

# Stowmarket High School

## New Starter Information Booklet



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# Head's Welcome

Stowmarket High School has a long and fine tradition of serving its local community as the town's secondary school. It is a school deeply connected to its community and a school that is at the heart of the exciting and rapidly changing Stowmarket story. The opportunities and prospects for the young people of this town are enormous, and we see it as our moral purpose to do everything we can to prepare our students for their successful and happy futures.

Moving from a primary to a secondary school can be a worrying process. After knowing everybody in a smaller school, graduating to a large secondary school can feel isolating. I have never forgotten my first few days at my secondary school, and these experiences have led me to help shape the way we handle this process. We pride ourselves on doing everything we can to reassure the worried, inspire them and set them off on a fantastic new journey. There is a great team of caring, dedicated and experienced staff at Stowmarket ready to support every student. Working in a school is a privilege, and we love what we do.

We are fortunate to be working in almost brand new facilities, which due to Covid19 we still have not fully utilised, so you are joining us at an exciting time. During your time in the school you will be able to help shape how it develops and changes as we begin to make our mark on the blank canvas that has been left for us.

Our school days stay with us forever: the sport, the friendships, the trips, the break ups, scuffles and make ups; the inspirational teachers, the lessons learnt and the dreams ignited. I believe that Stowmarket High School is a brilliant place in which those amazing memories can be forged. We provide a safe, caring and supportive environment which helps young people learn. We help to shape their ambition, build their knowledge and their achievements, whilst developing leadership and employability skills.

I very much look forward to working with you to achieve our shared ambitions.

Dave Lee-Allan  
Headteacher

## Key Contributors



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## **Absence**

We ask parents to contact the school on 01449 613541 before 8.30am each morning that the student is going to be absent. If no contact is made, the school will try to contact parents to ensure that the absence is genuine. Please indicate on the admission form the best number to use to contact you. If a student is absent, a note must be given to the Attendance Officer on their return to school. If a student has a planned medical appointment, we ask that we can have a copy of the appointment slip in advance.

A parent or guardian may request that the school authorise an absence for the following reasons:

- sickness
- certain religious festivals
- medical appointments (though these should be made outside school hours whenever possible)
- following the death of a close family relative
- family weddings

## **Attendance at School**

Regular school attendance has always been important. Students need to attend regularly if they are to take full advantage of the educational opportunities available to them at school. Unnecessary absence leads to educational disadvantage, places children at risk and, in some cases, can result in students being drawn into patterns of anti-social or even criminal behaviour.

## **Education Welfare Service**

The Suffolk Education Welfare Service is part of the Local Authority. The Education Welfare Officer (EWO) visits the school on a regular basis to talk with staff about school attendance, to look at school registers and to discuss a variety of issues which may be affecting students' education. The EWO may visit parents as a link between school and home as part of jointly planned action on any difficulties students may have. The EWO can be contacted through the school. The EWO is an essential part of our partnership with parents.

## **Lateness**

Students should arrive to school before 8.45am. The bottom gate closest to the Leisure Centre will be closed at 8.45am. All students who arrive after this time will have to walk to the front of school, where their name will be recorded as being late. Any student arriving after 9.10am should report to the attendance officer. We have to mark all students who arrive at school late, i.e., after the closure of the register as 'unauthorised absence' unless they produce a note to explain why they are late, in which case the school may authorise the absence for justified reasons. The decision to authorise an absence will always be with the school. An accumulation of seven unauthorised absences will result in a fixed penalty notice being issued. Details of this can be found on the Suffolk County Council website.

## **Medical**

Please inform us of any medical circumstances via the admission form or alternatively you can contact the Head of Year by telephone or letter. Students who are unwell should not be sent to school, but there is a Medical Room for students who are taken ill during the day. Students who become unwell



should inform their subject teacher who will contact a medical responder. If they are not fit enough to continue their lessons, we will contact parents to arrange for the student to go home.

## **Bad Weather Problems**

Parents and students should assume that the school is open even in the event of snow, ice or other adverse weather conditions. Very occasionally, it is necessary to close the school because of inclement weather, particularly excessive snow or loss of utilities e.g. water, electricity. The responsibility for the closure of the school rests with the Headteacher and notice of such closure would be broadcast in the following ways:

- Parents/carers will receive a text message alert to advise them of the school closure.
- A message will be posted on the home page of this website.
- Suffolk County Council has a website with details of school closures:  
<http://schoolclosures.suffolk.gov.uk/>
- Staff and parents are advised to listen to local radio stations, who run regular updates.

The Headteacher will make decisions as early as practicable, usually around 7am. Please note, we work closely with our primary partners, Abbot's Hall, Bosmere Community, Chilton Primary, Combs Ford, Trinity CEVA, Ringshall and Wood Ley to try to make collective decisions in order to help families who may have children at different schools.

Council website: [www.suffolk.gov.uk/children-families-and-learning/schools/school-closures/](http://www.suffolk.gov.uk/children-families-and-learning/schools/school-closures/)

## **Bus Passes**

Decisions about entitlement to free and concessionary transport to and from school are made by:

Passenger Transport  
Suffolk County Council  
Endeavour House  
8 Russell Road  
Ipswich  
Suffolk  
IP1 2BX  
Tel: 08456 066173

Further information is available via Suffolk on Board:

<https://www.suffolkonboard.com/school-travel/>

## **School Late Bus**

A school late bus runs every Tuesday and Thursday for students who are going to intervention, or attending a club of DAS after school. The bus leaves school at 4.15 pm.

The route for that bus is as follows: Gipping Way → Hollingsworth Road → Service Station → Bus Stop → Needham Market High Street → Barking Road → Wattisham → Gt Bricett → Ringshall → Battisford

## Parent Calendar

Our parent calendar can be found on the school website:

<https://www.stowhigh.com/parents/calendar/>

## How to contact a member of staff at the school

- Telephone Number: 01449 613541
- E-Mail [enquiries@stowhigh.com](mailto:enquiries@stowhigh.com)
- Address: Stowmarket High School, Onehouse Road, Stowmarket, Suffolk, IP14 1QR
- Member of Staff [initial.surname@stowhigh.com](mailto:initial.surname@stowhigh.com)
- Our staff list can be found at: <https://www.stowhigh.com/contact-us/staff-details/>
- If your child is unwell or will not be in school, leave a message on Option 1 of the telephone system.



## Curriculum

### KEY STAGE 3

At Key Stage 3 (Years 7 and 8) we provide a broad and balanced curriculum. On entry to the school students are placed in mixed ability tutor groups. For the majority of lessons, teaching groups will be mixed ability. In Mathematics, Science, and Modern Foreign Languages students are set according to ability based on a range of data, with each of these curriculum areas taking responsibility for how they set students. Sets are regularly reviewed with movement between sets occurring when appropriate. At Key Stage 3 the majority of students study French, with those showing greater linguistic talent, studying German. A small minority of students do not take a language and have extra literacy lessons instead.

All students in Key Stage 3 will study:

- English
- Mathematics
- Science
- Art
- Design Technology; this is taught on a carousel, and students will study Graphics, Food and Nutrition, Resistant Materials and Textiles
- Drama
- ICT
- French or Literacy
- German (for top set French students)
- Geography
- History
- Music
- PE
- PSHE
- Religious Education

## KEY STAGE 4

Stowmarket High School delivers a 3 year GCSE programme of study – students will choose their options in the Spring Term of Year 8. In Years 9, 10 and 11, we offer a more personalised and flexible, curriculum enabling everyone to find a combination of courses which complement their interests and talents. We are able to cater for the needs of all our learners from the most academically able, to those with additional educational needs. All learners have the opportunity to choose from GCSE and Vocational/BTEC courses. All students are offered and encouraged to take one week of Work Experience during Year 10. Students also have the opportunity to take part in a wide range of activities relating to the world of work.

For the majority of lessons, teaching groups will be mixed ability. In Mathematics and Science students are set according to ability based on a range of data, with each of these curriculum areas taking responsibility for how they set students. Sets are regularly reviewed with movement between sets occurring when appropriate.

## PATHWAYS AT KEY STAGE 4

Students are follow one of 3 Pathways, based on Key Stage 3 achievement and suitability for each programme of study.

**Pathway 1** - English Baccalaureate Pathway – designed for the more academically able. These students are encouraged to study either French or German along with at least one humanity subject. They can then choose two other options.

**Pathway 2** - Mixed GCSE programme – designed for a broad variety of study maintaining the option to obtain the English Baccalaureate. These students must choose at least one humanity subject and they can then choose 3 other option subjects.

**Pathway 3** - Focused GCSE programme – designed for a student who need a more vocational based curriculum. These students attend Study Skills and Employability lessons and then select two option subjects of their choice.

All students study:

- English Language and Literature
- Mathematics
- Science
- Core PE
- PSHE
- Philosophy and Ethics (In Years 9 and 10)
- Inspirational Futures (In Years 9 and 10)



## Equipment

We expect our students to bring with them the tools that they need to learn effectively, these include:

- 2 x Pens (black or blue), 2 x pencils, ruler, rubber, pencil sharpener, protractor, compass, calculator, a bottle of water and student diary as a minimum expectation. Reading book for Yr7/8/9.
- Exercise books and work-books when they have been working at home
- Appropriate kit for PE lessons
- Ingredients for Food Technology lessons
- An appropriate bag (one which is big enough to carry all the necessary equipment and kit)
- In addition, students will benefit from bringing other basic stationery including colouring pencils, rubbers and specialised equipment for particular lessons
- Students should not bring valuable items into the school – the school will not accept liability if things go missing
- We recommend that music headphones, MP3/MP4 players, mobile phones and other electronic devices are not brought into school

## Cycles

Students who bring cycles to school must leave them padlocked in the cycle racks. The school can take no responsibility for the safety of cycles.

## Motorcycles

Students may bring motorcycles or mopeds to school only if their parents have agreed and they have gained permission from their Head of Year.



## Extra-Curricular Opportunities



Our Politics Club visited the Palace of Westminster

At Stowmarket High School we wish to provide opportunities for all students to succeed and excel in the classroom. In addition to daily opportunities for a wide variety of sports, there are a large number of clubs and activities on offer to students; many clubs are after school on either a Tuesday or Thursday, when we arrange a late bus.

As public examinations draw near, we provide revision clubs and extra tuition sessions at lunchtime, after school and during holidays.

We place great emphasis on giving students opportunities to take responsibility, demonstrate initiative and contribute to the life of the school, on the sports field, in music, drama, design and through outdoor pursuits, or in community service. Staff at Stowmarket High School seek to widen the learning experience of our students by organising a wide range of trips and visits during school time, at weekends and in the holidays.

### Stow Talk



This year we have launched a very exciting new podcast and mini Ted Talks. This is your child's opportunity to research, interview and discuss with friends live in conversation on our school podcast. You can choose a variety of topics that affect you, your friends and the school. If talking isn't what interests, you then maybe you could be part of the team that edits and produces the podcast or maybe even films the mini TedTalks. We have some state of the art equipment for you to use in our new podcast studio.

### Opportunities in Music

There are a wide range of extracurricular music activities available. Pupils can join the choir, school band and a range of smaller ensembles, including a rock group. Pupils perform in school concerts and productions. We also provide subsidised extra tuition with visiting specialist teachers in the following instruments: piano, guitar, bass guitar, drum kit, violin, trumpet, cornet, trombone, horn, clarinet, saxophone and flute. We always encourage students to get involved in whole school music-making and have recently created digital playlists and albums of pupils' work.



## Opportunities to Perform

Music and drama form a major part of extra-curricular life at Stowmarket High School. There are opportunities to take part in the school musical, either on stage, in the band or with the backstage crew and lighting. We collaborate with projects in the community, such as performing at the local Art Exhibition. Lessons are offered on most musical instruments and pupils often get together for informal rehearsal sessions. There are also opportunities to perform in events organised by pupils and evening concerts. The BTEC music groups promote and deliver several events a year and lower school pupils are invited to audition and perform.



## Opportunities in PE

We offer an extensive range of extra-curricular activities through lunchtime and afterschool clubs, as well as representative teams. Throughout Key Stage 3 and 4 your child will have a chance to represent the school in football, rugby, netball, handball, badminton, basketball, tchoukball, dodgeball, athletics (indoor and outdoor), trampolining, cricket, ultimate frisbee and rounders.

We are keen to offer students the opportunity to be a part of educational visits and residential trips. Students are currently given the opportunity at Key Stage 4 to experience performance testing through links with a local university. There is a Key Stage 3 netball residential to Kingswood and Key Stage 4 football and netball tour to Spain.

We have also created strong links with the SSCO and are able to give students the chance to experience alternative sports such as parkour, skateboarding and scooters during their normal lesson times. Through this partnership we have developed a strong group of sports leaders who assist with the running of events and festivals for both Key Stage 2 and Key Stage 3.

We enjoy exclusive daytime use of the facilities at Stowmarket Leisure Centre and have our own large sports fields and tennis courts.



## Duke of Edinburgh's Award at Stowmarket High School

We currently run the Duke of Edinburgh's Award Scheme at the High School and start recruiting students towards the end of Year 9.

We aim to make the award as inclusive as possible, which we do by keeping the costs to a minimum, as much as possible.

The aim of the award is to develop young people to be resilient, reliable and independent. We encourage them to develop their skills and contribute to the local community, whilst having fun.

The award has three different levels: Bronze, Silver and Gold; each level being progressively more demanding than the last!

The Bronze Award consists of 4 sections: Volunteering, Physical, Skill and an Expedition. The Expedition will be a two-day hike with an overnight camp, with students hiking, cooking and camping in their groups.

The D of E award is not only enjoyable to do but achieving an Award will develop skills, confidence and a view on life that everyone is looking for, from employers to colleges and universities. Participants will be getting recognised for doing things they want to do (and may even be doing already). They'll make a difference to other people's lives and their community, be fitter and healthier, make new friends and have memories to last a lifetime!



## ParentPay – Our online payment service

ParentPay is an online payment facility which we use for dinner money, school trips and visits and music tuition fees. Using a secure website called ParentPay you will be able to pay online using your credit or debit card. ParentPay is the method of making payments to the school.

### What are the benefits to parents and pupils?

- ParentPay is easy-to-use, and will offer you the freedom to make online payments whenever and wherever you like
- the technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind
- payments can be made by credit or debit card
- full payment histories and statements are available to you securely online at anytime
- pupils won't have to worry about losing money at school

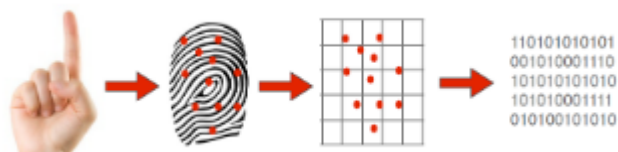
The finance office will issue letters with details of how to log in with unique a reference number and password. Just follow the instructions in the letter.

## Cashless Catering System

Lilies, our Dining Hall facility, offers a variety of healthy food. We operate a biometric system for cashless catering, which has been well received by staff and students. As you may be aware, biometric systems use a fingerprint to generate a number for each person.

Our system uses a sampling of various points on a person's finger to give a unique record. Only basic information is held on the school database and no data protection issues arise. Please give your permission for the student to give biometric data for use in an automated recognition system on the Student Admission Form.

This process does not produce an actual fingerprint.



Additional information can be found at: <https://www.vertas.co.uk/companies/vive>

A default daily limit of £7 per day has been set on the catering system. However, if you wish to set an alternative daily limit, please indicate your preferences on the admission form.

# Free School Meals

Your child will get free school meals if you receive any of the following:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit but **no element of Working Tax Credit** and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work fewer hours per week
- Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

To check if your child is eligible, apply online for an immediate response or Call 0345 606 6067 if you have any questions or email us at [freeschoolmeals@suffolk.gov.uk](mailto:freeschoolmeals@suffolk.gov.uk).

You can apply online for free school meals. To do so, please visit:

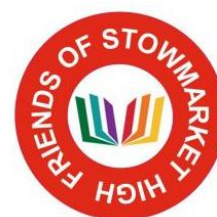
<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals/>

Students who are entitled to a free school meal are allocated a maximum value of £2.30 on a daily basis; this allowance can be used at any time during the school day. Suffolk County Council provides the school with the names of any eligible students.

This information is fed through to the individual's catering account so that they are able to receive a free meal. Students in receipt of free school meals may also top up their account for additional spending; this can be done via their ParentPay account.

## Friends of Stowmarket High School (FOSH)

Friends of Stowmarket High – or FOSH for short – are a group of volunteers supporting our students, our school and our town. All schools face reduced budgets, and while the new build for Stowmarket High brings improved facilities and surroundings, it also brings additional financial pressures as existing fixtures and fittings which can't be taken into the new building need to be replaced.



This means the school's ability to buy extra kit and equipment to support our youngsters will become increasingly unlikely – so FOSH was created to fundraise for resources, equipment and experiences that the school may not otherwise be able to afford. We're busy working our way through the necessary policies and paperwork to set up ourselves up as a registered charity.

If you'd like to support us with future fundraising ventures and events do please get in touch. At the moment, it's the mums flying the FOSH flag – but we'd be delighted to welcome dads, grandparents and carers too! If you, or anyone you know may be interested, you can email us at [FOSH@stowhigh.com](mailto:FOSH@stowhigh.com) and you can also follow us on Facebook and Instagram. Please look out for us at future events and support us if you can.



## GO4Schools

GO4Schools is an online portal you can use to track your child's performance data (assessment results). This data is updated each day allowing you to obtain the most accurate summary of progress without having to wait for a learning check.



### How to login to GO4Schools for the first time

You need to use an email address that you have registered with us. If you have provided an email address, then this is already registered.

- to login to GO4Schools you need to visit [www.go4schools.com](http://www.go4schools.com) and click on the parents' login icon in the top right hand corner of the screen
- enter your email address in the 'First Time User box'. Click on the 'Please send me a password' box
- your temporary password will be sent to your email account (please allow 10 minutes for this to arrive)
- once you have logged in to GO4Schools for the first time please re-set your password for security

### What will I be able to see?

When you login to GO4Schools, you will be taken to your son's/daughter's profile which contains:

- assessment information for each of the curriculum subjects (targets, current grades/levels, predicted grades/levels)
- reports (all learning checks are available as PDF documents and can be downloaded)
- timetable information
- attendance record

### Please note

**This process will only work with an email address which you have registered with Stowmarket High School.**

## The 5 Rs of Homework - Showmyhomework

When learning in the classroom, students will often be using their short term or working memory. This is continually updated in their classes. However, once they move to another lesson the working memory is replaced by the next topic. In an ever-changing world education is more than just memorising facts. Students need to learn how to access information that is relevant to them and understand how to transfer knowledge to new situations.

Therefore, revising both the key skills and knowledge from the class during homework is scientifically proven to increase the likelihood of student retaining this in their medium and long-term memories. Homework is also critical in developing curious and independent learners at Stowmarket High School.

These include:

- **Read Around** – Find out more...
- **Research** – Prepare or consolidate your learning
- **Review/Revise** – Revise, test or re-test
- **Reflect** – What learning style works best for you?
- **Respond to Feedback**- Act on advice/Purple pen work

Pupils will be set a variety of tasks throughout the year which allow them to prepare, revisit and consolidate their knowledge and understanding using the 5Rs. There will be a greater emphasis on peer and self-assessment. Homework needs to be both 'meaningful and manageable'. This is true for both pupils and staff alike, so it is important that we prioritise 'quality over quantity'.

Show my Homework will remain as our platform for delivering tasks. It offers a much more effective way to communicate and support pupils and parents with links to websites, videos and resources. To support your child, you can access their accounts via the website [www.showmyhomework.co.uk](http://www.showmyhomework.co.uk). If you have questions regarding your child's homework or would like more advice on how to support your son's/daughter's progress do not hesitate to contact the school.

## Inspire

At Stowmarket High School transition from primary to secondary school does not begin in Year 6 and end in Year 7. We want to ensure that our primary liaison and transition work begins as early as Year 5 and continues into years 6 and 7.



Inspire offers Year 5 and 6 students the opportunity to sample a range of GCSE subjects which they can study at Stowmarket High School. It allows students to become familiar with our school, our staff, and our students. It also makes sure that the transition from primary to secondary school is as smooth as possible.

There is no obligation to come along to every session; you can pick and choose the sessions that inspire you. If you are interested in any of the sessions below please send an email to [inspire@stowhigh.com](mailto:inspire@stowhigh.com) Please provide your child's name, current primary school and detail the session(s) you would like to enrol your child in.



## Inspirational Futures



As your child joins us for their next big adventure in their learning journey, thoughts of what they may do once they leave us may not have even crossed your mind yet. If the past year has taught us anything it has taught us how to be resilient and adapt and change at a moment's notice.

I want to highlight the great ways in which our students here have been developing their characters whilst in lockdown, how it's important we realise that leaning isn't just about subject specific content and academia. I was mindful of a quote from Ginny Yurich which says 'Kids have not always needed to pass trigonometry to successfully transition into adulthood, but they have always needed time. Time to learn who they are. Time to explore their surroundings. Time to figure out how to enjoy their own company and how to structure their free time. Time to think, and to dream, and to dawdle, and to wonder. Kids need time.'

When we talk about careers and futures here at Stowmarket High school we have a real link, I feel, to the ethos from the quote above. It isn't and shouldn't be about fitting a career to a child because their parents do it, or they have had one idea at some point and have clung to that, or in fact because they seem to be achieving a certain set of grades and so they must strive to go onto a certain type of course or profession. It's giving them this time to explore, to find out who they are and ultimately what therefore brings them joy. What are they interested in, what will spark enthusiasm, what makes them want to ask for more? We offer such a wide range of opportunities to all our pupils, not just here at school but also out there in our community and even further afield to other counties, different countries. Places and job roles, they would never have even considered themselves. We want to broaden their horizons but we don't want to push them into a certain space, or force them to follow a certain path. Giving them that time to think and to dream by opening their eyes to the potential, we want them to follow their joy. We only ask that you as their parents as a vital part of your child's tripod, encourages them to be brave, try something new, explore and investigate outside their normal path – they might like it.

'Be brave, show up, get in the flow and follow your joy.'

### **What does this mean for my child?**

Here at Stowmarket High School, our Futures Team have a wide ranging programme set up and you can view this on our website.

In Year 7 our career programme is delivered through our Explore, Inspire, Create lessons which take place in your child's timetabled PSHE lessons each week.

We send out a fortnightly newsletter which has all the latest news for everything Futures, and you can view these on our website as well.



'Advice and a Slice' will be running weekly in the LRC at lunchtimes for the first time for Year 7's. The aim of 'Advice and a Slice' is to give our students some ideas and knowledge about their options and future after they leave school, and even get the chance to start to build connections to help them

later.

We have speakers who come into the school to talk about their own career journeys, from the army, police officers, nurses, firemen and other public services to gaming industry experts, high court judges, accountants, construction industry employees...you name it, we host it. The sky really is the limit – on that note we even have a female American pilot who joins us virtually from time to time – how cool is that! The best bit – the students get free Domino's Pizza whilst they listen to these inspiring talks.

Also on offer:

- ✚ Pixl Edge/Passports
- ✚ Career Planning and Career Goals (Linked to Option Choices in Year 8)
- ✚ Arts Awards
- ✚ College and Sixth Form Provider Campus Visits
- ✚ Community Project (targeted students)
- ✚ Careers Advisor 1:1
- ✚ Futures Co-ordinator Drop in (lunch time)
- ✚ Inspire Networking (lunchtimes)
- ✚ Advice and a Slice (lunchtimes)
- ✚ Labour Market and Apprenticeship talks
- ✚ Options Assemblies
- ✚ 13+ Interviews
- ✚ Explore and Inspire with Business leaders
- ✚ Barclays Life Skills
- ✚ Industry Insight Events

## Lockers

There are a limited number of lockers available to students. They are allocated on a 'first come, first served basis' and students need to bring a lock with a 6mm shackle for the locker.

## Lost Property

An increasing amount of equipment and clothing is being mislaid or lost at school. Lost property can be found in student services. To help us return equipment and clothing back to your child, please can you label all items of clothing and footwear.

## Lunch & Breakfast Bistro @ Lilie's

At break and lunchtime students can purchase food at Lilies which is situated in our dining room. We offer a wide variety of choices from cooked lunches to our 'grab and go' sandwich and baguette bar. Students are able to purchase a hot, healthy balanced meal at lunchtime. There is a three-week menu plan, which allows students to plan what they would like to eat. We also offer a wide range of breakfast options for £1.50 from 8am until 8.50am, hot and cold choices. We are able to offer this to pupil premium students free of charge. Please see the sample menu below.



## Online Safety and appropriate use of ICT @ Stowmarket High School

All young people are encouraged to use the computers and mobile technology at Stowmarket High School to benefit from the world of opportunities and knowledge that the internet provides.

However, it is important that your son or daughter understands and accepts responsibility for keeping themselves and other young people safe when online. Use of any school ICT equipment or access to the network implies consent to the terms of an acceptable use agreement which is available on the school website.

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm. An effective approach to online safety empowers our school to protect and educate the whole school in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate.

## PiXI Edge

We are pleased to inform you that we will be offering your son/daughter the opportunity to embark on an innovative scheme called 'The Edge'.



The scheme is intended, over time, to develop and accredit the life skills and attributes that employers are telling us they need – leadership, organisation, initiative, resilience and communication. This will give students a qualification, which runs alongside their academic successes and recognises what they can do as well as what they know.

In order to gain the qualification at “Apprentice”, “Graduate” or “Masters” level, students need to complete a range of activities from an approved list. The activities can be many and varied and can be undertaken in normal lessons, in extra-curricular clubs or outside of school.

Progress on the scheme will be managed by students themselves using a specially designed on-line application, with Tutors and Year Co-ordinators providing an oversight and awarding credits towards achieving the qualification.

All Year 7 students will start at Apprentice level, which requires the completion of ten challenges, which all tend to be one-off challenges or take less than a term to complete. Once completed, students will be invited to move to Graduate level, where eight longer term and more complex challenges must be completed.

We would expect all students starting PiXL Edge in Year 7 to have completed the Apprenticeship level by the end of Year 9 at the latest. This will enable the most motivated students to work towards achieving the Graduate level by the end of Year 10.

## Information for Parents

There are numerous activities in which your child can be accredited for; from something as simple as helping to lead a warm up in PE lessons to organising a stall for the school summer fair. There are also many activities outside school which can be accredited.

As parents we invite you to be part of their unique journey; encourage your child to talk to you regularly about their progress and achievements with the LORIC Edge. As a school we will be rewarding pupils regularly for logging the most activities. We will also reward those pupils who show perseverance and true determination to complete activities each term.

If you are unsure about the LORIC Edge; how the programme runs or have any further questions, please do not hesitate to contact Mrs Broxton (Assistant Headteacher Curriculum).



## Policies

The Trust wide policies are available from Waveney Valley Academies Trust's website:

<https://waveneyvalleyat.co.uk/waveney-valley/site/pages/statutoryinformation/policies>

The policies specific to **Stowmarket High School** can be downloaded from the school website. <https://www.stowhigh.com/information/policies>

## Photographs

### Conditions of Use

This permission is valid for the period of time your child attends this school, plus five years after they leave, to enable us to publicise the work of final year students. The consent will automatically expire after this time.

We will not re-use any photographs or recordings for more than five years after your child leaves this school. If we use photographs of individual students or small groups of students, we will avoid using their full name (forename and surname) in the accompanying text or photo caption.

**Please note that the media are likely to use forenames and surnames in their publication or broadcasts.**

## Remote Learning

Any student isolating can access their classwork and resources through SharePoint via any electronic device such as computer, tablet or even mobile phone. The SharePoint app can be downloaded for free and pupils can sign in using their school accounts. Staff have clearly labelled folders into year groups and topics which are relevant to the class lessons. If your child does not have the internet or a device to access the work we will do all we can to support. It is important that we are aware of such barriers, so please do let us know. Families can request hard copies of learning resources and workbooks that can be collected by a friend or family member who is not isolating. Pupils should continue to access their homework as normal to ensure they do not fall behind and can transition smoothly back into the classroom.

More information about remote learning can be found: <https://www.stowhigh.com/covid-19/>

## What is Pupil Premium?



Each year the school receives extra funding from the Government to provide additional support and educational experiences for children who are vulnerable to possible underachievement.

The Pupil Premium was introduced by the Government in April 2011. It was designed to give additional money to support schools in 'closing the gap' in attainment and progress of students:

- who receive free school meals
- who have received free school meals at any time in the last six years
- whose parents are armed service personnel
- who are looked after by the local authority

It has been identified nationally that these students under-perform in comparison with students from less disadvantaged backgrounds. The Government does not prescribe how we use the funding.

## How is the pupil premium funding used?

We use the funding to improve the attainment of eligible pupils by putting the needs of the pupil first. All pupils will reach their true potential from good teaching but other factors will also affect attainment such as access to all the other opportunities available in the school's wider curriculum.

In addition to staff training, funds are used to provide intervention, access a mentor or external service, access a cultural experience, attend trips, clubs and music tuition, as well as buy educational and ICT equipment, supply uniform, educational resources and revision guides.

We aim to provide every Pupil Premium student with a significant cultural experience, trip or visit at least once in a key stage.

### Who should parents/carers contact for more information about the Pupil Premium fund?

You will find more information about how we use our pupil premium funding on our website:

[www.stowhigh.com](http://www.stowhigh.com)

If you would like information on how the Pupil Premium funding is used to directly support your child's attainment, please contact Mrs C Broxton Pupil Premium Champion via [c.broxton@stowhigh.com](mailto:c.broxton@stowhigh.com)

If you require financial assistance, please contact the Finance Office via [finance@stowhigh.com](mailto:finance@stowhigh.com). We can offer reduced charges for trips and educational visits as well as uniform, equipment and resources. All applications are treated confidentially.

## Special Educational Needs – SEND

How does the school identify children who may need SEN support?

A child has a Special Educational Need if she/he has a learning difficulty or disability that means she/he has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others, of the same age in mainstream schools.

The school identifies children who may need support in the following ways:

- Transition with the primary school
- Assessment procedures show slow progress and attainment
- Observations of changes in progress or behaviour
- Information sharing through Parent's Evenings and staff discussions

Once a pupil has been identified, the SEND Code of Practice 0-25 promotes the following cycle:

- **Assess** - clear analysis is made of needs
- **Plan** - the teacher, SENCO, parent / carers and pupil, agree on a plan of action
- **Do** - all the pupil's teachers and support staff implement the adjustments, support and interventions
- **Review** - the quality, effectiveness and impact of provision is evaluated by a review date.



### What are the different types of support available?

**Wave 1:** Teachers plan lessons to ensure that students of all abilities are able to access what is being taught while being suitably challenged. Pupils may have access to modified papers, overlays, laptop and computer reader as needed.

**Wave 2:** Pupil Passport, One Page Profile, extra literacy, extra numeracy, nurture group, social skills, anger management, self-esteem, memory and study skills, Touch Typing, Lexia, IDL Literacy, IDL Numeracy, Beat Dyslexia, Teodorescu Writing Programme etc.

**Wave 3:** Learning Plan, EHC plan, Annual Review, 1:1 intervention, adapted timetable, Exams Access Arrangements and external advice for further support such as County Inclusive Support Service (CISS).

### How can I tell the school I am concerned about my child's progress or wellbeing?

Your first step should be to speak to your child's subject teachers. If you feel that additional support is needed beyond the universal level of provision, please contact the Special Educational Needs Coordinator (SENCo), Ms R Mitchell – [r.mitchell@stowhigh.com](mailto:r.mitchell@stowhigh.com).

# Spiritual, Moral, Social & Cultural

At Stowmarket High School we believe that it is important that our curriculum promotes and develops our student's **spiritual, moral, social and cultural (SMSC)** values through all aspects of their school life: tutor time, assemblies, lessons, our inspirational futures programme, extra-curricular activities and through Take Your Place Culture Days.

It is important that we prepare students for life in modern Britain by giving them the foundations to become responsible, respectful, active citizens who contribute positively to society; developing their understanding of fundamental British values and allowing them to gain an appreciation of diversity. As a school we aim to celebrate what we have in common and promote respect for the different protected characteristics as defined in law.

## We Define SMSC as:

### Spiritual

Explore beliefs and experiences; respect faiths, feelings and values; enjoy learning about oneself, others and the surrounding world; use imagination and creativity; reflect.

### Moral

Recognise right and wrong; respect the law; understand consequences; investigate moral and ethical issues; offer reasoned views.

### Social

Use a range of social skills; participate in the local community; appreciate diverse viewpoints; participate, volunteer and cooperate; resolve conflict; engage with the 'British values' of democracy, the rule of law, liberty, respect and tolerance.

### Cultural

Appreciate cultural influences; appreciate the role of Britain's parliamentary system; participate in culture opportunities; understand, accept, respect and celebrate diversity.

## We Promote SMSC by:

### The Curriculum

SMSC is embedded into our curriculum, please see the SMSC audit.

### PSHE

At Key Stage 3 students have two PSHE lessons a fortnight and at Key Stage 4 students have one PSHE lesson a fortnight.

### Assemblies

Every Year group has at least one assembly a week, these assemblies promote SMSC and British Values and are led by staff and external visitors.

### Tutor Periods

Each Year group has a weekly programme of activities

## **Extra-Curricular Opportunities**

Stowmarket High School offers a wide variety of extra-curricular activities which have been mapped in the SMSC audit. Students have the opportunity to attend different clubs at lunchtime and after school. The school also offer an extensive range of trips and visits.

## **Inspirational Futures**

Stowmarket High School offers a wide range of activities within the Inspirational Futures Programme.

## **Take Your Place Culture Days**

Once a year, each year group have the opportunity to sample activities linked to another culture. This year, Year 7 & 12 will be focussing on China, Year 8 & 9 India and Year 10 Japan. This is an opportunity for students to gain an appreciation and respect for another culture.

## **Teaching and Learning**

### **‘Checkouts’**

At Stowmarket High we believe in developing resilient and independent learners. To check this, students are regularly set ‘Checkout’ questions. These are often challenging (exam style questions in KS4) tasks which require the students to prove that they have understood what they have been taught. In many traditional subjects this will result in an extended piece of writing. In more technical subjects the teachers may ask the pupils to ‘Checkout’ their skills through a practical activity by making or doing. It is important that students take pride in their ‘Checkouts’ as it plays a significant role in the pupil’s progress over time.



### **‘DIRT’ – Dedicated Improvement and Reflection Time (Purple Pen Work)**

Student work at Stowmarket High School is fed back to a high level with challenging questions, comments and support to guide pupils to improve their work. DIRT is a great way for students to act upon the feedback they have been given by their teachers. This ensures the feedback is being put to use and is supporting effective progress. We expect students to take an active role to improve their work by completing the ‘DIRT’ work in a different colour which is purple at Stowmarket High.



## Think-Pair-Share (T-P-S)

Think-pair-share (TPS) is a collaborative learning strategy where students work together to solve a problem or key questions. This strategy requires students to (1) think individually about a topic or answer to a question; and (2) share ideas with classmates. Discussing with a partner maximises participation, focuses attention and engages students in comprehending the task which has been set. This can then complement either the 'Checkout' and/or 'DIRT' work as appropriate.





## Term Dates & Timings of the School Day

Please note that each school pyramid, (high schools and their cluster primary schools), will identify five days within the general term dates as professional development days known as PD days - no pupils will be in school on these days.

The term dates for the current academic year are set by Suffolk County Council and can be found on the school website.

They are also published for the next two years on the Local Authority website and can be found under 'Education and Careers' (general information) at: [www.suffolk.gov.uk/children-families-and-learning/schools/school-term-and-holiday-dates/](http://www.suffolk.gov.uk/children-families-and-learning/schools/school-term-and-holiday-dates/)

Students are asked to arrive at school before 8.45 am and should leave the school premises by 3.30pm unless taking part in an authorised school activity.

## The School Day

8.45 am Either Registration in tutor group or Year group assembly

9.10 Lesson one

10.10 Lesson two

11.10 Morning break

11.30 Lesson three

12.30 Lesson four

13.30 Lunch

14.10 Lesson five

15.10 End of school day.



## Timetable

Stowmarket High School operates a two-week timetable. Week A lessons will be different to Week B lessons. Your child will be given a copy of their timetable on their first day. It is recommended that they take a photo of their timetable in-case they lose it.

	MonA	TueA	WedA	ThuA	FriA
Reg					
1	IT ACO O.1.07 7I It	German JST O.1.03 7 Ge 1c	Drama JKE Y.G.07 7I Dr	Res. Mats. JHA Y.G.06 7G/Rm	Maths JCO Y.1.14 7 Ma 2c
2	Science ADE O.2.03 7 Sc 1c	P S H E VHE Y.1.16 7 PSHE 1c	Maths JCO Y.1.14 7 Ma 2c	Res. Mats. JHA Y.G.06 7G/Rm	French JST O.1.03 7 Fr 1c
3	PE JHO 7G/Pe	Music MBS O.1.04 7I Mu	English JCA Y.2.13 7I En	Maths JSK O.1.09 7 Ma 2c	English JCA Y.2.13 7I En
4	History DRE S.2.01 7I Hi	English SBA TheLit 7I En	PE JHO 7G/Pe	Science ADE O.2.03 7 Sc 1c	History DRE S.2.01 7I Hi
5	Maths JCO Y.1.14 7 Ma 2c	Maths JCO Y.1.14 7 Ma 2c	Geography SPE Y.2.18 7I Gg	English JCA Y.2.13 7I En	Geography SPE Y.2.18 7I Gg
TWI					

	MonB	TueB	WedB	ThuB	FriB
Reg					
1	German KWE O.1.01 7 Ge 1c	Maths JSK O.1.09 7 Ma 2c	Textiles VRO Y.G.03 7G/Tf	Science ADE O.2.03 7 Sc 1c	Maths JCO Y.1.14 7 Ma 2c
2	PE JHO 7G/Pe	French JST O.1.03 7 Fr 1c	Textiles VRO Y.G.03 7G/Tf	Science CMU O.2.07 7 Sc 1c	Science CMU O.2.07 7 Sc 1c
3	Philosophy & DRE S.2.01 7B1/Etl	English JCA Y.2.13 7I En	English JCA Y.2.13 7I En	Geography SPE Y.2.18 7I Gg	Drama JKE Y.G.07 7I Dr
4	Music MBS O.1.04 7I Mu	Maths JCO Y.1.14 7 Ma 2c	PE JHO 7G/Pe	IT ACO O.1.07 7I It	French JST O.1.03 7 Fr 1c
5	Art GPA Y.1.19 7I Ar	Science CMU O.2.07 7 Sc 1c	History DRE S.2.01 7I Hi	English JCA Y.2.13 7I En	Art GPA Y.1.19 7I Ar
TWI					

## Trips & Visits

Students at Stowmarket High School will be given the opportunity to attend a variety of school trips throughout their time at the school. These trips may be day trips or longer residential trips. The school will notify you about any trips and visits by letter which will be sent to you via e-mail (if provided). If you would like your child to attend the trip you can log onto ParentPay and pay for the trip or if you do not have access to a computer, by returning a reply slip via the school's student services. If you wish to discuss the details of any trip or visit, please contact the trip leader.



# Uniform and Appearance

All of our students, without exception, are expected to wear the correct uniform and take pride in their presentation.

In line with parents' and students' opinion, we have reviewed the cost and image of our school uniform and we would ask that parents/carers support us by ensuring their child attends school each day in the correct attire and with the necessary equipment to learn.

- Black blazer with school's logo on breast pocket
- Optional – Unisex black, school V-neck jumper with teal trim
- White, un-logoed and plain collared shirt or blouse with either long or short sleeves
- Any t-shirt worn beneath a school shirt must be plain white
- Clip on school tie
- Black sensible shoes, black canvas shoes or black trainers
- Black trousers, straight legged, full length and NOT made of denim, canvas, skinny cut or have zips or studs
- Black belt (plain)
- Long black socks (plain)
- In the Summer Term black shorts can be worn, these must be purchased from Anglia Sports & Schoolwear
- In the event of inclement weather students should wear a traditional coat if they wish to keep warm and dry. If a student were to come to school in a hoodie, or an alternative to the school jumper/ cardigan/ blazer, we will ask them to remove the garment and it will be handed to student services for the student to collect at 3.10pm. Any continued infringements will result in an adult having to come in to school to collect the item from reception. We would appreciate home support on this matter. If you are unsure of the appropriateness of a coat for school, we would be happy to advise you. It may be worthwhile keeping your receipt just in case.

## **The following are not allowed:**

- Footwear which is not completely black in colour
- Boots
- Skirts
- Hoodies (except for PE lessons)

## **PE Kit – Boys**

Sports trainers (not 'fashion' trainers/pumps).

Football boots (trainers are unsuitable for rugby/football/hockey)

Black football socks

Black football shorts

Black polo shirt with yellow panelling with school logo

Shin pads (legal requirement for hockey/football)

### **Optional:**

Black hoodie with school logo

Black sports top for inclement weather (must be plain or have very small logo)

Plain black tracksuit bottoms

Reversible black Rugby shirt with yellow panelling

## **PE Kit – Girls**

Sports trainers (not 'fashion' trainers/pumps).

Football boots (trainers are unsuitable for rugby/football/hockey)

Black football socks

Black sports shorts –no cycling shorts

Black polo shirt with yellow panelling with school logo

Shin pads (legal requirement for hockey/football)

### **Optional:**

Black skirts with yellow panelling with school logo

Black sports hoodie with school logo

Black sports top for inclement weather (must be plain or have very small logo)

Plain black tracksuit bottoms – no leggings

## **Hot Weather Rules**

Students will be advised in school when hot weather rules apply. They are as follows:

- Blazers and ties must be worn when moving around the school buildings and between lessons. Jackets may be removed when in lessons.
- Blazers, jumpers and ties may be removed when students are outside at break times and lunch times.

## **Our Suppliers**

Anglia Sports and Schoolwear Ltd

For uniform online Tel: 01255 474550

<https://www.yourschoolwear.co.uk/>

## **Jewellery, Hairstyles and Mobile Phones Guidance**

Discreet jewellery is allowed, no more than a wristwatch, a ring, a bracelet, a chain/necklace (worn under shirt or blouse) and a pair of small stud earrings.

Choker style necklaces are not acceptable and no other facial jewellery is allowed in school (e.g. nose, tongue, lip or eyebrow studs, including clear studs).

Any jewellery or nail polish must be removed for reasons of health and safety if requested by staff. False nails must be removed when students take part in Design, Food related lessons and PE.

Hairstyles which are 'extreme' or attract undue attention are not allowed – e.g. shaven styles or dyed hair (unless natural colour and appearance). It is important to contact your Head of Year before having a hairstyle which may be considered inappropriate.

Hats, caps and other headgear should not be worn on the school site except out of doors as protection from the weather. Students may wear head coverings for religious reasons.

## **Mobile Phones**

Mobile phones must be switched off and kept out of sight during lessons and in between lessons, with the exception of morning break time and lunch-time.

Any infringement of this rule will result in the mobile phone being confiscated until the end of the school day and will require collection by a parent or carer for any reoccurrence.

No liability will be accepted by the school for loss, theft or damage of these and any other valuable items, and students are expected to take care of their own belongings.

## **Where the school's expectations are not met**

Any infringement of uniform expectations will see the school work with the student by offering a short-term alternative, asking home to bring in the correct uniform, sending a child home to get changed and return to school (where appropriate), or students will be asked to work in isolation or to remove the offending item, where possible.