



# **SCHOOL HANDBOOK**

## **2024 – 2025**

### **INFORMATION FOR PUPILS**



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Summer Term 2024

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.



Tim 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



**Miss 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 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 the Head of School. When they have 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. You will also have the chance to join in tutor activities which will help you to get to know your new classmates.



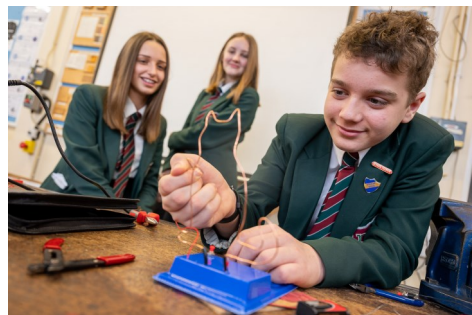
Mrs R Semenczuk  
Head of Year 7

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.

## **CODE OF CONDUCT**

This policy is under review. We will inform you once it is available.

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 my teacher
- ... allow others to work undisturbed
- ... be respectful of the views of others
- ... wear correct uniform at all times
- ... walk on the correct side of the 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.”**

## **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.

# EQUIPMENT CHECKLIST

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

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"/>
Reading book	<input type="checkbox"/>
Reusable water bottle	<input type="checkbox"/>
Packed lunch / Arbor credit for the cashless canteen	<input type="checkbox"/>



# ATTENDANCE

Coming to school every day is important. Poor attendance will make it very difficult to do well in school.

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

## T I M E T A B L E

### Example of Week A and Week B

Subject	Teaching group	Room code	Teacher code			
	P1 (08:45-09:50)	P2 (09:50-10:50)	P3 (11:10-12:10)	P4 (12:10-13:10)	PM (14:00-14:25)	P5 (14:25-15:25)
Monday A	French (Gen): Year 7: 7S3/Fr LA1 VCR	Religious Education (Gen): Year 7: 7GS2/Re HU5 TGD	English (Gen): Year 7: 7S3/En EN OWT	Spanish (Gen): Year 7: 7S3/Sp LA2 BPZ	Registration (Gen): Year 7: 7VCR/Rg LA1 VCR	Mathematics (Gen): Year 7: 7S2/Ma MA3 NMG , AST
Tuesday A	Music (Gen): Year 7: 7GS2/Mu MU1 TCF	Spanish (Gen): Year 7: 7S3/Sp LA2 BPZ	Geography (Gen): Year 7: 7GS2/Ge EN8 EWT	Science (Gen): Year 7: 7S3/Sc SC1 MBE	Registration (Gen): Year 7: 7VCR/Rg LA1 VCR	Mathematics (Gen): Year 7: 7S2/Ma MA3 NMG , AST
Wednesday A	Spanish (Gen): Year 7: 7S3/Sp LA2 BPZ	Geography (Gen): Year 7: 7GS2/Ge MA8 EWT	Technology (Gen): Year 7: 7S2/ Te TE1 CGR	Technology (Gen): Year 7: 7S2/ Te TE1 CGR	Registration (Gen): Year 7: 7VCR/Rg LA1 VCR	History (Gen): Year 7: 7GS2/Hi HU3 KGN
Thursday A	Physical Education (Gen): Year 7: 7SB/Pe Gym JEA , CMN	Science (Gen): Year 7: 7S3/Sc SC3 KLE	Personal and Social Educ (Gen): Year 7: 7GS2/Ps HU1 LRD	English (Gen): Year 7: 7S3/En EN2 OWT	Registration (Gen): Year 7: 7VCR/Rg LA1 VCR	Mathematics (Gen): Year 7: 7S2/Ma MA3 NMG , AST
Friday A	Science (Gen): Year 7: 7S3/Sc SC1 MBE	History (Gen): Year 7: 7GS2/Hi HU2 KGN	English (Gen): Year 7: 7S3/En EN4 ECL	Mathematics (Gen): Year 7: 7S2/Ma MA3 NMG , AST	Registration (Gen): Year 7: 7VCR/Rg LA1 VCR	Physical Education (Gen): Year 7: 7SB/Pe Gym JEA

	P1 (08:45-09:50)	P2 (09:50-10:50)	P3 (11:10-12:10)	P4 (12:10-13:10)	PM (14:00-14:25)	P5 (14:25-15:25)
Monday B	French (Gen): Year 7: 7S3/Fr LA3 DKB	Science (Gen): Year 7: 7S3/Sc SC1 MBE	Physical Education (Gen): Year 7: 7SB/Pe Gym JEA	Art (Gen): Year 7: 7GS2/Ar AR1 LEB	Registration (Gen): Year 7: 7VCR/Rg LA1 VCR	English (Gen): Year 7: 7S3/En EN2 APB
Tuesday B	Science (Gen): Year 7: 7S3/Sc SC7 MBE	Mathematics (Gen): Year 7: 7S2/Ma MA3 NMG , AST	English (Gen): Year 7: 7S3/En EN4 ECL	History (Gen): Year 7: 7GS2/Hi HU2 KGN	Registration (Gen): Year 7: 7VCR/Rg LA1 VCR	Art (Gen): Year 7: 7GS2/Ar AR1 RWK
Wednesday B	Computer Science (Gen): Year 7: 7GS2/Cs CS1 APB	Religious Education (Gen): Year 7: 7GS2/Re HU5 TGD	Technology (Gen): Year 7: 7S2/ Te TE1 CGR	Technology (Gen): Year 7: 7S2/ Te TE1 CGR	Registration (Gen): Year 7: 7VCR/Rg LA1 VCR	Physical Education (Gen): Year 7: 7SB/Pe Gym CMN
Thursday B	Geography (Gen): Year 7: 7GS2/Ge HU3 EWT	Art (Gen): Year 7: 7GS2/Ar AR1 RWK	English (Gen): Year 7: 7S3/En EN2 OWT	Mathematics (Gen): Year 7: 7S2/Ma MA3 NMG , AST	Registration (Gen): Year 7: 7VCR/Rg LA1 VCR	French (Gen): Year 7: 7S3/Fr LA3 DKB
Friday B	Mathematics (Gen): Year 7: 7S2/Ma MA3 NMG , AST	Music (Gen): Year 7: 7GS2/Mu MU2 TCF	English (Gen): Year 7: 7S3/En EN4 ECL	Computer Science (Gen): Year 7: 7GS2/Cs CS1 APB	Registration (Gen): Year 7: 7VCR/Rg LA1 VCR	Science (Gen): Year 7: 7S3/Sc SC3 MBE , THU , KLE

The above timetable is just an example. You will be given your own timetable by your form tutor when you arrive at school on Wednesday 4th September 2024.



## 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



In geography at RHSC we have a really exciting curriculum and you will be learning about all aspects of our physical world and how humans interact with it. In year 7 you will learn about British habitats (and get to go on a school trip!), our tree-mendous tropical Rainforests, our Earths raging rivers and lots more! You will also spend time learning key geographical skills such as map reading, graph reading and orienteering.

### HISTORY

In History at RHSC we follow a chronological timeline of Earths most important historical events. In year 7, we start the earliest part of our timeline studying the Norman conquest where battles will commence before moving on to study medieval peasants, and the power of the church through the middle ages. You will also develop important skills needed in history by looking at historical sources and interpretations.





## 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 learn even 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 or Spanish is expected or required.

You will mostly work in the present tense throughout your first year and learn to give and understand a range of opinions in both French and Spanish. You will increasingly develop your sentence and paragraph structure, and you will be taught skills to decode and understand the meanings of new words and phrases. You will also discover words used outside of 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 and enjoyment of the subject in addition to building your 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. You will also learn how to use a computer to create and write music. 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 and your relationships. In these sessions you will focus on 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 and start to learn the coping strategies needed to become a healthy, happy citizen. You will also look at Growth Mindset including how you learn and how your brain works. Other modules include RSHE (relationships, sex and health education) which includes important issues like 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 physical activity 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 as well as being able to represent the school in the many school teams that we run. Each year pupils also have the chance to represent their tutor group in our inter-

tutor competitions that we organise in a variety of sports.



## SPECIAL EDUCATIONAL NEEDS DEPARTMENT LB1 and LB2

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

Get ready to be a scientist as high school!

You will be learning how to use scientific equipment as well as test chemicals, investigate organisms and develop a range of measuring skills.



## DESIGN & TECHNOLOGY

Design & Technology is all about solving problems in the modern world. Throughout the school year you will spend time in each of the four Technology areas. Your specialist teacher will set a design challenge that encourages you to research, design, plan and make products that could be sold commercially. Working with a range of materials, you will be taught how to use tools and equipment safely and accurately. You will gain an understanding of how the choices designers and engineers make can positively impact the environment and society, creating a better world for each and everyone of us.

## SCHOOL CANTEEN

Various hot and cold items are available.

### BREAKFAST

8.30am – 8.45 am

Hot break products include for example; pain au chocolate, raspberry croissant, cinnamon swirl, chocolate twist and bacon rolls

Hot food at breakfast and break time is £1.20



### BREAK TIME

10.50 am – 11.10 am

You will be able to buy items such as pasta pots, pizzas, sandwiches, rolls, snacks 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

**3 week menu per term and changes with the seasons**

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 from the canteen is around £2. Fresh fruit is always available and cold drinks. You can buy a meal deal for £2.40 which includes a main course, and a cookie or hot pudding or flavoured water.

***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)

Main meal of the day	£2	Hot pudding	95p
Hot baguette	£1.80	Fruit pots	90p
Cold filled baguette	£1.70	Fruit	30p
Sandwich	£1.40	Cake	95p
Filled tortilla wrap	£1.70	Biscuit/Cookie	85p/95p
Jacket potato—1 filling	£1.60	Popcorn/Lentil chips	£1/£1.20
Jacket potato—2 fillings	£2	Babybel	50p
Pasta pots	£1.20	Water still or fizzy	£1
Chips—1 topping	£1.60	Milk	40p
Milk shake	60p		

## **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 act as role models and can assist pupils if approached; 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 ties and 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](http://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.**



## 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 will be written on Arbor and are accessible to both parents and pupils through the app and website respectively.

### 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

If you do not feel well at any time or have an accident, speak to your teachers or the teacher on duty who will advise you on what to do. If it is a break-time you can also go to 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.** In serious cases, your parents/carers will be contacted.

**All medicines must be clearly labelled and a signed authorisation from your parent/carer to be handed into the school office. The staff will dispense as necessary.**

### LOST PROPERTY

- **If found, please hand it in at the reception.**
- If an item is lost, please come to Reception where items may be placed in our lost property cupboard.
- Lost PE kit may be found in Reception or the PE department.

## 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 the pupil at the end of the day. This will also result in a next day after school detention. **It is strongly advised that you only bring a simple and cheap phone to school.**



## LOCKABLE 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.



## 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 Miss Rourke in the office.

## 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.

