Writhlington Welcome Booklet

2023/24

CREATING OPPORTUNITY INSPIRING ACHIEVEMENT





Dear Parent/Carer

I am delighted to welcome you to Writhlington School.

I have been Headteacher in Writhlington since June 2021 and I have enjoyed getting to know the students and staff who make the school a good, safe and happy environment for children to reach their full potential.

As a parent myself I know how important the decision is in making the right choice of school for your child and therefore I would like to thank you for placing your trust in us. At Writhlington we have your child's best interests at heart and we are determined that your child will achieve well in every aspect of school life, which will set him/her up for future success. I am committed to providing every child with the best possible opportunity by ensuring that they reach their full potential.

Academic achievement and high standards of behaviour, effort and appearance are very important at Writhlington. We expect children to be polite and hardworking. The most important thing for the school is to encourage, inspire and develop the skills that children need to thrive not only as young people but also as adults.

I look forward to meeting you in the future.

If there is anything that is not answered within this booklet please do get in touch with us as we would like to ensure that your child's transition is smooth and that you have everything you need to refer to throughout the year.

Yours sincerely

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Keith Howard Headteacher

Key Staff

Keith Howard	Headteacher	
Clare England	Deputy Head - Pastoral & DSL cengand@writhlington.org.uk	
Mike Burr	Deputy Head - Curriculum mburr@writhlington.org.uk	
Mark Bridges	Assistant Head - Teaching & Learning mbridges@writhlington.org.uk	
Emma Sage	Assistant Head - Vulnerable Groups esage@writhlington.org.uk	
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Kevin Keely	Head of Year 7 kkeely@writhlington.org.uk	
Lloyd Davies	Head of Years 8 & 9 Idavies@writhlington.org.uk	
Kirsty Playdon	Assistant Head of Year 8 kplaydon@writhlington.org.uk	
Kelly Payne	Assistant Head of Year 9 kpayne@writhlington.org.uk	
Dave Morris	Head of Years 10 & 11 dmorris@writhlington.org.uk	
Rebecca Scattergood	Assistant Head of Years 10 & 11 rscattergood@writhlington.org.uk	

Tracey Turner	Welfare Officer tturner@writhlington.org.uk	
Jo Newland	SENDCo jnewland@writhlington.org.uk	
Kelly Belbin	Deputy SENDCo kbelbin@writhlington.org.uk	

First Few Days...A Summary of What to Expect

- First Day: Please bring your child to Reception where the Receptionist will arrange for the relevant Progress Leader to meet him or her, give them their timetable and help them to settle in.
- ParentPay: <u>https://www.parentpay.com/</u> This is the system we use at school to collect payments for lunches, trips etc. You will receive a letter or email from us a few days after your child starts with information about how to login for the first time. Please contact Reception if you need any help.
- Dining Room: We currently use QR codes to act as ID when buying lunch and snacks. This gives the catering staff your child's details and enables them to check if there is sufficient money on their account or if they are entitled to free school meals. We strongly recommend the QR code is stuck into the child's student planner to keep it safe and it is important to bring the planner to the dining room when buying food and drink.
- Parent Portal: We use a system called Talaxy <u>www.writhlington.talaxy.app</u>. This shows parents/carers the information we have for your child and also is where you can access their progress reviews. To access the site once your child has started and is set up on our system, please use the link above to register with your email address and select a password. You may then be asked to check your contact details. You need to click on all of the contacts under "PERSONAL DETAILS" which will put a green tick next to each contact. You can then can click the cross in the top right corner which will take you to the Parent Dashboard.
- Google Classroom: This is used to share resources, set homework and provide information to all students within each class. It also enables us to share homework information and a summary of class activity with parents and carers, via an email that you can choose to receive weekly or daily. You will receive a Google Classroom invitation email once your child is set up on the school system - all you need to do is click Accept. Please note that there is no need to login to a Google account, so please ignore any reference to this in the email.

General School Information

The School Day

Lessons are delivered through a two week timetable.

The normal times of the day for students are as follows, but please note that there may be changes due to Covid bubbles:

Lessons	Timings		
Tutor	8:50 - 9:05 am		
Period 1	9:05 - 9:50 am		
Period 2	9:50 - 10:40 am		
Break	10:40 - 11:00 am		
Period 3	11:00 - 11:50 am		
Period 4	11:50 - 12:40 pm		
Lunch Years 7,8 & 11 (Years 9 & 10 tutor)	12:40 - 1:25pm		
Lunch Years 9 & 10	1:00 - 1:45pm		
Tutor Years 7,8 & 11	1:25 - 1:45 pm		
Period 5	1:45 - 2.35 pm		
Period 6	2:35 - 3:25pm		

Lunchtime Routines

Cashless Catering and ParentPay

Your child will not be able to buy a meal using cash. You will need to pay in advance via the ParentPay system which will connect to your child's account in the dining room. ParentPay is a convenient online payment system which you can use at any time to pay for meals, school trips, events and other items sold at school. ParentPay is the school's preferred method of payment.

Opening a ParentPay Account

We will send you an activation letter containing a Username and Password and detailed instructions on using ParentPay. Once you have activated your account, it is up to you how much credit you put on for school meals. This can be a fixed amount of your choice which is

sufficient for one week, half a term, whole term or longer.

If you do not have a bank account, internet access or debit/credit card, we can offer you a barcoded letter which you can hand over at a PayPoint location along with your cash. There are a number of local outlets, including the shop directly opposite the school. If you need this facility, please contact Finance. PayPoint payments will take longer to reach your child's account so please allow a couple of days for this to process.

Paying for Lunch

Your child will be issued with QR code which we recommend sticking in their student planner. When purchasing lunch, students simply present this to the cashier to pay for their food. The selected food items will be entered into the till from an itemised keypad by the cashier. The amount spent and the new balance will show on the till display. The cashiers will always let your child know if their balance is getting low.

Insufficient or No Balance

Please do not send your child to school with no balance and no packed lunch. This causes disruption at busy lunch periods. If a child does need to purchase a lunch with no credit this will be allowed as a one off overspend only. No further purchases will be allowed until your child's card has been topped up. If you do not wish your child's account to go into debt then you must let us know. There is a helpful "low balance alert" in ParentPay which sends you an email when your child's balance is getting low. Please refer to your activation letter for details.

Spending Limits

There is a daily spending limit of £7.50 on the card, ensuring your child will not spend all the credit at once. On request, an individual daily limit of your choice can be set. Please contact us if you require this.

Free School Meals (FSM)

A child's registered account works exactly the same whether lunch is paid for or is free. The amount allocated for the free school lunch will be entered daily onto the account by the school and can only be "spent" between the hours of 8.00am and 2.30pm. Any credit not used for a free school lunch on that day will not be carried forward to the next day. The balance will be reset to zero before the next day's allowance is added.

To apply for Free School meals please visit:

https://www.bathnes.gov.uk/services/schools-colleges-and-learning/school-meals-and-catering/free-school-meals

If we are not notified of FSM from the Local Authority, you will need to pay for your child's meal until the correct notification is received. When the notification comes through, we can issue a refund if required. Please contact us if this applies to you.

The free lunch allowance can only be spent on healthy choices. However, you can add additional credit for snacks and drinks if you wish. FSM accounts cannot overspend.

Please note that if you currently receive FSM from Somerset County Council, you will need to reapply to B&NES.

Pastoral Support - Caring for Your Child

All year groups are overseen by a Head of Year. Each year group is divided into tutor groups of approximately 28 students and each group has their own tutor base. Your child's form tutor is responsible for helping them to settle into school and providing advice and guidance to help them reach their full potential. As far as possible, your child will stay with the same tutor from

Year 7 to Year 11.

There are two tutor periods a day and a whole Year Assembly once a week.

Your child's form tutor is your first point of contact, if you have any concerns or information you want to share with us. For more serious or ongoing concerns, you should contact the Head of Year.

Meetings with the Tutor, Head of Year or other members of staff can be arranged when needed. Please phone to make an appointment.

Bullying

We recognise that bullying occurs in all schools, however we have a zero tolerance on this issue. Should any form of bullying be identified, it is taken very seriously and students are reminded that bullying is never tolerated and an appropriate sanction made. We encourage children and parents to be open and to inform staff of any problems. When problems are reported by students, they are listened to and the concern is always acted upon.

Promoting a Positive Learning Environment

The school is committed to working in partnership with parents in maintaining high standards of behaviour, so we will contact you if there are issues and we encourage you to contact your child's tutor at an early stage if you have concerns.

We are proud of our school and community and know your child will be too. We promote a positive environment by having three simple rules where we expect students to be ready, respectful and safe at all times.

- ask our students to to take pride in their school uniform (see page 8)
- celebrate good attendance (see page 16)
- expect good behaviour
- expect punctuality to tutor, lessons and other events
- ask our students to bring any equipment they need to learn (see page 9)
- expect students to show pride in their work (see page 11 where we provide information on how students should record their learning)

Uniform

School Uniform and PE Kit is available from our suppliers, School Colours. Details on how to order can be found on our school website : https://www.writhlington.org.uk/school-life/uniform/.

Uniform Item Acceptable Not acceptable **School Blazer** Navy blazer with school badge. Any other type of blazer School Jumper Navy blue with green stripe Any other type of jumper (optional) White school shirt Long or short sleeved shirt with top A polo shirt or open neck shirt button **School Tie** School tie (navy and green stripe) School trousers Decorative features, such as Charcoal grey conventional cut dangling zips, studded pockets trousers. Tight fitting (tight around the ankles) Jersey material Jean or Chino Style School skirt School pleated skirt, checked Extreme length fabric. This should be worn no Tight or clingy (jersey material) more than 2 inches above the knee No slits and should not be modified/altered. School shoes Black leather or 'leather look' Non branded leather trainers such as Vans, Converse, Nike Canvas trainers Coat/Jacket Plain in design Denim/Hooded jackets/ jumpers Jewellery Ear studs - 1 small stud in each ear No other piercings e.g. tongue/ lobe nose etc. Necklaces/ bracelets/rings Hairstyle Natural colour and length - no Extreme hair styles shorter than grade 2 No hair dye outside of natural range of colours No multiple coloured hair or extreme variations in length No shaved lines Make up Neutral coloured makeup Glitter, brightly coloured makeup, anything excessive. No nail varnish or false nails

Sportswear

Essential:

- Writhlington branded Polo Shirt
- Writhlington branded PE Bottoms (Shorts or Skort) or black/navy sports leggings (must be plain, opaque and appropriate density).
- Writhlington branded PE socks
- Writhlington branded hoodie
- Sports trainers with non marking soles
- Writhlington branded rugby shirt (for rugby lessons only)
- Football Boots Metal studded boots for grass. Only trainers/moulded studs for Astro (for football and rugby lessons only)
- Mouth guard and shin pads (football, rugby and hockey lessons.)

Optional:

- Writhlington branded tracksuit bottoms
- Writhlington branded fleece top
- Writhlington branded waterproof jacket

General information

For all PE and games activities, students with long hair should keep their hair off the face using ribbons, hair ties or hair clips.

It is strongly recommended that students wear a gum shield for hockey and rugby.

Students will only be excused from PE or games lessons on receipt of a signed note from his/her parent/carer or a medical note. Students who are excused from PE or games are expected to bring and change into the correct uniform. They will take a full part in the lesson acting as a coach, leader or official.

All PE kit MUST be clearly labelled with child's name

Equipment

All students are expected to come to school equipped for lessons with a pencil case containing:

- blue or black pens
- pencils
- pencil sharpener
- protractor
- ruler
- rubber
- purple pen
- Coloured pencils, a notebook and a selection of fibre tipped pens are also useful
- A scientific calculator is useful for Mathematics and Science lessons.

Equipment will be registered and monitored by tutors and teachers. Hub detentions will be given to students who do not come properly equipped and ready to learn.

Student Planner

Every student is issued a student plnner at the start of each year. This should be used for communication between home and your child's tutor. Homework will be recorded in the planner along with important reminders. The planner will also include important information for quick reference.

Students should look after their planner and have it for every lesson. If the planner is damaged or lost replacements will be charged to you on ParentPay.

Curriculum

Our curriculum aims to develop students with a growth mindset who are respectful, aspirational, resilient and communicative. They will be equipped with the skills, knowledge and understanding needed to make the most of life's opportunities and be successful in it whilst fulfilling their ambitions.

In pursuit of these aims, we offer a coherent, broad and balanced curriculum enriched by extra-curricular activities.

At Writhlington we plan our curriculum in order to ensure that we:

- Fulfil the National Curriculum and additional statutory requirements;
- Promote the development of the whole person and students' individual skills and interests;
- Encourage a lasting interest in, enjoyment of and appreciation of the value of learning;
- Develop knowledge and skills that relate to learning in subjects as well as other, more generic, transferable skills through the PSHE, SMSC, Careers and extra-curricular programme;
- Make students aware of, and prepare them for their role as global citizens in a complex and increasingly technological society;
- Offer equality of access to the curriculum;
- Respond swiftly to ensure all learners achieve their best and fulfil their potential;
- Equip students with the essential skills, values and qualities for their next steps in learning, life and employment.
- Develop cross-curricular skills, competencies and attributes of Leadership, Organisation, Resilience, Initiative and Communication (LORIC) which are a close match to the four UNESCO competencies;
- Respect for self, others and the community.

DEAR Time (Drop Everything and Read)

Writhlington engages in daily reading during tutor to help promote literacy. Students are expected to read a physical (not electronic) book. Your child can bring a book from home or borrow a book from the school library. This is a school wide activity and encourages reading for pleasure.

We also use Accelerated Reader for Key Stage 3 students where a student reads a book, takes an online quiz, and gets immediate feedback. Students respond to regular feedback and are motivated to make progress with their reading skills.

Recording Learning

Recording and reflecting on learning is important. This means your child should:

- Respond to feedback to make progress
- Complete all tasks in detail
- Make sure their writing is ambitious, accurate and coherent
- Be able to say how they can improve
- Highlight key information to make it clear

Students document their learning in their exercise books and we ask them to:

- Write in blue or black
- Do Dedicated Improvement and Reflection Time 'DIRT' work in purple pen
- Do drawings/annotations in pencil
- Give each new piece of work a date and title
- Underline with a ruler
- Stick in, or file, all worksheets
- No doodles or grafitti
- Cross out incorrect work with one line using a ruler
- Clearly label homework / assessment tasks

Homework

- Generally, students are given one week to complete homework to allow them to plan their time and to avoid too much work on any particular night.
- A hub detention may be given where homework is not completed by the deadline and without a reasonable explanation
- Homework will be set in line with the following schedule and frequency and will be set on Google Classroom and written in planners.

	2 or less lessons per fortnight	3-4 lessons per fortnight	5 or more lessons per fortnight	
KS3	Once every 4 weeks	Once every 2 weeks	Once every week	
GCSE	Once per week			
A Level	Once per week			

Marking Student Work

To support student learning Writhlington teachers will:

- Tell your child what they did well (www)
- Suggest areas for improvement based on success criteria (EBI)
- Identify SPaG mistakes
- Celebrate good presentation and pride shown in work
- Expect students to develop their work (DIRT) in purple pen

Equipment

All students are expected to come to school equipped for lessons with a blue or black pen, pencil, pencil sharpener, protractor, ruler and a rubber in a pencil case. Coloured pencils, a notebook and a selection of fibre tipped pens are also useful. A scientific calculator is useful for Mathematics and Science lessons.

Students are expected to have their digital learning device in school every day. The device should be fully charged each evening to avoid disruption during lesson time caused by low battery levels. A case is provided to protect the device.

Equipment will be registered and monitored by tutors and teachers. Hub detentions will be given to students who do not come properly equipped and ready to learn.

ICT & e-Learning

Student and Parent Intranet

The student and parent intranet is accessed via the school website and gives links to the calendar, ParentPay and the parent portal, Talaxy. Talaxy shows personal details, students' timetables, the school calendar, attendance information, achievement and progress reviews.

Recognising Achievement

Celebration Assemblies take place three times a year when certificates and prizes will be awarded for attendance, progress and effort.

Monitoring Progress

You will receive three Progress Reviews per academic year that will provide the following information per subject:

- Attendance to date
- In KS3 a 'Flightpath' which is a target for them to achieve by the end of Year 9
- In KS4 a Target Grade for the end of the course
- Their 'Working Towards Grade' (WTG)
- A WTG descriptor to explain what the graded assessment has been based on
- Attitude to Learning

How Assessments are Expressed:

The Working Towards Grade (WTG) is the grade a student should achieve at the end of the year if they continue to make the level of progress currently shown. This grade takes into account the full range of activities the student has covered in the subject. The grade is reported using the 'flightpath' language in KS3, shown below and with GCSE grades in KS4. This can be measured against their 'flightpath' or GCSE target benchmark and will clearly show if your child is making the expected progress.

Key Stage 3 Flightpath Language

- Exceeding the knowledge and skills expected for students of this age group
- Meeting the knowledge and skills expected for students of this age group
- Developing towards the knowledge and skills expected for students of this age group

To find out more about the 'flightpaths' please see the <u>Key Stage 3 (KS3)curriculum section</u> of our website where you can find more details. In addition, you can also find the topic and assessment overview by subject area here for each year group.

Key Stage 4 use the GCSE grade structure which use numbers from 1 to 9. For more information on this structure please see our website.

Parents' Evenings and Communication

Parents' Evening is held during the year where you can talk to all your child's teachers. All appointments for these events are bookable online. Additionally you will be contacted by your child's tutor in the early part of the term.

Each academic year you will receive three progress reports. The school will remain in regular contact by email and Insight and we also have "Writhlington Week" that is emailed out weekly and can also be found on our website. This contains copies of emails you may have missed as well as school news and notices.

Learning Support

At Writhlington School we strive to support our learners with special educational needs and enable them to achieve their potential. Although the needs of most pupils can be met in the classroom with Quality First Teaching, some learners may need additional support in accessing the curriculum. Through the development of single support plans we ensure that all members of staff are aware of your child's individual needs and know what adjustments need to be made to support your child's learning.

Interventions are monitored and reviewed throughout the year in close collaboration with parents/carers and learners.

Support may include:

- In class support with a Teaching Assistant
- Small group literacy intervention
- Group work: developing social skills
- Mentoring to develop emotional resilience
- Outside agency support to assist with a range of needs eg, speech and language, visual and hearing impairment

Please contact our SENDCo Jo Newland on 01761 433581 or email <u>jnewland@writhlington.org.uk</u> for further information.

In addition to the work of the SEND team, the school hosts weekly drop-in services provided by the School Nurse and The Youth Service. Both agencies provide confidential listening and advice services and students can make appointments through their relevant Progress Leader.

Enrichment

Extra curricular activities are a major strength at Writhlington and there is an extensive range of afterschool and lunchtime clubs to cater for every interest. Activities include sports, media opportunities, cookery, arts, drama, music and many more. Students are encouraged to take part in inter-tutor group sport and they can represent the school in all sports. The Astro Pitch is open at lunchtimes for football and there are sports practices every day. We offer a range of enrichment activities. Students can also have a say in the development of the school through the Student Council. Many students become peer mentors, supporting younger students in all aspects of their school life.

Educational visits are organised by many departments and Year Groups with destinations in this country and abroad. These include cultural activities, skiing, charity events, music tours and language visits abroad. Some areas of study require fieldwork to be undertaken outside normal school hours.

Music

We have a fantastic team of peripatetic music teachers and for many instruments it is possible to hire at a very small cost. There is a strong tradition of music-making here at Writhlington and there are many extra curricular music clubs and concerts.

All lessons are paid for in advance and in blocks of 10. Your son/daughter's peripatetic music teacher will contact you in advance of the lessons starting and a trial lesson is available to all students that would like one.

For students that are in receipt of pupil premium funding, the school will cover the cost of lessons and for low income families there may be funding available. Please contact the school in confidence for more details.

Sport

There is a wide range of sporting activities on offer for your son/daughter at Writhlington. In General PE lessons, students will participate in a variety of activities, including the major sports of the term. They will also have the opportunity to attend extra-curricular practices at lunchtime and after school. The clubs list for the term is always displayed in tutor rooms, on the PE notice board and on the school sport website. For more information about school sports, contact Liam Riley, Subject Leader for PE (<u>lriley@writhlington.org.uk</u>).

Committed, enthusiastic and talented students will have the opportunity to represent the school in the B&NES leagues and tournaments. Captains will also be chosen for each of the sports, enabling them to develop their leadership skills. Students are presented with badges recognising their commitment to individual sports during their assemblies, these are proudly worn on blazers. Awards for each team are also presented at the annual Sports Presentation Evening.

Additional Information

Lockers

All students are allocated a locker should they wish. A suitable lock and key must be provided by the students to secure their belongings. We recommend that all parent/carers retain a spare key at home. Should a locker code/key be forgotten or lost, a form can be obtained from reception. Once this is filled in and signed by the student and their tutor/progress leader, permission will be given for our facilities personnel to forcibly remove the lock. We can not accept any responsibility for damage to or replacement of locks in these instances. The school does not supply locks and does not have spare locks available.

Bus Passes and Contact Details

For those that are eligible, the local councils provide transport to and from school. Bus passes are given to all students who have confirmed places on the services provided. Please contact B&NES School Transport on 01225 394370 or Somerset School Council on 01823 355890 for more information or look on their websites.

All students and parent/carers must sign a user agreement.

- Every student at the school is entitled to travel in safety
- Every student is entitled to travel free from harassment or bullying
- Every student is entitled to travel in relative peace

Any student who disregards these three simple rules will have to make separate arrangements for journeys to and from school.

Bus passes are issued by either B&NES or Somerset councils and any questions should be directed to them: Somerset School Transport on 01823 355890, B&NES School Transport on 01225 394370

We also operate a Parent Funded Bus Scheme for students in the Frome area that do not qualify for free transport. For more information on this please contact us.

Attendance and Holidays

Absence During Term Time

If your child is unwell, you should telephone the school on the first morning of absence and leave a message on the child absence line. If no message is received, you will receive an email informing you of your child's absence. It is important that you give a reason for your child's absence, either through the absence line or by a letter or email to their tutor.

If you have any questions or concerns about the child's attendance, please contact your son/daughter's Progress Leader.

Students cannot leave the school premises during the day unless the parent/carer has authorised this in writing to their tutor or Progress Leader.

Absence during term time will not be authorised unless there are very exceptional circumstances and never at the following times:

- beginning of KS3 as pupils find it difficult to settle;
- if attendance is under 96%;
- if there would be more than 10 days absence in any academic year.
- Our full school policies can be found at https://www.writhlington.org.uk/school-life/policies/

Supporting Attendance

Good attendance is important for learning. As such we celebrate good attendance in the following ways:

- Students receive a 100% attendance certificate for the year at celebration assemblies.
- A letter is sent home for students with 99/100% attendance at the end of the year.
- Year group competition tutor groups with highest attendance weekly and termly receive a Progress Leader reward such as mufti day or sports activity.
- Year group competition the year group with the highest attendance at the end of the

Hub Detentions

From time to time it is necessary to sanction students. Detentions (referred to as Hubs) run every day after school. They run from 3.25pm to 4.15pm and parents/carers are responsible for arranging transport for their child. Hubs are set for a range of reasons and are designed to give students and teachers an opportunity to discuss what happened.

Parking and Access to School

All students being driven to school by their parent/carer should be dropped off in the Sports Centre car park. Please follow the one way system clockwise around the car park as per the signage (arrows on the ground) and then exit in turn. Students can then walk safely on the paved pedestrian routes using the dedicated crossings as necessary to the school buildings.

Please **do not** park in the Sports Centre car park as this is dedicated parking for customers using the Sports Centre only

We have facilities staff on duty every morning to help with managing parking/road safety and directing you to the correct places. Any students requiring access to the disabled parking bays either on a permanent or temporary basis should notify the school of their needs in order to obtain a permit.

The campus is surrounded by a fence with access gates for vehicles and pedestrians. All gates are open until 8.45am. If arriving after this time, pedestrians need to ring the reception using the intercom provided by the main pedestrian gate. Visitors arriving by motor vehicle use the intercom by the vehicular gates to request site access. The gates will automatically open at the end of the school day to allow students to safely leave

We ask you respectfully to please help us keep children safe by;

- Observing the 5mph speed limit on the campus
- Following and respecting the instructions of the facilities staff on road/parking duty
- Using the dedicated student drop off point (Sports Centre car park)
- Parking in designated parking spaces when attending appointments at the school
- Not parking or waiting on double yellow lines or within the pedestrian crossing zig zags on the school campus
- Not using the coach park and/or its entrance or exit to drop off children
- Not parking, waiting or stopping on the Yellow 'School Keep Clear' zig zag markings on the road Knobsbury Lane
- Refraining from using the bus stop on Knobsbury Lane to drop off children
- Refraining from carrying out U-Turn manoeuvres on Knobsbury lane
- Switching off the car engine when waiting.

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www.writhlington.org.uk

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'Part of the Midsomer Norton Schools' Partnership'