

SPALDING HIGH SCHOOL

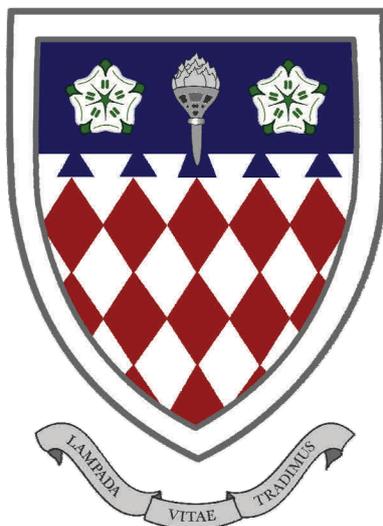
SCHOOL PROSPECTUS

2016/2017

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Lampada Vitae Tradimus - Hand on the Lamp of Life



SPALDING HIGH SCHOOL MISSION STATEMENT

At Spalding High School we seek to make education enjoyable, challenging, informative and wide-ranging. We aim to develop the whole person and to encourage respect for individuals and for the environment.

AIMS OF THE SCHOOL:

At Spalding High School we aim to:

- Value each individual member of the School community
- Foster the personal and social development of each individual
- Encourage all pupils to achieve their full potential in all areas
- Encourage high academic standards
- Make learning enjoyable and challenging
- Provide an enjoyable and challenging environment for teaching and learning
- Encourage all pupils to be sensitive to the needs of others and to respect their environment
- Enable pupils to make informed decisions about their future and take responsibility for their lives
- Encourage extracurricular activities
- Involve parents/carers, governors and the community in the life of the School.

SPALDING HIGH SCHOOL

Stonegate
Spalding
Lincs
PE11 2PJ

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Email: enquiries@spaldinghigh.lincs.sch.uk

SENIOR LEADERSHIP TEAM

HEADTEACHER	Mrs M Anderson
DEPUTY HEADTEACHER	Mrs T Waldron
ASSISTANT HEADTEACHERS	Mrs J Abram, Mr J Blackbourn, Mrs L Ray
HEAD OF LOWER SCHOOL	Mrs A Schwarz
HEAD OF UPPER SCHOOL	Miss M Smith

GOVERNORS

CHAIR OF GOVERNORS	Dr P Gorton
VICE-CHAIR OF GOVERNORS	Mrs A Toal
LEA	Mrs D Williams
TEACHERS	Mr A Isted
PARENTS	Mrs D Mulley Mr J Rathbone
CO-OPTED	Mrs C Cunnington Mr E Fragale Dr P Gorton Mr J Smith Mrs A Toal Mr R West Mr S Williams
ASSOCIATE MEMBERS	Mrs J Abram Mr J Blackbourn Mrs L Ray Mrs T Waldron
CLERK TO GOVERNORS	Mrs A Taylor

WELCOME



Welcome to Spalding High School

The sense of community is strong at the High School; you will notice that the School has a special “feel” as soon as you walk through the door. We are a forward thinking and progressive school with an outward looking curriculum and a rich and diverse extra-curricular programme. Our commitment to developing the whole person prepares pupils well for the challenges and opportunities that they will face in the rapidly changing world in which they live. We value tradition and traditional values but not for the sake of it.

Personal development from childhood to adulthood is also of great importance to us. Our pupils grow into independent, articulate young women (and young men in the Sixth Form) who take responsibility for, and make decisions about their lives and their futures in an informed and intelligent way. We are proud of our excellent pastoral care and guidance which ensures that no pupil is lost in the crowd. We base all that we do on the mutual respect of all of the members of our School community. Teamwork and friendship are important to everyone at the High School; we are **all** important cogs in a very big wheel.

Words and pictures can offer only a flavour of what we stand for. There is no substitute for seeing the School as it is on a normal working day and talking with students and staff; visitors are always welcome so please feel free to contact us to arrange a visit.

These are the things that are important to us:

- To strive for excellence in all that we do
- To feel safe, confident and supported
- To be inspired, challenged, and encouraged but also learn to be reflective and resilient
- To promote and value educational achievement
- To value creative, artistic, cultural and charitable pursuits and hold them in as high a regard as examination success
- To celebrate and take pride in each other’s achievements as much as our own
- To be honest with all around us and to be able to trust everyone to be respectful, friendly and polite
- To value the worth of perseverance and determination
- To be confident enough to take risks and to learn to be resourceful
- To build friendships that in some cases might last a lifetime.

We are proud of our enviable reputation for being a friendly and welcoming School which works hard to support its pupils and provide them with an all-round education that will benefit them throughout their lives.

M K Anderson
Headmistress

SCHOOL INFORMATION

SCHOOL DAY	<u>WEEK 1</u> DAYS 1 - 4 (MON - THURS)/ <u>WEEK 2</u> DAYS 6 - 8 (MON - WED)	
	8.55am	Registration
9.15am	Period 1	
10.15 - 10.35am	Break	
10.35 - 11.35am	Period 2	
11.35 - 12.35pm	Period 3	
12.35 - 1. 35pm	Lunchtime	
1.35pm	Registration	
1.40 - 2.40pm	Period 4	
2.40 - 3.40pm	Period 5	
3.45pm	End of School Day	
	<u>WEEK 1</u> DAY 5 (FRI) / <u>WEEK 2</u> DAYS 9 & 10 (THURS & FRI)	
8.55am	Registration	
9.15 - 10.05am	Period 1/PSHCE (THURS)	
10.05 - 11.00am	Period 2	
11.00 - 11.20am	Break	
11.20 - 12.10pm	Period 3	
12.10 - 1.05pm	Period 4	
1.05 - 1.55pm	Lunchtime	
1.55pm	Registration	
2.00 - 2.50pm	Period 5	
2.50 - 3.40pm	Private Study/Period 6 (THURS)	
3.45pm	End of School Day	
TERM DATES	Term 1 - 2016	Monday 5 September - Friday 21 October
	Term 2 - 2016	Tuesday 1 November - Tuesday 20 December
	<i>Bank Holidays</i>	<i>Monday 26 December & Tuesday 27 December 2016 & Monday 2 January 2017</i>
	Term 3 - 2017	Wednesday 4 January - Friday 10 February
	Term 4 - 2017	Monday 20 February - Friday 31 March
	<i>Bank Holidays</i>	<i>Good Friday 14 April & Easter Monday 17 April 2017</i>
	Term 5 - 2017	Tuesday 18 April - Friday 26 May
	<i>Bank Holidays</i>	<i>Monday 1 May & Monday 29 May 2017</i>
	Term 6 - 2017	Monday 5 June - Wednesday 19 July
		<i>Schools have to select 5 non-contact days in addition to the above dates.</i>

ADMISSIONS AND VISITS

ADMISSIONS POLICY

Spalding High School is a Community School and our admissions policy is therefore determined by Lincolnshire County Council. Admission is normally at age 11 and is a selective procedure. Your daughter does not have to participate in the selection process if you do not wish her to. Selection is by means of two written tests administered by Spalding High School on their premises. Girls must attain the required standard in these 11+ tests.

If we are oversubscribed with girls reaching the required standard, preference will be given first to CIPC and former CIP with a sibling in the School and then to those who live closest to the School (measured by the driving distance between home and school). There is an independent appeals procedure for those parents/carers who wish to appeal against a decision not to offer a place. Details are available from LCC. Girls who wish to be considered to join the School in subsequent years go through a similar procedure with age-specific standardised tests being taken to determine whether they reach the required standard.

The booklet 'Going to School in Lincolnshire' gives details of the County Council Admissions Policies (www.lincolnshire.gov.uk/schooladmissions).

In 2015 we had 376 applicants. 148 girls reached the standard of 220 in the tests. Following independent panel appeals the current admission number stands at 142. Our published admission number is 150.

VISITS OF NEW PARENTS

Parents/Carers who are considering the possibility of their child's admission to the School may visit by arrangement with the Headmistress.

When pupils have been selected for admission to Year 7, pupils and their parents/carers are invited to visit the School on an evening late in June. There is an opportunity to see the buildings, meet the form tutors and hear details of the curriculum and the general arrangements for new entrants. The pupils also have the opportunity to attend the School for an Induction day in July.

THE SCHOOL CURRICULUM

GENERAL

The aim of the school curriculum is to ensure that all pupils use and develop their potential and ability as fully as possible. Social, moral and academic education is provided and a wide variety of teaching methods and materials are used to ensure that the experience provided to pupils is broad and relevant to today's world.

Pupils who enter Year 7 are allocated to mixed ability form groups. The following subjects form the curriculum for Year 7 pupils:

English, Mathematics, French or German*, Science, Religious Education, Physical Education, Geography, History, Art & Design, Computing, Design and Technology with 3 specialisms (Product Design, Food & Nutrition and Textiles), Drama, Music, Personal Social Health & Careers Education (PSHCE), Citizenship and Personal Learning (PL).

*All forms start French for 2016 entry. Pupils also have the option to study Spanish as a GCSE subject in Years 10 & 11.

In Year 8 all pupils start to study Latin. The other subjects studied in Year 7 are continued with the exception of a specific Personal Learning lesson, although the skills are incorporated into the curriculum of all subjects. Year 7 & 8 pupils are placed in sets according to their ability for Mathematics. Additionally, they are 'setted' from Year 9 in English, Religious Studies and Science. In Year 9 some pupils continue with Latin, whilst others pick up taster lessons in Spanish or have additional support with literacy and numeracy. GCSE courses start in Mathematics, English, Science and Religious Studies.

In Years 10 and 11 the Spalding High School Standard Core Curriculum comprises:

Compulsory Subjects

GCSE examination subjects:

English language, English literature, Mathematics, Science, Religious Studies, Geography or History and a Modern Foreign Language.

Pupils also choose two options from the following:

Art & Design, Business & Communication Systems, Computer Science, Drama, Food & Nutrition, Geography, Health & Social Care, History, Latin, Music, Physical Education, Product Design Technology, Spanish, Textiles Technology

Non- examination subjects:

Cross curricular ICT, Personal, Social, Health & Careers Education (PSHCE), Citizenship (taught via Religious Studies, PSHCE and across the curriculum) and Physical Education.

In Years 7 to 11 pupils have a total of 25 hours of teaching time in a week. The recommended minimum, set out in Department for Education Circular 7/90, for pupils in Years 7 to 11 is 24 hrs per week.

NON EXAMINATION SUBJECTS

CAREERS EDUCATION

The current programme at Spalding High School has been developed using the ACEG framework for work related education (ACEG 2012) and 'DfE Careers Guidance & Inspiration in School 2014'.

Careers education at Spalding High School is taught through the PSHCE Programme in lower and middle school and through dedicated careers lessons in the Sixth Form. The careers programme aims to prepare young people for the opportunities, responsibilities and experiences of life, so that they can make and implement well-informed and realistic decisions about their future. Pupils are encouraged to take part in enrichment activities such as work experience, enterprise activities, careers fairs, university visits and attend talks by visiting speakers. The whole school careers programme is delivered in collaboration with the Lincolnshire Careers Service. Please see our Careers policy on the website.

RELIGIOUS EDUCATION

In all years, religious education (which is non-denominational) and attendance at Assembly, which contains hymns and moral themes, are compulsory, but if parents/carers wish to exercise their right to withdraw their child from either or both, then they should consult the Headmistress so that arrangements can be made in specific circumstances.

RELATIONSHIP AND SEX EDUCATION (RSE)

Spalding High School believes in the partnership between caring adults - governors, teachers and parents/carers, to ensure sensitive support for children and young people as they grow and mature in a challenging world. The School provides a setting in which young people can be offered appropriate teaching about relationships and sex education. The purpose is to assist young people to prepare for adult life by supporting them through their physical, emotional and moral development, and helping them to understand themselves, respect others, form and sustain healthy relationships and make informed positive and healthy choices.

RSE is taught from Year 7-13 as part of the wider PSHCE and Citizenship programme. Aspects of the course are also taught in science, religious education and computing lessons. It is further supported by visiting speakers such as the School Nurse and external theatre companies and speakers.

Parents/Carers have a right to withdraw their children from all, or part, of the RSE programme provided at the School, except for those parts included in the statutory national curriculum. Any parent/carer who wishes to do so is asked to contact the Headmistress at the School. Parents/Carers can be reassured, however, that the RSE programme at Spalding High School has been designed so that it will complement and support their role as parents/carers and that we offer opportunities for parents/carers who wish to actively involve themselves in the determination of the School's policy. Copies of the full policy are available on the school website The policy is reviewed by governors biannually.

DRUGS EDUCATION

Spalding High School strongly opposes both the misuse of drugs and alcohol by all members of the School community and the illegal supply of these substances. We are committed to the health and safety of our students and will take steps to safeguard their wellbeing. Pupils are involved in a drugs education programme as part of their PSHCE and science curricula. This policy and protocol extends to 'legal' rights.

ABLE, GIFTED AND TALENTED

Definition

- Gifted learners are those who have exceptional abilities in one or more subjects in the statutory curriculum other than art and design, music, drama and PE
- Talented learners have the ability to excel in practical skills such as sport, leadership and artistic performance
- The term 'gifted and talented' is not to be understood as referring to the most able pupils in the national population, but the term should be viewed as relative as it refers to the top 5-10% of any school, regardless of the ability profile of pupils at the school.

Rationale

- To help our pupils to develop their skills and abilities intellectually, socially, physically, aesthetically and emotionally
- Provide teaching which makes learning challenging, engaging and enables pupils to reach their potential.

Aims

The School Policy supports the following aims:

- the raising of aspirations
- high expectations of achievement
- greater enterprise, self reliance and independence
- lessons that stimulate, engage, challenge, inform, excite and encourage
- active participation of pupils in their learning through dialogue with teachers and other students
- an entitlement beyond subject teaching, including preparation for adult life and the world of work.

Identification

More able, gifted and talented students are identified by making a judgement based on an analysis of various sources of information – quantitative and qualitative – such as: test scores, teacher nomination, recommendations from feeder schools, peer and self-nomination, predicted grades/results and specific criteria developed by subjects or their professional associations. This information is gathered initially by department heads and department AG&T representatives on the instigation of the Able, Gifted and Talented Coordinator and recorded on SIMS – a fluid system, enabling staff to add, suspend or remove students throughout the academic year and which incorporates notes on the reasons for either inclusion or removal.

Enrichment and Extension Activities

These are manifold, subject to change, respond to new directives and are therefore under constant review; however, at any one time, there is a rich variety of mentoring, activities and possibilities across and extra to the curriculum.

Responsibilities

The Able, Gifted and Talented Coordinator liaises with and advises Heads of Department, AG&T department representatives, SLT and the Governors of the activities and requirements of the AG&T cohort and promotes current and new strategies for engaging with this cohort.

To view the full Able, Gifted and Talented Policy please visit the School Website.

GENERAL INFORMATION

SCHOOL EXAMINATIONS AND REPORTS

Examinations are held in June for all forms in the school. In January mock examinations are held for Year 11, and for Year 13 in February. Monitoring of pupils' progress takes place in the school year in the Autumn and Spring Terms, and grade sheets are issued as a result of this monitoring. A full annual report is distributed at the end of the school year for Years 7 to 10, and full reports are prepared for Years 11-13 in the Spring Term. All reports are reviewed by form tutors and members of the pastoral team. Pupils who have received particularly pleasing reports, or where the report shows cause for concern, will be seen either by their tutor or a member of the pastoral team. If a pupil's report indicates that some intervention is required, this will be discussed and, if it is thought to be appropriate, parents/carers will be contacted at this stage.

PARENTS' MEETINGS

Each year group has an annual meeting at which parents are able to talk to the staff who teach their child. These meetings run from 4.20pm to 7.00pm and each is arranged at a point in the year when it can be most effective. A parent/tutor consultation for Year 7 pupils is held in September to discuss 'settling in issues'. The meeting for Year 9 parents is held in early February when the pupils' subject choices for Years 10 and 11 can be discussed. A Year 9 options information evening is also held in January to explain the process to parents and pupils. The pupils are invited to attend these meetings along with their parents/carers.

Parents/Carers who have a concern about their child's progress at other times in the year can always air this by contacting the relevant Head of Year via the main school reception; parents/carers should not feel that they have to wait for the parents' meeting to discuss the problem. Parents/carers choosing to use our enquiries email as point of contact should ensure the email is marked for the attention of the relevant Head of Year.

HOMEWORK

The amount of homework increases from about 1 hour per day in Year 7 to between 1½ hours to 2 hours in Year 11. Each form has a homework timetable or schedule which parents see and sign at the beginning of the year. Homework planners are issued to all pupils to enable them to note down homework tasks and additional information. Year 7 planners are checked and are an essential aid to pupils' organisation. We encourage parents/carers to look at planners and to communicate with individual staff through notes written in them, if appropriate.

ACTIVITIES

Pupils have the opportunity to take part in a wide range of activities including gym club, sports clubs and teams, drama productions, school choirs, orchestra, public speaking, subject clubs and many pupil leadership opportunities.

HOUSE SYSTEM

When they enter the School, pupils are allocated to one of the five houses. All members of one form are placed in the same house. The houses are named after five famous women (Marie Curie, Amy Johnson, Florence Nightingale, Emily Pankhurst, Helen Sharman). Competitions in areas such as music, drama and sport are held on an interform basis and excellents, awarded for good work, are also totalled for each house and on an individual basis, leading to bronze, silver and gold awards.

<p>COMMUNITY AWARDS</p>	<p>This scheme is aimed at encouraging and rewarding good citizenship within the school, fostering the community ethos and helping to raise pupils' self-esteem. The award is to be given to pupils who consistently contribute to the life of the School, e.g. by voluntarily giving up time, by continually helping with school activities or by willingly helping others.</p>
<p>PASTORAL CARE</p>	<p>Form tutors form the basis of the pastoral care system of the school and they deal with the normal daily needs of the pupils in their care. When more difficult problems occur, pupils may be given advice from their pastoral head (Heads of Upper or Lower school). Parents/Carers are requested to inform the Deputy Headteacher or pastoral head if their child has any problem (including health) which should be known to the School. In addition, the Deputy Headteacher or pastoral head will contact parents/carers if any serious incident occurs which causes concern. All parents/carers are asked to give telephone numbers where they can be contacted in case of emergency during the school day and to keep these regularly updated.</p> <p>When appropriate, senior staff from the school liaise with members of relevant external support agencies who are responsible for providing help for young people.</p>
<p>CONFIDENTIALITY</p>	<p>Where possible, school matters will be dealt with confidentially. It must be stressed however, that in certain circumstances such as matters relating to safeguarding or to illegal activities no member of staff can guarantee to keep information confidential. Where necessary the School is legally bound to pass information to the Lincolnshire Safeguarding Children Board (LSCB), the school nurse, the police, etc. It is School policy to involve parents/carers as much as possible in their child's education, but the School reserves the right, where it is in the child's best interest, not to inform parents/carers but to pass details to another agency.</p> <p>Students may request an appointment with the school nurse or our counsellors if they wish to discuss personal issues. Students are encouraged to let parents/carers know that they are doing this. If a parent wishes to request appointments on behalf of their child, they should contact the relevant Head of Year or Deputy Headteacher to discuss this.</p>
<p>COMMUNICATIONS FROM THE SCHOOL (PARENTMAIL)</p>	<p>We try very hard to keep parents/carers regularly informed about what is going on at the school. However, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way. We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved in this.</p> <p>To help improve these areas we use a service called ParentMail, which is used by over 3,500 schools across the UK to communicate with 2 million parents by email and text message.</p> <p>ParentMail will be beneficial to you because:</p> <ul style="list-style-type: none"> • Messages will get to you quickly and reliably • You will quickly know about important or urgent messages by text, for example, about non attendance and enforced school closure (during bad weather) • We can tell you more about what is going on at the school.

<p>ONLINE PAYMENTS</p>	<p>Please be assured that ParentMail is registered with the Data Protection Registrar and <u>guarantees</u> that all information you provide will be kept private and will not be passed on to any other organisation. An application form is available from the School.</p> <p>Parents/Carers are encouraged to use the online payment system for trips, school meals and other activities. Access is via the School website, www.spaldinghigh.lincs.sch.uk, click on Parents and then the Internet Payments link. An internet payments user guide can be found on the Parents tab.</p> <p>When accessing the online permission tick box for a trip/event, please be aware that you must double click onto the actual trip name itself, this will bring up a new page where the permission box can be ticked, and then continue with your payment as normal. The permission box will <u>NOT</u> show automatically if this is not done, therefore permission will not have been given and a paper slip will still need to be returned. For further details, please contact Mrs Somers, the School Business Manager .</p>
<p>LETTERS FROM PARENTS/CARERS</p>	<p>The Headmistress should receive a letter from parents/carers when a pupil intends leaving school – at least six weeks’ notice is preferable. If a leave of absence is requested for a specific and exceptional reason, at least two weeks’ notice is required and the request should be in written form to the Headmistress. (please see Attendance Policy on following page)</p> <p>Form Tutors or teaching staff should receive letters from parents/carers when:</p> <ul style="list-style-type: none"> • a pupil needs to be excused from games or from homework (for a good reason) • a pupil needs to go into town (for a dental appointment, a visit to the clinic or hospital, or some other good reason) • a pupil returns from a period of absence—please complete an absence slip proforma in the pupil planner and sign.
<p>ACCESS TO PUPILS’ EDUCATION RECORDS</p>	<p>The Education Reform Act, 1988 provides access to a pupil’s educational record to entitled and responsible persons. Such access can be gained, if appropriate, by making a written request to the governors of the School. Under the regulations a response to such a request must be made within 15 school days. A fee not greater than the cost of supplying the information will be levied.</p>
<p>USE OF SURNAME</p>	<p>For internal purposes, e.g. the daily attendance register, the School is happy to use the pupil’s surname as requested by the parents/carers. For all official purposes, such as public examination entries, however, the name which appears on the pupil’s birth certificate will be used. The only exceptions to this are if there has been an official name change (Deed Poll), a court order, or if both legal parents agree, in writing, to a change. In such cases, the School needs to have a photocopy of the legal document.</p>

POLICIES

RACIAL EQUALITY POLICY

Action Plan

As part of Spalding High School's Race Equality Policy:-

- The School will monitor admissions
- The School will monitor attendance
- The School will monitor attainment and progress
- The School will monitor exclusions
- The School will keep the curriculum under review
- The School will monitor staff appointments
- The School will deal fairly and firmly with any racially motivated incidents.

To view the whole policy, please contact the School office.

Action Plan

As part of Spalding High School's Equal Opportunities and Gender Equality Policy:-

- The School will monitor admissions in the sixth form
- The School will monitor attendance in the sixth Form
- The School will monitor attainment and progress in the sixth form
- The School will monitor exclusions in the sixth form
- The School will keep the curriculum under review
- The School will monitor staff appointments
- The School will monitor staff promotions and pay scales
- The School will deal fairly and firmly with any incidents of discrimination.

To view the whole policy, please contact the School office.

ATTENDANCE POLICY

Students should come to school every day.

The authorisation of absence is at the discretion of the School and not of parents/carers.

Spalding High School has a duty to make your child's time at the school interesting and worthwhile. Parents/carers have a duty to make sure that their child attends. The School is committed to working with parents/carers to ensure as high a level of attendance as possible. Any pupil with a level of absence in excess of 15% is regarded as a 'Persistent Absentee' by DfE.

Since September 2013, the Department for Education (DfE) regulations have changed in regard to absence. Permission to grant leave of absence continues to rest with the Headmistress and not with parents/carers, but we are encouraged to refuse all requests for absence unless they are totally unavoidable; Headteachers are no longer able to grant leave of absence, "**.....unless there are exceptional circumstances**". At SHS we have always strongly discouraged holidays in term time and it is now very unlikely that permission will be granted for **any** holidays during term time. You are also encouraged to book all appointments, wherever possible, outside of School hours or during the school holidays (please check our holiday dates on the School calendar). Any absence that is not acceptable to the School is recorded on a pupil's file as "unauthorised". The DfE amendments also strengthen the procedures for the issuing of penalty notices (fines) for non-attendance.

We are still allowed to authorise absence for anything which could be classed as an educational absence, e.g. sporting fixtures, acting or playing in drama or music

events, etc. **Should you have to request a leave of absence, please put your request in writing to the Headmistress at least two weeks in advance. Leave of absence will never be given at times of either School or external examinations.**

Authorised absences are those mornings or afternoons away from school for a good reason: illness or other unavoidable reason, or where leave of absence has been granted.

If a pupil is unfit for school, parents/carers should contact us on the **first day**, by telephone. When the pupil returns, they must show their form tutor a signed absence proforma in their planner explaining the reason for the absence, written and signed by a parent/carer, for each period of absence. Absences will not be authorised without this procedure. Other reasons for absence must be discussed with the School each time.

Unauthorised absences are those which the School does not consider reasonable and for which no leave of absence has been granted. This includes keeping pupils off school for trivial reasons, truancy, absences which have never been properly explained and pupils who arrive too late to get an attendance mark. Providing a note may not be sufficient if the reason given is not “unavoidable”. Pupils should never be kept off school for reasons such as shopping, concerts, caring, or as a ‘treat’.

Lateness

Pupils must attend on time to be given an attendance mark for a session, unless the lateness is unavoidable (e.g. a bus running late). Parents/carers are expected to ensure that their child is present at registration. Arriving more than 15 minutes after the start of the session without good reason will be classified as unauthorised absence.

Occasionally some pupils need encouragement to attend regularly. Any problems are best sorted out between the School, the parents/carers and the pupil. It is never better to cover up an absence or give in to pressure to excuse them from School. This gives them the impression that attendance does not matter and may well make things worse. If problems do arise, the School would expect parents/carers to contact the School at an early stage and to work with the staff in resolving the problem together. This is nearly always successful.

If problems cannot be sorted out this way, the school may refer the problem to Children’s Services at LCC and/or the Education Welfare Officer. If other ways of trying to improve attendance fail, this service can use court proceedings to prosecute parents/carers or to seek an education supervision order on the pupil.

Spalding High School has a legal duty to publish its absence figures to parents/carers and to promote attendance. You will receive information about your child’s attendance in their annual report and at any other time when the School has concerns about their attendance rate. Excellent attendance is rewarded each year with certificates and a reward scheme supported by local businesses. Any suggestions from parents/carers and pupils about how to encourage attendance are especially welcome.

What students can do during and after a period of absence

If a pupil has been absent from school it is their responsibility to catch up with the work that has missed. Staff will provide help and support when needed and it is important that your child approaches staff to find out what copying up is

MEDICINES POLICY

required.

Absence from school causes a number of problems for pupils. For example, they:

- will have missed vital explanations given in lessons
- will have missed the instructions and advice offered when homework is set
- may find lessons harder to follow when they return to school because of gaps in their knowledge
- will need to find the time to copy up in addition to doing their normal homework.

It is important that your child tries to keep in touch with school work even when they are absent. For example they could:

- telephone a friend who may be able to collect work on their behalf, make a note of the homework set, photocopy notes made in class or collect worksheets/handouts
- ask someone to send the books they need – their form tutor could arrange for this to be done
- do some private reading/research.

Requesting work from school

In exceptional circumstances when absence is for a prolonged period, it may be possible for the School to provide work in some subjects at parental request. This is a complex procedure as so many staff need to be consulted, so **notice of at least three days** is required to provide work.

In some subjects, oral explanations are vital so meaningful work may be very difficult to set. It also becomes increasingly difficult to set work in any subject where new topics are covered.

When work is sent home in these situations, parents/carers need to ensure that the completed tasks are returned to school for marking so that an element of continuity can be ensured.

Absences known about in advance

In the case of planned absence, the pupil is responsible for asking for work from the subject teachers concerned. **Notice of at least one week** should be given.

Please note: Any request for holiday leave from School is likely to be refused, but work will **never** be set for a pupil taking a holiday during school time.

Parents

- Will ensure that, on a daily basis, pupils only have limited and permissible medicines upon their person (e.g. an inhaler, two doses of paracetamol, etc). Whenever it is necessary to bring other medicines to School parents will always inform the School in writing.
- Will inform the school of any particular medical needs of their son/daughter before he/she enters the school
- Will keep their children at home if they are acutely unwell or if there is a risk of infection
- Are responsible for the disposal of medicines. They should collect them at the end of each term.

Pupils

- Will only bring the daily requirement of prescribed medicines to School, which should be handed to the office for safe keeping. The maximum of two doses of any non-prescribed medicines e.g. paracetamol, may be kept

on their person at any time

- Will not give **ANY** medicines to **ANY** other pupil.

Staff

- **WILL NOT GIVE WITHOUT PARENTAL PERMISSION any non-prescribed medicine to a pupil**
- Will be given appropriate training for pupils with specific medical needs
- Will not usually take pupils to hospital in their own cars; staff will always, wherever possible, call parents or an ambulance.

Member of staff in charge of medicine and First Aid

- Will not give any non-prescribed medicine to a pupil WITHOUT PARENTAL PERMISSION
- Will notify parents of any head injury incurred during the school day
- Will administer, where necessary, commercially produced antiseptic liquids or creams to minor external cuts, scratches and bites
- Will only give prescribed medicine to a pupil with the written permission of the parents
- Where medicine is administered, with the permission of parents, the member of staff should check: the child's name, the prescribed dose, the expiry date and the written instructions on the container. They must be kept in the original container.
- Will keep medical information confidential, sharing it only with appropriate adults (although this may include all members of staff, staff on trips, pastoral staff etc)
- The member of staff i/c First Aid will keep all medicines in a locked non-portable container, to which only she will have access (or another designated person in her absence) and keep a record of medicine administered
- If pupils are permitted to self-administer medicines, they should collect them from the person in charge of medicines and go to the medical room to take the medicines
- Refrigerate medicines where necessary. They may be kept in a fridge with food, but must be stored in an airtight container and be clearly labelled.
- At the end of each term, any left over medicines which have not been collected by parents should be taken to a pharmacy for safe disposal
- All needles are to be disposed of in a sharps box
- Be responsible, along with the SENCO, for all SP's (support plans) involving medical care. Such plans outline the level of medical support needed.

School Trips

- Medical information and contact details for each pupil to be taken on all visits
- On visits, the party leader, or designated member of staff, assumes the role and responsibilities of the member of staff in charge of First Aid and medicines.

SCHOOL ROUTINE AND RULES

TRAVELLING TO AND FROM SCHOOL

Travelling to and from School, pedestrians and cyclists should be careful to observe the Highway Code and general rules of good manners.

Special attention is drawn to the following:

1. Pedestrian crossings - great care should be taken not to cross in front of fast moving traffic. Pupils should always cross quickly when the road is clear.
2. Cyclists should leave school by the Matmore Gate exit. They should not cycle two abreast, nor beside a pedestrian. They should dismount before crossing the road into the school grounds. Great care should be taken when carrying musical instruments and a cycle helmet should be worn.
3. Most pupils waiting for buses should line up on grass in front of the main school building until they are given permission by a member of staff to proceed to the front pavement for their bus. If a pupil travels by bus it would be helpful to keep a record of the season ticket serial number. This is required if the ticket is lost.

Punctuality All pupils are expected to arrive punctually, i.e. pupils from town by 8.55am at the latest and those travelling by bus must come directly into School once they disembark. Students are not allowed in form rooms before 8.20am, but are allowed to attend breakfast club in the canteen. Whenever possible, however, parents are advised not to send pupils to school before 8.40am each morning as members of staff are not on duty until that time.

The front door is used by staff and sixth form only.

In the form room students should show absence slips in their planner to their form tutor, which should be written entirely by parents/carer. They should organise themselves for the school day and hand in homework. Mobile phones must be switched off and locked away in lockers for the whole of the school day.

Lunchtime: most of our pupils remain in school at lunchtime. However, if a pupil wishes to go home each day during the lunchtime break, a letter should be brought from parents/carers confirming this arrangement. It is **not** permitted for students to use mobile phones at lunchtime. If there is an emergency and they need to contact parents, they should approach their form tutor or go to reception.

Town Leave (12.35pm until 1.30pm on days 1 - 4 and 6 - 8; 1.05pm until 1.50pm on days 5, 9 and 10)

Pupils in Years 8-10 may request town leave once per week. Pupils in Year 11 may request two town leaves per week. A parent's/carer's note requesting town leave is needed for all pupils, except sixth formers. A town leave slip must then be obtained from form tutors.

On days 1- 4 and 6 - 8, pupils must leave between 12.35pm and 12.50pm through the green gate. They must return between 1.15 and 1.30 through the same gate.

On days 5, 9 and 10, pupils must leave between 1.05pm and 1.20pm through the green gate. They must return between 1.35pm and 1.50pm through the same gate.

In the event of an emergency outside the times when the gate is open, students should enter by the front door and report to reception for assistance.

At the 3.40pm. bell, students should return to their lockers and pack their bags.

At the 3.45pm bell, students may leave School. All belongings left in School should be in lockers, in sports bags or on pegs.

At Spalding High School we are all members of a community. It is essential that

<p>CODE OF GOOD MANNERS AND COURTESY</p>	<p>all members of a community have consideration and respect for, and show courtesy to, each other.</p> <ul style="list-style-type: none"> • Say "please" and "thank you" • Refer to a member of staff by name, e.g. "yes Mrs Jones/Mr Smith", and not "yeah" • Stand up at the start of the lesson when a member of staff enters the room, unless told not to • Stand up if the Headmistress comes into the room, unless told not to • Do not push in front of others – be prepared to let them pass first. Let a member of staff through first • Help others who are carrying things e.g. by holding the door open. • Keep on the left-hand side of the corridors • Several areas of the school are very crowded, e.g. the south porch and the link building; do not push, be prepared to give way • If you have done something wrong, apologise. Do not deny something you have done or lie about it. • If you break or spill something, clear it up and/or report it to your form tutor or the office – do not wait for someone else to clear it up • Do not shout or run in the corridors or classrooms • Do not use unpleasant language. <p>Each pupil's behaviour, both inside and outside school, is expected to bring credit to the school.</p> <ul style="list-style-type: none"> • Pupils should not loiter by the main gates • Litter must be put in dustbins • Smoking is forbidden on school property or at any time when a pupil is in uniform or representing the School in any way. <p>Generally form tutors and/or the Heads of Upper or Lower school (in more serious cases, the Deputy Headteacher or the Headmistress) deal with pupils who break school rules. There may be a loss of privileges, or a lunchtime or after-school detention involved. Sixth form tutors and/or the Head of Sixth Form deal with sixth form pupils.</p>
<p>PUPIL BEHAVIOUR</p>	<p>REWARDS</p> <ul style="list-style-type: none"> • Excellents/House points • Certificates of Merit • Academic prizes • Special prizes • Community Awards • Congratulatory letters home • Election to office (School Council, form captains, representatives, prefects) • Attendance rewards • Achievement Certificates.

MOBILE PHONES

Mobile phones are permitted on site but must be switched off on entry and not be switched on again until pupils prepare to leave school at 3.45pm. They cannot therefore be used as a device for listening to music whilst in school. The only exceptions to this rule are:

- If a member of staff allows pupils to use their mobile phone for a specific learning activity within their lesson and under direct supervision
- Sixth Form students may use their mobile phone in the Sixth Form area.

Phones must be locked in a locker during the day. If a pupil is found in possession of a mobile phone (switched on or off, being used or not) it will be confiscated by the member of staff, handed into the School Office with the pupil's name and the pupil placed in detention. A letter will be sent home informing parents/carers of the contravention of school rules and the confiscation of the mobile phone.

The pupil should report to the Headmistress at the end of the day to discuss the contravention of school rules and the confiscation of the phone. Following this discussion the phone will be returned to the pupil (on the first occasion). Should the confiscation occur for a second time, parents will be required to collect the phone on their child's behalf.

In certain after school events such as fixtures, trips or pupils working in the library, and with permission from the staff in attendance, pupils may use their mobile phones to contact parents to arrange pick-ups.

Office or lunchtime supervisory staff should not be questioned or challenged about these rules. Any pupil doing this will be reported to a member of senior staff.

'The Hub'

'Healthy lifestyles are encouraged through the provision in school menus' (OFSTED 2009)

The school canteen provides a wide range of nutritional and tempting meals, drinks and snacks. It is open to all pupils and staff before school, at break time and at lunchtime. A typical 2-course meal would cost around £2. The main menu changes daily and caters for all tastes and most dietary needs. Also available at lunchtime are sandwiches/rolls, salad bar, pasta bar, jacket potatoes, homemade cakes, desserts and fresh fruit. A breakfast club starts at 8.30am and serves hot breakfasts, cereals and toast to those early risers.

Cashless catering using biometric recognition (finger scan)

The cashless system has allowed for students to pay for their meals in advance and not have to worry about carrying money to school everyday. Transactions can be viewed via the online payment system. A permission slip requesting parental consent for us to process biometric recognition data will be included in a pack given to parents prior to their child joining the School.

Information for parents from Lincolnshire County Council – Personal accident insurance for pupils

The insurance market offers personal accident cover for pupils 24 hours a day. Parents may not be aware of this and if they wish to avail themselves of this cover for their children, they should make enquiries with insurance brokers or companies accordingly.

SCHOOL CANTEEN

PUPIL PREMIUM FUNDING

Charges will be made for all retakes except in exceptional circumstances and by prior arrangement with the Headmistress.

Parents/carers will be charged for “wasted” examination fees (see the policy for Payment of Fees for Public Examinations for more details).

Parents will be asked to pay a small levy to those subject departments which use consumables and which produce work that pupils wish to take home and keep, e.g. food, textiles, DT.

Parents will be asked to pay for damage or breakages which result from a pupil’s poor behaviour.

No compulsory charge may be made for any activity which occurs for more than 50% of the time within normal school hours. The Governors, therefore, will ask for voluntary contributions from parents/carers so that sufficient funds are raised to enable the activity to take place. Should sufficient funds not be forthcoming then the School reserves the right to cancel the activity.

The Pupil Premium Grant (PPG), introduced in 2011, aims to increase attainment and aspiration for pupils from disadvantaged backgrounds by providing financial support. Research indicates that poverty has a measurable influence on a child’s future life chances.

“The Pupil Premium is designed to address inequality by giving every school and teacher the resources they need to help their most disadvantaged pupils, allowing them the freedom to respond appropriately to individual circumstances. “ GOV.UK (Jan 2014)”

Although our proportion of PPG students is low we are constantly investigating ways to narrow the progress and attainment gap by actively supporting these pupils to meet their academic potential and then go beyond it; “Closing the gap” does not simply mean “catch up”. The School pursues excellent outcomes for all.

Who is eligible?

The following Year 7 – Year 11 pupils are eligible for Pupil Premium Funding:

- Pupils currently registered to receive Free School Meals (FSM)
- Pupils registered to receive FSM in the last 6 years (Ever 6 FSM)
- Children of service personnel
- Looked After Children in Care (LACs / CICs).

How the Pupil Premium is used

Parents who are eligible may make individual requests to the School for financial support. Please note however, that it is the School, and not parents, who decide how the Pupil Premium should be spent but all requests received from parents will be considered on an individual basis. The funding may be used for generic projects as well as to support individual pupils.

We have a strong culture of high expectations of **all** pupils and we routinely track performance and progress to remove barriers to learning where they exist.

Using this additional Pupil Premium funding we have been able to:

- Ensure that class sizes are smaller, especially in Maths and English
- Provide teaching assistant support to individuals and small groups where necessary
- Create a fund for children entitled to Pupil Premium for educational trips and visits, extracurricular activities and other opportunities to boost learning.

Parents who have any questions about the Pupil Premium are most welcome to contact Mr Blackbourn (Assistant Headteacher) in the strictest confidence.

For more information and details about the impact of PP funding please see our website.

COLLECTION OF MONEY

The payment for a school visit can be made in three ways: cash, cheque or online. Online payment is preferred and access is via the School website, www.spaldinghigh.lincs.sch.uk, click on parents and the internet payments link. A user guide can be found on the 'Parents tab'.

- Cash payments should be taken personally to the departmental technician by the pupil at the designated time and place
- Cheque payments should be placed in the finance office letter box
- All payments both cash and cheque along with the permission slip should be enclosed in a sealed envelope clearly marked with the name and form of the pupil concerned and the trip or visit title.

SCHOOL UNIFORM

UNIFORM STOCKISTS

Hills of Spalding, Broad Street, Spalding

If uniform is bought elsewhere, care must be taken to see that it is of the prescribed colour and pattern.

- Full school uniform must be worn by pupils on their way to and from school
- All uniform and equipment must be **CLEARLY MARKED**, with name tapes or marking ink, showing both names
- The main school colours are dark navy blue, maroon and white. For some garments black is also permitted
- Whenever the school uniform is worn, it must be worn smartly and properly. This includes on the way to and from school, on buses and in town.

To be worn from October holiday until the Easter break (April).

COAT:

Dark navy blue coat, raincoat, duffel coat or Spalding High School fleece. Black coats are also acceptable. Coats should be plain and not emblazoned with logos. Hooded sweatshirts are for use in games and PE only.

SKIRT:

Dark navy skirt of prescribed fabric and pattern and of suitable length for school. This will be a full pleat skirt for Year 7 from September 2015.

Fabric: should be dark navy, twill or plain weave. **Stretch and jersey fabrics are unsuitable.**

Length: should be from just above the knee (about 2.5 centimetres) to mid-calf. Skirts with slits are **not** permitted.

TROUSERS:

Plain, dark navy, smart, tailored trousers may be worn as an alternative to the skirt. They should have no obvious flares. These should be in similar fabric and colour to the skirt and **must be of school approved style, as available from Hills** and other major school wear stockist. **Stretch and jersey fabrics are unsuitable.**

BLOUSE:

Plain long-sleeved white blouse. Shirts with button-down collars and large pockets are not suitable. Blouses must always be worn tucked into skirts or trousers.

SCHOOL TIE:

Separate styles of tie are available for the Lower School (Years 7-9) - plain maroon; the Upper School (Years 10-11) - navy with maroon stripes; the Sixth Form - navy with maroon and white stripes.

PULLOVER:

Navy pullover with maroon band.

TIGHTS/SOCKS:

Navy blue, black or beige tights or navy, black, white or maroon socks. (In plain, single colours only). A spare pair of socks should be kept at school for emergency wear.

WINTER UNIFORM

<p>SUMMER UNIFORM</p>	<p><u>SHOES:</u> Plain shoes of formal low-heeled style, (not backless and not higher than 3.5 centimetres) in black leather (not suede). NO large platform soles allowed. It is not permitted to wear training shoes for everyday wear, nor to or from school.</p> <p>Warm boots may be used for travelling to school in very cold weather, but pupils must change into shoes for wear inside school.</p> <p><u>OPTIONAL:</u> <i>Hair tie</i>, in plain navy, black, white or maroon only. <i>Scarf and/or hat</i> in any colour, for use during extremely cold weather. <i>Cycle helmet</i> <i>Reflective bands</i> to be worn by cyclists during winter months.</p> <p><i>May be worn from after the Easter break (April) until the October holiday.</i></p> <p><u>BLOUSE:</u> A plain, short sleeved, white open neck blouse as available from the School's suppliers of uniform (cotton/polycotton).</p> <p><u>CAGOULE OR PLASTIC RAINCOAT:</u> In plain navy.</p> <p><u>TIGHTS OR SOCKS:</u> Must be worn with shoes.</p>
<p>JEWELLERY</p>	<p>Jewellery is discouraged for reasons of safety and security. The ONLY items that pupils may wear are: one watch, one plain small ring and one small chain necklace (underneath the blouse).</p> <p><u>Rules:</u></p> <ul style="list-style-type: none"> • Pupils with pierced ears may wear only one pair of identical metal small stud earrings in gold or silver (5mm diameter) positioned in the earlobe. No looped earrings are allowed. • In PE lessons, however, absolutely no jewellery, without exception, may be worn. Any jewellery worn in school is entirely the owner's responsibility and must be removed for practical lessons. • Any breaches of the jewellery rules will lead to automatic confiscation of the jewellery and a School detention. • Body jewellery, including nose studs, tongue studs and upper ear piercings, are NOT to be worn.
<p>MAKE UP</p>	<p>It is not appropriate to wear makeup in school and <u>it should not be worn</u>, with the exception of small amounts of foundation which should not be visible. <u>Eye shadow, tinted eyebrows, eye liner and lip colour are NOT permitted.</u> Any breaches of the rules will result in uniform detention or, in extreme cases, a pupil will be sent home. The Headmistress is the arbiter of what is appropriate.</p>

Please ensure that only clothing which complies with these guidelines is purchased, as unsuitable uniform items will not be allowed. A new uniform list is sent to parents each year with the July report. This shows any changes which may have been made to the uniform for the following September. If you have any queries about uniform, please do not hesitate to telephone Mrs Schwarz, Head of Lower School (Years 7 - 9) or Miss Smith, Head of Upper School (Years 10 and 11).

Maintaining standards of appearance

The appearance of pupils on their way to and from school – and whilst on town leave – is one of the major ways in which the school as a whole is judged by the local community. Our many visitors also judge appearance in school. We ask all pupils and parents/carers to help us to maintain high standards.

Within School our procedures for monitoring appearance and uniform, and for dealing with infringements of the Year 7 – 11 uniform guidelines, are as follows:

- Form and pastoral staff monitor constantly the appearance of pupils as they move about the school. Occasional formal uniform checks are conducted in form time.
- Any pupil who fails to comply with uniform rules will receive a uniform detention usually on Tuesdays, at 1.00pm. This is for infringements such as blouse untucked, incorrect socks, too much jewellery etc.
- Pupils will copy out **this uniform code TWICE**. Three appearances in uniform detention per term will result in a school detention and town leave will be cancelled for 4 weeks.
- Ultimately, pupils who come to school inappropriately dressed will be sent home.
- Unsuitable/additional jewellery will be confiscated by staff until the end of the term.

THE SIXTH FORM

Spalding High School sixth form is a mixed sixth form and offers a wide range of A level subjects. General entry requirements and those which are subject specific are listed clearly in the sixth form prospectus and on the School website. These requirements apply to both internal and external candidates.

Students are also required to have a good reference from their present school which must show a clear commitment to academic study, a willingness to work hard and to contribute to the life of the School. For internal candidates, previous school reports will take the place of the reference.

The following examination subjects will be offered in September 2016.

A Level

Applied ICT	Art & Design
Biology	Business Studies
Chemistry	Classical Civilisation
DT Product Design (3-D)	DT Product Design (Textiles)
Drama & Theatre Studies	English Literature
English Language	Food Technology
Further Mathematics	Geography
German	History
Latin	Mathematics
Photography	Physical Education
Physics	Psychology
Religious Studies	Sociology
Spanish	

There are also many opportunities for extracurricular involvement and for sixth formers to play a leading role in the wider life of the School.