

The Essential Parent Guide



2022 - 2023

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Message from the Headteacher

Summer Term 2022

We look forward to welcoming your child into our community. In the years to come we will work in partnership with you in order to provide your youngster with the best possible secondary education. Our sixth form is now well established and one of the most successful, state or private, in the county and many of our Year 11 pupils stay on into the sixth form. We hope your child will do the same.

We are confident the school will provide an environment within which pupils feel both safe and valued, yet challenged and stretched. All pupils will be expected to work hard and behave in a way which shows that they care about others and care for their school: in return they will receive all the support we are able to provide so that they are happy whilst receiving an education of the highest quality.

Getting off to a good start is important and we will be trying our hardest to ensure that everyone who joins us is given the best professional care and guidance so that they can thrive from day one. Throughout their time at the school your child will receive a broad and balanced education that is designed to make sure each individual fulfils their academic potential, develops the skills required by employers and learns how to be effective and kind citizens.

Please read this School Handbook carefully and as soon as possible. It contains a great deal of information about the school, its values, expectations and systems. My colleagues and I recognise that a child's commitment and progress is greatly influenced by the creation of a successful *home/school* partnership. You will agree that we need to present the youngsters with a united front; your support in terms of homework, behaviour, uniform and appearance, along with the interest you show in your child's school work and other activities are critical to their success. We hope that this booklet will provide you with the opportunity to sit down with your child in order to discuss their transfer to High School.

I look forward to meeting you in September. If you have a concern about anything set out in this booklet then please contact the school.

Yours sincerely,



Tim Gibbs
Headteacher



The Curriculum

The school provides a broad and balanced curriculum, across all year groups. We believe that a high quality curriculum is vital in ensuring our students grow into well rounded, informed individuals. The school is continuously developing our curriculum to engage, challenge and interest our pupils and we will be releasing new curriculum guides on our website in the new academic year.

Assessment, Records and Reports

When assessing pupils in key stage three, Reepham High School and College focuses on each pupil's attitude to learning. By assessing five key criteria: effort, independence, understanding, recall and the ability to communicate; pupils can improve their work ethic and grow as independent learners. We believe it is important to focus on how hard you are working and how you can improve, rather than what your current grade is. As pupils progress to their GCSE studies there is a closer focus on current attainment and how students can improve to meet the criteria required for their studies.

Each pupil's progress is continually assessed and monitored at Reepham High School & College so that learning strategies can be worked out in order that the pupil's potential may be realised. Parents will only be able to view a school report each term via Go4Schools. Two of these reports take the form of interim reports, which provide a brief but comprehensive overview of how your child is progressing. The third report is a longer report giving comments and advice. The school will retain a copy of all reports which are regarded as confidential documents between the school, parents and pupils, and these will form the major part of the school record. Over a period of time, this process will enable a full profile of each pupil to be built up. Towards the end of the first half term there will be a Settling in Evening to discuss the progress of each pupil with their form tutor. In the first term of Year 7, the Settling in Evening is in lieu of the interim report. Enquiries may be made at other times through your child's form tutor. Each pupil will have his/her own personal record file kept in the school. This is a continuation of the records from their primary school. These records enable the school to be adequately informed in order to support the pupil's education within and after leaving school.

Academic Parents' Evening

These will be held at least once a year for each year group and will take the form of personal interviews with the subject teachers. These interviews are normally scheduled for five minutes with each teacher. Interviews will normally take place between 3.45 pm - 7.00 pm. We would encourage both parents and pupils to attend such evenings. Dates of these will be advertised on the website, in planners and text/email reminders will be sent nearer the time. Your son/daughter will then arrange appointments with the teachers of your choice in his/her school planner.

Occasionally, parents may be invited at other times to discuss the welfare or academic progress of their children with the form tutor, subject teacher or senior member of staff. Parents themselves, may, of course, request interviews with the teaching staff and should contact them via the school office if this is the case.

If immediate assistance is required, kindly contact your child's form tutor. Be assured, we will do our best to help you.

Homework

It is the policy of the school that appropriate homework will be set regularly for all of our pupils. In the first year, the amount set for most pupils will take up to 60 minutes every evening. Our policy is that we try to build up the time pupils spend on homework and develop good habits of private study. As the time for external examinations approaches, most pupils will need to spend two hours per night on it.

School Planners are provided for all pupils to record homework which is set and **parents are asked to sign** these planners at the end of each week. **Parents are also requested to encourage their children to complete their homework regularly and thoroughly and at an early, rather than later period of the evening.**

Every pupil is given their own ICT area. In this they can store finished work as well as work in progress. This area can be remotely accessed from home via the Internet.

Since the Covid lockdown the school has increasingly worked on Microsoft Teams. This platform has provided a way for staff to set worksheets, videos and other digital resources for pupils. It also allows pupils to upload their completed homework digitally to staff. This has not replaced our school planners but may often be referenced in their set homework. All pupils have access to Microsoft Teams, through the student area of the school website and it is a good place to encourage your child to check for worksheets or tasks.

In the unlikely event of your child seemingly not being set any homework for a period of three or four days it would be appreciated if you would contact the Head of Year 7, Ms Thacker.

It is important to remember that:

- Not all homework will be written work.
- Homework can only be completed satisfactorily if suitable quiet working conditions are made available at home.
- If a pupil has difficulties with homework, parents are asked to contact the form tutor as soon as possible. In the event of lack of effort with homework, a pupil may be placed on homework report so that a careful check may be kept on progress.
- If your son/daughter is struggling to complete work you can write a note to the class teacher in their planner to say that they have spent the required time on it.

Please note there is a homework club currently on Monday, Tuesday, Wednesday and Thursday each week from 3.30pm - 4.30pm. A member of staff will be there to supervise and help pupils.

Correspondence from RHSC and payments



ParentMail is our platform for communicating with parents and accepting online payments via ParentMail+Pay. Once your child is at RHSC you will receive an invite to register. Download the app to receive school messages instantly, complete forms, make online payments and add money to your child's dinner money account. We now operate a cashless canteen system, and all payments must be made online. This does not affect those entitled to a free school meal.



Accessing your child's records

Once attending the high school you can monitor your child's progress and behaviour and view their timetable and reports on-line. Go to www.go4schools.com click on the Parent tab under Login and request a password using the email address you have provided the school with.

Updating contact details



Invites to register with SIMS PARENT are sent out in the autumn term. The SIMS PARENT app and website allow you to update all contact details and medical information we hold on your child/children at any time throughout the year. Please ensure this information is kept up to date.

SIMS PARENT

Please visit the Parent Area of the school website www.reephahigh.com to access further information and links to the above sites. If you have any further queries please email data@reephahigh.org.uk

Visit our website: www.reephamhigh.com

We suggest you look at the website on a weekly basis as it is regularly updated with lots of information about the school, events and photographs, as well as details of letters home.

Twitter



Follow the school on Twitter to get news and photographs of latest events, trips and Curriculum Enhancement Week, as well as advice on emergency school closures. A number of departments are using "Twitter" to communicate with pupils about homework or to send them important educational website links. The ICT department teaches E-safety in lessons for six weeks in which they look at the safe and positive use of the social networking site Twitter.

Contacting the School

By Email - Emails about academic matters should be sent to office@reephamhigh.com. Other emails about pupils should be addressed to the form tutor who has a special responsibility for the welfare and care of your child, or the Head of Year / Key Stage.

By Telephone - The school office can be contacted between 8.30am and 4.30pm. Messages may be left for teaching staff with the school receptionist. An answer phone service is available when the office is closed or the school receptionist is unavailable at the time of your call. For pupil issues ask for your child's form tutor. For more serious issues contact your child's Head of Year / Key Stage.

Headteacher	Mr T Gibbs	tgibbs@synergymat.co.uk
Deputy Headteacher	Mr P Beale	pbeale@reephamhigh.org.uk
	Mrs J Fletcher	jfletcher@reephamhigh.org.uk
Assistant Headteachers	Mr A Edgar	aedgar@reephamhigh.org.uk
	Ms H McGuinness - Director of 6th Form	hmcguinness@reephamcollege.org.uk
	Mr A Lockley	alockley@reephamhigh.org.uk
Head of Year 7	Ms R Semenczuk	rsemenczuk@reephamhigh.org.uk
Key Stage 3 Co-ordinator	Mrs A Gorbould	agorbould@reephamhigh.org.uk
Assistant KS 3 Co-ordinator	Mrs L Fuller	lfuller@reephamhigh.org.uk
Key Stage 4 Co-ordinator	Mr J Halls	jhalls@reephamhigh.org.uk
Assistant KS 4 Co-ordinator	Mrs N Cunliffe	ncunliffe@reephamhigh.org.uk
Head of Art	Mr A Hadden	ahadden@reephamhigh.org.uk
Head of English	Ms H King	hking@reephamhigh.org.uk
Head of Humanities	Mr A Lockley	alockley@reephamhigh.org.uk
Head of Computing	Mrs A Peebles	apeesbles@reephamhigh.org.uk
Head of Languages	Miss M Teillet	mteillet@reephamhigh.org.uk
Head of Mathematics	Mr K Thomas	kthomas@reephamhigh.org.uk
Head of Music	Mr G Green	ggreen@reephamhigh.org.uk
Head of PE	Mr J Easton	jeaston@reephamhigh.org.uk
PRE & PSHE Co-ordinator	Miss L Reid	lreid@reephamhigh.org.uk
Head of Science	Mrs M Beale	mbeale@reephamhigh.org.uk
Head of Technology	Ms C Geraghty	cgeraghty@reephamhigh.org.uk
Attendance Officer	Miss C Boal	attendance@reephamhigh.org.uk

Special Educational Needs

The SEN Department is headed by the Special Educational Needs Coordinator (SENCO) Mr P Atkins. He is supported by a team comprising of Higher-Level Teaching Assistants (HLTAs) and Learning Support Assistants (LSAs).



At RHSC the majority of our LSAs support small groups rather than individual pupils who are encouraged to work with several adults over the course of a day. This is key in promoting independence and preventing over reliance on one key adult. All pupils with SEN complete a pupil passport to ensure their wishes and interests are taken into consideration, and understood by all adults working with them.

Our SEND support is built around a mainstream system, with our goal being to enhance Quality First Teaching. Small numbers of pupils each year will form our ACE group, whose timetables are altered significantly. Approximately half of their lessons are taught in small groups by a mixture of subject specialists and HLTAs. The department's main classroom is also open to pupils before school, at break and at lunchtime, providing a social area for pupils who might benefit from a smaller and more secure social setting than the wider school offers.

Throughout their time at RHSC pupils can benefit from a variety of personalised support measures such as small group interventions to support student's barriers to learning. The Fresh Start program, IDL dyslexia intervention, precision teaching and peer reading are a number of tailored support methods on offer to those with literacy needs. Our aim this year is to increase the amount of interventions that we currently offer with a number of resources having already been purchased to support students with Dyslexia and difficulties with social communication and interaction. Our trained Exams Access Officer will meet and ensure that all qualifying students are provided with the correct level of support for their GCSEs and A-Level studies. This year, we invested heavily on a new piece of software called Read/Write by Text Help. This piece of software is to be rolled out across the school to encourage all classroom staff to familiarise themselves with the advantages it can provide in the classroom, but also encourage students with literacy difficulties to become comfortable with the use of this reading software in preparation for their exams.

Our SEN assessment toolkit continues to be used to aid the early identification of learning needs and our Medical Needs Coordinator is working closely with the SENCO overseeing health care plans and medication.

The school works closely with outside agencies within the local authority to provide higher level support for pupils where required. We would like to take this opportunity to refer you to both our SEND Information report <http://www.reephamhigh.com/about-our-school/sen/>, and the Norfolk County Council Local Offer <https://www.norfolk.gov.uk/children-and-families/sendlocal-offer/local-offer-for-children-and-young-people>.

The Head of Year 7 in September 2022 will be Ms Semenczuk

The Head of Year is responsible for the transfer of new pupils to the school and works in close co-operation with the feeder primary schools, as well as leading the Year 7 form tutors. Contact between home and school is seen to be of paramount importance and the form tutor has prime responsibility in establishing and developing this contact.



Pastoral Care

Pastoral Care is recognised as the corporate responsibility of the whole staff. The emphasis is on the establishment of an atmosphere of mutual trust and co-operation within the school in which all members can achieve their true potential. It is intended that staff will develop a firm but sympathetic and constructive approach to individual difficulties. Sanctions may be necessary from time to time but it is hoped that their use will be rare. Two non-teaching staff act as Student Support Officers, who assist Key Stage Co-ordinators in ensuring the positive ethos of the school is maintained and promoted. We welcome people of all backgrounds, race, religions, ability, gender, and sexuality. It is an important part of our school ethos, and during your child's years at Reepham High School and College, it is important that they and others feel safe to be who they are. We expect our pupils to report any time when this is not taking place, as we all have a role in creating an inclusive learning environment alongside celebrating our differences.

Pupil Motivation

The school expects very high standards of behaviour and work from all of its pupils.

Parents are asked to support the school in its endeavours to maintain those standards.

Discipline and good behaviour should be self-imposed by each individual pupil in such a way that their conduct causes neither offence nor interference to any other pupil or member of staff. The school has a very positive approach to the building up of relationships with its pupils. Success will depend upon the measure of co-operation between home and school.

A system of rewards and punishments is in operation, those pupils who achieve high personal standards in their school work and/or behaviour will receive **positive behaviour points recorded on Go4Schools and "Golden Tickets"** in recognition of their efforts. Trophies are awarded for outstanding achievement and special commendation certificates are presented to pupils at the end of the year.

If a problem arises because of a temporary lapse from good behaviour, a pupil will be encouraged to identify the error, its causes and to think through a more acceptable way of behaving, should similar circumstances arise in the future. Pupils who misbehave or fail to undertake the requirements in connection with their lessons will have this recorded on their electronic school record, stating the nature of the offence and specifying a punishment. Recurring problems with homework or work in lessons are also recorded. Sanctions for breaches of discipline include a verbal reprimand, loss of privilege, lunchtime detention, extra written work at home, detention after school, being placed on weekly report, isolation from peers, and, if these fail, exclusion from school may be applied. In the event of significant problems developing, parents will be invited to meet with form tutor and senior staff in an effort to resolve difficulties.

Pupils are given many opportunities to develop their leadership skills.

CODE OF CONDUCT

The code of conduct is designed to make the school a productive and rewarding place for all those who choose to work here.

" As a pupil at our School I will.....

....do my best in class and with my homework

....always behave myself

....do as I am asked by the teacher

....allow others to work undisturbed

....be receptive to the views of others

....wear correct uniform at all times

....walk on the correct side of corridors and staircases

....keep the school tidy

If I am positive and do as requested I can expect to be praised and rewarded.

School Uniform and Equipment

Wearing school uniform and wearing it smartly is considered to be very important for many reasons including:

- Promoting a sense of belonging to the school.
- Reducing the otherwise very noticeable differences owing to the parents' financial situation.
- Providing an accepted norm.
- Reducing parental expenditure when compared with the cost of frequent replacements of items of fashion clothing.
- Simplifying and reducing the teachers' task in assessing and correcting dress sense.

It is hoped that all parents will support the school fully by making sure that their children wear school uniform and thus assisting in developing in them the sense of pride in dress and appearance which many people, including those outside school, and especially employers, consider so important. If, in the future, any changes need to be made parents will be notified in writing, well in advance, so please ignore all rumours of change.

Many items can be purchased from a variety of retail outlets, and parents are encouraged to seek out the best possible value for money. However, please ensure anything purchased meets our guidelines.

Alternatively, all items can be purchased from www.birdsofdereham.com or in-store at:

Birds, Unit D, 13 Yaxham Road, Dereham NR19 1HB
Tel: 01362 699130 / 01362 692941

From September through until the Easter holidays full uniform is expected and must be worn at all times. We have a gender free uniform. Pupils must wear a full uniform from the following items:

Winter uniform:

Blazer	The school blazer.
Shirts	A plain white long or short sleeved shirt. Must be tucked in at all times.
Tie	The school tie.
Trousers	Plain black, straight cut, full length (must touch the shoes, no socks visible). No 'skinny fit' trousers allowed.
Skirt	The school skirt, knee length, not rolled. Check with supplier for correct fit.
Socks	Plain black socks.
Tights	Plain black, worn with a skirt.
Jumper	Optional v-neck school sweatshirt with school logo worn under the blazer. No alternatives. No hoodies to be worn at school at any time.
Shoes	Black polishable, plain shoes. See additional photos on website for clarification.
Hijabs	A plain black or dark blue head covering may be worn for religious reasons.

After the Easter holiday, the school polo shirt may be worn in place of the shirt and tie. If pupils are cold, the school sweatshirt or a blazer (and NOT another kind of jacket or sweatshirt) should be worn over the school polo shirt. Alternatively, students are free to continue wearing full winter uniform.

Additional summer uniform:

Polo shirt	The school polo shirt with logo.
Tailored shorts	The school shorts with logo.

General uniform and appearance:

Jewellery

No jewellery except a wrist watch, one simple ring and up to two plain studs in each ear. For pierced ears, two studs per ear may be worn. N.B. studs not hoop earrings. Facial and body piercings such as nose studs or tongue piercings are not allowed and no retainers are to be worn either.

Accessories

Only badges of merit or office, awarded by the school, may be worn as part of the school uniform. School bags and belts must be sensible and in keeping with the rest of the school uniform.

Footwear

Plain black sensible leather shoes. They should be polishable with flat sole or minimal heel and have no embellishment or logo. Canvas shoes or trainers are not acceptable. (Please see separate photo on website for extra shoe guidance.)

Hair

Must not be excessively short, have patterns cut in or be dyed unnatural or two tone colours.

Make up

Discreet make up is allowed only. Acrylic nails are not allowed in school, neither is the wearing of nail varnish. Nails should be kept to a sensible length that will not affect participation in PE or practical subjects. Eyelash enhancements are not permitted in school.

Outdoor Clothing

Coats, jackets, hats, scarves and gloves etc. must not be worn in lessons.

Please make sure all items of clothing and equipment are clearly marked with the pupil's name

Shoes



Acceptable
Black polishable school shoes only.



Unacceptable

No canvas, trainers, pumps, plimssoles, walking boots, boots, Vans or Converse. Shoes must be flat with no platform or high heel and must be below the ankle.



General Equipment

An equipment check list is available in the Pupil Handbook.

Calculators: The use of calculators has become an integral part of all mathematics teaching and may also be a valuable tool in other subjects. Pupils are expected to make use of them both in class and at home. We recommend that each pupil has his/her own scientific calculator which should be available for all lessons and all subjects. Calculators may be purchased direct from the mathematics department, they are currently £5. Geometry sets can be purchased for £1.00.

All pupils must have a suitable bag in which to carry their books and equipment. It is important that exercise and text books do not get bent or curled up.

Private Property

Whilst making every effort to safeguard the property which pupils bring into school, the school ultimately cannot accept responsibility for items which are lost or stolen. Like all other schools we are not insured for such items. (See information below regarding personal insurance).

Pupils are responsible for their own property. **All items brought into school should be permanently marked with the owner's name, anyone losing property should report the matter immediately to his/her form tutor and make every effort to trace what has been lost.**

Mobile Phones

For reasons of safety, pupils are allowed to bring mobile phones to school. However, they should not be switched on while in the school building. Please note that the school accepts no responsibility for the loss, theft or damage of mobile phones which pupils have brought into school at their own risk. **It is strongly advised any phone brought to school be simple and cheap.** Any phone that is seen or heard at any time during the school day will be confiscated and kept safe until it is collected by a parent. It will not be returned to the pupil concerned.

Locker Hire

Lockers are available for you to hire for a period of 5 years. Lockers will need to be shared with a friend as there are not enough (due to space) for one each. Costs are £15 **per pupil** for five years. When the locker key is returned at the end of Year 11 (or whenever you leave) a £5 refund will be given. Charges cover maintenance, administration and replacement of lockers when needed. In the event of a key being lost a replacement may be bought at a cost of £3. Information will be sent out on how to hire lockers.

We strongly advise new pupils to obtain a locker as soon as they can.

School Property

It is required that all pupils should show a responsible attitude towards school property. They should treat the buildings, furniture, equipment and materials, including exercise and text books loaned to them, with due care and consideration. This is particularly important in the prevailing economic climate.

The cost of damage to school property, if done maliciously, or as a result of breaking school rules, will be charged to the offender's parents/carers. This applies equally to school exercise, text and library books, as well as other school equipment.

INSURANCE AND PERSONAL PROPERTY

You should be aware that no pupil at Reepham High & College is covered by a personal accident policy. Many insurance companies now offer cover at a modest premium.

Pupils' personal possessions – mobile phones, coats, P.E. kit, calculators, etc., are also not insured by the school. Occasionally pupils do lose such equipment but very rarely is it stolen. The school cannot accept responsibility for loss or theft. We recommend all pupils should obtain a locker in order to store their possessions. It is inadvisable to bring expensive items to school.

If your child brings a musical instrument/mobile phone to school we strongly advise you to check it is on your house contents insurance. The school is not insured for loss or damage to any privately owned items.

Signing in and Out

Pupils must sign in and out at reception if they are late to school, or have to leave early. Only in exceptional cases will pupils be allowed out of school at break times and lunch times and then only in response to a parent's letter requesting this giving adequate reasons. This letter is to be given to the Head of Year / Key Stage at the beginning of the school day for signature and handed to reception upon leaving. Parents will appreciate that reasons of safety for their children and the reputation of the school dictates this requirement.

Smoking, Alcohol and Illegal Substances

Under no circumstances are pupils allowed to consume alcohol, smoke or be in possession of cigarettes, e-cigarettes or other substances hazardous to health. Offenders will be punished and the items will be confiscated. Parents or carers will, of course, be informed of such incidents.

In the case of a pupil being in possession of or supplying illegal substances, the police and the school governors will be informed and the pupil will be excluded from the school. Any pupil supplying illegal drugs will be permanently excluded.

Advice about Bullying

We hope that your child will have a trouble free seven years at Reepham High School & College. However, bullying occurs in all schools and we would be foolish if we did not recognise that we do encounter it here.

We can, however, reassure you that we take bullying very seriously at Reepham. We have an anti-bullying policy which is available to parents on request, and is also on the school website.

The following points are offered as initial advice to parents who unhappily find themselves in a situation in which they believe that their child is being bullied.

1. Do contact the school as soon as possible to express your concerns.
2. Encourage your child to talk about the situation with you at home. Be patient if they are reluctant.
3. Sympathise, but do not over-react. Bear in mind that telling a child to ignore it may not be the best course of action.
4. Assure them that something will be done.

We have a number of senior pupils who have been trained to support their peers on a range of issues, including minor bullying.

What exactly is Bullying?

We use the term 'bullying' carefully and are clear of the difference between 'bullying' and unpleasant behaviour. Incidents of unpleasant behaviour between pupils, such as name calling, do sometimes happen, but they nearly always stop when we are made aware of them and talk to the individuals concerned.

Bullying refers to planned, on-going and repeated incidences of unpleasant behaviour from a pupil or group of pupils towards another. If there is mutual unpleasantness between pupils it is less likely to be regarded as bullying.

Community Links

The school intends that its pupils become aware of their dependence upon the local community and also that the community itself should benefit from the life of the school.

Regular articles are featured in the RHSC Review and on the website.

RHSC Review

Our magazine is a great way for parents to keep up with what's been happening in our school. It is published four times a year with the help of student journalists and is full of news and photographs of school and college events and trips. It also includes a section called 'Pupil Pages', entirely designed, written and edited by pupils. Whilst every child receives a copy to bring home, the RHSC Review can also be read online via the school website.

Careers Guidance

Pupils will be involved in careers education throughout Years 7-11. In Year 7 the pupils take part in a range of activities to learn and look at their personal qualities. We are hoping to run 'Futures Day' again which is a fun energised day with workshops and speakers representing a wide range of employment sectors.

In Years 8 & 9 pupils take part in the Norfolk Skills Careers Fair and "Careers Days" when pupils work together in groups on work related issues. In Year 10 there are employer events and work experience for the whole year group and in Year 11 post -16 events in preparation for leaving school.

If you have any queries please contact Mrs Edgill, Careers Adviser and Work Experience Coordinator: eedgill@reephamhigh.org.uk

Examinations

The school fully recognises the importance of every pupil achieving the best examination results they are capable of. As well as monitoring each pupil's progress by means of continuous assessments, the school will carry out tests and more formal examinations. These will also give experience of examination preparation and atmosphere to pupils before the time arrives for them to take external examinations. At the moment, pupils are entered in Year 11 for external examinations providing that they have followed a suitable course and have shown reasonable industry. The GCSE (General Certificate of Secondary Education) is the main method of examination.

Letters / Information Home

Most information will be sent home via ParentMail. Please ensure your email on contact details is always up to date. All information of a non personal nature can be found on our web site.

www.reephamhigh.com / Home / Parents area / Letters Home

Curriculum Enhancement Week

For the past twenty years there has been a Curriculum Enhancement Week for pupils in Years 7-9. This takes place in the summer term whilst Year 10 and 12 are on work experience and after Years 11 and 13 have left. It allows pupils to engage in a wide range of different and exciting activities, for example they might visit the Lake District, fish in Norfolk waters or engage in sports. The week is partially supported by funds raised via a sponsored event, held in school each year.

Absence from School

If your child is going to be away from school please either ring 01603 870328 Option 1 or email attendance@reephamhigh.org.uk or via ParentMail

Parents/carers are asked to inform us **every day** that their child is absent from school giving their name, tutor group and reason for absence. If no communication is made with the school you will receive a text message through Truancy Call to contact us.

Parents/carers are reminded that it is a legal requirement to inform the school of the reason for their child's absence. As I am sure you will appreciate this is designed for the safety of your child whilst in our care and your assistance is greatly appreciated.

Any unexplained or unacceptable absences will be classified as unauthorised and reported as such. We must also point out that although parents/carers are obliged to give an explanation of any absence, only the school may actually decide if the absence can be authorised.

Absence and Progress

We are always concerned about those pupils who are absent from school for frequent or 'odd' days because such absences are very disruptive to their progress. A day missed can never be made up. Good attendance is directly related to good progress and high achievement at school. If the school is concerned about your son or daughter's attendance you may be required to attend a meeting in school.

We run regular prize draws and incentives to help improve attendance. Our aim is to ensure that our pupils receive the most from their education and we hope that we can count on your support in this matter.

THINK YOUR ATTENDANCE IS GOOD?

91% ATTENDANCE IS 17 MISSED DAYS OF SCHOOL A YEAR

RESEARCH SHOWS OVER 5 YEARS THIS EQUALS.....

1 GRADE DROP AT GCSE!

Attendance Target

Our attendance target for 2021-22 is 96%. We appreciate the continued support given to us by parents/carers as it is only with your support that we can achieve such high standards of attendance.

98-100% Excellent attendance, progress maximised

95-97% Progress will start to be affected

Below 95% Underachievement inevitable

Term Time Absence

Wherever possible, families should take their holidays during the official school holidays. If this is not possible, 'request for leave' forms can be found in the school office or email the attendance officer for a copy. Holidays taken during school time will not be authorised unless under exceptional circumstances. The school will give notice of its terms and holiday dates as far in advance as possible.

Dates for the Academic Year and Holidays can be found on our website.

Persistent Absentees

Pupils with an attendance record of below 90% are identified by the school and we will take appropriate action.

Legal Intervention

You will be aware that the law requires all parents/carers to ensure that their child attends school regularly. Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress. The government is very clear that all schools must aim to have the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks.

The intervention could be in the form of a fixed penalty notice. Any pupil at Reepham High School & College who meets the criteria, will be referred to the Local Authority for action to be considered.

Further information is available on the school website: [www.reephamhigh.com/OurSchool Policies](http://www.reephamhigh.com/OurSchoolPolicies) or please contact the attendance officer

Illness and Ailments

Other than very minor illnesses, if you feel that your child is too unwell to attend and unable to work normally, please do not send him/her to school. We are not resourced to look after them in this situation. An illness or ailment of a minor or temporary nature can be dealt with at school, but for anything more serious, parents will be contacted to take their sick child home. First Aid can be administered in school if necessary by qualified members of staff. When a pupil has a medical problem such as asthma, diabetes or some other condition which may cause occasional attacks of illness at school, or which may prevent him/her from taking full part in all activities, parents are asked to give the school the fullest possible information well in advance.

Asthmatics need to carry their inhaler on their person at all times and a spare to keep in the medical cupboard at school. Diabetics **must** provide a box with supplies in in case of a hypo along with any additional equipment they may need. The school has a fridge for storage of medicines. If it is necessary for a pupil to take medication or pills during the school day, parents are asked to provide their child with a note explaining this. A medication consent form will then be sent home for completion, to be returned the following day. Medicines must be handed into reception and staff will dispense as necessary. Where a pupil attends school and needs to be excused from PE lessons **a note must be sent**, otherwise the PE staff will expect the pupil to take part in the lesson. To be permanently excused from PE or games lessons, a doctor's letter is required.

PLEASE NOTE:

IT IS VITAL THAT PARENTS KEEP THE SCHOOL FULLY INFORMED OF CONTACT DETAILS SO THAT WE CAN REACH YOU AT ALL TIMES AND ALSO PROVIDE AN ALTERNATIVE CONTACT, FOR EMERGENCY USE ONLY.

If there is a need for the school to communicate with parents/carers during the school day we will call you directly.

School Transport

This is provided by Norfolk Education Council, for those pupils who live far enough away from school to qualify for it. The decision for eligibility and all details regarding pick-up points and times etc, are made by the Local Authority Transport Officer to whom application should be made.

The whole matter of school transport and its ramifications are completely out of the hands of the school. Any issues should be raised with:-

**The School Transport Section
County Hall
Norwich
NORFOLK Tel: 0344 800 8020**

Each pupil travelling on school transport will be issued with a bus pass which must be carried on all journeys and may be required for inspection by the bus driver or a transport inspector. When pupils are allocated a bus pass a copy of the Bus Code of Conduct is issued.

Under no circumstances may a pupil travel on a different bus.

The behaviour of pupils travelling on school buses is obviously of concern to the school. Appropriate disciplinary action will be taken by the school for breaches of discipline on school transport.

All children travelling to school by school bus must remain on the school premises after arrival and also during lunchtime. The school is concerned that pupils behave in a responsible manner while waiting for school buses in the mornings and when they get off the buses after school. We trust that parents and the local communities will support the school in ensuring good behaviour.

Bicycles

Pupils may travel to and from school on their bicycles as long as the following criteria to guard the health and safety of all concerned are followed and accepted by pupils and their parents:

- The cycles are placed in the school's bicycle compound and secured by a substantial lock.
- No cycling is permitted on school premises.
- All bicycle lights, pumps, drinking bottles and other easily removed articles should be removed and kept in the school bag of the owner during school hours.
- Parents are solely responsible for the roadworthiness of their child's cycle.
- The school can take no responsibility whatsoever for cycles.
- Cycle helmets are expected to be worn by anyone cycling to school.

Breakfast

For some children who travel in by bus the day starts early. To help, breakfast is available in the school restaurant from 8.30am.

Lunchtime

Parents wishing their children to return home for lunch must make their own transport arrangements and inform the school, in writing, of this requirement. Pupils will only be allowed out of school at lunchtime to visit Reepham in an exceptional circumstance, following a specific request from a parent. Pupils will not be allowed to visit Reepham simply to buy their lunch in the town. The school restaurant provides a cafeteria style service of a variety of food at subsidised prices for the benefit of pupils. It is working hard to offer healthy food choices. Details of a sample menu may be found in the Pupil Handbook. Pupils who bring sandwiches and other food for consumption at school must only consume it in the school hall or outside. The school tries hard to be litter free.

Visits

We aim to provide your son/daughter with an outstanding curriculum experience. Most of this will be in the classroom, but there will be occasions when pupils benefit from learning away from the school site. For trips that are either in close proximity to school or that are to an educational establishment on a regular basis, then our policy is NOT to seek parental permission for each of these trips. Instead, we ask for your permission on their entry into the school for all such visits.

It will be necessary for parents to give consent for their son or daughter to take part in visits to non-educational establishments. Failure to complete either the on line consent form or printed consent form, will result in a pupil being excluded from a trip.

Under the Synergy MAT Charging Policy, (see below) as required by the 1988 Education Act, only voluntary contributions will be requested towards the costs of such educational visits during the school day. However, if sufficient voluntary contributions are not received, such trips are unlikely to take place. Any parent wishing to consult the Charging Policy established by the Synergy MAT may do so by viewing the school website: www.reephamhigh.com / Our School / Our Policies / Synergy MAT Charging and Remissions Policy.

Any pupil taking part in a school visit will be required to wear school uniform, unless they are specifically requested to wear clothing more suitable for a field trip or expedition. In these instances, information will be sent home to parents about the visit explaining about the clothes required.

Only pupils whose behaviour in school is commensurate with that required of ambassadors of the school will be considered for inclusion on a school visit.

Pupils taking part in visits are acting as ambassadors of the school, and their behaviour must not in any way mar the good reputation of the school. Any occurrence of this nature will result in automatic exclusion from future visits.

Charging Policy

Mainstream Education. All education essential to the National Curriculum, or to the syllabus for a prescribed examination, is free. However, parents will be told from time to time that certain projects may only be possible provided sufficient money comes in from voluntary contributions. They will always be told how much must be raised. If the project does take place, no pupil will ever be excluded because his or her parents made no payment.

Optional Activities. Schools are allowed to charge for activities mainly outside school hours, provided these are optional to the National Curriculum and to the syllabus for a prescribed examination. Parents will be told the cost of such activities.

Penalty Charges. If the school is put to unnecessary expense, the parents involved will be charged so costs are recouped. For example, if a candidate fails, without medical cause, to show up for, or to complete the coursework for a public examination, a bill for the entry fee due will be sent to the parents. Similarly, the cost of damage to school property, if done maliciously, or as a result of flouting the school's rules, will be charged to the offender's parents. The School Governors will determine what charges are fair and appropriate in particular cases.

External Charges. Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

For more information please see our Charging Policy on the website.

A 'hello' from the Friends of Reepham High School and College

Why does the school have this group called "The Friends?"

Our main function is to support the school by raising as much money as we can to enhance, enrich and improve learning experiences for the children such as the interactive screen in the library, money to set up a Robot Club, allotment resources, new pans for the food tech department, benches and outside table tennis tables. We serve refreshments at different school and college events such as the drama performances and Youth Speaks events. The Friends of RHSC is run by a committee who are all volunteers; some of us are parents, governors and teachers from the school. At present we have a very small number of volunteers and would really like to get some more helpers on board. The more people become involved, the more we can achieve and the easier it will be. Even if you have younger children at home, or only a small amount of time, could you come to a meeting, help set up an event, serve drinks or design a poster? Perhaps you have a professional skill you could help us out with? We always try to respond when asked to help the school, and after the work is done, it's so rewarding to see the students enjoy new resources and equipment provided by the Friends.

How you can support us right now:

- We are looking for donations of second hand uniform to be sold at the Year 6 open evening
- Volunteers for any of the events

Please feel free to contact me via email: friends@reephamhigh.org.uk or check out our Facebook page "Friends of Reepham High School and College" for our latest news and details of upcoming events.



Items provided by the Friends of RHSC

Twelve larger pans with lids have been purchased and are in full use. This has made life much more straightforward for myself and our food technician. We are no longer wandering around the room with a screw driver fixing the handles of our older pans. In Year 9 we cook street food curries and these pans are ideal. Non stick, with a lid and just the right size for those students that want to cook for four! Thank you so much to the Friends for supporting the food department.

Mrs Gibbs, Food Tech teacher



We are extremely grateful for the Friends' very generous donation and we have put every penny to great use to buy materials for making our pathways at The Allotment Project. Without this, visitors and volunteers would certainly get muddy feet! The Allotment Project is very much looking forward to working with the Friends when we do our 'Live at the Allotment' in July.

Mrs Lee, RHSC Allotment Project Leader



We have three fantastic, new full-sized blocks, and several smaller ones which were used to create the key set-pieces for our recent production of Chaos, which we performed as part of the National Theatre Connections Festival. We also took the blocks with us as part of our set for our performance at the Garage, Norwich. The blocks will be a fantastic resource for future productions, and for drama and music lessons, as they can be repainted as required and form the basis or main focus for any future set pieces.

Miss Cole, RHSC Drama Club

Did you know? The outdoor table tennis tables were purchased by the Friends.

Mell Jones - Chair of the Friends of RHSC
friends@reephamhigh.org.uk



HELP OUR SCHOOL TO BECOME A MORE ENVIRONMENTALLY FRIENDLY PLACE BY HELPING TO GROW FOOD FOR THE SCHOOL AT...



Summer Term, Tuesday, Wednesday & Thursday

wait at gate to be signed in