognition



A Voice for Every Year Group

Leadership is inclusive; students in all year groups have the opportunity to join the team and influence school life.



Henman Badge
(Yellow & Black)



Johnson Badge
(White & Dark Blue)

Reward and Identity

Profects and Ambassadors earn specific badges for fulfilling their responsibilities, marking their achievement and role within the House system.

Our House System: Celebrating Croydon's Heritage

The school house system fosters teamwork and a shared sense of pride by connecting students to Croydon's rich local history. Each house is named after a remarkable individual or landmark that has shaped the community's identity.



Campbell House
(Dark Blue & Light Blue)

WWI naval hero awarded the Victoria Cross for bravery on the HMS Farnborough.

Johnson House
(White & Dark Blue)

Pioneering aviator who completed the first female solo flight to Australia.

Romero House
(White & Maroon)

Elite athlete and Olympic medallist in two different sports: rowing and cycling.



Coleridge House
(Green & Black)

Celebrated composer and conductor who served at the Croydon Conservatoire.

Fairfield House
(Royal Blue & Maroon)

Historically a medieval venue and the heart of Croydon's cultural scene.

Henman House
(Yellow & Black)

Named after the architect who designed the iconic Croydon Clocktower.

Student Support

At Coombe Wood School, we are committed to supporting the well-being and mental health of all our students.

While we are not medical professionals, we strive to provide guidance, support, and access to appropriate services whenever possible. We understand that mental health challenges can be difficult and that many external services may have long waiting lists, but we always aim to help students access the support they need and to keep them engaged in school.

Support available at school includes:

- **Mental Health DSL Lead** – Channelle Hutchinson, who oversees mental health concerns and coordinates support.
- **School Counsellor** – Rennee Bond, offering confidential guidance for students.
- **ELSA trained support staff** – providing emotional literacy support for students who may need additional guidance.
- **Croydon Drop-In Student Trainees** – offering a friendly, approachable space for students to discuss wellbeing concerns.
- **SEND Team** – supporting students with special educational needs, including mental health needs.
- **Pastoral / Year Leaders** – the first point of contact for wellbeing concerns, helping students navigate challenges at school.
- **Safeguarding Team** – working closely with mental health support services to ensure students' safety and wellbeing.
- **Peer Mentoring** – students providing peer-to-peer support, fostering connection and understanding.
- **Referral Pathways** – where needed, we help students access external services such as CAMHS (Child and Adolescent Mental Health Services) and Early Help.

We understand that accessing timely support can sometimes be challenging due to high demand. However, we remain committed to doing everything we can within the school to support students' mental health and ensure they feel safe, supported, and able to engage in their learning.

Mental Health and Wellbeing

Health and wellbeing are at the heart of everything we do at Coombe Wood School, as we continually strive to be the healthiest school for our students.

We have been recognised as a **Wellbeing Pioneer School** and have recently earned the nationally recognised '**Whole School Wellbeing Silver Award**'—with the Gold Award as our next goal.

Wellbeing is at the forefront of our entire pastoral and PSHE curriculum, with tailored topics introduced as students move through different key stages. We have two Senior Mental Health Leads, and all pastoral staff are trained as Designated Safeguarding Leads (DSLs) or Deputy DSLs.

We remain fully committed to valuing and prioritising the mental health and wellbeing of every student in our care.



Mr Weir - DSL & Assistant Headteacher - Safeguarding



Ms Hutchinson - DSL & Mental Health / Wellbeing Lead

Click here to access our Safeguarding and Wellbeing Contacts

Communication with Staff

At Coombe Wood School, we place great value on working in partnership with our families to ensure the very best for every student. We kindly ask that all communication with staff remains respectful and focused on collaboration. By working together in a positive and constructive way, we can continue to build a supportive environment where every child can thrive.

To community with individual staff members, all communication should be sent to **enquiries@coombewoodschool.co.uk**, marked for the attention of the teacher you wish to communicate with. In order for emails to be forwarded effectively to the relevant department, please complete the email subject field.

HEADS OF YEAR: 26/27

- Year 7: Mr Blythman
- Year 8: Mr Jones
- Year 9: Ms Yadave
- Year 10: Mr Gosling
- Year 11: Ms Kerk

Please note that our staff have very busy schedules and commitments and whilst we aim to respond to queries as quickly as possible, this may take up to 48 hours.

Parents on site

Please note that our teachers are in class teaching lessons during the school day and so we advise that parents will only be allowed on site with a pre-arranged appointment.

Parents will not be seen by a member of staff without an appointment and should contact the school to arrange this using the email above.

Click here for our current staff list



Conduct

At Coombe Wood School, we believe in the importance of a strong partnership between home and school to support and nurture our core values of:

Teamwork, Respect, Enjoyment, Discipline, and Sportsmanship.

As parents, you play a critical role in enhancing the learning and achievement of your child. We expect parents and carers to uphold these values to create a positive and safe learning environment for all students and staff.

- **Respect and Cooperation-** Maintaining a respectful and cooperative attitude towards all staff
- **Engagement and Participation** - Read and follow all school policies and the home-school agreement.
- **Active participation** in relevant meetings, such as parents' evenings, is essential.
- **Academic Support -** Regularly review monitoring information, discussing their progress,
- **Attendance and Punctuality -** Supporting your child to achieve 100% attendance in all lessons and registration is vital. Help them overcome challenges like transport disruptions or minor illnesses. Ensure your child is punctual unless there are extenuating circumstances..
- **Safety and Wellbeing -** Promote safe travel to and from school.
- **Support the school** - when sanctions are delivered and reinforce when praise is given.
- **Extra-Curricular Activities -** Encourage and support your child's participation in extracurricular clubs, societies, and competitions.

By adhering to this code of conduct, you help us maintain a happy and safe school environment for everyone. Your cooperation is crucial in supporting your child's education and fostering a positive and respectful school community.

Any form of verbal, physical, or written abuse towards staff will not be tolerated.

Click here for our Parents Code of Conduct

Car Park

If you are dropping or collecting your child by car, you will receive 30 minutes free parking within a 24 hour period in the school car park. After 30 minutes, charges will automatically apply.

If you arrive after 4.00pm, the School office will be closed and you will be required to do one of the following:

1. Pay for parking following the instructions in the car park
2. Wait until the HRF building opens at 5.00pm and enter your registration number on the ipad in the HRF Reception.
3. Use the QR Code provided to register your vehicle

If you are attending a meeting at school, when you arrive at Reception, please ensure you enter your registration details on the car park iPad, as well as signing in on the Visitor sign-in iPad.

For large scale events such as parents evenings, QR codes will be available at the sign in desk to register your vehicle.

If you have a friend or relative collecting your child, please can you ensure you pass on this information to prevent any parking fines.

Please be aware that our car park is operated by Creative Carparks. If you do receive an automatic parking fine, you should contact them directly to make any appeals . Details can be found on their correspondence. Unfortunately the school is unable to intervene or cancel PCN's once issued.

Pay the PCN

Submit an Appeal

Useful Information

Address: Coombe Wood School, Melville Avenue, Croydon, CR2 7HY
Telephone: 020 8289 4745

SEND:
SENDCo and Inclusion Lead - Ms Boateng
Assistant SENDCo - Mrs Beattie

SAFEGUARDING:
Designated Safeguarding Leads - Mr Weir and Ms Hutchinson
Useful Safeguarding contacts can be found on our website here: Coombe Wood School - Safeguarding Contacts

Click here to apply for Free School Meals

Click here for our Term Dates

Click here for our School Policies

Click here for our GDPR & Privacy Info

Click here to read our Ofsted Report - Jan 2023


COOMBE WOOD
SCHOOL



COOMBE WOOD SCHOOL

GREENSHAW LEARNING TRUST

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