

SPALDING HIGH SCHOOL

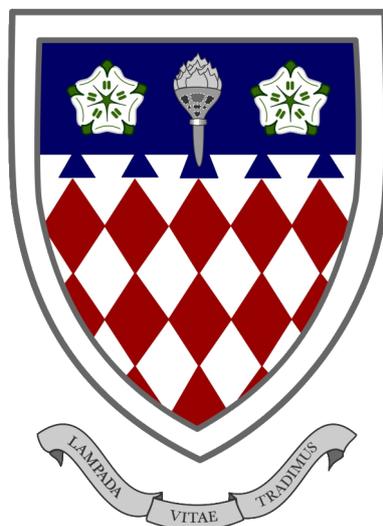
SCHOOL PROSPECTUS

2018/2019

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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

Telephone: 01775 722110 Fax :01775 719724

Email: enquiries@spaldinghigh.lincs.sch.uk

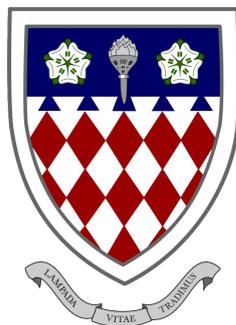
SENIOR LEADERSHIP TEAM

HEADTEACHER	Mrs M Anderson
DEPUTY HEADTEACHER	Mrs T Waldron
ASSISTANT HEADTEACHERS	Mr J Blackbourn, Mr B Love, Mrs L Ray

GOVERNORS

CHAIR OF GOVERNORS	Dr P Gorton
VICE-CHAIR OF GOVERNORS	Mrs A Toal
LEA	Mrs D Williams
STAFF	Mr S Jones, Mrs L Hebblewhite
PARENTS	Mrs D Mulley
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	Mr J Blackbourn Mr B Love Mrs L Ray Mrs T Waldron
CLERK TO GOVERNORS	Mrs J Chance

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 pupils 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 - 2018	Tuesday 4 September - Friday 19 October
	Term 2 - 2018	Tuesday 30 October - Thursday 20 December
	<i>Bank Holidays</i>	<i>Tuesday 25 December & Wednesday 26 December 2018 & Tuesday 1 January 2019</i>
	Term 3 - 2019	Monday 7 January - Friday 15 February
	Term 4 - 2019	Monday 25 February - Friday 5 April
	<i>Bank Holidays</i>	<i>Good Friday 19 April & Easter Monday 22 April 2019</i>
	Term 5 - 2019	Tuesday 23 April - Friday 24 May
	<i>Bank Holidays</i>	<i>Monday 6 May & Monday 27 May 2019</i>
	Term 6 - 2019	Monday 3 June - Friday 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. Selection is by means of two written tests administered by Spalding High School on the premises. Girls must attain the qualifying standard in these 11+ tests.

If more than 150 girls achieve a qualifying score of 220, or more, then the County oversubscription policy applies. This gives priority to:

- Children in Public Care
- Girls with a sibling in the School
- Girls living nearer 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 Lincolnshire County Council. 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 qualifying standard.

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

In 2017 we had 337 applicants. 123 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, they and their parents/carers are invited to visit the School on an evening late in June. There is an opportunity to meet the form tutors, see the buildings 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. Staff visit each pupil in their primary school during the summer term of Year 6 to tell them more about the school and answer their questions.

THE SCHOOL CURRICULUM

GENERAL

The aim of the school curriculum is to ensure that all pupils use their ability and develop their potential as fully as possible. As a selective girls' grammar school we adapt our curriculum to meet the needs of our pupils, who nationally are in the top 25% of the academic ability range. 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 (Food & Nutrition, Product Design and Textiles), Music, Personal, Social, Health & Careers Education (PSHCE) and Citizenship.

*All forms start French for 2018 entry

In Year 8 all pupils start to study Latin and Drama. The other subjects studied in Year 7 are continued. 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 the Sciences. For Year 9, pupils select a second language to study. They may continue with Latin or choose German or Spanish to study alongside French. Pupils also elect to study two of the three Art subjects (Art, Drama, Music) and two of the three Technology subjects (Food & Nutrition, Product Design, Fashion & Textiles). GCSE courses start formally in Mathematics, English Language, English Literature, Biology, Chemistry, Physics, Religious Studies and MFL and informally in other subjects.

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

Compulsory Subjects

GCSE examination subjects:

English Language, English Literature, Mathematics, Biology, Chemistry, Physics, Religious Studies, Geography or History and a Modern Foreign Language.

Pupils also choose two options from the following:

Art & Design, Business Studies, Computer Science, Design & Technology, Design & Technology (Textiles), Drama, Food & Nutrition, Geography, History, Latin, Music, Physical Education and Spanish.

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

Careers education at Spalding High School is taught through the PSHCE Programme in Years 7-11 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 Independent Careers Advice. Please see our Careers policy on the School website.

RELIGIOUS EDUCATION

In all years, Religious Education (which is non-denominational) and attendance at assemblies (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.

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.

RELATIONSHIP AND SEX EDUCATION (RSE)

RSE is taught from Year 7-13 as part of the wider PSHCE and Citizenship programme. Aspects of the course are also taught through the Sciences, Religious Education and Computing lessons. It is further supported by visiting specialist speakers and theatre companies.

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, 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 the misuse of both 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 pupils 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' highs.

**SPECIAL
EDUCATIONAL
NEEDS AND
DISABILITY
(SEND)**

SEND Manager —Mrs
Broughton

SENDCO —Mrs Hebblewhite

**ENGLISH AS AN
ADDITIONAL
LANGUAGE (EAL)**

SPORT

We have developed and sustained a whole-school approach to provision for special educational needs and disabilities. With the support of the SENDCO, all teachers respond appropriately to the diverse learning needs of our pupils. Our commitment is to do all in our power to remove barriers to learning and participation.

Resources are used efficiently and effectively for the benefit of pupils thereby enabling them to move towards achieving their potential.

Parents/carers are fully informed and involved in working with the School as programmes of study are implemented. When necessary, the SENDCO maintains co-operative and constructive working relationships with a range of external agencies.

We follow the SEND Code of Practice '0 TO 25' which provides a clear framework for early identification, assessment and meeting of pupils' individual needs. We also fulfil our responsibilities under the Equality Act 2010 and the Children and Families Act 2014 which secured improved rights for disabled children.

Parents/carers who would like further details or feel any cause for concern about their child should, in the first instance, contact the SEND Manager at the School.

It is acknowledged that pupils with an alternative language or cultural background do not have special educational needs in the accepted sense but may require additional provision. Pupils with EAL will be identified from the information gathered from previous school, parents/carers and the pupil themselves. The Head of Main School, Head of Sixth Form and SENDCO will monitor all new entrants.

The name of any pupil identified as having English as an additional language will have their name placed on the EAL register. All staff will ensure teaching and learning appropriate to the pupil's needs. The school is committed to the development of identification and tracking systems in order to ensure attainment at a level appropriate to ability and to prevent under-achievement.

At Spalding High School we provide sporting opportunities for pupils of all abilities through a wide range of extra curricular clubs, sporting festivals, house matches, leadership opportunities and inter school competitions.

We are extremely proud of our success in sport, at a local, regional and national level. We run teams in the traditional sports of netball, football, tennis, rounders, cricket, gymnastics and athletics; but also compete in a number of other sports such as trampolining and indoor hockey for example.

We encourage healthy lifestyles, allow pupils to use our well equipped fitness suite at lunch-times and we set fitness based challenges for pupils. Our aim is to engage pupils and promote lifelong physical activity and fitness.

**SOCIAL, MORAL,
SPIRITUAL &
CULTURAL
EDUCATION AND
BRITISH VALUES**

**ABLE, GIFTED
AND TALENTED**

We believe that the Spiritual, Moral, Social & Cultural development of all pupils is essential to ensure that we maintain a strong school ethos, foster positive relationships and ensure pupils leave us well equipped to fulfil their future dreams & aspirations.

British Values are taught through planning and delivering a broad and balanced curriculum. The school takes opportunities to actively promote British Values through our assemblies and whole school systems and structures, such as electing and running a successful School Council. We also actively promote British Values through ensuring our curriculum planning and delivery includes real opportunities for exploring these values.

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

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 pupils
- an entitlement beyond subject teaching, including preparation for adult life and the world of work

Identification

More able, gifted and talented pupils are identified based on an analysis of various sources of information – such as: test scores, teacher nomination, predicted grades and specific criteria developed by subjects.

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.

GENERAL INFORMATION

SCHOOL EXAMINATIONS AND REPORTS

Examinations are held in June for all forms except Years 11 and 13. In January mock examinations are held for Year 11 and Year 13. 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 at an appropriate time during the year. All reports are reviewed by form tutors, members of the pastoral team and senior staff. 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 & CURRICULUM EVENINGS

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 contact 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.

Each year group also has a Curriculum Evening scheduled at an appropriate point during the year. These evenings are very important and information about curriculum changes, choices and assessment is shared with parents/carers and their child. Each Curriculum Evening also has a 'community theme' for example anti-bullying, social media or drugs education.

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. Please see out Homework Policy on the School website.

ACTIVITIES

The School provides pupils with the opportunity to take part in a wide range of extra-curricular activities. These include sports clubs and teams, drama club and productions, music lessons, music clubs and concerts. Pupils are encouraged to take part in a range of inter and intra school competitions from sport to debating to enterprise. Many departments also offer specialised activities for those who are interested. We actively promote volunteering and leadership

HOUSE SYSTEM

opportunities for pupils, both within school and the local community and are a licenced Duke of Edinburgh Award centre.

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.

COMMUNITY AWARDS

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.

PASTORAL CARE

Heads of Year

Head of Main School (Yrs 7-10) & Year 7—Mrs Schwarz

Year 8—Mrs Hickman

Year 9—Mrs Neal

Year 10—Mrs Haunch

Year 11—Mrs Spinks

Head of Sixth Form—Mrs Bushell

Asst Head of Sixth Form—Mrs H Waldron

Pastoral Support Coordinators:

Years 7-9—Mrs Jarvis

Years 10-11—Mrs French

Years 12-13—Mrs Barber

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 Support Coordinator or Head of Year. After Year 7, a year group moves up the School with their Head of Year before they transfer to the Sixth Form Pastoral Team. Parents/carers are requested to inform the Deputy Headteacher or Head of Year if their child has any problem (including health) which should be known to the School. In addition, the Deputy Headteacher or Head of Year 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.

When appropriate, senior staff from the school liaise with members of relevant external support agencies who are responsible for providing help for young people.

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) and/or any other relevant external agency. 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.

CONFIDENTIALITY

INTOUCH

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.

To help improve these areas we use a service called InTouch to communicate with parents by email and text message.

<p>ONLINE PAYMENTS</p>	<p>InTouch 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>Please be assured that InTouch 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.

EQUAL OPPORTUNITIES AND GENDER EQUALITY POLICY

ATTENDANCE POLICY

Pupils should come to school every day.

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

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 10% is regarded as a 'Persistent Absentee' by DfE.

Permission to grant leave of absence rests with the Headmistress and not with parents/carers. Term time holidays will not be granted unless there are exceptional circumstances. Parents/carers 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" and may result in further action being taken by the School or Local Authority.

Should a parent/carer have to request a leave of absence, it must be put 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 an unavoidable reason such as illness, or where leave of absence has been granted by the Headmistress.

If a pupil is unfit for school, parents/carers should contact the school 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.

Unauthorised absences are those which the School does not consider unavoidable 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, or as a ‘treat’.

Punctuality

Pupils must attend on time to be given an attendance mark for a session, unless the lateness is unavoidable. Parents/carers are expected to ensure that their child is present at registration. Arriving more than 10 minutes after the start of the session without good reason will be classed as an unauthorised absence.

Attendance Figures

Spalding High School has a legal duty to publish its absence figures to parents/carers and to promote good attendance. Parents/carers will receive information about their child’s attendance in their grade cards or reports 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 pupils 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 the pupil approaches staff to find out what work has been missed.

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 catch 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.

MEDICINES POLICY

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 must be worn
3. Most pupils waiting for buses should line up in the courts 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. Pupils 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 pupils 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 pupils 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, pupils should enter by the front door and report to reception for assistance.

At the 3.40pm. bell, pupils should return to their lockers and pack their bags. **At the 3.45pm bell**, pupils 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 all members of a community have consideration and respect for, and show

<p>CODE OF GOOD MANNERS AND COURTESY</p>	<p>courtesy to, each other.</p> <ul style="list-style-type: none"> • Say ‘please’ and ‘thank you’ and always use polite and acceptable language • 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 • Keep to the left hand side in corridors • Be prepared to let others pass in the corridors and through doors, always let a member of staff through first • Help others who are holding things e.g. by holding doors open • Always walk in the corridors and classrooms and talk rather than shout • If you break or spill something, clear it up and/or report it to your form tutor, the lunchtime supervisors or reception • Do not eat or drink whilst moving around the school, dispose of your rubbish in the appropriate bin and take responsibility for helping to keep classrooms and other school areas tidy, including taking out the recycling <p>Each pupil’s behaviour, both inside and outside school, is expected to bring credit to the School.</p>
<p>PUPIL BEHAVIOUR</p>	<ul style="list-style-type: none"> • Pupils should not loiter by the main gates • Litter must be put in dustbins • Smoking and vaping 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 Year/Head of 6th Form (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.</p>
<p>REWARDS</p>	<ul style="list-style-type: none"> • Praise • Excellents • Certificates of Merit • Academic prizes • Special prizes • Community Awards • Congratulatory letters home • Election to office (School Council, form captains, representatives, prefects) • Attendance rewards & certificates • Subject specific certificates for achievement, effort or progress
<p>SUPPORT</p>	<ul style="list-style-type: none"> • Subject clinics/interventions • Contacting parents/carers • Progress concerns card • Pastoral support plans • SEND team/careers advisor

<p>SANCTIONS</p>	<ul style="list-style-type: none"> • Repeating unsatisfactory work • Cancelling town leave/loss of lunchtime privileges/loss of breaktime • Contacting parents/carers • Progress concerns card/tracking card • Loss of positions of responsibility/loss of opportunity to represent the school or to participate in school trips • Departmental or Pastoral detentions (lunchtime) • Senior staff detention (afterschool) • Headmistress’ detention (3.45—5.15pm) • Isolation (internal exclusion) <p>In the case of serious breaches of discipline the Headmistress reserves the right to exclude a pupil from School.</p>
<p>SOCIAL MEDIA AND THE INTERNET</p>	<p>The School is not responsible for pupils’ online activity outside of school. Parents have responsibility for their child’s online behaviour and digital footprint outside of school and are advised to ensure that privacy settings are to the securest level and online behaviour is legal and appropriate. However, should the School receive evidence that any comment, image or recording judged by us to be inflammatory, threatening , malicious or offensive about a named pupil, member of staff or the School itself be placed in a public domain then action will be taken. This action may include a formal report or complaint to the police.</p>
<p>PROHIBITED ITEMS</p>	<p>No pupil should bring any of the following items to School: knives, weapons, alcohol, illegal substances, stolen articles, tobacco, fireworks, pornographic images (including images on electronic devices such as mobile phones) or anything that is inappropriate or may cause injury or damage within the School community. Where a pupil is suspected of carrying any of these items, the School reserves the right to search the pupil and their bags, electronic devices and locker, without the pupil’s or parents’/carers’ consent. The School has the right to destroy or delete such items, or to hand them to the police, but would always seek to involve parents/carers. Such incidents would be regarded as a severe breach of discipline.</p>
<p>PROPERTY</p>	<p>Pupils are responsible for the security of their personal possessions.</p> <ul style="list-style-type: none"> • Personal property, including uniform and other clothing, must be clearly marked with the pupil’s name and great care should be taken to look after it. Property, apart from uniform and games equipment, must be kept in lockers. Hand-held computer games must not be brought into school. Items of great value should not be brought to school: no responsibility can be accepted for them or for any property left on school premises. Illegal items must not be brought anywhere onto the school site • Personal devices to listen to music which are not capable of connecting to the internet, can be brought into School for use at lunchtime, but they are the responsibility of pupils – school insurance does not cover such items. They must be switched off at other times in the school day • Money. This must be kept on the person, locked in the pupil’s locker or left in the school safe in the main office. It must not be left in form rooms or cloakrooms in bags • School property must be treated with care. No apparatus or equipment must be touched unless a member of staff is present. Request permission of a member of staff before playing the piano. Computers on teachers’

<p>COMPLAINTS PROCEDURE</p>	<p>desks in form rooms are not for use by pupils</p> <p>We strive to deliver the best possible education to all our pupils and to care properly for their health, safety and welfare at all times. All the staff in this school, teaching and non-teaching, are dedicated to achieving this aim. From time to time however, it is possible that you feel that we have not lived up to your expectations. If this is the case please tell us at once.</p> <p>The School has adopted a “complaints procedure” which gives helpful information on the best way of expressing any such concerns. Copies of the Complaints Procedure are available on the School website (Policies)</p> <p>Whenever possible, concerns expressed by parents and others about the school curriculum or related matters will be dealt with, in the first instance, by informal discussion with teachers, the Head of Department/Senior Staff or the Headmistress. However, there may be occasions when such concerns cannot be resolved informally and, under the terms of the 1988 Education Reform Act, the County Council has established a formal complaints procedure which offers a readily accessible and clearly understood route through which complaints of this nature may be pursued further. The Complaints Policy can be found on the School website.</p> <p>The Governors of Spalding High School have agreed the following Statement of Policy in view of the Education Reform Act 1988 and LCC’s Statement of Policy. This policy is available on the School website.</p> <p>If pupils are in receipt of free school meals, are of a service family or are in care, pupil premium funding is available to support such costs. Parents/carers should contact the School by letter with requests.</p>
<p>COMPLAINTS PROCEDURE (SCHOOL CURRICULUM AND RELATED MATTERS)</p>	<p>The Education Act 1993 (para. 280) enables charges to be made for ‘tuition’ in playing any musical instrument where the tuition is provided either individually or to a group of no more than four pupils. In accordance with LCC policy, the governors make this charge for tuition, except where families are in receipt of relevant state benefits.</p> <p>Parents should pay for transport to work experience, except statemented pupils where the statement refers to transport.</p> <p>Charges will be levied for “optional extras” i.e. activities taking place outside school time, not related to statutory duties.</p> <p>Charges will be made for board and lodging on residential visits. Where families are in receipt of relevant state benefits, no charge will be made for residential visits during school hours or if the visit is an essential part of the curriculum.</p> <p>The cost of a rescrutiny of the examination results will be paid by the parents/ carers unless the School wishes to have the papers of a number of pupils rescrutinised.</p>
<p>CHARGING FOR SCHOOL ACTIVITIES</p>	

MOBILE PHONES

Charges will be made for an examination entry if (a) the pupil has not been prepared for the examination by the School (b) the examination is not on a prescribed list (c) the preparation for the examination takes place outside school hours.

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 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.

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 pupils may use their mobile phone discreetly 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.

SCHOOL CANTEEN

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. The price of a main meal starts from £1.90. 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.

Cashless catering using biometric recognition (finger scan)

The cashless system has allowed for pupils 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.

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 pupils is low we are constantly investigating ways to narrow the progress and attainment gap by actively supporting 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

PUPIL PREMIUM FUNDING

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.

Parents who have any questions about the Pupil Premium are most welcome to contact Mr Blackburn (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 handed personally to a member of the Finance Office
- 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 each Year 7 group from September 2015 (Current Year 7—9).

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, canvas 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 KS3 (Years 7-9) - plain maroon; KS4 (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>JEWELLERY</p> <p>MAKE UP</p> <p>HAIRSTYLES/ HAIR COLOUR</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>CYCLISTS:</u> Must wear a cycle helmet at all times they are riding their bike and reflective bands should be worn during winter months.</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. <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>TIGHTS OR SOCKS:</u> Must be worn with shoes.</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 facial piercings, tongue studs and upper ear piercings, are NOT to be worn <p>It is not appropriate to wear excessive and highly noticeable make-up in school. A discreet amount of foundation may be worn but it should not be obviously visible. Nail varnish of any colour, including clear, and artificial nails are not to be worn. The Headmistress is the arbiter of what is appropriate.</p> <p>Hairstyles should be neat and appropriate for the school environment, avoiding ornamentation and excessive styling or extreme haircuts, and must be within the bounds of normal hair colour, containing no obvious streaks or dip dye. The Headmistress is the arbiter of what is appropriate in terms of hairstyle and colour.</p> <p>Long hair must be tied back for practical activities and sport. Any over-elaborate hairstyle, such as braiding, is strongly discouraged and it is not allowed to add any coloured beads, ribbons etc.</p>

PE AND GAMES REQUIREMENTS

NEW-For Year 7 (2018) and those replacing items.

Essential items:

- Navy/house colour polo shirt*
- Navy/house colour skort or shorts*
- Navy/house colour hoody*
- Navy three-quarter length socks for hockey/football
- Sports trainers (no plimsolls or Converse/Vans style trainer shoes)
- Shinpads

Optional items:

- Plain navy jogging bottoms
- Football boots
- Plain navy leggings for dance, trampolining and gymnastics only (no $\frac{3}{4}$ length trousers)

***The School badge is printed on these items which are only available from Hills of Spalding. House colours are: Curie – Purple; Johnson – Blue; Nightingale – Red; Pankhurst – Yellow; Sharman - Green**

- Pupils who wish to be members of school teams need to be committed to regular practices and matches
- The school will provide any additional clothing required by school teams
- In PE lessons absolutely **no jewellery, without exception**, may be worn
- Shinpads **must** be worn for football
- Any pupil may be selected for a school team or awarded school colours for any sport

Y8-Y11 2018 (unless purchasing new items).

Essential items:

- White open neck school sports shirt*
- Sports trainers (no plimsolls or Converse/Vans style trainer shoes)
- White three-quarter length socks for hockey/football
- Navy skort or plain navy shorts
- Navy hooded school sweatshirt*
- Shinpads

Optional items:

- Football boots
- Navy school fleece*
- Plain navy jogging bottoms or school tracksuit bottoms
- Plain navy/black leggings for dance, trampolining and gymnastics only (no $\frac{3}{4}$ length trousers)
- School sports shirt in house colours*

***The School badge is printed on these items which are only available from Hills of Spalding. House colours are: Curie – Purple; Johnson – Blue; Nightingale –**

SPECIAL REQUIREMENTS

Red; Pankhurst – Yellow; Sharman - Green Please note:

- Any pupil may be selected for a school team or awarded school colours for any sport
- Pupils who wish to be members of school teams need to be committed to regular practices and matches
- The school will provide any additional clothing required by school teams
- In PE lessons absolutely **no jewellery, without exception**, may be worn
- Shinpads must be worn for hockey/football

It is desirable that pupils should have the following items:

- An old shirt or overall to protect clothing in Art and the Sciences
- A bib-type apron and cookery basket for Food & Nutrition
- Mathematical instruments - a long perspex ruler, protractor, a pair of compasses, one set square (either variety will do) and a scientific calculator
- English, French, German dictionaries, as recommended by the School
- Headphones for use on computers
- A memory stick for computer based work
- A full list of useful equipment will be given to new Year 7 pupils in June/July

Neither aerosols nor Tippex should be brought into school.

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 Main School (Years 7 - 10), Mrs Spinks (Head of Year 11) or Mrs Bushell (Head of Sixth Form).

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 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 following an initial warning will receive a Pastoral detention on Tuesdays, at 1.00pm. Persistent failure to adhere to the uniform rules will result in a senior staff detention (afterschool) and following this will be treated as disobedience with further sanctions imposed such as isolation (internal exclusion)
- Unsuitable/additional jewellery will be confiscated by staff

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 pupils and transferees from other schools.

Pupils must show a clear commitment to academic study, a willingness to work hard and to contribute to the life of the School.

The following examination subjects will be offered in September 2018.

A Level

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

Art & Design	Biology
Business	Chemistry
Classical Civilisation	DT: Product Design
Drama & Theatre Studies	English Literature
English Language	French
Further Mathematics	Geography
History	Latin
Mathematics	Music
Photography	Physical Education
Physics	Psychology
Religious Studies	Sociology
Spanish	

BTEC National Extended Certificate
in Information Technology