DEAN TRUST Wigan

Guide for Parents/Carers

Believe Achieve Succeed

Welcome

Welcome to our wonderful school! I am Mrs Evans and it is my pride and my privilege to be the Headteacher here at Dean Trust Wigan.

We are a really friendly school at the heart of our community with excellent spaces for pupils to learn, and also to socialise. Our vision is for all our pupils to believe in themselves, achieve their potential, and succeed in their journey through life.

We have a Community of Belonging here which means that we have built our school community on respect and understanding. Pupils are both seen and heard through our form time programme, quality first teaching, and celebration of important events as well as working with our strong pupil leadership team.

At Dean Trust Wigan, we celebrate our pupils' work on a weekly basis through 'WOW Wednesday'. Pupils are nominated by their subject teachers and receive a certificate and prize each Wednesday. Pupils are also nominated for Pupil of the Week by their teachers for their behaviour, attitude, attendance and resilience. Nominated pupils feature in our weekly Newsletter and have a chance to be selected for my weekly 'Headteacher's Award'.

As well as being taught, at Dean Trust Wigan pupils participate in a huge range of extra curricular clubs and activities, which run every lunchtime and after school each day.

We also have a strong personal development programme complimented by high levels of pastoral support, ensuring all pupils can achieve their potential.

Jen Evans

Headteacher

How to contact us

Dean Trust Wigan

Greenhey, Orrell,

Wigan. WN5 0DQ

Telephone: 01942 511987

Email: office@deantrustwigan.co.uk

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Key Contacts

Leadership Contacts

Mr Fuller
Deputy Headteacher
Curriculum
danielfuller@deantrustwigan.co.uk

Mrs Vallender
Deputy Headteacher
Pastoral & Designated Safeguarding Lead
lvallender@deantrustwigan.co.uk

Mr Kenny
Assistant Headteacher
Key Stage Four (Year 10 and 11)
jackkenny@deantrustwigan.co.uk

Mr Loftus
Assistant Headteacher
Key Stage Three (Years 7,8 and 9)
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Mrs Holme
Assistant Headteacher
Pedagogy and CPD
louiseholme@deantrustwigan.co.uk

Mr Floweth
Assistant Headteacher
Personal Development
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Mrs Strong
Leadership Support
suzannestrong@deantrustwigan.co.uk

Pastoral Contacts

Meeting Need
Mrs Monahan
SENDCO
kirstymonahan@deantrustwigan.co.uk

Pupil Support
Mrs Beale
Senior Pupil Support Manager
debrabeale@deantrustwigan.co.uk

Safeguarding
Mrs Wade
Safeguarding Officer and
Deputy Designated Safeguarding Lead
michellewade@deantrustwigan.co.uk

Attendance
Mrs Williams
Education Welfare Officer
janetwilliams@deantrustwigan.co.uk

How our Pastoral Team is organised

Assistant Headteacher

Year Leader

Pupil Support Manager

Form Tutor

If you are seeking pastoral support for your child, please contact our reception who will forward any information, question or concern to your child's form tutor in the first instance as they will be able to answer any questions you may have and offer a variety of support to you and your child.

Home School Communication

Good communication with school is vital to ensure that school staff can support your child.

MCAS (My Child at School) App
The MCAS App is your one-stop platform for key information about your child, including:

- Attendance and punctuality
- Behaviour updates
- Your child's timetable

Please make sure we have your most up-to-date email address, as email is our main method of communication. You will receive:

- Weekly newsletters
- School announcements
- Trip details and other important updates

Urgent Safeguarding Concern

If you have an urgent safeguarding concern, please call the school office directly on

01942 511987

and ask to speak with a safeguarding officer.

For more details on our safeguarding approach, see page 26-27 of this guide.

General Enquiries

For any other queries, you can contact us via:

MCAS	Use the communication function within the App to send messages to the school.
Telephone	01942 511987
Email the school office	office@deantrustwigan.co.uk

Reporting an Absence

All pupil absences must be reported before 8:40am each morning. You may report your child's absence in any of the following ways:

MCAS	Via the MCAS App
You can phone us	01942 511987 Select 1 from the menu
You can email us we will forward your email to our attendance team	office@deantrustwigan.co.uk

Meetings

To arrange a meeting with a member of staff please contact our reception team on 01942 511 987 or email office@deantrustwigan.co.uk

You will then be contacted by an appropriate member of staff to arrange a suitable time to meet.

Please note that staff will not meet with parents/carers who arrive at school and request an immediate meeting, unless the issue is an urgent safeguarding concern. If this is the case please contact the school by phone on 01942 511 987 or visit reception and ask to speak to a Safeguarding Officer.

Term dates 2025–26

Autumn Term	
Tuesday 2nd September 2025	Friday 24th October 2025
Monday 3rd November 2025	Friday 19th December 2025
Spring Term	
Tuesday 6th January 2026	Friday 13th February 2026
Monday 23rd February 2026	Thursday 2nd April 2026
Summer Term	
Monday 20th April 2026	Friday 22nd May 2026
Monday 1st June 2026	Friday 17th July 2026

School closed to pupils for staff training

Monday 1st September 2025
Monday 5th January 2026
Friday 26th June 2026 (Trust INSET Day)

School closed to pupils and staff for Bank Holiday

Monday 4th May 2026

The School Day

At Dean Trust Wigan, we are committed to providing a well-structured, purposeful school day that supports every pupil's learning and development.

Lesson Structure

Our timetable includes 30 lessons per week, each lasting 50 minutes.

Morning Arrival

Pupils must arrive by 8:35am each morning, ready to begin the day on time.

Punctuality is essential and part of our high expectations.

Breakfast Club

Our Breakfast Club is open from 8:00am, Monday to Friday.

- Pupils are fully supervised from the moment they arrive.
- A free breakfast is available each day, helping pupils to start the day focused and energised.

School Day Organisation	
08:00am	Breakfast Club
8:40 – 9:10	Registration and Form / Assembly Learning Time
9:10 – 10:00	Lesson 1
10:00 – 10:50	Lesson 2
10:50 – 11:10	Morning Break
11:10 – 12:00	Lesson 3
12:00 – 12:50	Lesson 4
12:50 – 13:30	Lunch and Lunchtime Extra-Curricular Activities
13:30 – 14:20	Lesson 5 (including registration)
14:20 – 15:10	Lesson 6
15:10 – 16:00	Extra-Curricular Activities /Homework Clubs

Extended Opportunities

We offer a wide range of optional Homework Clubs and extra-curricular activities:

- Before school
- At break and lunch
- After school until 4:00pm daily

These clubs provide pupils with chances to revise, explore new interests, or get extra help in a relaxed and supportive environment. These Extended Opportunities will all be available to view and select on the MCAS App.

Attendance

Here at Dean Trust Wigan all pupils need to attend school on time, every day to learn, develop and thrive. As a school we want to work together to ensure that your children are happy and enjoy coming to school to learn new skills and socialise with their peers.

What should I do if it is unavoidable and my child is going to be absent?

If your child is going to be absent from school, you must ring and inform school before 8:40 am on each day of absence.

You can do this by MCAS App, phone or email. See the 'Reporting an Absence' box.

School Response to Child Absence

This is part of our safeguarding procedure to ensure we know where all our pupils are if they are not in school.

If contact is not received we will send text messages and ring home, including emergency contacts.

Attendance Concerns

If we have safeguarding concerns and we cannot locate/get into contact or obtain a valid reason for their absence, we may contact the Police requesting a 'safe & well check'. This is to ensure that you and your children are safe and will only be initiated when and where appropriate.

Any pupil whose attendance is below 90% is considered by the DFE as a "persistent absentee."

We will request medical evidence for health related absences.

How can parents/carers support their child's attendance?

- Talk to your children about their day at school and celebrate their achievements.
- Use the MCAS App to review your child's attendance.
- Remind your child that attendance is important and it is not okay to miss school.
- Avoid unnecessary absence. Make medical appointments outside school hours and do not go on holiday in term-time.

How will school support you?

Keep you informed.

You will regularly be kept up to date with your child's attendance, through MCAS, School reports, Voice Call or text Messages.

Work together.

Our experienced Pastoral team will provide support and guidance for you to help your child's school attendance, this includes Home Visits.

We will make referrals.

DTW will refer to outside agencies to get further support, this includes Penalty Charges, if necessary.

Celebrate.

All pupils attendance is closely monitored, with pupils having GOOD attendance (96+) and pupils with improving attendance being deservedly rewarded.

Attendance FAQs

Am I allowed to take my child on holiday in term time?

It is your legal responsibility to ensure that your child attends school.

Leave of absence in term-time will not be authorised and you may receive a penalty notice.

If your child has unauthorised absences from school, you may be at risk of a penalty notice fine or a referral being submitted to the Local Authority for prosecution.

If your child is absent due to a Term Time Holiday, you MUST complete a 'Request/ Notification of absence form'. This can be found on our school website or school reception.

All Term Time Holidays are registered as Unauthorised, which may lead to a Penalty Notice.

Penalty notices incur a fine of £160 per child, per parent, which is reduced to £80 if paid within 21 days of the notice being served. Receiving more than 2 fines within a 3-year period may result in the use of legal action as well as in the event of failure to pay.

What if my child has a medical appointment in school time?

Please ensure that medical appointments are out of school hours.

If an appointment in school time is unavoidable, it is imperative that your child attends school before/after their appointment so that they get their morning/afternoon registration mark. By doing this your child will not miss out on important learning.

What happens if my child is late for school?

Pupils who arrive after 8:35am in the morning will be marked late. Any pupil who is late in the morning will be asked to complete a lunchtime detention.

Pupils who are persistently late will be interviewed by their Head of Year to try to find solutions to the problem.

Reporting An Absence

Remember you must inform school before 8:40 am
if your child is going to be absent on each day of absence

Via the MCAS App

You can phone us on 01942 511987
Select 1 from the menu

You can email us and we will forward your email to our attendance team
office@deantrustwigan.co.uk

Meeting Additional Needs

At Dean Trust Wigan we believe that all pupils are entitled to a broad, balanced curriculum.

Pupils are valued equally, regardless of ability and are encouraged to maximise their learning capability. The achievements, attitudes and well-being of all pupils is important and practical steps are taken to account for pupils' varied life experiences and needs, enabling pupils to achieve their potential and make a successful transition to adulthood, the world of further education, training or work.

We ensure that pupils with special educational needs and/or disabilities (SEND) are seen and heard, feel safe and that they belong, and are able to reach their potential.

Identification of SEND

Our primary to secondary transition includes detailed information sharing on each child, and liaison with external agencies and specialists where required. We compliment this with additional assessments and referrals as required according to pupils' needs.

Support for SEND

We follow the SEND Code of Practice and offer a range of interventions and support across all four areas of need.

Quality first teaching in the classroom to meet the needs of all pupils is a key priority and a focus of our staff's professional development. Pupils may also have small group and/or individual interventions.

Support is always tailored to the individual pupil and follows a person centred approach with the wishes of parents/carers and the pupil central to the planning, provision and review of support.

Reporting On Progress

As part of our strong home-school partnership, we will keep you fully informed about how your child is doing.

Pupils are supported and challenged to develop the skills and knowledge they need to progress to adult life with the qualifications, independence and confidence to be successful.

You will receive a report from us twice a year, setting out your child's progress. You can keep up to date with information about your child's attendance, achievements and behaviour via the MCAS App.

Pupils in Year 7 - 9 have two exam weeks in a year:

- Winter exam week is the final week of December
- Summer exam week is in June

You will receive a report on your child's progress when these exams have been marked. When your child reaches year 10 we start grading their work using GCSE grades, which run from 9 to 1, with 9 being the highest grade. If you would like to receive a paper copy of a report, you can contact the school office to arrange this.

Teachers will also assess your child regularly throughout the year in smaller assessments based on specific topics.

What does your child's report mean?

Advanced: A pupil is working beyond the expectations for knowledge and skills at this point in the curriculum.

Secure: A pupil is working in line with the expectations for knowledge and skills at this point in the curriculum.

Developing: A pupil is working below the expectations for knowledge and skills at this point in the curriculum.

Foundation: A pupil is working well below the expectations for knowledge and skills at this point in the curriculum.

Special Circumstances: Due to special circumstances, the pupil has been unable to learn enough of the subject's curriculum this year.

Reading

We place a huge emphasis on reading because it is key to determining how well someone does at school.

Reading for pleasure unlocks imagination & strengthens a love of reading

We believe that reading is the key to unlocking imagination, empathy, and a lifelong love of learning. We wish to create a vibrant reading culture where every pupil reads for pleasure every day! Whether that is in their own time at home, in our library at lunch, after school or during their classes. We strive to do this through access to diverse, inclusive, and engaging texts. We aim to nurture confident, curious readers who want to read for pleasure.

Reading Opportunities

- All pupils in Years 7-9 participate triweekly in DTW Reads (for enjoyment).
- All pupils engage in a weekly timetabled 'Reading for Learning' lesson, during English.
- All pupils have daily access to our on-site Library, stocked with engaging texts to suit a range of interests.
- Targeted waved interventions are ongoing throughout Years 7-11.
- Organised tours and trips to the local Lamberhead Green library.
- Pupils are invited to take part in reading challenges throughout the academic year.
- We provide our Year 6 pupils with a transition text to maintain reading stamina throughout the summer.

Our Library

Pupils can visit our Library every lunchtime and after school from 3:10pm-4:00pm. We have a range of diverse texts that pupils can borrow with their library cards. Pupils also have access to Lamberhead Green Library.

We have a variety of activities taking place each week in the library, these include writing competitions through The National Literacy Trust, book clubs and a monthly promotion of book reviews.

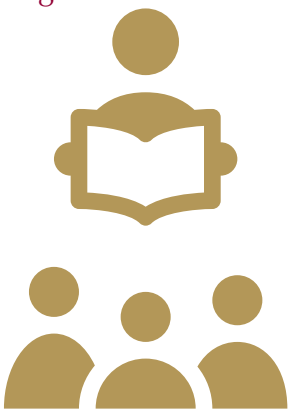
Borrowbox

Through Wigan Libraries we can access free eBooks, audiobooks, and eMagazines through the BorrowBox App for all library card holders. This works the same as borrowing a physical book but without having to remember to take it back!

Pupils are provided with our 'DTW recommended reads' bookmarks and are encouraged to submit their book reviews in exchange for reading reward points and prizes!

DTW Reads: Form Time Reading

Every pupil in Years 7-9 reads 3 books a year with their Form Tutor, during Form Time. Reading is the key to accessing the curriculum and all subjects rely on pupils' ability to read therefore, we have implemented a 25 minutes triweekly reading session for all pupils.



Reading for Purpose

At Dean Trust Wigan, reading infiltrates everything we do. Reading is a lifelong skill that can enrich pupils' lives in countless ways. Therefore, we support pupils to become fluent, critical and strategic readers. Educational research suggests modelling fluent (intonation, pace and expression) reading to young readers, will help to support their fluency. Even 20 minutes per day can have a significant impact in increasing reading proficiency in young readers.

The Young Writers organisation offers a variety of creative writing competitions for short stories and poetry for pupils across different age groups. These contests are designed to inspire young minds and provide opportunities for publication; we had several pupils who were published in 'The Glitch' last year.

YoungWriters Est. 1991

Reciprocal Reading Strategy

The strategy is utilised across all subject areas at DTW. Pupils use the prompts to work methodically through a text to support their comprehension and understanding. This can be used for both fiction (not real) and non-fiction (real) texts.

How
- Pupils read the title/blurb/examine the front cover or any images.
- Pupils make predictions on the text. What is it going to be about?

Predict

- ✓ Pupils will predict what they think they will learn from the text.
- ✓ They will use that inference and deduction skills.

I think... because...
I suppose... because...
I might learn... because...

1

How
- Pupils work through any unfamiliar words and clarify their meanings to support comprehension.
- Teachers will clarify the word or encourage group discussion.

Clarify

- ✓ Pupils will clarify and work out any words there unsure of.

Read and reread.
Look at the next few word/sentences.
Does the word look like any other words you know?
Do you recognise the prefix/suffix?

2

4

Summarise

- ✓ Pupils will summarise what they have read/ learned using their own words.
- ✓ They will need to synthesize the information.

I now understand... I can now explain...
The text showed... The text highlighted...
I have learned/understood...
The extract is about...

How
- Pupils will attempt to sum up what they have read and summarise the key elements of the text.
- Pupils will consider whether or not they enjoyed this particular text.

3

Question

- ✓ Pupils will ask questions about the text as they read.
- ✓ They will consider what they want to find as out as the text develops.

What is happening? When will they...?
Who is...? Where will they end up?
Why is...?

How
- Pupils are encouraged to question the text.
- They could consider why the character is acting in a particular way for example.
- For example: 'Why does the character behave like this?

Literacy Support

At Dean Trust Wigan we continue to develop your child's literacy across the curriculum.

All staff share responsibility for supporting pupils' literacy development and we integrate our approach across all subjects, with teachers focusing on both reading and writing across the curriculum.

However, we acknowledge that, at times, we may need to provide high-quality interventions for struggling readers and create a supportive environment for our pupils.

What Literacy interventions may you offer my child ?

- The testing platform used is the National Group Reading Test (NGRT) by GL Assessment.
- Testing is completed every term following the cycle of July, December, March and so on. This will allow us to gather robust data on our pupils.
- The data is analysed by the SENDCo and shared with staff to ensure our pupils are able to effectively access the curriculum.

- Pupils with a SAS of 100 or < 100 will be tested each year on National Group Reading Test (GL Assessment) to ensure progress is still in line with their expected levels or above.
- Pupils with a SAS of 85 – 100 will complete Lexia online reading intervention three times weekly. These sessions will be 30 minutes each.
- Pupils who have a SAS below 85 will attend Sounds~Write intervention three times weekly. These sessions will be for 30 minutes each.

Lexia Core5 reading is a computer-based programme designed to enhance reading skills in children.

It provides personalised instruction and practice in key areas like phonological awareness, phonics, fluency, vocabulary, and comprehension.

The program utilises a three-pronged approach online learning, data analysis, and teacher-led support.

Lexia is run online in the LRC. Pupils will come out of the second half of their timetabled lesson to complete it.

LEXIA CORE5 READING

Sounds~Write is a highly structured, systematic phonics programme and is based on the Science of Reading. Sounds~Write focuses on pupil's conceptual knowledge, understanding and phonetic skills. There are two parts to the Sounds~Write programme - Initial Code and Extended Code.

Sounds~Write is a timetabled session for pupils and led by a trained member of staff.

In Year 10, all pupils engage with Bedrock Vocabulary twice a week during form time. Bedrock Vocabulary is a software package that helps pupils to learn and remember important academic vocabulary. Pupils must understand a wide variety of words to access their exams, this package is bespoke and will build on pupils' knowledge and understanding as they progress through the course.

How We Organise Learning

At our school, we want every child to love learning and feel proud of what they achieve. Our curriculum is designed to inspire curiosity, build confidence, and help children develop the knowledge, skills, and values they need for life.

The purpose of these initial years at secondary school is to deliver and embed core knowledge and skills. We provide rich, rewarding and challenging learning experiences across a wide range of subjects in readiness for key stage 4.

Literacy is an essential part of learning in all subjects, so that pupils read, write and converse fluently and with precision and authority.

You can find out more about the curriculum and what is taught in each subject on our website. You can also contact Mr Fuller, who is one of our Deputy Headteachers.

We also include British Values throughout our curriculum like democracy, tolerance, and the rule of law so that children grow up understanding their rights and responsibilities as members of a diverse and inclusive society.

Subjects in Key Stage 3

ENGLISH

MATHS

SCIENCE

SPANISH

HISTORY

MUSIC

GEOGRAPHY

ART

DESIGN TECHNOLOGY

COMPUTING

PHYSICAL EDUCATION

RELIGIOUS EDUCATION

PERSONAL DEVELOPMENT

Learning Beyond the Classroom

We believe learning doesn't just happen at a desk. School trips, visitors, and themed days bring learning to life and help children make real-world connections. From local community projects, trips abroad and outdoor adventures, these experiences are an important part of our curriculum and support personal growth and confidence.

Together, we ensure that every child receives a high-quality education that prepares them for the future and makes learning something enjoyable every day.

Subjects in Key Stage 4

Core subjects in KS4
Maths
English
Science
PE
PSHE
Plus 4 additional Options
History
Geography
Spanish
Computer Science
Business Studies
Sports Studies
Art
Music
Drama
Hospitality & Catering
Photography
Child Development
Hair and Beauty
Construction

Key Stage 3

At Dean Trust Wigan, we strive to ensure that our pupils are resilient and independent learners. We encourage our pupils to complete extra activities outside of lesson time to enhance their knowledge and skills.

This section of the handbook provides guidance and support so that your child has the ability to work independently and create good habits before starting their KS4 journey, ending with successful GCSE results.

Homework is important, pupils who complete homework are far more likely to make outstanding progress in school.

Planner

Every Key Stage 3 pupil is issued with a planner that is designed to help them stay organised and manage their time effectively. The planner is used to record homework, rewards, attendance and a reading log. With your support, the planner can be a powerful tool to give all pupils the chance to become confident, independent learners and give them the best chance to be successful at Dean Trust Wigan.

Key to Success Folder

Your child will receive a 'Key to Success' folder at the start of year 7. This folder will hold everything they need to succeed including timetables, homework booklets, revision materials and planner. This is to be shown to staff at the entrance of school each day. Failure to bring it to school will result in sanctions. If your child loses this folder, it will **cost £5 to replace** it from Pupil Services.

Homework

Your child will receive a homework booklet for each subject every half term.

- One piece of homework will be set each week for all CORE subjects and Humanities
- Sparx will also be set weekly for maths
- One piece of homework will be set each fortnight for Art, Technology, P.E, Music and Drama
- Pupils will complete reading each week recorded in their reading log

Homework instructions will also be added to Bromcom, you can use the MCAS App to track and support your child with homework each week.

Homework club is open in the LRC every evening where staff are present to support pupils' learning habits or pupils who may need extra guidance.

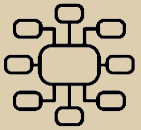
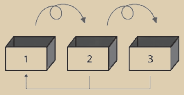
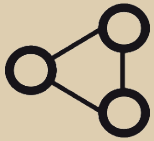
Assessment

At the end of each term there will be assessment in all subject areas. To support pupils, each year group has a google classroom with revision materials and guidance to support them during these exam periods. Links for each year group will be shared termly on the MCAS App.

To support pupils remembering key knowledge, we have identified the following revision strategies that support learning.

- Retrieval Low Stakes Quizzing
- Mind Maps
- Flash Cards
- Look, Cover, Write, Check, Correct

How To Revise

Step	Look, Cover, Write, Check	Definitions of Key words	Flash Cards	Leitner model	Self-Quizzing	Mind Maps	Paired Retrieval
1	Look at and study a specific area of your revision material.	Write down the keywords and definitions.	Use your revision material to condense and write down the key facts or information on to a flash card.	Create physical flashcards on the topics you are studying.	Use your revision material to create a mini quiz. Write down your questions.	Create a mind map with all the information you can remember from you revision material. 	Ask a friend or family member to have the revision material or flash cards in their hands.
2	Cover or turn the revision material over and write down everything you can remember.	Try not to use your notes to help you.	Add pictures to make knowledge stick. Then self-quiz using flash cards. You could write questions on one side, and answers on the other.	Compile 3 boxes and label: Box 1 - everyday Box 2 - every other day Box 3 – once a week	Answer the questions and remember to use full sentences.	Check your revision material to see if there are any mistakes on your mind map.	They can test you by asking questions on different sections of your revision material.
3	Check what you have written down. Correct any mistakes in green pen and add anything you missed. Repeat.	Use your green pen to check your work.	Ask a friend or family member to quiz you on the knowledge.	Place all flashcards in box 1. Self-quiz yourself on each card. If you are incorrect place back in box 1. If it is correct, place in box 2 and so on. Repeat. 	Ask a friend or family member to quiz you using the questions.	Try to make connections, linking the information together. 	Write down your answers and check.

Key Stage 4

Supporting your child through Key Stage 4 is a vital part of their academic journey.

This section of the handbook provides guidance on fostering effective independent learning and revision habits at home. As pupils take on greater responsibility for their studies, developing strong study skills, time management, and self-motivation becomes crucial.

Planner

Every Key Stage 4 pupil is issued with an Independent Learning Planner, designed to help them stay organised and on track. The planner is used to record homework, plan revision, and map out their academic calendar, enabling pupils to manage their workload effectively and develop habits that will serve them well beyond their GCSEs.

Here, you'll find practical tips for creating a productive home learning environment, encouraging consistent revision, and supporting your child in using their planner effectively. With your support, they can become confident, independent learners ready to meet the challenges ahead and to maximise their GCSE attainment and outcomes.

Here are some practical ways you can support your child to revise:

1. Encourage a Balanced Routine

- Help them create a realistic revision timetable that includes breaks, hobbies, and time to relax.
- Prioritise regular sleep, healthy meals, and physical activity to keep their mind and body in good shape.

2. Create a Productive Study Environment

- Provide a quiet, comfortable space for study, free from distractions like phones or television.
- Ensure they have the necessary materials (e.g. pens, paper, highlighters, textbooks, etc.).

3. Use the Independent Learning Planner

- Encourage your child to regularly use their school-issued planner to track homework, revision, and deadlines.
- Check in occasionally to review their progress and offer support with scheduling.

4. Stay Positive and Encouraging

- Praise effort over results to boost their confidence and reduce pressure.
- Be a listening ear – let them share their worries without judgment.

5. Help with Revision

- Offer to quiz your child using flashcards or revision guides.
- Discuss topics they find difficult and help them break down problems into manageable parts.

6. Stay Informed

- Attend parents' evenings and review school communications through the MCAS App so you are aware of key dates, exam timetables, and support opportunities.
- Stay in touch with teachers if you are concerned about progress or wellbeing.

7. Recognise and Manage Stress

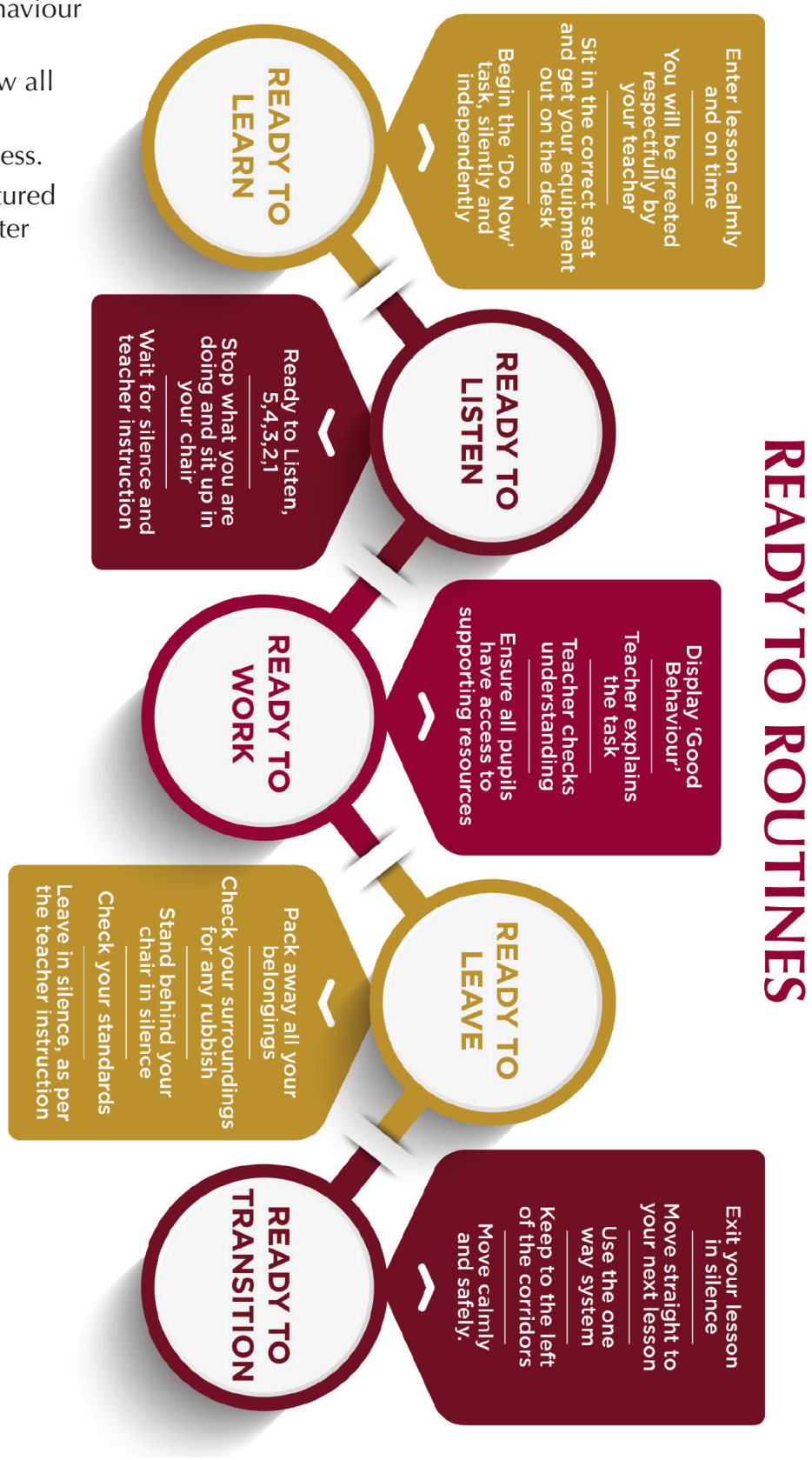
- Watch for signs of anxiety, such as mood changes, sleep problems, or loss of interest in usual activities.
- Encourage stress-reducing techniques like exercise, mindfulness, or simply taking breaks.

Classroom Routines

Routines are an essential part of 'The DT Way'.

We employ routines to:

- Communicate the high expectations we have for the learning, behaviour and attitudes of all pupils.
- Create the conditions to allow all pupils to thrive.
- Habituate the habits for success.
- Create predictable and structured environments, leading to better behaviour.



Dean Trust Wigan · Guide for Parents/Carers

Rewarding Good Behaviour

We teach our pupils that culture is the standards and values we live by and that our standards for behaviour and learning are more than just the absence of 'poor behaviour'. We teach pupils that good behaviour at Dean Trust Wigan is the habituation of 'The DT Way'.

Rewards and recognition - acknowledging good behaviour.

We invest in rewards to ensure that pupils notice the behaviours that are celebrated and thus desired. Rewards and recognition are therefore used strategically to:

- Normalise our expectations;
- Exemplify positive behaviours;
- To motivate other pupils to aspire to positive behaviours.

Reward & Recognition Practices at DTW	
Praise	▸ Provide pupils with praise in public that is: sincere, proportionate and punctuated with ready, respectful and/or responsible.
Positive points (5 pupils per lesson)	▸ Praise might be accompanied with a positive point when teachers observe 'excellent behaviour'. ▸ The awarding of positive points is awarded for certain events e.g. 100% attendance. ▸ Positive points should be recorded on Bromcom and parents will receive a MCAS notification.
Praise Postcard	▸ The awarding of postcards is automated when pupils achieve a certain number of points. ▸ Pupils should be given a Praise Postcard to take home. ▸ The pupil receives 1 positive point when it is recorded on Bromcom.
Subject Award (Star of the Lesson)	▸ Every lesson, teachers award a 'Subject Award' to the star of the lesson who has demonstrated excellent behaviour. ▸ The pupil receives 5 positive points when it is recorded on Bromcom. ▸ This pupil may also be given a DTW Dollar - 4 of these in a term equate to a £10 voucher.
A random act of kindness	▸ Every member of staff is given a 'random act of kindness' ticket to award to pupils when they observe a pupil contributing to DTW's culture of kindness. ▸ Pupils are awarded these on an adhoc basis. ▸ The pupil receives 5 positive points when it is recorded on Bromcom. ▸ This pupil may also be given a DTW Dollar - 4 of these in a term equate to a £10 voucher.
Reward Shop	▸ The sum of a pupil's points can be used as a currency to use at the reward shop.
Termly Reward Events	▸ Whole school rewards take place each term to recognise the efforts of the school community. ▸ All pupils will be afforded the opportunity to attend. However, pupils will lose this privilege if they repeatedly fail to meet the school's behavioural expectations.

Correcting Poor Behaviour

Every behaviour intervention, positive or corrective, is punctuated with Ready, Respectful, Responsible. This is supported through the use of the DTW Language.

Consequences

- Consequences play an important role in building and maintaining a positive culture.
- Most people need reminding that actions have consequences and the use of extrinsic consequences helps to remind pupils of our social norms.
- Consequences provide feedback to pupils on their behaviour.

To be effective, pupils need to understand why their behaviour has been deemed unacceptable. This helps to ensure that the use of sanctions is corrective rather than simply punitive. To explain the significance of a behaviour to a pupil, we use our common language of Respectful, Ready, Responsible.

Sanctions

Negative behaviour points may be issued for things such as lack of equipment or lateness to school or to lessons.

If a pupil is not displaying good behaviour or is disrupting learning they will be removed from the lesson and will spend 2 lessons in 'Remove' as well as 20 minute detention at break, lunch or after school.

Behaviours such as truancy will result in the pupil being placed into 'Intex' or 'Remove'. If a pupil is unable to attend a detention or there is a repeat of a behaviour, the severity of the sanction will be increased.

Some repeated or more serious behaviours may result in pupils spending time in our 'Intex' provision or receiving a suspension from school.

Intex and Remove

Our 'Intex' and 'Remove' room is staffed all day and pupils are provided with work for the day, which they must complete. Pupils who are in 'Intex' for the day also spend their social time there with lunch provided.

Mobile Phones

We support our pupils by having a 'no phones' approach to school. Pupils hand their phones in at the start of each day and collect as they leave school. Pupils who do not adhere to this will have their phone confiscated and it will only be returned to a parent/carer who will need to collect this.

If poor behaviour is a repeated pattern or if a pupil is refusing to follow our expectations even after support from pastoral staff we will contact home to try and resolve the problem and to look at ways to support the pupil.

The DTW Pledge

Our Vision is for all our pupils to believe in themselves, achieve their potential, and succeed in their journey through life.

In addition to our taught curriculum, at Dean Trust Wigan all pupils benefit from our character development programme – the Dean Trust Wigan Pledge. This is aligned to our rewards programme.

We also offer residential curriculum enrichment trips to Wales and Spain and a cultural enrichment day trip to London.

We pledge that each pupil will have the opportunity to participate in:

- Extra-curricular activities
- Rewards programme
- Engagement with regional employers
- Reading for pleasure and purpose
- Pupil leadership and pupil voice programmes
- Learning beyond the curriculum in each subject
- Cultural enrichment visits to the theatre, museums and cities
- Excursions to a rural environment
- Transition activities with our local primary schools
- Leading an Assembly or Form time activity
- Drama performances and sporting fixtures

The core element of our Pledge is our I Achieve Programme (which applies to all pupils each year).

This is complimented by our I Believe opportunities which are Year group specific and enable pupils' character development to progress as they journey through school, giving all pupils every opportunity to Succeed.

The pledge is constantly evolving and our current offer is outlined on the following page.

I Achieve, I Believe, I Succeed

The Dean Trust Wigan Pledge

I Achieve (Core)

Attendance matters – Pupil voice- Rewards programme - Independent Study - DTW Reads - Extra Curricular Activities – Pupil Ambassadors - CEIAG

I Believe Year 7 Who am I ?	I Believe Year 8 My World	I Believe Year 9 My Path	I Believe Year 10 My Plan	I Believe Year 11 My Choice
Team building adventure day	Outward bound residential	DofE Bronze	DofE Silver	DofE Gold/ NCS
Chester Zoo	Museum	City experience	College visit	Careers interviews
Careers through the curriculum	Careers Fair	Careers Options	Work experience	Post 16 destination secure
Transition Ambassador	Primary school Ambassador	Community Ambassador	Lead on a DTW Charity event	Lead on a DTW Charity event
Pupil Council: Form time Pupil Rep	Pupil Council: Pupil Ambassador at a school event	Pupil Council: Pupil Leader at a school event	Pupil Council: Prefect	Pupil Council: Senior Prefect
Effective learner habits developed through regular independent learning	Effective learner habits embedded through regular independent learning	Effective learner habits secured through regular independent learning	Effective revision Project 6/25 Regular independent learning	Above and Beyond learning Regular independent learning

I Succeed

Careers Education

At Dean Trust Wigan, we are committed to guiding your child through a meaningful and structured Careers Journey from Year 7 to Year 11.

This journey helps pupils gradually explore who they are, understand the world of work, and make informed choices about their future. By the time they leave school, we want every pupil to be confident, ambitious, and prepared for the next steps: further education, training, or employment.

Your support plays a vital role in this process. Talking to your child about their interests, encouraging them to attend career events, and helping them reflect on their strengths and goals will reinforce the work we do in school. Together, we can inspire your child to dream big and take purposeful steps towards a successful future.

Our school follows and meets the Gatsby Benchmarks for Good Career Guidance and we hold the Quality in Careers Standard AIG Award.

Careers Programme Outline

Year	Autumn Term	Spring Term	Summer Term
7 Who am I?	Careers focused curriculum lessons		Parents' Evening
8 My World	Careers focused curriculum lessons	Careers Fair	Parents' Evening
9 My Path	Careers Fair	Parents' Evening and Options Evening (Careers advisor present)	Visit a University
10 My Plan	KS4 Information Evening and Parents' Evening (Careers advisor and FE providers present)	College visits Post 16 advice and guidance 1:1 sessions	Work experience Mock interviews
11 My Choice	Y11 Information Evening (Careers advisor and FE providers present)	Parents' Evening (Careers advisor and FE providers present) Post 16 advice and guidance 1:1 sessions College interviews	Exam results day (Careers advisor and FE providers present)

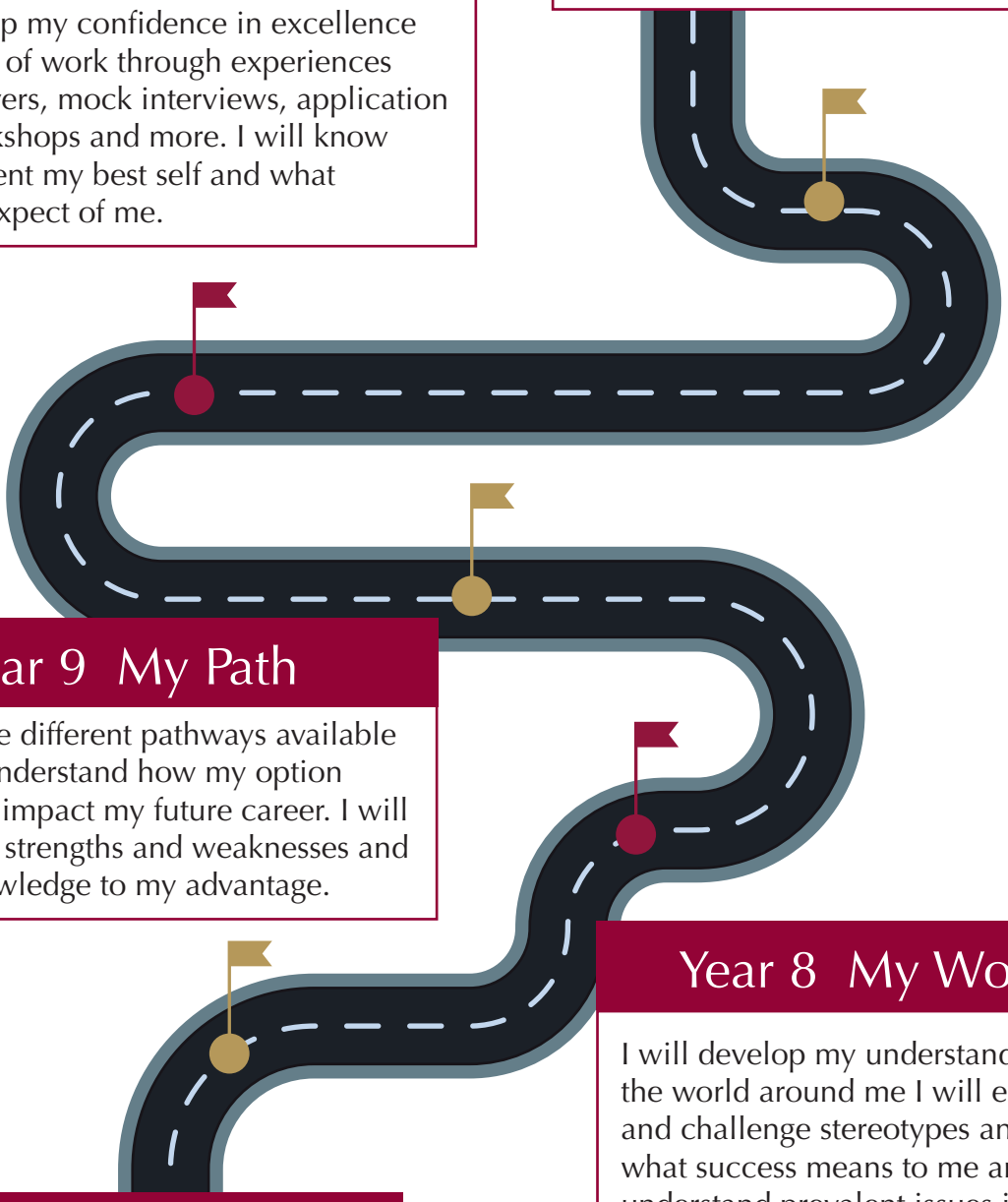
Careers Path

Year 11 My Choice

I will consolidate my knowledge of the world of work and make important decisions about my future. I'll continue to experience the world of work and understand which post 16 pathways right for me.

Year 10 My Plan

I will develop my confidence in excellence in the world of work through experiences with employers, mock interviews, application writing workshops and more. I will know how to present my best self and what employers expect of me.



Year 9 My Path

I will explore different pathways available to me and understand how my option choices can impact my future career. I will evaluate my strengths and weaknesses and use this knowledge to my advantage.

Year 8 My World

I will develop my understanding of the world around me I will explore and challenge stereotypes and decide what success means to me and understand prevalent issues in our world today.

Year 7 Who am I

I will begin to think who I am and how this will impact my future decisions.
I will develop my understanding of careers and future pathways, along with my core values and how I can live by them.

A Community Of Belonging

Here at Dean Trust Wigan we pride ourselves on our Community of Belonging.

We ensure that every child is seen, heard and valued within our setting. We do this through our rich cultural calendar which raises awareness and celebrates diversity and inclusion throughout the school year. This is enhanced by our extensive offer of extra-curricular activities including clubs such as; sports activities, chess, cooking, dancing and Lego club so that everyone can try something new.

Our pupils are encouraged to be community champions and can take part in numerous events such as local litter picks and visits to care homes to secure strong links between the local community and our pupils.

Our pupils have been involved in a range of charity events to raise money for local charities. Most recently our Race to the North Pole event raised £1000's for local charities and our Million Step challenge in conjunction with Hits Radio raised over £600 for less fortunate children across Greater Manchester.

Our school community is supported by our large range of Ambassadors who are all trained to support a range of needs. These include anti-bullying ambassadors, mental health ambassadors, LGBTQ+ ambassadors and allies, reading champions and sports leaders. These roles are pupil led and serve to enhance our offer beyond the curriculum so that pupils develop key skills whilst benefiting from support.

At Dean Trust Wigan, your child will benefit from being part of a school with a strong sense of community. We believe that these are key ingredients to ensure that our pupils leave Dean Trust Wigan prepared for life in modern Britain.

Testament to our fantastic school community is our Unicef Rights Respecting Silver Award which recognises us for ensuring that children's rights are at the centre of what we do.

We have also secured the Rainbow Flag Award for our work on creating an inclusive environment for our LGBT community.

PROUDLY ACHIEVED

THE RAINBOW FLAG AWARD

April 2025

2025 – 2028

Rights Respecting Schools

UNITED KINGDOM

unicef

Silver Rights Aware

Pupil Leadership

We have an active pupil leadership team who meet regularly with a variety of staff across the school from senior leaders to catering staff to ensure that they are fully involved in the decision making process for the school.

Dean Trust Wigan puts pupil voice at the heart of what we do to ensure that we have a school which reflects the community it serves. Each half term all pupils discuss and feedback on important topics through their form group representatives developing their leadership and communication skills.

Pupil Representation

Pupil Leadership Team Head Pupils

- Speaking in all year group assemblies and open evenings
- Meet with the Headteacher, Governors and Senior Leaders
- Positive role models
- Uphold the Dean Trust ethos and values

Pupil Leadership Team Senior Prefects

- Meet with the Headteacher, Governors and Senior Leaders
- Positive role models
- Uphold the Dean Trust ethos and values

Pupil Leadership Team Prefects

- Positive role models around the school community
- Uphold the Dean Trust ethos and values
- Attend parents' evenings and open evenings

Senior Form Representatives

Two pupils from each year group elected by their peers (form representatives) to represent their year group at senior leadership meetings and provide feedback.

Form representatives

Elected by form group to represent their form group at meetings and to be an active part of driving positive change.

Other leadership opportunities

- Anti Bullying Reps
- LGBT /Rights Respecting Group
- Mental Health Ambassadors
- Sports Leaders/ ECA Leaders

Looking After Your Child

A safe, caring and inclusive environment where every child can thrive.

At Dean Trust Wigan, your child's wellbeing and safety are our top priorities. We aim to provide a supportive, happy, and rewarding experience throughout their time with us.

A Strong Support Network

Every pupil has a Form Tutor who they see daily. This trusted adult is your child's first point of contact.

Each year group also has a Head of Year and a Pupil Support Manager, providing additional individual support and intervention if needed.

Our dedicated Pastoral Team ensures that every pupil feels safe, heard, and supported each day.

A Safe School Environment

- No mobile phones. Pupils must hand their phones into the pastoral team each morning.
- CCTV monitoring is in place throughout classrooms and corridors.
- Secure entry and exit points ensure the safety of all pupils throughout the day.

Zero Tolerance for Bullying & Harassment

Our behaviour policy makes it clear that we do not tolerate:

- Bullying
- Sexual harassment
- Derogatory language
- Physical or "hands-on" incidents

Bullying is any repeated behaviour that causes someone to feel embarrassed, threatened, or unsafe, even if this was not the intention.

We take all incidents seriously and will act swiftly to protect and support all pupils involved.

Mrs L Vallender
Deputy Headteacher
Designated Safeguarding Lead

Talk to Us

If you or your child are worried about bullying, friendship problems, or anything else:

Tell us. We will act immediately.

Pupils can speak to:

- Their Form Tutor
- A member of the Pastoral Team
- Any trusted member of staff

They will be listened to.

Don't Keep Quiet

If bullying or other problems are kept quiet, they can get worse.

Telling us helps protect your child and others.

We will always take action to deal with bullying and make school a safe place for everyone.

Safeguarding Commitment

We believe a happy child is more likely to succeed. Good mental and physical health is key to this.

We work with external agencies to promote and protect pupils' emotional and social wellbeing.

Families are also supported, and we can make referrals to services such as social care when necessary.

Safeguarding

Safeguarding is a shared responsibility for all those working in Dean Trust Wigan.

What is Safeguarding?

Safeguarding is the action taken to promote the welfare of children and protect them from harm.

This includes:

- Protecting children from abuse and maltreatment
- Preventing harm to their health or development
- Ensuring they grow up with safe and effective care

Who can harm a pupil?

Harm to a pupil can be caused by:

- A parent or carer
- A family member or friend
- Another child
- A stranger
- A member of staff or
- A DBS-checked adult working closely with pupils

Regardless of who causes harm, you MUST report your concern. Every concern matters. Acting early helps keep children safe.

How is a concern dealt with at Dean Trust Wigan?

Concern is raised about a pupil/member of staff

→ Concern or incident reported to Safeguarding Team

↓

If referral is not required, school will take the relevant action. This may include an Early Help. School monitors the situation.

← Referral made if concerns escalate. Member of safeguarding Team makes referral to Children's Social Care (and calls police if appropriate.)

↓

All concerns reported are logged on the school's safeguarding recording system (CPOMS).

→ At all stages, staff should keep the pupil's circumstances under review and re-refer if appropriate. The child's best interests must always come first.

If you have an urgent safeguarding concern, please call the school office directly on 01942 511987 and ask to speak with a Safeguarding Officer.

School Standards and Expectations

Our school uniform is inclusive by design and enables all pupils to feel a sense of belonging and identity. Pupils should accustom themselves to being tidy, well-groomed and suitably dressed for different kinds of activity. Please note our standards on uniform and appearance are not for negotiation.

School Uniform

Blazer	Burgundy with the Dean Trust Wigan logo. This must be worn at all times to and from school and around school.
Shirt	Plain white pointed button collar (must have top button fastened).
Tie	School colours and worn at all times.
Trousers	Tailored plain dark grey trousers *(fitted slimline style, skinny fit, chino, leggings or jeans are not allowed)*. Trousers to be worn with plain dark grey or plain black socks.
Skirt/ Pinafore	Plain grey box pleated knee length skirt or grey pinafore. *(Skirts must NOT be shorter than knee length and must NOT be rolled)* Skirt/pinafore to be worn with plain grey/black tights or knee length grey socks. Year 7 must wear a branded skirt which includes the Dean Trust logo.
Jumper (optional)	Grey jumper with the Dean Trust badge. This to be worn under a blazer, not instead of. The jumper is not a replacement for the school blazer.
Shoes	Shoes which are plain black only, polishable with a flat smooth sole *(shoes with sports logos, heels, patterns, gold chains, bows or embellishments etc are not allowed. If it looks like a boot, trainer, pump and canvas shoe are not allowed)*
Belt	Plain black (fashion belts are not allowed).
Outdoor Coats/ Jackets	Coats should be suitable for weather conditions. (*Hoodies, sports jackets or sweatshirts are not allowed. Coats or jackets should not be worn in the school building*).
Headwear	Plain black or grey hijab. Black simple small hair slide or hair band. Hair bows in burgundy or black may be worn but must be smaller than their head width (*hair adornments with glitter, flowers, slogans are not permitted. Baseball caps are not allowed*).
PE Kit	Dean Trust Wigan school polo shirt with logo, black PE shorts/ black sports leggings or black jogging bottoms, plain black football socks, trainers. An optional Dean Trust Wigan branded hoodie may also be purchased and worn.

Examples of Acceptable Styles of School Shoes

Examples of Unacceptable Styles of School Shoes

Be Ready, Be Respectful, Be Responsible

Hair

Hair should be neat and tidy in appearance. Extreme hairstyles, cuts or colours are not allowed. Only natural hair colours and patterns are acceptable. Hair longer than shoulder length must be kept tied up at all times.

Make up

Make up is not permitted

This includes permanent or semi-permanent makeup (false tan, false eyelashes, acrylic, painted nails).

Accessories

Pupils are allowed to wear an analogue watch however smart watches are not allowed. For health and safety reasons pupils are not allowed piercings or to wear jewellery but may wear clear retainers. Any jewellery seen will be confiscated by staff and returned to parent/carer only. Hair bows in burgundy or black may be worn but must be smaller than their head width. Bows on socks are not permitted.

Attendance & Punctuality

Pupils need to be in school before 8:35am. Pupils must be on time for all lessons. Pupils should aim for 100% attendance. When pupils' attendance is less than 96% they are closely monitored. Holidays during term time are not permitted. Penalty notices incur a fine of £160 per child, per parent, which is reduced to £80 if paid within 21 days of the notice being served.

Travel to school

Pupils should travel to and from school in full school uniform and as pupils are therefore representing the school they should behave in a respectful and courteous way. Bicycles may be brought onto school and stored in the designated cycle racks at owners risk. Electric scooters are not permitted.

Mobile Phones & Electronic Devices

No mobile phones or electronic devices should be brought into school (this includes smart watches). Pupils who need mobile phones for their journey to and from school should hand it in to pastoral staff upon their arrival to school. Phones/devices seen will be confiscated by staff and will only returned to a Parent/Carer.

Healthy Schools

Only water can be consumed in the classroom (750ml or less). Milk, juice or water may be purchased at break or lunch time. Family size/ sharing bags of sweets, chewing gum chocolates, biscuits or crisps are not allowed. We ask all pupils to respect our school and to keep our school tidy by placing litter in the bins provided.

Essential Equipment

School bag - large enough school bag to carry all belongings. This includes:

A pencil case which contains

- two BLACK ink pens
- one GREEN ink pen
- pencil
- eraser
- ruler
- scientific calculator
- glue stick
- highlighter pens

School books, Reading book and School Planner (given at the start of each year)

Banned Items

Banned items are any items which may cause damage to others and or the school environment, or a distraction to teaching and learning. Under no circumstances must the following be brought into school; weapons, alcohol, drugs and 'legal highs', stolen items, smoking/vaping paraphernalia, fireworks or explosives. Other banned items include aerosols, laser pens, chewing gum and fidget spinners, jewellery and make up. This list is comprehensive but not an exhaustive list.

My Child at School (MCAS)

The MCAS App (MyChildAtSchool) is an essential tool for keeping up-to-date with your child's school life at Dean Trust Wigan, which is a cashless site.

Accessing the MCAS App

Step 1 – Submit your Data Information Form

Ensure that your completed Data Information Form has been handed in to the school.

Step 2 – Activation email

You will receive an email from MyChildAtSchool with instructions to create your account.

Step 3 – Create a password

Follow the instructions in the email to set up a secure password for your MCAS account.

Step 4 – Download the MCAS App

Search "MyChildAtSchool" in your App store and download the App to your device.

Step 5 – Enable notifications

Make sure notifications are turned on in both:

- your device settings
- the MCAS App settings

this ensures you never miss important updates.

Step 6 – Keep the App updated

Please ensure you install updates when prompted to access the latest features and security improvements.

Need More Help?

For further support and video tutorials, visit: https://docs.bromcom.com/article-categories/mcasappnewui/

Using the MCAS App

The App allows you to manage payments, view behaviour points, check timetables and communicate with school staff.

Multiple Children – One Login

If you have more than one child at Dean Trust Wigan, you can view all their information from one account using the dropdown menu in the App.

Behaviour and Achievement Points

Track both positive and negative behaviour points. Pupils are rewarded for their positive contributions, which are visible through the App.

Homework

Homework will be assigned through the App. You can check what is due and help your child stay on top of their tasks.

Clubs

All extracurricular clubs are listed. You can:

- View available clubs
- Enrol your child directly

If a club is full, your child will be added to the waiting list.

Academic Calendar

See full term dates including:

- Start/end of terms
- Inset days
- Bank holidays

School Dinners

As Dean Trust Wigan is cashless, you will:

- Add dinner money directly via the App
- Track what your child is spending

If your child is eligible for Free School Meals, their balance is topped up automatically.

Attendance

View your child's attendance record at any time. Attendance is key to achieving academic success.

Timetable

Check your child's daily school timetable so they stay organised and prepared.

Exams

Information on upcoming unit tests and end-of-year exams will be shown here. You will also receive App notifications when new timetables are published.

Detentions

If your child receives a detention, details will appear in the App. A Push Notification will alert you immediately.

Store

Buy school items such as:

- Uniforms
- Equipment

Purchased items will be handed to your child by Pupil Services.

Announcements

Whole-school messages and important updates will appear here, with instant notifications.

Messages

Use the messaging feature to:

- Contact the school admin team
- Receive direct messages for your child

Please clearly state the intended staff member in your message to ensure it is forwarded correctly.

Free School Meals

If your child is in receipt of a free school meal, this means they will receive a daily credit during term time to use within school of £2.40. Their credit of £2.40 is added daily and any unspent funds will roll over to the following day. At the end of the week any unspent funds on their FSM balance are removed. These funds are provided for pupils to purchase food during the school day and are available to your child from breaktime onwards. It is important that pupils understand that any funds spent at breaktime reduce their available funds at lunch time. Parents are able to add additional monies to their child account to top up their FSM allocation.

Dean Trust Wigan encourage all pupils to bring a clear water bottle with them to school as we have water fountains situated across the site for pupils to access. We also provide pupils with cordial juice at lunch times to ensure that pupils can spend their funds on their meal choice.

We work with our catering partners Aspens to ensure that there are healthy affordable meal options / meal deals on offer that fit the budgets of all our pupils.

Menus are updated weekly with these details available on our weekly newsletter. School along with Aspens engage with our pupils to ensure that menu options meet the feedback from our school community.

There is no indication to pupils themselves that they are in receipt of a FSM because of our biometric cashless catering system and so it is up to you as parents to share this information with your child if you wish.

Breakfast Club

Dean Trust Wigan offers a free daily breakfast club for all pupils to access from 8:00am -8:15am.

The school has also introduced free fruit for pupils to access when arriving at school.

Dean Trust Wigan uses the My Child at School (MCAS) system which parents can use via their mobile phone to add additional funds to their child's account if they wish to, and also to view purchases made by their child during the day.

Full instructions will be issued to all parents on how to download and use the App. Any parents experiencing difficulties are encouraged to come into school where we have staff that can assist them.

If you are unsure if you are eligible for FSM, please contact Wigan Local Authority on 01942 404364 or visit their website on www.wigan.gov.uk/Resident/Benefit/Free- school-meals where you can check your eligibility.

Dean Trust Wigan

Part of The Dean Trust group of schools

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