



Smithdon High School  
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Ref: AGi/LT

1 July 2019

Dear Parent

Thank you to those of you who were able to attend one of the presentations to parents by Mr Hirst, our new Headteacher, on 5 and 6 June 2019.

Further to those presentations I wanted to introduce myself in my new role as Head of School from September and to clarify some of the new information and expectations explained by Mr Hirst on those evenings.

### **Uniform**

From September 2019 there is a new uniform for all incoming Year 7s, which comprises of a navy blue blazer with red flashes and lining (in a male and female shape), a grey compulsory school skirt or grey formal trousers, worn with black or grey tights or black socks and formal black shoes.

For all pupils who will be in Years 8-11 from September 2019 the new blazer is optional but will be the only one available to order, should your child require a replacement for their current black one.

**All pupils in all year groups are expected to wear grey formal trousers** (in either slim, standard or comfort fit) **or the new grey school skirt** (purchased directly through the school shop), along with **black socks or black or grey tights**.

**All pupils are expected to wear formal black shoes, not trainers, pumps, branded sports shoes, etc.**

Parents should ensure their child attends school in the correct uniform. Should your child not arrive at school correctly dressed, they may be sent home in order to change into the correct uniform.

In cases of financial hardship including, but not limited to, certain benefits, uniform may be subsidised on application to the school's Learner Support Fund. If you believe you may be eligible to apply for such subsidies please do not hesitate to contact the school office.

### **Attendance & Behaviour Expectations**

All pupils are expected to attend school at all times, barring exceptional circumstances, and to adhere to the school rules. Please be sure to read the Attendance letter and leaflet that will be sent home in September confirming attendance expectations and procedures, as per the Norfolk and National guidance.

**Please be aware of the Term Dates 2019-2020.** The West Norfolk Academies Trust is not following the Norfolk Model, so please look closely at the enclosed term date calendar, **noting especially that 4 September is for Year 7 only**. 5 September will be the first day of term for all other year groups.



Additionally, please note the adjustment to the times of the school day. These adjustments do not affect the start or finish times of our day:

08.30	School day begins
08.30-09.00	Registration
09.00-10.00	Period 1
10.00-11.00	Period 2
11.00-11.20	Break time
11.20-12.20	Period 3
12.20-13.20	Period 4
13.20-14.00	Lunch
14.00-15.00	Period 5
15.00	End of school day/Start of after-school clubs

### **End of term**

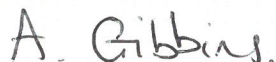
Finally, please note there are a number of events taking place as we reach the end of this school year:

4-6 July	DofE Expedition
11 July	Year 7 Parents' Evening
17 July	School Sports' Day
23 July	Smithdon's Got Talent Show
23 & 24 July	Curriculum Enhancement Activities

Please find attached a copy of the updated Home-School Agreement. While we are not asking you to sign and return this, please ensure that you read it so that you are aware of the changes.

I hope you have an enjoyable summer and your child has a well-deserved break, returning to school in September ready to embrace their new learning challenges and enjoy another successful year. I look forward to seeing you soon.

Yours sincerely



**Mrs A Gibbins**  
**Head of School**



<p><b>Smithdon High School</b></p> <p>We believe at Smithdon High School that through hard work, resilience and tenacity, and our support, each child can realise their latent potential.</p> <p><b>Learning</b></p> <ul style="list-style-type: none"> <li>• We will make sure that all our lessons are well prepared and engage the students in challenging work to encourage success.</li> <li>• We will provide rewards for student endeavours.</li> <li>• We will set appropriate homework regularly.</li> <li>• We will take our students on relevant, exciting trips.</li> <li>• We will ensure that effective training and reflection will make us become better educators.</li> </ul> <p><b>Pastoral Care</b></p> <ul style="list-style-type: none"> <li>• We will ensure that your child's tutor will follow their progress and ensure that all their needs are met.</li> <li>• We will go out of our way to make sure we get to know each of our students as individuals.</li> <li>• We will care about our students' wellbeing and protect their safety at all times.</li> </ul> <p><b>Parent – School Communication</b></p> <ul style="list-style-type: none"> <li>• We believe that through regular communication, a relationship of trust between school and home can be created.</li> <li>• We will hold a parents' evening at least once a year and issue attainment reports regularly. We may ask you to come into school on other occasions to discuss your child's progress.</li> <li>• We will try to respond to parents' communication within 48 hours at the latest.</li> <li>• We will collect homework when we say we will, and if it is not complete we will contact parents to inform them that their child may be staying to catch up their homework that evening.</li> </ul>	<p><b>Parent</b></p> <p>I believe my child is capable of academic and personal success and it is through hard work on the part of my child, with my support, that their potential will be realised.</p> <p><b>Learning</b></p> <ul style="list-style-type: none"> <li>• I will allow my child to go on school field and residential trips.</li> <li>• I understand that my child will have homework set regularly, including weekends, and that the expectations in terms of time allocated to do it will increase in length as they progress through school. It is my responsibility to ensure that homework is completed.</li> <li>• I understand that, if homework is not completed, my child will be staying after school to complete the homework, usually on the same day.</li> </ul> <p><b>Healthy Living</b></p> <ul style="list-style-type: none"> <li>• I understand that the school will promote a healthy lifestyle and I support the school in the choices it makes in this respect.</li> <li>• I will give my child healthy food and drinks to take to school.</li> <li>• I will encourage my child to take part in sports and physical activities.</li> <li>• I will ensure that they have their PE kit on the days they participate in PE.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• I will ensure that my child arrives for school before the school gate closes at 8.30 am.</li> <li>• I will not plan for family holidays or other extended absences during term time.</li> <li>• I will make certain that my child attends school every day, except in cases of illness or another legitimate reason.</li> <li>• If my child is absent, I will telephone the school before 8.15 am on the day of absence to report why my child is absent and provide a letter to explain their absence on the first day of their return.</li> </ul>	<p><b>Student</b></p> <ul style="list-style-type: none"> <li>• I will arrive at school before 8.30am.</li> <li>• I will always work, think and behave in the best way I know how, and I will try my hardest for my peers and myself to learn.</li> <li>• I will speak to my teachers if I do not understand something.</li> <li>• I will complete my homework to the best of my ability and hand it in on time.</li> <li>• I will discuss any problems I am having at school with my parents, teachers and pastoral staff.</li> </ul> <p>I will contribute to a safe and respectful community by the following:</p> <ul style="list-style-type: none"> <li>• I will wear the correct uniform smartly every day.</li> <li>• I will keep my electronic devices out of sight and switched off and understand that they will be confiscated if they are seen or heard anywhere in the school. I also understand that the school takes no responsibility for their safekeeping.</li> <li>• I agree to abide by the school's code of conduct and understand that there will be consequences if I fail to do so.</li> <li>• I will conduct myself in line with the school's values, both in and out of school, as I accept that as a student at the school I am an ambassador at all times.</li> <li>• I will always treat everyone at Smithdon High School with respect. I will always listen to and care for my peers.</li> <li>• I am responsible for my own behaviour.</li> </ul> <p>I believe I am capable of academic and personal success. I am ready to do whatever it takes to realise my full potential.</p>
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<ul style="list-style-type: none"> <li>• We promise to welcome parents into the school community.</li> </ul> <p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• We will reinforce Smithdon High School values consistently and fairly.</li> <li>• We will protect students from poor behaviour by insisting on high standards and holding students to account for their actions.</li> </ul> <p>We understand that this commitment will require us to go above and beyond the average expectations of a school.</p> <p>We sign it voluntarily because we believe that Smithdon High School is a partnership between the parents and the staff that exists to create the best possible education for our students.</p>	<ul style="list-style-type: none"> <li>• I understand that all measures taken to support absences are compulsory and non-negotiable.</li> </ul> <p><b>Uniform and Equipment</b></p> <ul style="list-style-type: none"> <li>• I will make sure my child wears the full school uniform neatly to school each day.</li> <li>• I understand that uniform and equipment violations may result in my child being kept out of lessons, sent home to collect items for school or kept back after school.</li> <li>• I understand that the school takes no responsibility for the damage, loss or theft of personal electronic devices.</li> <li>• Mobile phones must be put away and not used or visible at any point during the school day. I agree that mobile phones will be confiscated for the duration of the day and I, as a parent, may be asked to collect the phone from school.</li> </ul> <p><b>Parent – School Communication</b></p> <ul style="list-style-type: none"> <li>• I will always make myself available to the school by providing an up to date phone number and contact details.</li> <li>• I will communicate with the school in a timely and polite manner, in line with the school's values.</li> </ul> <p><b>Discipline</b></p> <ul style="list-style-type: none"> <li>• I have understood Smithdon High School's consequences for misbehaviour.</li> <li>• I understand that detentions usually happen on the day that they are given and that the standard detention will last for half an hour.</li> <li>• I understand that my child cannot be excused from after school detentions and, if necessary, I will make arrangements to collect my child from school after the detention.</li> </ul> <p>I sign this agreement voluntarily because I believe that Smithdon High School is a partnership between the parents and the school that exists to create the best possible education for my child.</p>	
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## Term Dates 2019-2020

September 2019						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2019						
M	T	W	T	F	S	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2019						
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25	26	27	28	29	30	

December 2019						
M	T	W	T	F	S	S
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23	24	25	26	27	28	29
30	31					

January 2020						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2020						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2020						
M	T	W	T	F	S	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2020						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2020						
M	T	W	T	F	S	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2020						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2020						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Key: White dates – school open to pupils  
 Orange dates – pupil holiday  
 Purple dates – staff training day  
 Red dates – bank holiday

Staff training days are: – Monday 2<sup>nd</sup> September, Tuesday 3<sup>rd</sup> September, Friday 18<sup>th</sup> October, Wednesday 22<sup>nd</sup> January, Friday 3<sup>rd</sup> April, all whole training days. Monday 20<sup>th</sup> July disaggregated.

