



SCHOOL HANDBOOK

2022 – 2023

INFORMATION FOR PUPILS



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Dear new pupil

I am writing to introduce myself as the Headteacher of your new school and to say how much we are looking forward to you joining Reepham High School & College.

Please read this handbook carefully; it contains a lot of important information about your new school. A handbook has also been sent to your parents which you should look at. It would be a good idea for you and your parents to sit down and read the handbooks together and discuss them. Of course, you won't remember everything – no one will. The handbooks will give you a flavour of the school now and you will want to refer to them later, so keep them safe.

The staff will help you settle in; you will find them all kind and helpful. The older children will help you too because they all remember their first day clearly and they needed help then. At the moment you will probably be slightly nervous; this is normal and all your friends will be feeling the same. You are taking an important step and, although it might seem hard now, you will soon realise that secondary school is hard work but fun. You will have more opportunities than ever before so make the most of them. **I am sure you will come to the school with the right attitude: to do your best.** If you have any questions then your form tutor will be happy to answer them.

Enjoy your **Induction Evening** and **Induction Days**. I look forward to meeting you in **September**. In the meantime, have a very happy summer holiday.

With best wishes for your time in Reepham.



Mr Gibbs
Headteacher



THE FIRST DAY AT SCHOOL

When you arrive at school on the first day in September, you will go to the assembly hall and be welcomed by Mr Gibbs, the Headteacher. When he has spoken to you, your form tutor will take you to your new tutor room and explain what will be happening during the day. You will be given your own personal timetable sheet as well as a school planner. You will also have the chance to join in tutor activities which will help you to get to know your new classmates.



Ms R Semenczuk
Head of Year 7

As it is your first day, you will be able to go to lunch early. Your teacher will take you to the dining hall and help you.

At the end of lunch you go back to the main hall and your Year 8 buddies will take you to your Tutor for Registration and tutor time. At the end of the afternoon staff and pupils will take you to the buses and make sure you find the one you need. Don't worry, the buses won't leave until everyone is safely on board!

Your first day is really important and we know you will probably be feeling nervous and possibly anxious. We will do all we can to make it as problem free as possible. We will continue to do so for the first few weeks by helping you to cope with all the new experiences you will have. Your personal, social and health education (PSHEE) lessons will help you find the best ways to deal with things such as homework, following instructions, and coping with new situations.

Just remember that we will all help you with any problem you may have, but do remember to tell us if something is difficult for you.



FORM TUTOR

Please remember that your form tutor will help you with any problems you may have. During the time you have with your form tutor you will be able to talk about various items such as homework and other topics, many of which are mentioned in this booklet.

ATTENDANCE

Coming to school every day is important. There are regular prize draws and rewards for the pupil or tutor group with the best attendance. These act as a permanent record of achievement. Try and get a certificate every term. Aim for 100%! Poor attendance will make it very difficult to do well in school.

Attendance:

98 - 100%	Excellent attendance, progress maximised.
95 - 97%	Progress will start to be affected.
Below 95%	Under achievement inevitable.

CODE OF BEHAVIOUR

A very high standard of behaviour is expected from every member of the school and this helps each one of us to get on well with other people. Please make sure you have read the School Code of Conduct which is in the handbook for your parents but here is a list of points to remember:

- ♦ Do your best in class and with your homework.
- ♦ Behave.
- ♦ Allow others to work undisturbed.
- ♦ Be receptive to the views of others.
- ♦ Walk on the correct side of corridors and staircases.
- ♦ Keep the school clean and tidy – do not leave litter about.
- ♦ Make sure you are wearing school uniform and that you keep your appearance neat and tidy.
- ♦ Always follow the instructions you are given by the staff of the school and prefects.

If you are positive and do as requested you can expect to be praised and rewarded.

If you are disruptive in any way you must accept the consequences.

OUR AIMS

All pupils are entitled to

- ♦ A teaching and learning experience which allows them to achieve the highest possible standards.
- ♦ The opportunity to develop the skills necessary for life.
- ♦ Be supported by the school, parents and community in partnership.
- ♦ A school environment which is stimulating and enjoyable.
- ♦ Be valued and treated with respect.
- ♦ A school which is orderly, tolerant, fair and caring.
- ♦ Equal opportunities to the services the school provides.

T I M E T A B L E

Example of Week 1 and Week 2

	1	2	3	4	Tut	5
1Mon	Science Mrs M Beale SC1 7E/Sc	Physical Education Mr K Peebles PE2 7E/Pe	Mathematics Mrs S Chapman MA7 7H/Ma	History Mr B Beebe MA8 72/Hi	Registration Mr K Tutt MA6 7KTT/Rg	Art Miss R Whitaker AR1 72/Ar
1Tue	Technology Mrs A Skipper TE3 7E/Te	Technology Mrs A Skipper TE3 7E/Te	English Mr P Collinson EN6 7E/En	Mathematics Mrs S Chapman MA7 7H/Ma	Registration Mr K Tutt MA6 7KTT/Rg	Computer Science Mr J Hubbard CS2 7E/Cs
1Wed	French Mrs R Kennelly LA1 7E/Fr	History Mr B Beebe MA8 72/Hi	Physical Education Mr J Easton PE2 7E/Pe	Mathematics Mrs S Chapman MA8 7H/Ma	Registration Mr K Tutt MA6 7KTT/Rg	Geography Mr A Lockley HU6 72/Ge
1Thu	English Ms L Dreisin EN6 7E/En	Music Mr T Corfield MU1 72/Mu	Computer Science Mr J Hubbard CS2 7E/Cs	Spanish Mlle M Teillet LA4 72/Sp	Registration Mr K Tutt MA6 7KTT/Rg	Mathematics Mrs S Chapman MA8 7H/Ma
1Fri	Mathematics Mrs S Chapman MA4 7H/Ma	Science Mrs M Beale SC1 7E/Sc	Geography Mr A Lockley HU6 72/Ge	Spanish Mlle M Teillet LA4 72/Sp	Registration Mr K Tutt MA6 7KTT/Rg	French Mrs R Kennelly LA1 7E/Fr

Teacher

Subject

Set / teaching group

Room code

2Mon	Science Mrs M Beale SC1 7E/Sc	Mathematics Mrs S Chapman MA8 7H/Ma	Art Miss R Whitaker AR1 72/Ar	English Mr P Collinson EN6 7E/En	Registration Mr K Tutt MA6 7KTT/Rg	Religious Education Ms H Stillwell HU5 72/Re
2Tue	Technology Mrs A Skipper TE3 7E/Te	Technology Mrs A Skipper TE3 7E/Te	History Mr B Beebe MA8 72/Hi	English Mr P Collinson EN6 7E/En	Registration Mr K Tutt MA6 7KTT/Rg	Physical Education Mrs J Masdin PE2 7E/Pe
2Wed	Personal and Social Educ Miss L Reid HU1 72/Ps	French Mrs R Kennelly LA1 7E/Fr	Science Mrs M Beale SC1 7E/Sc	English Mr P Collinson EN6 7E/En	Registration Mr K Tutt MA6 7KTT/Rg	Spanish Mlle M Teillet LA4 72/Sp
2Thu	English Ms L Dreisin EN6 7E/En	Physical Education Mr K Peebles PE2 7E/Pe	Religious Education Ms H Stillwell HU5 72/Re	Science Mrs M Beale SC6 7E/Sc	Registration Mr K Tutt MA6 7KTT/Rg	Geography Mr A Lockley HU6 72/Ge
2Fri	English Ms L Dreisin EN6 7E/En	Music Mr T Corfield MU1 72/Mu	Mathematics Mrs S Chapman MA4 7H/Ma	Science Mrs M Beale SC1 7E/Sc	Registration Mr K Tutt MA6 7KTT/Rg	Art Mrs S Hogg AR1 72/Ar

The above timetable is just an example. You will be given your own timetable by your form tutor when you arrive at school on Tuesday 6th September 2022.

EQUIPMENT CHECKLIST

You will need to bring equipment in to school each day, please use the list below as a checklist:

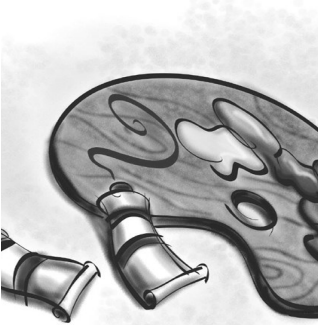
School planner (issued by your Tutor)	<input type="checkbox"/>
The correct exercise and text books for each lesson	<input type="checkbox"/>
Any extra equipment needed for technology, PE, art etc	<input type="checkbox"/>
Completed homework when required	<input type="checkbox"/>
Pens - if you forget to bring your pen we have a pen vending station located in the canteen at a cost of 10p per pen.	<input type="checkbox"/>
Pencils	<input type="checkbox"/>
Pencil sharpener	<input type="checkbox"/>
Eraser	<input type="checkbox"/>
Ruler	<input type="checkbox"/>
Scientific calculator	<input type="checkbox"/>
Basic geometry set	<input type="checkbox"/>
Dictionary	<input type="checkbox"/>
Headphones (MP3 style)	<input type="checkbox"/>
Reading book	<input type="checkbox"/>
Reusable water bottle	<input type="checkbox"/>
Packed lunch / money to buy a school dinner	<input type="checkbox"/>



SCHOOL SUBJECTS

You will have lessons each week in the following subjects. The teachers have written a little information for you about these subjects.

ART



Throughout Year 7 you will have the opportunity to draw, record and make using a wide range of different media, processes, and techniques. The emphasis will be on building confidence and refining drawing skills as well as exploring the visual element. You will be able to experiment with a range of mixed media processes and build up a strong understanding of colour theory. As well as developing practical skills you will have the opportunity to study the work of other artists, designers and craftspeople, comment on their work and how they have influenced your own work. As the year develops, we will also look at the importance of the sketchbook and teach you how to present your work for assessment.

COMPUTER SCIENCE

Computer Science is more than just using computers. We help you to understand how to use problem solving skills to become independent learners. You will have the opportunity to create computer programs, learn how computers and **the internet works** and dive into topics that will support you to be responsible, competent, confident, and creative users of information and communication technology.



ENGLISH

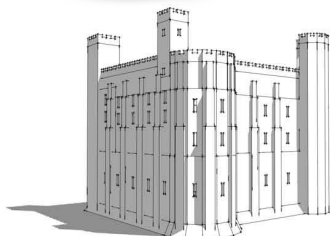
You will have the opportunity to develop your writing in a range of styles and forms and will study a range of stories, plays, poems and non-fiction. Expressing ideas and opinions is important so there will be lots of opportunities to talk about different topics. We like everyone to take an active part in lessons.



HUMANITIES

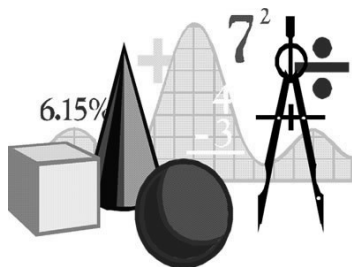
GEOGRAPHY

You will be learning about the British Isles and completing a contrasting study of environments with a focus on the Norfolk Broads and the tropical rainforests.



HISTORY

You will be learning about the Norman conquest and the impact this had on England. You will also study the life of a medieval peasant and the power of the church in the Middle Ages.



MATHEMATICS

Can you do lots of sums in your head? Whether the answer is “yes” or “no” – do not worry. We will get you doing lots of them and more besides. In time you will learn more about numbers, shapes, tables, graphs and other things – even algebra!

MODERN LANGUAGES



You will build on any basic French and Spanish acquired in the primary school setting, but no prior knowledge of French/Spanish is expected or required.

Throughout the year, you will mostly work in the present verb tense and learn to give and understand a range of opinions in French and Spanish. You will increasingly work at sentence and paragraph level and you will be taught skills to decode and understand the meanings of new words or words used outside the familiar contexts. Teachers will refer to the culture, geography and customs of French and Spanish speaking countries and use authentic resources where appropriate to develop your understanding, enjoyment of the subject and cultural awareness.



MUSIC

You will have the opportunity to perform and compose music in a wide range of styles including western classical, pop as well as music from around the world. In addition, you will listen to lots of music within these styles in order for you to develop your understanding of how music is put together. There are opportunities to join extra-curricular music clubs, take part in the concerts / school musical and for you to start or continue having instrumental lessons with visiting teachers.



PERSONAL, SOCIAL, HEALTH and EDUCATION

PSHE is all about you. How you will change and how you cope with change. It is taught through lessons and during tutor time. At first you will look at how to deal with new people and new situations including homework, helping you to build resilience. You will also look at Growth Mindset including how you learn and how your brain works. Other modules include RSE and consent, safety, healthy living and respectful friendships.



PHYSICAL EDUCATION

Pupils will have the opportunity to take part in a wide range of sports in order to learn skills and techniques which will develop them as a performer. Our aim is to ensure all pupils enjoy sport so our lessons have engagement and enjoyment at the heart of all activities. We use a range of fun games and drills, whilst also challenging pupils with tasks that will enhance their leadership, communication and teamwork skills. Through lunchtime and afterschool clubs pupils will have the opportunity to further their abilities and, in addition, representing the school as part of the many school teams we run. Each year pupils will have the chance to represent their tutor group in our Inter-Tutor competitions we run in a variety of sports.



SPECIAL EDUCATIONAL NEEDS DEPARTMENT LB1, LB2 & IN1

If you are struggling with any area of your learning and require some help or additional support, please drop into one of our classrooms and speak to a member of staff who can offer you help throughout the day



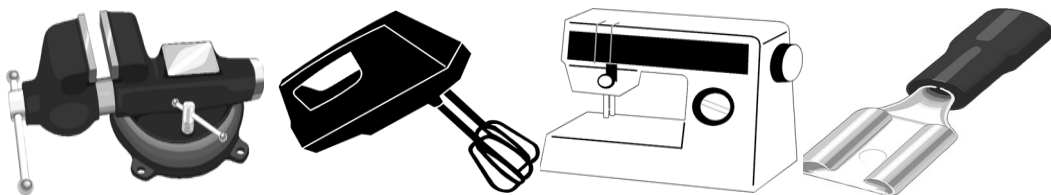
PHILOSOPHY, RELIGION AND ETHICS

In Philosophy Religion and Ethics our aim is for you to start to explore your own 'Philosophy for life'. Together we will explore some of the big questions about life. These will include "Does God exist?" "What happens when we die?" "What does it mean to be human?" You will enjoy lots of opportunities to discuss different beliefs from the world religions and develop your empathy skills, helping you to understand and become more aware of beliefs and lifestyles which are different from your own.



SCIENCE

How do you make different coloured paints? You will have the opportunity to investigate how different coloured paints are made. You will learn how to safely use scientific equipment and develop skills such as predicting, recording, analysing and concluding.



TECHNOLOGY

You will have to solve various problems given to you. In doing so, you will have the opportunity to learn some of the skills necessary to work with wood, metals, plastics, fabrics and many other materials from which things are made in our modern world. You will also learn some electronics and pneumatics.

Of course you will also need to know how to use different equipment, including kitchen equipment, machinery and tools as well as how to design and plan a whole range of tasks. Some of your activity will involve food.

You will work on a project to design and make something and in the process you will learn graphic skills.

SCHOOL CANTEEN

BREAKFAST

8.30am – 8.45 am

Yoghurt	60p	Fresh fruit	from 50p
Croissant	£1	Milk Shake	80p
Toast	50p	Fresh smoothie	£1
Bacon roll	£1.20p	Pizza	£1.20

BREAK TIME

10.50 am – 11.10 am

You will be able to buy items such as pizzas, rolls, snacks, biscuits and drinks. At morning break and at lunchtime you are expected to go out into the playground with your friends. When the weather is wet you will be allocated a “wet room” to go to.

LUNCHTIME

1.10 pm – 2 pm

We have a popular canteen which most pupils use. Here you can buy a selection of food. Each week different groups of pupils go first into lunch and the bell is sounded to tell you when it is your turn to go to the canteen. Your tutor will explain the bell signals for lunchtimes. If you bring sandwiches then you will be able to eat them in the school hall during lunchtime or outside if the weather is nice.

A balanced main meal at the canteen is around £2. Fresh fruit is always available and cold drinks are available from the vending machine.

Pupils are advised to bring in a water bottle which they can top up at break and lunchtimes.

Below is a selection of the menu items available (prices may change)

Loaded Chips	£2	Salads	from £1.00
Ham or Tuna Salad	£1.60	Pasta pot of the day	£1.50
Vegetable Sushi	£1.70	Jumbo sausage rolls	£1.20
Jacket potato plus 2 fillings	£2	Banoffee pie	90p
Chicken Stir fry, egg noodles	£2	Lemon cheesecake	90p
Veg. Stir fry, egg noodles	£2	Ice cream waffle cone	80p
Filled hot sub roll	£1.80	Fruit juice	from 80p
Filled rolls	from £1.35	Yoghurt	60p
Baguette	from £1.50	Milk Shake	80p
Sandwiches	from £1.20	Water 330ml / 500ml	60p / 80p

SUPERVISION

Before school, during break-time, lunchtime and after school, teachers are on duty to look after the various areas of the school and supervise the pupils. Teachers are helped in this by the prefects who are members of Year 11 and you are expected to follow their directions. The prefects wear a badge and a black and red striped tie to show they have been given responsibilities. At lunchtime, teachers are assisted by other adult supervisors who are on duty.

TRAVEL BY SCHOOL BUS

Many pupils travel to and from school by coach or bus. You are expected to observe a high standard of behaviour outside school, especially on school transport. You must carry your **Bus Pass** with you every day. If your coach or bus is late and you miss registration please make sure you sign in at reception.

If you have any difficulties when travelling on school transport, your parents should contact the School Transport Office at County Hall, Norwich and NOT the school.

MOVING AROUND THE SCHOOL

You will have to change classrooms for most of your lessons – for example, you may have a maths lesson in room MA1 and then an English lesson in room EN2. There is a clearly marked one-way system to reduce crowding in the corridors. You **must not run** along the corridors, or anywhere other than the playing fields or playground.

REEPHAM ACTIVE LISTENING FRIENDS (R.A.L.F.)

RALF is a Year 10 peer mentoring group who are here to help pupils with any problem from homework, to teasing or bus issues. Got a problem? Look out for the RALFers in their purple lanyards. Or just find them for a chat.

ADVICE ABOUT BULLYING

Reepham High School & College is a caring school and if you feel that you are being bullied, do talk to your parents or carers about the problem as well as telling your form tutor. We will do everything we can to help and sort things out, so it is very important that you do not hesitate to ask for help. Act quickly and we can "nip the problem in the bud". We want you to enjoy coming to school. There are a number of senior pupils who have been trained to support their peers on a range of issues, including minor bullying. We have an anti-bullying policy which is available on our website www.reephamhigh.com / Our School / Our Policies. All incidents will be dealt with according to this policy.

MONEY AND VALUABLES

Please **DO NOT** bring to school more money than you need each day. The money you do bring should be kept in a purse and carried with you all the time. **DO NOT** bring valuable things to school unless you have some specific reason required by your parents or teachers. At PE and games lessons you may hand watches, money and other valuables to the teacher for safe keeping. Bicycles must be secured with a lock in the bicycle sheds.

**MAKE SURE ALL YOUR CLOTHING AND PERSONAL POSSESSIONS
ARE CLEARLY MARKED WITH YOUR NAME.**

MOBILE PHONES

For reasons of safety, you are allowed to bring a mobile phone to school. However, it should not be switched on or seen while you are in the school building. Please note that the school accepts no responsibility for the loss, theft or damage of your mobile phone. Any phone that is seen or heard at anytime during the school day will be confiscated and kept safe until it is collected by a parent. It will not be returned to you.

It is strongly advised that you only bring a simple and cheap phone to school.



LUNCHTIME & AFTER SCHOOL ACTIVITIES & CLUBS

During these times there are usually various activities you can join in, which are organised by the teachers such as games club, basketball, various music activities and the allotment project. In September you will receive a booklet telling you about everything that is on offer.

LIBRARY

The library offers a wide range of fiction and non-fiction books for you to borrow and PCs which you can use at break and lunchtime. There is also an after school homework club from Monday to Thursday.



HOMEWORK

You will have homework most evenings and the teachers will expect you to spend about thirty minutes on each subject to begin with. Aim to complete two pieces each night to keep up to date. Details of the homework must be written into the school planner you will be given.

HOMEWORK CLUB

RHSC offers a HOMEWORK CLUB for all year groups in the library:

Monday - Thursday 3.30pm-4.30pm. Come along to use the computers and other resources with dedicated staff to support you.



ILLNESS AND ACCIDENTS

The medical room is near the staff room. If you do not feel well at any time or have an accident, speak to your teachers or the teacher on duty if during a break-time. You will be given advice and receive medical attention if necessary. In serious cases, your parents will be contacted. Always go to the reception in the school foyer and speak to the receptionist who will arrange for you to go to the medical room if necessary.

You must never go to the medical room without permission from the receptionist. All medicines must be clearly labelled and handed into the school office and staff will dispense as necessary.

LOST PROPERTY

- **If you find anything – please hand it in at the reception.** With the exception of PE kit; this should be given directly to a member of the PE department.
- Valuables and or school equipment enquiries should be made at school reception.
- PE kit should be retrieved from a member of the PE department.

LOCKABLE 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.

PHOTOCOPYING AND PRINTING

You will be given a photocopy/print code to allow you to print your work. This will be given to you by signing onto a computer and looking in the file on your desktop with your email information. If you have any problems please see Mrs Douglas in the office in the library.

RECYCLING REVOLUTION

The impact of single-use plastic revealed by the last instalment of Blue Planet 2 was a shocking wake-up call for the country. The programme showcased the far-reaching impacts of plastic waste and inspired RHSC to take action. Hence, Reepham's "Recycling Revolution" was born. It was clear that something needed to be done about single-use plastic. 14 regular bins were transformed into plastic bottle bins. Alas, the onslaught of non-recyclable rubbish continued and it was soon clear that more drastic action was required. More work was needed to tackle the environmental impact of the school. As a result, tubs for plastic bottles and cans were installed in the canteens and the catering company agreed to swap plastic cutlery for wooden cutlery which is also recycled. We are also excited at the prospect of recycling crisp packets and stationary.



FINALLY

We hope you will have found this information interesting and helpful. Remember — if you have any difficulties, do speak to your form tutor, who will do their best to help you.

