

HOME SCHOOL AGREEMENT

Smithdon High School will:

- Expect students to do their best at all times.
- Offer a broad and balanced curriculum and aim to provide a wide and varied range of extra curricular activities.
- Provide regular information about school activities, and the progress and achievements of students.
- Arrange parents' consultations so that students' progress can be discussed.
- Set and mark homework on a regular basis, to a schedule understood by students and parents.
- Inform parents of significant concerns relating to their child's work or behaviour.
- Encourage students to develop a sense of responsibility to themselves, for those around them, and for their environment.

As a parent I shall:

- Make sure my child attends school regularly and on time, is dressed in the required school uniform and has all the necessary books and equipment.
- Support the Behaviour Policy of the school and the Step System for sanctions.
- Regularly check and sign the student planner.
- Encourage the regular completion of required homework.
- Communicate with the school regarding any factor affecting my child's performance.
- Attend Parents' Evenings and information evenings whenever possible.

As a student I shall:

- Observe the Code of Conduct.
- Show respect for school property.
- Be tolerant of the views of other students.
- Work hard in class and complete homework set on time and to the best of my ability.
- Support the school's extra curricular activities whenever possible in areas of interest.

SMITHDON HIGH SCHOOL STAFF

SENIOR LEADERSHIP TEAM

Mr P Marsh	Headteacher
Mr L Betts	Deputy Headteacher
Mr M Starling	Assistant Headteacher (Personnel/Resources)
Mrs S Dixon	Assistant Headteacher (Pastoral)

PASTORAL TEAM

Mrs S Dixon	Assistant Headteacher (Pastoral)
Mr R Rushton	Head of Year 7
Miss A Moat	Head of Year 8
Miss S Fairweather	Head of Year 9
Miss K Fielding	Head of Year 10
Mrs J Stewart	Head of Year 11
Mr S Chapman	Head of Years 12/13

CURRICULUM TEAMS

Communications

Ms J Thompson	English	Head of Department
Miss A Wright	English	Second in Department
Mrs N Chamberlain	English	
Mrs J France	English/French	
Mr A McIlwee	English/Drama	
Mrs L Marks	English	
Mr P Marsh	English	
Mr T Moon	English	
Mrs V Proctor	Drama	
Mr H Radday	French	

Curriculum Learning Support/Inclusion

Mrs H Taylor	Head of Department
Miss Z Bareford	Learning Support Assistant
Mrs V Bray	Learning Support Assistant
Mrs S Brown	Learning Support Assistant
Miss T McElroy	Learning Support Assistant
Miss J Spark	Learning Support Assistant

Humanities (A)

Ms R Bazeley-Smith	Geography /Psychology	Head of Department
Mrs L Barnham	Health & Social Care /Child Development	
Mr S Chapman	Geography	
Miss A Moat	Geography	
Mr M Starling	Psychology	
Miss H Tooze	Art	

Humanities (B)

Miss H Wright	History/Sociology/RE	Head of Department
Mr A Leith	History/RE	
Mr E Skerry	History/RE	
Mrs S Warnes	History/RE/Sociology	

Information Communication Technology

Mr P Dixon	ICT	Joint i/c
Miss S Fairweather	ICT	Joint i/c

Mathematics

Mr A Skipper		Head of Department
Mrs S Evans		Second in Department
Mr L Betts		
Mr D France		
Mr D Freeman		
Miss H Johnson		
Mr L Mann		
Mrs H Taylor		
Mrs J Smith	HLTA	

Music

Mr M Sexton		Head of Department
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Physical Education

Mr M Barrett		Head of Department
Mrs T Bower		
Mr L Mann		
Miss A Moat		
Mr R Rushton		

Science

Mrs S Robinson	Joint Head of Department
Mrs C Rushton	Joint Head of Department
Miss C Burrows	
Mrs R Charlton-Trewick	
Mr S Moore	
Miss A Petch	
Mrs C Pike	
Miss V Soper	
Mrs H Taylor	
Mrs S Dean	Leading Science Technician
Mr A Kellock	Science Technician

Design & Technology

Mr M Birks	Head of Department
Mrs A Birks	
Mrs S Dixon	
Miss K Fielding	
Mrs J Stewart	
Ms J Barnes	DT/Art Technician
Mr V Lenney	Design & Technology Technician

ADMINISTRATION TEAM

Ms M Lake	Administration Officer (Head of Department)
Mrs R Birkin	Examinations & Finance Officer
Miss S Green	Pastoral Administrator
Mrs J Jackson	Finance & Sixth Form Administrator
Mrs L Taylor	Administrative Assistant
Mrs N Wilson	Receptionist

PASTORAL SUPPORT

Mrs D Perkins	Internal Exclusion Unit Supervisor
Miss T Read	Attendance Administrator

ICT SUPPORT

Mr J Coe	ICT Systems Manager
Mr R Stockdale	ICT Technician

LIBRARY

Mrs K Drage	Librarian
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COVER SUPERVISORS

Miss J Howell
Mrs C Pike
Mrs M Smith

DATA ADMINISTRATION

Miss C Loose	Data Administrator
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EXAM INVIGILATORS

Mrs B Askew
Mrs S Chilvers
Mrs D Garwood
Mrs G Godfrey
Mrs H Judd
Mrs I Milsom
Mrs T Mooney
Mr I Parr
Mrs C Turnell

SITE STAFF

Mr B Rudd	Site Manager (Head of Department)
Mr R Smith	Premises Officer
Mr N Blake	Cleaner
Mr R Caley	Cleaner
Mrs G Fendick	Senior Cleaner
Mr L Noakes	Site Assistant/Cleaner
Mrs J Smith	Cleaner
Mr M Squires	Cleaner

CATERING STAFF

Mrs M Horspole	Cook/Manager (Head of Department)
Mrs C Marsh	Assistant Cook
Mrs K Blake	Catering Assistant
Mrs N Childs	Catering Assistant
Mrs T Fellowes	Catering Assistant
Mrs G King	Catering Assistant
Mrs J Mallows	Catering Assistant
Mrs D Nash	Catering Assistant

SUPPLY TEACHER PANEL

The following supply staff assist the school with absence cover:

Mrs S Burns
Mrs E Fysh
Mrs C Harper
Mrs R Hodgkinson
Mrs T Mooney
Mrs C Nally
Mrs A Smith

THE BOARD OF GOVERNORS

Mrs R Bazeley-Smith
Mrs C Bower
Miss J Elsley
Mr H Griffiths
Mrs L Jackson
Mr P Linsell
Mr M Little
Mr R Lodge
Mr P Marsh (Headteacher)
Mrs I Milsom
Mrs J Seed
Mr R Stockdale

Clerk to the Governors:

Mr M Starling
Governance administration for PMA/MSt – Ms M Lake

Any Governor will be happy to receive correspondence via the school.

STANDARDS OF BEHAVIOUR

To enable children to learn, school has to be a calm and orderly place of work. We expect our students to show self-discipline, courtesy and consideration for others at all times, and we rely on parents to support our efforts. There is a student Code of Conduct which students must follow. We believe that praise and encouragement are the best ways to gain their co-operation. However, from time to time we have to take action if work or conduct is unsatisfactory. We try to be firm, but fair. Very serious breaches of discipline, such as bullying or disrupting other students learning, may result in the student being excluded either from lessons or from school. Where the school has been unable to change a student's behaviour which has negatively affected the learning opportunities of others then permanent exclusion will be implemented.

Parents should note that the school reserves the right to hold detentions after school. If this sanction is used we will always provide 24 hours' warning.

(i) REWARDS

We try to encourage students to do well by rewarding those who make good progress. Merits are awarded to Years 7 and 8 with Personal Achievement Records for Years 9, 10 and 11, together with congratulations postcards. End of term reward trips are also held for students whose behaviour and attendance have been very good. In addition, excellent attendance is celebrated. We would wish to be informed of any achievements out of school so that we can celebrate these. We celebrate student achievement in weekly and end of term assemblies. We have a very special day in July when parents are invited to join with us to celebrate the students' many successes.

(ii) SANCTIONS

It is expected that parents will support the school in the discipline, where necessary, of their children. Should a student need to be placed in an after-school detention because of behaviour problems, then it is expected that parents will arrange for transport home where necessary. Such support is vital in addressing the poor behaviour of the student.

(iii) POLICY STATEMENT CONCERNING DRUGS

The Headmaster and Governing Body, will view **ANY** incident involving illegal drugs with the utmost seriousness. Save in very exceptional circumstances, the result will be the permanent exclusion of any student involved.

The above statement applies to the possession or supply of any illegal drug, whether on the school premises or in their vicinity, or during travel to or from school, or when involved in any school organised activity or educational visit.

In cases involving supply (rather than simple possession) no exceptional circumstances whatsoever will be considered.

This policy of zero tolerance is formulated having duly considered DfE and LEA guidance and advice.

***(Extracted from the School Policy on Drugs
approved by the Governing Body February 2013)***

(iv) BULLYING

The school's Anti-Bullying Policy is set out below:

1. Aims

- 1.1 To clarify to students, parents and staff that bullying is unacceptable, that every student has the right to feel safe in school and to be protected when he/she is feeling vulnerable.

2. What is Bullying?

- 2.1 A person is being bullied when he or she is exposed to negative actions on the part of one or more persons. These actions can be either a single incident or a series of persistent issues and will result in the victim feeling hurt, threatened or frightened. Bullying can be physical or verbal and include hitting, teasing, intimidation, damaging a person's property as well as racial, sexual and disability harassment.
- 2.2 Bullying can also involve cyberbullying. This can be defined as the use of Information and Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else – as in 2.1. This may include the use of text messages or of personal or private information or images which may be sent to the victim or publicly posted or forwarded.
- 2.3 It is important to note that the perceptions of the individual in this are crucial and that the feeling of being bullied is *personal*.
- 2.4 This policy applies to all students and staff working at the school.

3. Encouraging Students to Tell

- 3.1 It is vital that we foster a supportive structure within our school community. Students need to feel that they can tell someone if they feel vulnerable, that they will be listened to sympathetically and that action will be taken. Teachers, parents and other students have a key role to play here. Not telling protects the bully or bullies and gives out the message that they can continue. They may bully other students too.
- 3.2 **Students** should remember to let us know straight away if they are being bullied or if someone else is.
- 3.3 **Parents**, if you think that your son or daughter is being bullied, let us know **immediately**.

4. Possible Signs

- 4.1 A student who is being bullied may exhibit changes in behaviour, such as feigning illness or becoming shy and nervous. They may show changes in attitude towards work, may lack concentration or may even truant from school.

5. Procedures

- 5.1 Whenever a student indicates that they are unhappy about the way they are being treated by others they must be taken **seriously** and should be encouraged to write down their experience. The disclosure should then be passed direct to the Head of Year of that student. The Head of Year will then interview the student to discuss their concerns. If, by this stage there is no written account, one should be made.
- 5.2 The victim of bullying will then be encouraged to tell the bully or bullies, in the presence of the Head of Year, what they are unhappy about. This should be done in a non-aggressive way and involves discussing this with the bullied student beforehand. This enables the victim to assert themselves and fosters the development of self-confidence. If there are several other students involved, they should be seen separately to alleviate possible anxiety in the victim. If this is not the wish of the student concerned, then the issues will be dealt with by the member of staff and those responsible.
- 5.3 The approach adopted is one of restorative justice, which is non-confrontational and involves the teacher helping the bully to understand more about how the victim is feeling and seeking a commitment that they will try to help the victim in some way.
- 5.4 A record should be made of the outcome of the interviews, with the bully (or bullies) recording their responses in writing. The parents of all students involved will be informed of what has happened and the action that has been taken. Copies of the procedure will be circulated to the Form Tutors of all pupils concerned and copies placed in the students' files. The incident should also be recorded on SIMS using the Behaviour Management module.
- 5.5 The Head of Year should arrange to see the bullied student during the following week and perhaps at intervals thereafter to check on progress. Monitoring can also take place on a regular basis through the Form Tutor. The length of monitoring will depend upon the nature of the concerns and will be at the professional discretion of the Year Head.
- 5.6 In the event that the bullying recurs and it is clear that the original intervention has not worked, then sanctions will follow. These will depend upon the nature of the bullying behaviour and may involve the Assistant Headteacher and, in very serious cases, the Headteacher. It is important that counselling of both parties continues even when sanctions have been imposed.
- 5.7 It should be noted that under the 2006 Education and Inspections Act, schools have the power to respond to the behaviour of students when they are off school premises. Where a student is involved in the bullying or harassment of another student or member of staff, including when such behaviour occurs out of school, the school has a right to intervene and to impose appropriate sanctions.
- 5.8 Where it is suspected that a criminal offence may have been committed, the police will be informed.

- 5.9 Although bullying is not a specific criminal offence in UK law, there are laws that can apply in terms of harassment or threatening behaviour. In particular, some cyberbullying activities could be criminal offences under the Protection from Harassment Act 1997, The Malicious Communications Act 2003 and the Public Order Act 1986.
The age of criminal responsibility in the UK is 10.

6. Dealing with Prejudice Related Incidents

Students

Any instance of racial harassment or bullying by a student or students should be dealt with by staff immediately as set out in the school's Anti-Bullying Policy, supported by the school Behaviour Policy. The action taken will depend on the nature of the incident.

All incidents should be reported to the relevant Head of Year as soon as possible, with a written account of the incident/concerns. Action will be taken in accordance with the policy.

All instances of racial abuse or harassment and the action taken should be recorded by the Head of Year on the relevant pro-forma held by the Assistant Headteacher, Mrs S Dixon. Incidents should also be logged on SIMS.

The Assistant Headteacher will complete and submit an electronic copy of the pro-forma to the Local Authority. Incidents will be reported to the next meeting of the Resources & Pastoral Committee of the Governing Body.

Staff

Any instance of racial harassment or bullying of a student or colleague by a member of staff should be reported immediately to the Headteacher, or in his absence, the Deputy Headteacher. A written account of the incident will also be required.

Any such instance will be recorded in the central log and reported as above. Any necessary action will be taken as set out in the staff disciplinary procedure.

7. Curriculum

- 7.1 The issue of bullying, including cyberbullying, will be dealt with during Citizenship sessions and can be supported in other curriculum areas and by using teaching methods which encourage co-operative work with a variety of groupings so that students can extend their relationships beyond their normal friendship groups.

8. **Review** - This policy will be reviewed annually.

(v) SMOKING

The school is a no-smoking site. Students who smoke, are with other students who smoke or who bring smoking-related materials to school will be punished.

A warning letter will be issued, an automatic after-school detention will follow and random searches of the coats, bags, etc of those pupils who have been observed in groups of smokers will be made. In accordance with the law, we will destroy all smoking materials, eg cigarettes, lighters and loose tobacco. Further offences will receive increasing levels of sanctions. Parental support in addressing this issue is vital.

STUDENTS' CODE OF CONDUCT

This code of conduct has been developed after consultation with the Student Council, student body and the Headteacher, July 2011.

As members of the school community we have the right to be respected by others: to get on with our learning without interference, to go about the school in safety and to be spoken to and to be treated with respect.

We realise that we have a responsibility to respect the rights of others. We will treat all who work in the school with respect.

We will:

- follow the instructions of all staff
- be polite and considerate to all other people who work and study at the school, in the way we speak to them and treat them
- show respect for other people and their property
- let others learn
- pay attention in class and give others the opportunity to listen
- be properly equipped for school and meet deadlines for homework and coursework
- wear school uniform correctly
- let a member of staff know if there is a problem affecting us or another student
- behave calmly inside the school buildings
- behave in a responsible way which will ensure the care of school property and the safety of others
- keep the school tidy, putting litter in the bins and eating and drinking only in the dining room
- remain on site at all times unless we have a home-lunch pass.

ACCIDENTS AND ILLNESS

If your son or daughter is unwell, he/she should inform the member of staff teaching them. If it is felt that he/she is not well enough to remain at school, the office staff will contact parents. The same will apply in the case of accidents.

It must be stressed that it is staff who will take this decision. Students should NOT contact parents directly.

To this end it is essential that the school office has up-to-date emergency contact numbers for all parents/carers.

ATTENDANCE

Regular, punctual attendance is essential to the success of every pupil. We ask that medical appointments and family holidays are, if at all possible, taken out of school time. **However, parents must appreciate that any absence will have a negative impact on their child's progress in school and adversely affect examination performance.** If your son or daughter is unable to attend school please contact the school by 8.30 am on the first day of absence with an expected duration of the absence (if this is not possible, we would appreciate a call every two days to update us on the situation). A letter to the Form tutor should then follow on your child's return to school, confirming the reason for the absence. Whole days should not be missed for medical appointments except where the length of the appointment and/or the distance travelled would make it difficult for your child to attend school that day.

If your child needs to leave school early, for example to attend a medical appointment, please write a note in their planner on that day. They must then ask their Form Tutor and Head of Year to sign this note. This will provide an exeat for your child to leave their lesson and must also be taken to the Attendance Office when they sign out. **Failure to follow this procedure may result in an absence alert.**

The school operates an automated absence alert system. If a pupil has not registered at morning or afternoon registration and the school is unaware of the reason for the absence, parents will receive an alert informing them of this. We may communicate this to you by text message to your mobile phone, automated voice call to your landline and/or by email. These messages will be sent to the parent(s) indicated as Priority 1 on the student's records. It is therefore vital that you ensure we always have your up-to-date contact details. The automated system will prompt you to respond and will indicate the easiest way for you to do this. However, if you have any difficulty in using the system you are, of course, welcome to telephone the school switchboard and speak to the Attendance Administrator by choosing Option 3 from the main switchboard menu.

Please rest assured that the school will always have your son or daughter's safety as the main priority. To assist with this, we would ask you to keep us fully informed if you are aware that your child will be absent from school.

School Attendance and Legal Intervention

Schools are under increasing pressure from central government to achieve the highest attendance possible for all of their students in order for them to achieve their maximum potential.

Section 7 of the Education Act 1996 places a duty on all parents to ensure that their children receive an efficient, full-time education. Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning, progress and attainment.

Central government has therefore revised the legislation regarding intervention which means that any student who has ten consecutive sessions (five days) of unauthorised absence or attendance of 85% or less with unauthorised absence of at least 15% over a six week period will meet the criteria for legal intervention which may be in the form of a Fixed Penalty.

Commencing in September 2014, any student at Smithdon High School who meets either criteria will be referred to the Local Authority for action to be considered. If a Fixed Penalty is issued it is in the form of a fine of £60 per parent per child and must be paid in one payment within twenty-one days. If unpaid a further invoice for £60 per parent per child is issued, payable within seven days. Both individual invoices would then be due for payment, totalling £120 within twenty-eight days. Failure to pay the total amount within the timescale would result in legal action being taken. It should be noted that from a legal perspective a 'parent' can be any person who shares day to day responsibility for a child or young person.

However, the Department for Education has introduced a revised classification for student attendance with effect from September 2015. This states that any student with attendance of 90% or below will be considered persistently absent from school. Schools will therefore be expected to show that they have taken appropriate action to identify the reasons for the student's absence and support them to achieve their maximum possible attendance.

If your son or daughter has attendance of less than 93%, you should therefore expect to receive letters from the school concerning their attendance. If their attendance continues to fall, you may be invited to attend a meeting to discuss the matter, where the reasons for absence will be identified and different strategies to improve their attendance will be considered.

While these meetings are intended to support your son or daughter and improve their attendance, consideration will be given to taking legal action if attendance targets are not met. This could include a Fixed Penalty prosecution in the Magistrates' Court, Education Supervision Orders or Parenting Orders.

Our aim is to ensure that our students receive the most from their education and we hope we can count on parents' continued support in this matter.

COMMUNICATION WITH SCHOOL/USE OF MOBILE PHONES

School policy regarding Mobile phones, MP3 players/ipods for pupils in Years 7 to 11

This policy follows the guidance resulting from the Education and Inspections Act 2006 in relation to the powers of a school to confiscate items of personal property.

Students should not bring mobile phones, MP3 players or ipods into school, unless there are valid reasons. For example, a student who needs to contact parents after the end of the school day regarding transport issues. **Mobile phones – if brought into school – should be switched off at 8.30am and kept in a bag or pocket. At no point should they be out.**

**The school office will contact parents in relation to sickness/injury issues.
Parental messages to students should be sent ONLY through the school office.**

We all have an obligation to protect colleagues and students from potential harassment and cyber-bullying. The use of ipods/MP3 players is not seen as conducive to effective learning or the maintenance of high standards of behaviour and may compromise the health and safety of the individual concerned.

In order to reduce the frequency of misuse of such equipment in school, the following procedure is in place.

If at any point during the school day a student's mobile phone or ipod is seen or heard:

- The item will be removed from the student by the member of staff.
- The item will be put in an envelope marked with the student's name, form and description of the item, as well as the date and time it was confiscated and the initials of the member of staff concerned.
- This will then be handed to the office.
- **There should be NO argument or questioning by the student and NO second chance will be given.**
- Any student who persistently refuses to comply (as with other behaviours) will be removed from the lesson and this will be followed up in accordance with the consequences system.
- If a student later refuses to hand over the item to senior staff, their parents will be contacted and asked to collect their child from school.
- The confiscated item will be logged in the main office and placed in the safe.
- Students will **only** be able to reclaim items during Friday lunchtime.

Exam Regulations Regarding Mobile Phones

Under examination board regulations, it is expressly forbidden to take a mobile phone (or similar device) into the examination room. Students are strongly advised not to bring these items to school on days when they have a formal exam (including internally arranged programmes). If a student chooses to bring a phone to school on an examination day, they will either have to leave it in their bag (outside the exam room) or place it in a box at the front of the exam hall (switched off). Failure to do so risks disqualification by the exam board.

Having advised students to leave phones, etc at home on exam days, the school takes no responsibility whatsoever for loss or damage to such items, whether left in student bags or placed in the exam hall box.

DIARY DATES 2015/16

TERM DATES

1/2	September	INSET Days
3	September	School Opens
22	October	INSET Day
23 – 30	October	Half Term
18	December	School Closes
4	January	INSET Day
5	January	School Opens
15 - 19	February	Half Term
24	March	School Closes
11	April	School Opens
2	May	May Day Holiday
30	May to 3 June	Half Term
20	July	School Closes

PARENTS EVENINGS (Thursdays)

17	September	Open Evening (Prospective Parents)
8	October	Year 7 Tutor Evening
12	November	16+ Evening
14	January	Year 11 Subject Evening
28	January	Year 12/13 Subject Evening
11	February	Year 9 Subject Evening
3	March	14+ Evening
17	March	Year 8 Subject Evening
28	April	Year 7 Subject Evening
26	May	Year 10 Subject Evening
7	July	Year 6 Induction Evening

OTHER EVENTS

10	September	Prizegiving
4	December	PTA Christmas Fair
13	January	Mock Results Day (GCSE and A level)
18	April (w/c)	Charity Week
20	June	Change of timetable (provisional)
20/21	June	Sixth Form Introduction Days
24	June	Sports Day
27	June (w/c)	Ambassador Interviews
4 - 15	July	Year 10 Work Experience
11	July	Year 6 into 7 transfer date

CITIZENSHIP (Periods 3, 4 and 5)

Wednesday 11 November 2015
Tuesday 2 February 2016
Thursday 23 June 2016

STUDENT ASSESSMENTS AND REPORTS 2015/16

Home to parents:

Year 7	20 November 2015 12 February 2016 22 April 2016 17 June 2016
Year 8	13 November 2015 5 February 2016 15 April 2016 10 June 2016
Year 9	13 November 2015 5 February 2016 15 April 2016 10 June 2016
Year 10	16 October 2015 22 January 2016 13 May 2016
Year 11	16 October 2015 13 January 2016 18 March 2016
Year 12	16 October 2015 13 January 2016 18 March 2016
Year 13	16 October 2015 13 January 2016 18 March 2016

INTERNAL EXAMINATIONS/FORMAL ASSESSMENTS

12 - 16	October	Year 7
7 - 16	December	Year 11/12 (AS only)/13
18 - 22	January	Year 8 and 9
18 - 22	April	Year 10
27 June to 1 July		Year 12 (A level only)

The above is based on information so far. More dates to be advised.

EXTRA CURRICULAR ACTIVITIES

Physical Education (See noticeboard for details)

The Department aims to deliver as many extra-curricular activities during the course of the year as possible, as well as sending teams to represent the school in all West Norfolk schools fixtures and competitions. The following will be available:

Lunch time: Table Tennis
Indoor Football
Basket Ball
Gymnastics
Badminton

After School:	Athletics	Aquathlon	Basketball
	Badminton	Cricket	Cross Country
	Football	Golf	Hockey
	Netball	Rugby	Table Tennis
	Swimming	Tennis	

Music

Instrumental lessons are offered for a wide range of instruments, including piano, keyboard, violin, woodwind, guitar, drum kit and singing. For further details please see Mr Sexton, Head of Music.

The department also offers a range of extra-curricular activities which are open to all students, whether or not they learn an instrument in school. Students who participate in these activities have the opportunity to be involved in a range of performances, both in school and within the wider community.

It is expected that students taking GCSE Music will participate in at least one of these activities to practise and develop their performance skills.

Activities include:

Lunchtime: Singing Club
Keyboard Club
Wind Ensemble
Guitar Group

After school: School Band (open to ALL instrumentalists)
Music Theory Club (vital for progression beyond Grade 5 on an instrument)
GCSE coursework catch-up

Mathematics

After school sessions are available every Wednesday.

Design & Technology

Key Stage 3 (Years 7 to 9) Electronics Club Wednesday lunchtimes in Room 22.
Key Stage 3 Graphics Club Friday lunchtimes.

GCSE help and catch-up sessions on Tuesday and Wednesday after school.
ICT suite available for GCSE students to use for coursework during lunchtimes.

Science

Science Club on Monday lunchtimes.

Humanities (B)

Debating Club on Wednesday lunchtimes.

History Club on Tuesday lunchtimes and after school (Week B)

History catch-up sessions on Friday lunchtimes.

HOMEWORK

We regard homework as an essential part of education and we seek your support to see that it is done properly. To help our students organise themselves, we issue planners in which homework can be noted. The planner contains other information which is valuable for parents as well, and it provides a further link between home and school. We ask that parents check and sign these planners each week. The school's Homework Policy can be viewed in full on the school website.

LUNCHTIME

The school operates a cashless cafeteria system whereby students can purchase healthy food of a high standard. A selection of hot and cold meals and sandwiches is always available. Students may bring a packed lunch, which must be eaten in the dining room with Year Groups taking turns according to a rota.

Summer Term Sample Menu (Meal of the Day - £2.10)

Monday	Beef Curry with naan bread Banoffee Pie
Tuesday	Sweet Chilli Beef noodles with green beans Meringue nest with fruit
Wednesday	Roast pork, roast potatoes and vegetables Apple Pie and custard
Thursday	Sweet and Sour Chicken with rice Fruit pot
Friday	Sausage in batter with chips and peas Jelly and ice cream

A vegetarian option is available each day. Full menus and prices for all items on sale can be found on the school website.

PERSONAL PROPERTY

Please note that the Governing Body cannot accept responsibility for loss of or damage to property on the school site. No valuables should be brought into school.

LOST PROPERTY

Any items of lost property can be reclaimed from the main office. Lost property will only be held for one half term.

SCHOOL ORGANISATION

There is a strong tradition of pastoral care at Smithdon High School. We believe that students will gain the greatest benefit from school if teachers actively care for all aspects of an individual's welfare.

To achieve this, we organise students in year groups under the direction of Heads of Year, and then in tutor groups of about 23 students, under the guidance of a Form Tutor. On entry, each student is placed in a tutor group to which he/she will normally belong for five years, with the same Form Tutor and Head of Year.

The Form Tutor is a key figure in the life of the student; they register the group every day and get to know each student in the group very well over a period of time. It is this person to whom parents and students most readily turn for help and guidance in school. The Form Tutor also oversees the general academic progress of the students in their groups regularly monitoring their progress in a number of ways. We aim for all our students to develop a sense of responsibility as they grow, undertaking a range of worthwhile tasks.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

Planning for transition is a part of our provision for all learners with SEND. Smithdon High School is committed to working in partnership with children, families and other providers to ensure positive transitions and build on previous successes.

When a student joins the school, we use information gained from primary schools or other previous placements, Key Stage 2 SATs, reading ages, spelling ages and reports from other professionals who are involved with the student.

Our staff are trained to adapt lessons so that every student is able to learn at their own pace and in their own way. Staff are also trained to adapt lessons for students with SEND including specific learning difficulties, including dyslexia, autistic spectrum conditions, speech, language and communication needs, as well as behavioural, emotional and social difficulties.

Progress is carefully and regularly tracked to ensure that students' needs are identified and met as early as possible. If the SENDCO (or teacher) identifies that a student has a special educational need, we may provide interventions which are additional to or differ from those provided as part of the school's usual differentiated curriculum offer and strategies. Following consultation with parents, we may also put specific interventions in place.

If a student continues to make inadequate progress, a request for help from external services could be made, again in consultation with parents. If a student is still causing major concern or not making progress, application for an Education Health and Care Plan may be considered. For further information please refer to the Smithdon SEND Local Offer on the school's website (www.smithdon.norfolk.sch.uk).

We welcome contact from parents and are happy to meet to discuss any concerns regarding their son or daughter's progress and diagnosed or emerging special education needs. (Ms H Taylor 01485 534541).

PUPIL PRIVACY NOTICE

For information concerning the personal data contained in school records, please refer to the Parents and Students section of the school website. The Data Protection Act 1988/Privacy Notice section includes a full explanation of how pupil information is stored and used. If you are not able to access the website and would like a paper copy of this information, please contact the school office.

The organisation of forms is as follows:

Year 7	Head of Year: Mr R Rushton	Year 8	Head of Year: Miss A Moat
MBa	Mr M Barrett	RBa	Miss R Bazeley-Smith
ALe	Mr A Leith	MBi	Mr M Birks
NCh	Mrs N Chamberlain	SGr	Miss S Green
TMn	Mr T Moon	ASk	Mr A Skipper
HTo	Miss H Tooze	HWr	Miss H Wright
Year 9	Head of Year: Miss S Fairweather	Year 10	Head of Year: Miss K Fielding
AMc	Mr A McIlwee	APt	Miss A Petch
CRu	Mrs C Rushton	HRa	Mr H Radday
CPi	Mrs C Pike	ESk	Mr E Skerry
SWa	Mrs S Warnes	MSe	Mr M Sexton
SEv	Mrs S Evans		
Year 11	Head of Year: Mrs J Stewart		
RCh	Mrs R Charlton-Trewick		
DFm	Mr D Freeman		
JTh	Miss J Thompson		
LMn	Mr L Mann		
Years 12/13	Head of Year: Mr S Chapman		
LBa	Mrs L Barnham		
VSo	Miss V Soper		
SRo	Mrs S Robinson		
AWr	Miss A Wright		

SIXTH FORM

Entry into the Sixth Form

The Sixth Form Prospectus will be available in November. This will be followed by a Sixth Form Information Evening. These give details of all courses offered by the Sixth Form.

Students should return their completed application form during November. Each applicant will be given an individual interview. Offers of places in the Sixth Form will be based on student's ability, predicted grades and student's record in the main school.

All sixth form applicants will go through a two-day introduction process, familiarising them with sixth form life, their chosen subjects and enrichment activities. This takes place in June, following the GCSE exams. Students finalise their subject choices when the GCSE exams are published in August.

Key Sixth Form Dates 2015/16

Start of term	Thursday 3 September 2015
Sixth Form Information Evening	Thursday 5 November 2015
Sixth Form Parents' Evening	Thursday 28 January 2016
Sixth Form Assessments	see next page
GCSE Maths exams	4 and 6 November 2015
Issue date of Sixth Form Assessments and Reports	16 October 2015 13 January 2016 18 March 2016
Sixth Form introduction days:	Monday 20 and Tuesday 21 June 2016
AS/A2/GCSE exam season:	May/June 2016
End of term:	Wednesday 20 July 2016

Expected Student Standards in the Sixth Form

All students entering the Sixth Form will be asked to sign the Partnership for Learning Agreement. (See Smithdon High School Sixth Form Partnership for Learning Agreement)

Student Timetables

Students will be expected to study four Advanced Level subjects in Year 12 and a minimum of three Advanced Level subjects in Year 13. Year 12 students will also receive one Learning to Learn lesson per fortnight, teaching study skills.

All students will have some private study time. The amount depends on the number of subjects studied and the enrichment activities followed. It is our expectation that students will use their study time to complete assignment work, background research and revision. Students can use the Sixth Form areas, which include computers for Sixth Form use. The Sixth Form study room and the Library can also be used during private study time.

Attendance requirements

See Sixth Form Attendance Procedures.

Study Leave

Weekly study leave is only available to Year 13 students at the discretion of the Head of Years 12/13. Students wishing to apply for study leave should complete a study leave application form.

Identity Badges

All students will be issued with an identity badge, which they are expected to wear at all times while on the school site.

Sixth Form Reporting Schedule

There will be three formal opportunities for parents to look at their son or daughter's progress:

1. Sixth Form Continuous Assessments and Reports for Years 12 and 13:
16 October 2015, 13 January 2016 and 18 March 2016
2. Sixth Form Parents' Evening – 28 January 2016

If any parent does not receive these assessments, they should contact Mr Chapman.

University Applications

Students will be guided through the university application process. A comprehensive programme of advice and support will include sessions on:

- The benefits of going on to higher education
- Student Life
- Researching higher education opportunities
- UCAS applications
- Producing personal statements
- Higher education finance

In addition there will be:

- A trip to the Higher Education Convention and a local university
- Individual tutorial support and guidance from form tutors on each application

Further details can be found on the website www.ucas.com

16 – 19 Bursary Fund

The school has limited funds to distribute to students to support them with the purchase of essential items for their education. This could include text books, field trips and transport. All Sixth Form students will be given details of the fund and an application form during the first half term.

Smithdon High School Sixth Form Partnership for Learning Agreement

This document is intended to give you a clear understanding of what you can expect from Smithdon Sixth Form and what will be expected of you in return:

Students are expected to:

1. Maintain full attendance, attending all registrations, assemblies, subject lessons, learning to learn lessons and occasional student conferences.
2. Attend all sessions punctually.
3. Follow the correct procedures for reporting known and unexpected absences.
4. Accept responsibility for their own learning, completing all work thoroughly to the best of their ability, asking for help if it is needed.
5. Meet all deadlines for assignment work.
6. Make appropriate use of study time to complete assignment work, background reading, research and revision. As a guide students should spend five hours a week on each subject outside of lesson time.
7. Make appropriate use of facilities following rules agreed by Sixth Form students.
8. Maintain a sensible balance between school work and paid part-time work.
9. Complete any accredited enrichment programmes undertaken.
10. Set an example to younger students.
11. Dress in a smart, casual manner appropriate to studying and one which does not cause offence to other members of the school community.
12. Contribute to the life of the Sixth Form and the whole School.

Smithdon High School will provide Sixth Form Students with:

1. Specialist teaching for their Sixth Form courses.
2. A full programme of tutorial support with opportunities to review progress and set targets.
3. Three sets of continuous assessments.
4. A formal opportunity each year for parents to discuss your progress with staff.
5. Dedicated Sixth Form facilities.
6. Opportunities to complete accredited enrichment programmes.
7. Support for Sixth Form events.

Sixth Form Attendance Procedures

Students are responsible for their own attendance record. They are required to register with their tutors at morning registration. All students should work towards 100% attendance. This is essential because:

1. Sixth Form courses require full attendance
2. References usually ask for attendance records

Unexpected Absence

In the event of unexpected absence such as sickness, we expect students to telephone in by 9.30 am on the first day of absence. On return to school students should fill in a standard absence form for their attendance record. Long term absences should be supported by doctor's certificates.

Known Absence

If a student knows that they will be absent in the event of something like a hospital appointment or a university interview, they should inform staff and tutors in advance. A standard absence form should be completed.

Lateness

In the event of unavoidable lateness, students must sign in at the front office. Again, a standard absence form should be completed.

Leaving the Site

If a student wishes to leave the site during the day, they must sign in and out using the book provided in the Library. If leaving the site for the entire day for a hospital appointment, etc, students must sign out at the main office itself.

Driving Lessons

Students should not book driving lessons during school time.

Holidays

Holidays are not permitted during term time. Please refer to pages 12 and 13 for full details.

TIMINGS OF THE SCHOOL DAY

The timing of the School Day is as follows:

TIME OF THE SCHOOL DAY
8.30 am: Registration/Assembly
8.50 am: Period 1
9.50 am: Period 2
10.50 am: Break
11.20 am: Period 3
12.20 am: Period 4
1.20 pm: Lunch
1.55 pm: Warning Bell
2.00 pm: Period 5
3.00 pm: End of day

TRANSPORT TO AND FROM SCHOOL BY CAR AND ROAD SAFETY

Smithdon High School wishes to promote and maintain a school ethos which incorporates:

- Safer journeys to school.
- Walking to school as the preferred means of travel.
- A congestion free school environment.
- Provision of secure parking for bicycles.
- Educating students and parents in road safety issues, to make them aware of the dangers of road traffic around the school environment.
- Encouraging a healthy attitude and walking culture within the school community which will lead to a healthier life style.

It is well documented that the amount of traffic on the roads has increased dramatically over recent years. As a result, too many accidents involving children occur nationally on a daily basis. In addition, accidents concerning children during their home to school journeys arise too frequently.

We would ask parents, relatives and carers to take notice of the 'no parking' and "no dropping off" areas around the main school entrance. We would also appreciate you promoting the essential use of marked crossings on the road outside school; this is vital to the safety of all our students. Parents dropping off and collecting students are asked to do so away from Downs Road as there can be significant congestion at the start and end of the school day.

All students should enter and leave the site via the first gate on Downs Road. Students should not enter through the main car park entrance.

Parents and students are also reminded that crossing the school field and climbing over the park fence is not a designated route either to or from school and is not safe. The school expects parents to ensure that their child takes a designated safe route to and from school.

As a school we wish to encourage more students and staff to walk, cycle or use public transport for their journey to and from school. This will ensure that the school minimises its impact on the environment and encourages everyone to consider healthier and more sustainable travel options. We would ask parents to ensure that their child always wears a cycle helmet when cycling to school, for their own protection and health and safety.

UNIFORM

Our insistence on high standards will do much to strengthen the school's reputation in the community. Parental support in maintaining these high standards is absolutely essential.

The Uniform for Boys consists of:

Black trousers (not cords, chinos, jeans or skinny jeans) in a traditional style

Plain white shirt with a stiff collar

A school tie (from school supply only)

Black blazer with the school badge embroidered onto the breast pocket (from school supply only)

Black jumper with school logo - optional (from school supply only)

Plain black socks

Black school shoes. No trainers or shoes with sports logos.

Outdoor coat (to and from school) – plain and logo-free.

The Uniform for Girls consists of:

Plain black knee length skirt in a traditional style (short, tight fitting, lycra skirts are not permitted) **or** black trousers in a traditional style (cords, jeans, linens, hipsters, skinny, flared bootleg or 'ankle grazer' trousers are not permitted). School skirts can be purchased from school.

Plain white shirt with a stiff collar

A school tie (from school supply only)

Black blazer with the school badge embroidered onto the breast pocket (from school supply only)

Black jumper with school logo - optional (from school supply only)

Plain black socks or plain black tights

Sensible black shoes (no high heels, platforms, sling-backs or shoes without backs) a maximum heel height of 5cm is offered as a suggestion. Shoes with sports logos or trainers are not permitted.

Outdoor coat (to and from school) – plain and logo-free.

Please note:

1. Casual sweatshirts, hooded sweatshirts, sports jackets, denim or leather jackets are not acceptable. Outdoor coats should be waterproof and warm.
2. No make-up.
3. Dyeing of hair is acceptable provided the colour used is one which could occur naturally. Unnatural hair colours and extreme hairstyles are not permitted.
4. No body piercing other than ears (see below). No ear 'tunnels, rings and bars.
5. No temporary tattoos, acrylic (or other artificial) nails or bare ankles.
6. Jewellery - watch, small studs (one in each ear). No rings, earrings, bracelets or necklaces. In PE watches and studs must be removed.
7. Personal stereos and mobile phones should not be brought into school. If brought into school the school accepts no responsibility for them and they will be confiscated if seen or heard.
8. Chewing gum is forbidden.
9. Students must remain on site at all times unless a home lunch pass has been issued which clearly indicates that the student will be going home.
10. Students will not wear hats or trainers in the school buildings.

We strongly discourage the carrying of expensive personal electronic devices in school and accept no liability for damage to, or loss of them, on site. Mobile phones may be securely carried for travel purposes, but will be confiscated if they are seen during school hours.

PHYSICAL EDUCATION KIT POLICY

Students **must** bring the following compulsory PE kit to **every** PE lesson

Year 7- 9: Blue polo shirt/football shirt/T-shirt, navy blue shorts/navy blue tracksuit bottoms, sky blue socks, navy sweatshirt (with Smithdon logo on optional) and trainers.

Years 10-11: Blue polo shirt/football shirt/T-shirt, navy blue shorts/navy blue tracksuit bottoms, sky blue socks, navy sweatshirt (with Smithdon logo on optional) and trainers.

All the above items are available from school. All kit must be named.

GCSE PE and BTEC only - Year 10-11:

Year 10 and 11 GCSE PE students also have the option to purchase a specialised kit:

A black sweatshirt with GCSE PE emblem (name on the back optional).

A red polo-shirt with GCSE PE emblem (name on the back optional).

Black socks

These items are also permitted for core PE lessons.

Swimming for all years: a one-piece swimming costume or trunks and a towel.

Depending on weather conditions and activity, students may also need football boots, shinpads, cap and goggles.

Forgotten kit

As stated, **all** students must bring the correct PE kit to every lesson, **without fail**. If a student does not bring part or the whole of their kit, the following will be given:

Kit forgotten first time	warning given
If refusing to borrow kit	C2 lunch time detention
Kit forgotten second time	C2 lunch time detention
and/or refusal to borrow kit	C2
Kit forgotten third time	C2
and/or refusal to borrow kit	C2

3 x C2 will result in a C3 after school detention. 3 x C3 will result in a C4.

This is in line with the school's behaviour policy and consequence system. It is vital that students have kit every lesson in order to participate fully. Without it, learning cannot be maximised and this is what we want every student to achieve in PE.

If a student is not wearing PE kit they **will not** take part. Instead they will have to take on another role or complete written work.

For students who are excused from PE

- If a student needs to be excused from PE they must bring a note in from a parent/guardian explaining the situation. This note must be written in their planner and signed.
- The note can only be used once unless the situation is clearly ongoing.
- Even if students are excused from PE, they must bring the correct PE kit. It allows them to feel part of the lesson and they will be able to take on another role. In hot or inclement weather it also means that their school uniform is kept clean and dry.

Jewellery and non-uniform days

- All jewellery, including watches must be removed before PE lessons for health and safety reasons.
- The PE department suggests that if a student wishes to have their ears pierced, they do so during one of the longer holiday periods. Students will not be able to participate in PE with earrings in and they cannot be taped up.
- Students must bring kit on non-uniform days, even if they are wearing sportswear as non-uniform.

Smithdon High School PE department appreciates your support in all these matters. If you have any problems or queries, please contact us.