

The Essential Parent Guide



2024 - 2025

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Message from the Headteacher

Summer Term 2024

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



Mr Gibbs
Headteacher



Senior Leaders and Pastoral Support Team



Tim Gibbs
Headteacher



Paul Beale
Deputy Headteacher



Ms H McGuinness
College Director



Mrs N Lovett
Assistant
Headteacher



Mr A Edgar
Assistant
Headteacher



Mr A Lockley
Assistant
Headteacher



Mr J Halls
Head of Key Stage 4



Ms R Atyeo
Assistant Head of
Key Stage 4



Mrs A Gorbould
Head of Key Stage 3



Ms L Fuller
Assistant Head of
Key Stage 3



Ms R Semenczuk
Head of Year 7



Ms G Brook
Pastoral Support

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.

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.

At the start of each year, parents will be notified of a set of assessment windows. During these windows, pupils will receive a summative assessment across a number of subjects. These assessments allow us to assess pupil understanding and highlight areas that need further teaching. Pupils will receive a percentage for written assessments, but they will not receive a grade. 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. Termly reports will be emailed to parents. 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 appointments with the subject teachers. These appointments are scheduled for five minutes with each teacher. Appointments will take place between 3.45 pm - 7.00 pm. We would encourage both parents and pupils to attend such evenings. You will be able to book appointments via the Arbor parent app.

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.

Homework will be set digitally through Arbor and it is recommended that parents show regular interest in what work has been set. Building a strong routine at home where pupils check their homework daily on Arbor and are encouraged to complete homework regularly at an early, rather than late period in the evening can build good habits and improve outcomes for children.

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 will not replace the location homework is set. The task will always be available on Arbor, however Microsoft Teams may be referenced as a location to access work needed.

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 Semenczuk.

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



From September 2024, Arbor will be our platform for communicating with parents and accepting online payments. In August, you will receive an invite to create an account. Then download the app to receive school messages and letters, make online payments and add money to your child's dinner money account.

Accessing your child's records



Once attending the high school you can monitor your child's progress and behaviour and view their timetable.

Updating contact details



It is important that we have up to date contact details and medical information about your child/children at all times. You can do this easily on the Arbor parent app by clicking on the 3 lines at the bottom of your phone/tablet, then **profile**, then **add information**



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



Follow the school on Instagram and Facebook to get news and photographs of the latest events, trips and Curriculum Enhancement Week, as well as advice on emergency school closures. The humanities department are using Instagram to share excellent work, updates, news and helpful tips. The ICT department teaches E-safety in lessons for six weeks in which they look at the safe positive use of the social networking sites.

Contacting the School

By Email - Emails about academic matters should be sent to office@reephamhigh.org.uk. 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	Tim Gibbs	tgibbs@reephamhigh.org.uk
Deputy Headteacher	Paul Beale	pbeale@reephamhigh.org.uk
Director of 6th Form	Ms H McGuinness	hmcguinness@reephamhigh.org.uk
Assistant Headteachers	Mr A Edgar	aedgar@reephamhigh.org.uk
	Mrs N Lovett	nlovett@reephamhigh.org.uk
	Mr A Lockley	alockley@reephamhigh.org.uk
Head of Year 7	Ms R Semenczuk	rsemenczuk@reephamhigh.org.uk
Head of Key Stage 3	Mrs A Gorbould	agorbould@reephamhigh.org.uk
Assistant Head of KS3	Mrs L Fuller	lfuller@reephamhigh.org.uk
Head of Key Stage 4	Mr J Halls	jhalls@reephamhigh.org.uk
Assistant Head of KS4	Ms R Atyeo	ratyeo@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	Mrs L Hunter	lhunter@reephamhigh.org.uk
Head of Computing	Mrs A Peebles	apeebles@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 overseen by the Special Educational Needs Coordinator (SENCo) Mr Ben Howell; the day-to-day running of the SEN department is the responsibility of the Deputy SENCo - Mr Paul Atkins. He is supported by the Assistant SENCo - Mr David Lloyd and a team comprising of Higher-Level Teaching Assistants (HLTAs) and Learning Support Assistants (LSAs).



At RHSC most LSAs support small groups rather than individual Pupils. Our students 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 will have a Learning Plan created on a system called Provision Map. This learning plan will share the relevant key information with all staff. It will highlight the individual's barriers to learning, provide targets and offer strategies for staff which are designed to support the student.

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 a third 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 their barriers to learning.

We offer a range of interventions targeting the needs of our individuals in Cognition and Learning, Communication and Interaction, Social Emotional and Mental Health and Physical/Sensory need.

Read Write INC. Fresh Start, Dyslexia Gold and peer reading have been successfully delivered to support those with literacy needs, whilst the introduction of interventions such as Social Use of Communication, Teen Resiliency Building, and mentoring are amongst others which have been introduced this year. We will continue to explore other interventions tailored to support the needs of the students in our school.

Our trained Exams Access Officer will test to ensure that all qualifying students are provided with the correct level of support for their GCSEs and A-Level studies. We continue to use the software Read/Write by Text Help to support those who require a reader during their formal assessments. The use of this piece of software is to be encouraged for students with literacy difficulties to become familiar in preparation for their exams.

Our Medical Needs Coordinator works 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 is Mrs 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 sanctions is in operation, those pupils who achieve high personal standards in their school work and/or behaviour will receive **positive behaviour points recorded on Arbor 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 sanction. Recurring problems with homework or work in lessons are also recorded. Sanctions for breaches of discipline include a verbal reprimand, loss of privilege, after school detention, 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. This policy is under review. We will inform you when it is available.

- " 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."
"If I am disruptive in any way I must accept the consequences."

School Uniform and Equipment

The High School has a uniform which its pupils are required to wear. Uniform is seen as being important for many reasons.

- Promotes a sense of pride in the school.
- Engenders a sense of community and belonging towards the school.
- Helps the school establish its place in the community.
- Is practical, smart and appropriate for a professional setting.
- Is fair and makes students feel equal to their peers in terms of appearance, and removes peer pressure to dress in 'designer' fashions, therefore reducing expenditure.
- Assists in identification of strangers on school premises.
- Is designed with health and safety in mind.

Parental support in implementing the uniform/appearance policy is vital. The school is very supportive of those for whom the expense of uniform is a challenge. The Friends of the School operate a second-hand shop to minimise costs also. Parents may contact the school to discuss this further.

Alternatively, all items can be purchased from www.birdsofdereham.com
Tel: 01362 699130 / 01362 692941

From September through until the beginning of May 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 with logo, 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.
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.

*items of clothing which may be purchased elsewhere, other than Birds.

Some time at the beginning of May (we will inform you of the exact date via the Arbor parent app), 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.

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

General Uniform and Appearance:

Jewellery

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. One simple, plain ring is permitted but must be removed for practical lessons. A wrist watch is allowed. Bracelets and charity wrist bands etc. are not allowed. Medical alert tags must be worn at all times.

Accessories

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

Footwear

We want students that grow into healthy adults. We believe that it is dangerous for students to wear shoes that have platform soles or high heels. For reasons of health and safety we do not allow them to be worn in our school. Neither do we allow students to wear trainers to school. Whilst appropriate for sport and leisurewear, this footwear is not in keeping with the smart appearance of a school uniform. We require all students to wear shoes as stated in the uniform list (please see separate photo below for extra shoe guidance).

Hair

We recognise that there will always be a variety of hairstyles worn by students. Whilst remaining tolerant of most styles, we will treat as a breach of discipline haircuts that are excessively short: hair with the appearance of less than a No2 cut; haircuts where patterns, stripes or letters have been cut into the students hair; or hair that is dyed in bright or unnatural colours. We may ask students with long hair to tie their hair back in certain situations for health and safety reasons.

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. Hoodies and tracksuit tops are not permitted.

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 £9.50. Geometry sets can be purchased for £1.50.

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 the pupil at the end of the day. This will also result in a next day after school detention.

Locker Hire

Lockers are available for you to hire for a period of 5 years. Lockers will need to be shared by two pupils from the same tutor/year group 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 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 £3.50. 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

Pupils' personal possessions – mobile phones, coats, P.E. kit, calculators, etc., are 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 email requesting this giving adequate reasons. 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.

RHSC Review

Our magazine is a great way for parents to keep up with what's been happening in our school. An online version is emailed to parents and published on the school website monthly, and a print edition is published twice a year, a copy of which is sent home with every pupil. The Review is produced with the help of student journalists and is full of news and photographs of school and college events and trips.

Careers Guidance

We provide an effective and inspiring careers programme for all pupils that involves careers education throughout Years 7-11. In Year 7 pupils take part in a range of activities to learn and look at their personal qualities. We also run a 'Futures Day' which is a fun energised day with workshops and speakers representing a wide range of employment sectors.

In Year 8 pupils undertake a day of 'work experience' as a trainee student receptionist and we hope to run a visit for this year group to the Norfolk Skills and Careers Fair. Year 9 pupils take part in a Careers Day to support them with choosing their options subjects for GCSE. In Year 10 there are employer events, a Careers day and work experience for the whole year group and in Year 11 numerous post -16 events and support in preparation for leaving school. Year 9 through to Year 13 students are invited to attend our annual Careers Fair in November, where employers, further education and higher education establishments visit the school to meet and chat to our young people and their parents/carers.

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. The GCSE (General Certificate of Secondary Education) is the main method of examination.

Curriculum Enhancement Week

All pupils in years 7-9 take part in activities during curriculum enhancement week. This takes place in the summer term whilst Year 10 and 12 are on work experience and after Years 11 and 13 have left. CEW allows pupils to engage in a wide range of different and exciting activities, for example they might visit Disneyland Paris, fish in Norfolk waters or engage in a variety of sports. This week has been hugely successful and well received for more than twenty years and 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

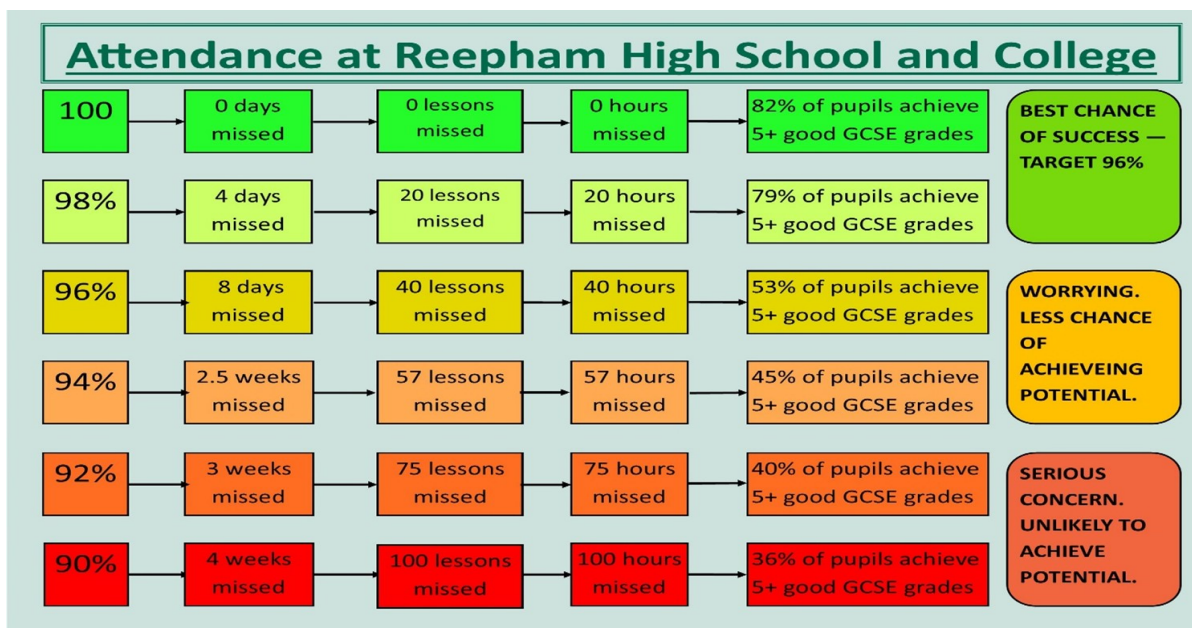
Parents/carers are asked to inform us **every day** that their child is absent from school giving their name, tutor group and reason for absence. If no communication is made with the school you will be contacted.

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.



Attendance Target

Our attendance target for 2024-25 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.

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 on the website, 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.

These are the current regulations and new ones will be communicated to parents when we return to school in September.

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 for very minor illnesses, if you feel your child is too unwell to attend school or is unable to participate normally, please do not send them to school. Medical assistance is available for any child who becomes unwell, and First Aid will be administered, where necessary, by qualified members of staff. For anything more serious, for example injuries/illnesses requiring hospital/GP visits, parents will be contacted to take their child home.

Please advise the school if your child has a medical condition such as asthma, epilepsy or diabetes, or something which may affect their participation in any activities, or if they need to take medication during the school day. A medication consent form will then be sent home for completion, which should be returned the following day. All medication must be handed in to reception and staff will dispense as required.

If your child has Asthma, they should always keep their inhaler with them, and a spare should be provided for medical staff to keep in the medical cupboard. For Type 1 Diabetes, you **must** provide a box with supplies in case of hypo, along with any additional equipment they require to manage their condition. A fridge is available for insulin storage.

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 canteen from 8.30am.

Lunchtime

The school canteen 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 Charging and Remissions Policy.

Any pupil taking part in a school visit will be required to wear the correct 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

For more information please see our Charging Policy on the school 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: etaylor@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.

Mr Baxter, 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.

Eva Taylor - Chair of the Friends of RHSC
etaylor@reephamhigh.org.uk



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



THE ALLOTMENT PROJECT & ORCHARD

Reepham High School & College



permaculture International practical solutions beyond sustainability
Norwich & Norfolk ecoawards 10 years Winner Secondary School 2017-18
Broadland Community at Heart Awards 2017
DE THE DUKE OF EDINBURGH'S AWARD

Autumn Term: Tuesday & Wednesday lunchtime

Meet outside the Languages block