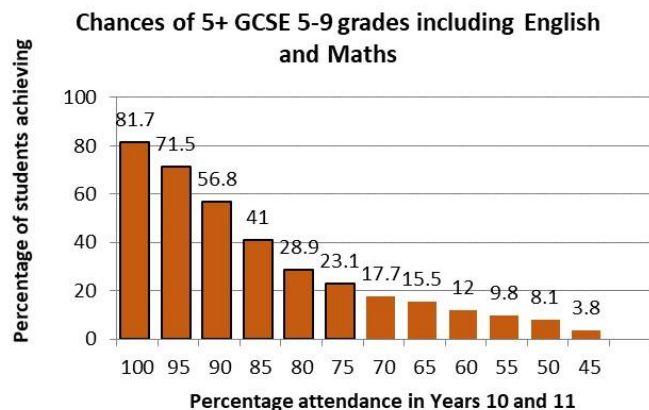


Dear Parent / Carer

I am writing to you at the start of your son/daughter's final year with us at Reepham High School and College to outline the year ahead. For your son/daughter to achieve their potential it is essential that they follow the recommendations of the school in all areas, which I have summarised as a reminder in the following sections: **N.B. – Due to the current circumstances and uncertainty, some of the guidance below may be slightly different from previous years.**

Work and lessons: Pupils should ensure that they complete all homework to the best of their ability and on time, work hard in every lesson and undertake a recommended period of private study every week. This is whether they have been formally set work or not, as pupils should always try and continually review their learning for the best chance of success. Please would you also ensure that your son or daughter has all the relevant equipment needed for their GCSE studies and examinations, such as calculators, rulers, protractors etc. and that you support the school by checking and signing planners weekly. **Equipment is more vital with ensuring the school meets the requirements of the risk assessment around use of personal equipment.**

Attendance: It is essential that your son/daughter attends school regularly and we would ask, where possible, that medical appointments do not take place in term time. The school cannot authorise holidays during term time and taking a holiday could lead to a fine being issued. The graph shows the relationship between attendance and performance and as you can see, even 90% attendance reduces the chances of achieving 5+ GCSEs at grades 5-9 to just 56.8% of pupils. **Currently, any attendance where the reasons are Covid-19 related (enforced isolation/shielding, waiting for a test result, etc.) will mean pupils will not be subject to attendance review, but non-attendance through personal choice will not be treated as authorised.**



Uniform: We would be grateful if you could check your son/daughter's uniform and ensure it complies with the school policies. These can be found on the school website and are non-negotiable. We have always aimed to be progressive at RHSC so do make adjustments, such as allowing two studs in each ear, which is less restrictive than many other schools. As such we expect full compliance with the policies we do set. If for a genuine reason there is any difficulty meeting the expectation this should be preceded by a note, email or phone call that clearly explains the reason and give an acceptable time scale for rectifying the issue. We are realistic in that not all messages from pupils to home around what uniform is and is

Headteacher: T Gibbs B Ed (Hons) NPQH
Whitwell Road, Reepham, Norwich, NR10 4JT
Reepham High School & College Tel: 01603 870328
Email (main school): office@reephamhigh.com www.reephamhigh.com
Email (college): office@reephamcollege.com www.reephamcollege.com

not permitted are accurately portrayed, so we ask you to check with us if in any doubt to avoid having to rectify issues during the term.

Hoodies have also been banned from the school site and should not be worn inside or outside the school at any time. This brings us in line with the vast majority of schools and is also non-negotiable, so please ensure that jackets and/or coats comply with this.

Revision: Some departments and subjects may offer in-school revision, although this is at the discretion of the departments and is not an expectation. It is worth noting that any revision offered is both voluntary and unpaid by the member of staff. Revision is the responsibility of the pupil and alongside the numerous tips and advice they are given in lessons, should be a process they are already undertaking. The best way to recall the vast amount of information is to spread out revision and revisit areas at regular intervals.

After school revision is also currently something that does not comply with the school's risk assessment and it should therefore be expected in advance that there is a very low likelihood of any after school revision being available on the school site. Pupils and parents should plan for this in advance and if necessary seek support from the school in how to set up effective revision at home.

Mobile Phones: I would like to remind you about the rules relating to the use of mobile phones and MP3 players / iPods in school. This includes the use of headphones, which are not permitted. Apple watches are banned from exams in all schools and if they were to cause disruption in lessons in any way then they will be treated in the same way as mobile phones.

We thank you in advance for your support in all of these matters. Any non-compliance creates an undesirable conflict, which we do not want to impact on the very important year ahead.

Reports: An Interim report was recently issued via Go4Schools. The Year 11 Parents' Evening is scheduled to be in the spring term on the **11th February**. We encourage full attendance as it is a great opportunity to speak to all subject teachers about the mock results and what is expected from your son/daughter in the months leading to the final exams. Please continue to use our tracking and monitoring system 'Go4Schools' where reports are published, but you are also able to monitor regularly your son/daughter, including information about any positive and/or negative events. **It is very possible that parents' evening may not be able to go ahead in its usual format dependent upon the situation at the time. If this is likely to be the case then you will be provided more detail and guidance as soon as possible.**

End of year celebration: To celebrate the hard work of the Year 11 students, we usually hold a Leavers' Prom and a Yearbook. The Prom is considered a privilege rather than a right, so it is important to note that the school reserve the authority to revoke the invitation to any pupil not meeting the required expectations, regardless of whether they have paid a deposit. If there have been issues around uniform, attendance, disruptive behaviour or other breaches, be it persistent or only for a period in the run-up to exams, then the invite will be revoked without hesitation. All of the school's rules are very reasonable and they are very easy to comply with so there should not be any concerns. Any pupil wishing to attend can only do so with full acceptance of these conditions. **As was the case in the last academic year, an end of year Prom is potentially something that would not be able to take place. If this is the case and money had been paid as a deposit then this money will be refunded in full.** The Yearbook involved pupils completing their own profile page and

Headteacher: T Gibbs B Ed (Hons) NPQH
Whitwell Road, Reepham, Norwich, NR10 4JT
Reepham High School & College Tel: 01603 870328
Email (main school): office@reephamhigh.com www.reephamhigh.com
Email (college): office@reephamcollege.com www.reephamcollege.com



was a huge success last year. More details on what pupils must do to complete their profile will be provided in the summer term.

Finally, If you have any concerns about your son/daughter during Year 11, whether about their academic progress or general well-being please do not hesitate to contact the school in the following ways:

- 1) Form tutors take a keen interest in their tutees and are often best placed to help you with most small enquiries or information.
- 2) If your issue or concern is more urgent or serious and you would rather speak to me then please ring the school or email me at jhalls@reephamhigh.com or Mrs Cunliffe (Assistant Head of Key Stage 4) at ncunliffe@reephamhigh.com and we will get back to you as soon as possible.

I look forward to a successful partnership with you this year to help your son/daughter fulfill their potential.

Yours faithfully

James Halls
Head of Key Stage 4