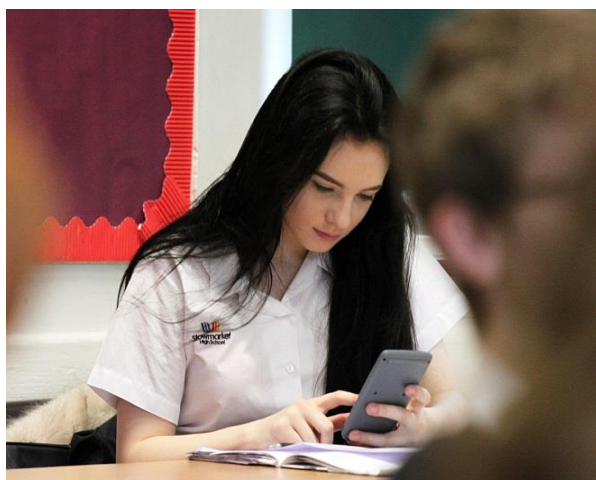
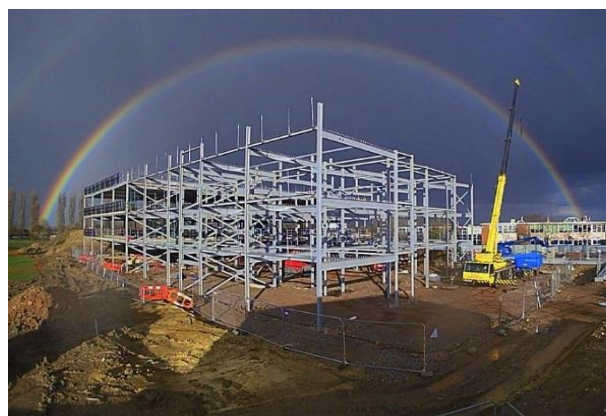


Stowmarket High School

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.

You will be joining us at the start of an exciting new journey, as we have just moved into our brand new school. This is a once in a lifetime opportunity, and we intend to make the most of what the new building will offer 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 Members of Staff Contact Details

Ms T Goodman	Head of Year	t.goodman@stowhigh.com
Ms C Ferguson	Assistant Headteacher SLT Link to Year 7	c.ferguson@stowhigh.com
Ms K Farrow	Assistant Headteacher – School Transition	k.farrow@stowhigh.com
Ms S Uttley	SENCO	s.uttley@stowhigh.com
Mrs K Pascalides	Admissions Officer	k.pascalides@stowhigh.com
Mrs V Mallett	Finance Officer	finance@stowhigh.com
General Enquiries		enquiries@stowhigh.com
Mrs K Mason	Attendance Officer – Absence Emails	k.mason@stowhigh.com
Ms A Fenton	Safeguarding Lead	a.fenton@stowhigh.com

Stowmarket High School
Onehouse Road
Stowmarket
Suffol
IP14 1QR
Tel: 01449 613541

Attendance

Absence

We ask parents to contact the school Absence Line on 01449 776487 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 who arrive at school after registration must report to the Attendance Officer to sign in. 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, Bus Passes & Calendar

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/

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



www.suffolk.gov.uk/children-families-and-learning/schools/home-to-school-transport-and-travel/

Further information is available via Suffolk on Board:

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

Parent Calendar

Our parent calendar can be found on the school website:
<https://www.stowhigh.com/parents/calendar/>



How to contact the school

- Telephone Number 01449 613541
- E-Mail enquiries@stowhigh.com
- Address: Stowmarket High School, Onehouse Road, Stowmarket, Suffolk, IP14 1QR
- Member of Staff 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 Curriculum

Year 7 and 8 pupils follow our Key Stage 3 curriculum. Students are placed in mixed ability tutor groups and for the majority of lessons, they will be taught in mixed ability classes. In Mathematics, Science and Modern Foreign Languages students are set according to ability; these decisions are made by each curriculum area 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 taking up German. A small minority of students do not take a language and have extra literacy lessons instead; this is decided on their Key Stage 2 results.

All students in Key Stage 3 will study:

- English
- Mathematics
- Science
- Geography
- History
- French
- German * Top set only
- Literacy * some students have extra literacy lessons rather than studying French
- Art
- Drama
- Music
- Design Technology: this is taught on a twenty-week carousel, students will study Graphics, Food and Nutrition, Resistant Materials and Textiles
- ICT
- Core PE
- PSHE
- RE

Key Stage 4 Curriculum

Students make their GCSE options choices during Year 8. Year 9, 10 and 11 students follow the Key Stage 4 curriculum. We offer a broad and balanced range of GCSE courses to prepare students for further education and future work.

All students at Key Stage 4 study: English, Maths, Science, PSHE, RE, Inspirational Futures and core PE.

Current option subjects that students can choose from include:

- Art
- Business Studies
- Child Development
- Computer Science
- Drama
- Employability for Life
- Engineering
- Exam PE
- Food Preparation & Nutrition
- French
- Functional Skills
- Geography
- German
- Graphics
- Health and Social Care
- History
- Hospitality and Catering
- ICT
- Music
- Photography
- Resistant Materials
- Sociology
- Textiles
- V Cert PE

Each year we look to evolve and adapt our Key Stage 4 offer so that it is appropriate for students in that particular year group.

Key Stage 5 Curriculum

All Sixth Form students at Stowmarket High School are in school full time. They can choose between A Level or Level 3 courses. In order to maintain breadth of choice we offer a suite of STEM, Humanities, Social Science, English and Creative Arts A Levels, as well as 3 Level 3 Vocational Qualifications.

The majority of students will choose to study three A Level subjects and will be given the opportunity to take the Extended Project Qualification (EPQ) alongside their A Level options. A minority of students will take four A Levels after discussion with a senior member of staff. Students need to achieve a minimum of 5 GCSE level 5-9 including English and Maths.

It is expected that students should achieve a minimum of a (new) Grade 4 at GCSE in both Mathematics and English (Language or Literature). When students fail to achieve Grade 4, they will be expected to re-sit the exam in Year 12 with support from a specialist teacher. Some of the top universities have said they expect a 5, therefore, for those considering such a destination we would recommend a retake option if a 5 hasn't been achieved.

Equipment

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

- Pen, pencil, ruler, calculator 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 and Nutrition 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.

Motor Cycles and Cars

Students may bring motor cycles or cars 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. A GCSE Zone in the Library is available to Year 11 students every afternoon and is supervised by a member of staff.

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.

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.



Year 7 & 8 Sports Leaders

Finance

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

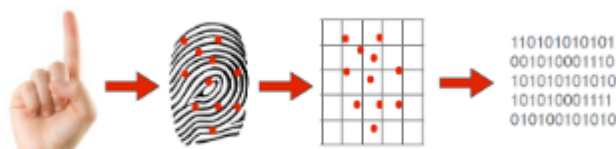
The finance office will issue letters with details of how to log in with unique a reference number and password. Just follow the instructions in the letter.

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 01473 260989 for advice.

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.



We hold a Christmas dinner for all students to celebrate together in December

Friends of Stowmarket High School (FOSH)

Friends of Stowmarket High – or FOSH for short – are a newly-formed group of volunteers supporting our students, our school and our town.

All schools face reduced budgets, and while the new build for Stowmarket High will bring improved facilities and surroundings, it will also bring additional financial pressures as existing fixtures and fittings which can't be taken into the new building will 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 now have our key trustees in place:

- Chair: (Position Vacant)
- Treasurer: Jenny Hill
- Secretary: Sara Hughes
- (supported by) Charmaine Greenan
- Safeguarding: Jenny Hill
- Marketing: Paula Elwood
- Support Events: Tracey Edwards
- Support Events: Simon Levesley
- Grants: Tracey Chaplin
- Support Events: Penny Tatton



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 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



What is 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 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.

Homework – Showmyhomework

Homework

Homework builds on work studied in class and encourages students to develop learning skills. The amount of homework given grows as students' progress through the school. We use a web based app called Show My Homework, which has proven to be extremely popular with staff, parents and students. Parents and teachers may use it to communicate concerns or routine messages between home and school.

Inspire

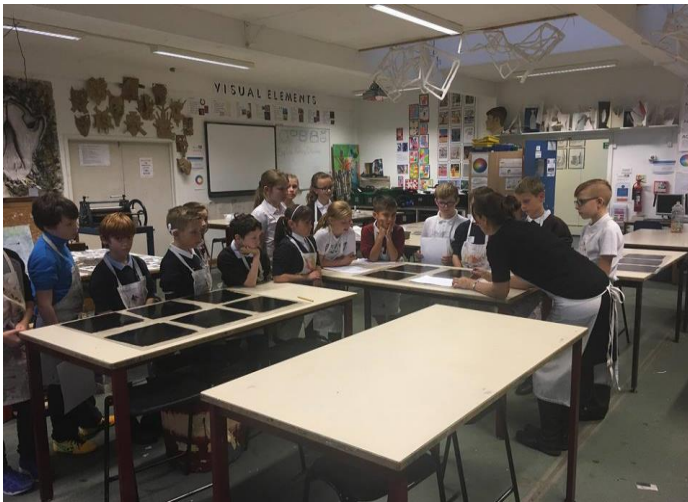
At Stowmarket High School transition from primary to secondary school does not begin in Year 6 and end in Year 7. We want to ensure that our primary liaison and transition work begins as early as Year 5 and continues into years 6 and 7.

Inspire offers Year 5 and 6 students the opportunity to sample a range of GCSE and A Level 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 Please provide your child's name, current primary school and detail the session(s) you would like to enrol your child in.

Please can you ensure that you arrive for a prompt 3.45pm start, refreshments and an optional tour will be available for parents who wish to stay. Collection time is at 4.45pm.



Inspirational Futures

We at Stowmarket High School believe that there is a real changing dynamic to career development and feel it is our role to prepare students for this change – a change in not just the type of jobs and courses that are now on offer but also the change in how modern day careers are shaped. Much of the past careers guidance has been based on linear careers, working in a single corporation or industry; however, men and women in the 21st century have more unique career trajectories.

Our Inspirational Futures programme aims to prepare our students to address the need for authenticity, balance and challenge throughout their careers and at different times in their lives. We want our students to leave Stowmarket High School with the character and skills to be their genuine inner selves, to recognise that within their career timeline they may need to adjust hours or work for a smaller company to create a better work life balance.

We would like them to embrace challenge, participate in intrinsically motivating work, to grow and develop their skills, and to make progress in their career. Challenge refers to the need for stimulation, learning, and skill growth to increase personal capabilities. Challenge may be represented in a variety of ways: one's desire to climb the career ladder, discovering opportunities to retrain and develop a new skill set, or a new set of job tasks. These three parameters are at the heart of our programme

What are the key requirements of our Futures Strategy?

- Every school must ensure that pupils are provided with independent careers guidance from Year 8 to Year 13.
- Every school must ensure that there is an opportunity for a range of education and training providers to access all pupils in Year 8 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.
- Every school and college should begin using the Gatsby Benchmarks to improve careers provision now and meet them by the end of 2020. For the employer encounters benchmark, every school should begin to offer every young person seven encounters with employers – at least one each year from Year 7 to Year 13 – and meet this in full by the end of 2020. Some of these encounters should be with STEM employers.
- Every school and college must appoint a named person to the role of Careers Leader to lead the careers programme,
- Every school and college will be expected to publish details of their careers programme for young people and their parents.

Our programme aims to deliver on all of the above criteria by 2020 through the Inspirational Futures programme.



Life at Stowmarket High School

What does this mean for my child?

We have a wide ranging programme set up and you can view this in our website. A small sample is included below for you to see what our Year 7 and 8 students could have the opportunity to experience.

Year 7	
Pixl Edge/Passports Career Planning and Career Goals Arts Awards University Campus Visit Explore, Inspire, Create lessons in timetabled PSHE lessons Community Project (targeted students) Student Prophecy letters Industry Insight Events Crest Awards	Careers Advisor 1:1 Futures Co-ordinator Drop in (lunch time) Inspire Networking (lunchtimes) Advice and a Slice
Year 8	
Pixl Edge/Passports Career Planning and Career Goals (cont..) – linked to option choices Inspirational Visit University Residential visit Visit FE College Crest Awards Barclays Life Skills Industry Insight Events Faraday Challenge Explore, Inspire, Create lessons in timetabled PSHE lessons Community Project (targeted students) Student Prophecy letters	Labour Market and Apprenticeship talks Options Assemblies Careers Advisor 1:1 13+ Interviews Explore and Inspire with Business leaders Futures Co-ordinator Drop in (lunch time and targeted interviews) Inspire Networking (lunchtimes)





Congratulations Class of 2018. Students collecting their GCSE results.



Faraday Challenge which saw five schools from around Suffolk competing in a Year 8 Engineering STEM challenge. Students became real-life engineers for a day, they researched, designed and built solutions to real engineering problems.



A Level Design Students went to The Young Furniture Makers' Exhibition. They were supporting Ben Coleman, in Year 13 who was showcasing his Elm 'Swirly' coffee table.



Musicians from IEM came in to school to work with our BTEC music students. Sam Robson from the band Renegade Twelve and the lead singer from Gemma and the Night Jars spent time with students sharing their experiences in the music industry.



We hosted a McMillan Cancer Support Coffee Morning, which was open to Parents, Carers, Grandparents and members of the public.



Every two years we hold a 10 mile sponsored walk. This year we raised over £7,000

Life at Stowmarket High School



All of year 8 went to the Suffolk Skills Show it was an engaging day with employers, colleges and education providers. Students were inspired for their future prospects.



Year 8 and 9 took part in an Indian Culture day, which included: Bollywood dancing, Indian language & Henna art.



Students have been working towards their Bronze and Silver Duke of Edinburgh Award



Advice and a Slice sessions happen one lunchtime a week. In this session Sarah from Navy recruitment spoke to students about the varying sections of the Royal Navy.



Once a term selected students and their parents joined us in Lilies for a Celebration Breakfast.



During February half term students have the opportunity to go on the ski trip

Lockers, Lost Property & Lunch

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 in 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

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. Please see the sample menu below.

Vive MENU				
WEEK ONE Week commencing: 1st September, 24th September, 12th October, 12th November, 2nd December, 31st December, 21st January 2019, 11th February 2019				
AVAILABLE EVERYDAY: A wide selection of freshly prepared salads and seasonal vegetables.				
SOUP OF THE DAY served everyday				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Smoky BBQ Chicken & Potato Wedges NEW	Shepherd's Pie	Spicy Beef & Rice Burrito	Roast Chicken, Stuffing, Roast Potatoes & Gravy	Fisherman's Catch of the Day with Chips
Vegetable Pasta Bake with Garlic Slice	Butternut Squash & Sweetcorn Risotto NEW	Potato, Spring Onion & Cheese Quesadilla NEW	Lentil & Vegetable Saag Curry	Crunchy Vegetable Fingers & Chips
DaVincis ITALIAN FOOD Pizza Pasta Pot with Nut-Free Pesto	Peckis Vietnamese Chicken & Vegetable Wrap	Life on the Veg. Tomato & Butterbean Pasta Bake	Spice NEW Spicy Lamb Meatball Pitta	pulse SOY BEAN TOFU. Mexican Chilli & Rice
STREET Chef Pork & Apple Burger with Apple Slaw	Crispy Quorn Baguette with Cajun Mayo	Carbonara Pasta Pot	Sweet Chilli Chicken Wrap	Crispy Fish Burger & Tartare Sauce
SOMETHING SWEET Oaty Fruit Crunch with Custard NEW	Lemon Brizzle Cake	Toffee Cream Tart NEW	American Pancakes, Baked Apple & Ice Cream	Chocolate Crunch & Chocolate Custard NEW
Allergen Information: Please ask a member of staff if you require information on the ingredients in the food we serve.				

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.



Online Safety and appropriate use of ICT at 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.



PiXL 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 following Trust wide policies are available from Waveney Valley Academies Trust's website:
<http://www.thelifecloud.net/schools/WaveneyValleyAcademiesTrust/resources/Policies/Policies.page>

- Acceptable Computer Use
- Administration of Student Medication
- Best Value
- Charging
- Complaints
- Data Protection
- Disability Equality
- DBS Checks & Single Central Record
- Drugs
- Fire Safety
- Freedom of Information
- Grievance Procedure
- Health and Safety Policy
- No Smoking/vaping
- Pupil Premium
- Register of Business Interests
- Safeguarding/Child Protection
- School Closure
- Sex & Healthy Relationships Education
- Social Media
- Staff Bullying & Harassment
- Staff Code of Conduct
- Supporting Students with Long-Term Medical Conditions
- VAT
- Website
- Whistleblowing
- Young Carers



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.

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 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

If you would like information on how the Pupil Premium funding is used to directly support your child's attainment, please contact the Director of Inclusion, Ms Sarah Uttley via s.uttley@stowhigh.com

If you require financial assistance, please contact the Finance Office. 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 s/he has a learning difficulty or disability that means s/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, Teodoroescu 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 Sarah Uttley.

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.

RE

Years 7, 8, 9 and 10 have one lesson of RE a fortnight. Students have the option to study RE as a GCSE qualification.

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, more information can be found on the following page:

<https://www.stowhigh.com/curriculum/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 in lessons. 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 exercise books/work at Stowmarket High are marked to a high level with challenging questions, comments and support to guide them to improve their work. DIRT is a great way for students to act upon the feedback that you have given as their teacher. DIRT allows students to reflect/act upon the comments that have been written, as feedback; therefore, ensuring the feedback is being put

to use and is supporting the progress of our students, not for their next piece of work but NOW – today, in their lesson. We expect students to show progress of 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 answer a question about an assigned question or task. 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 maximizes 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

Term Dates

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: <https://www.stowhigh.com/parents/term-dates/>

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/



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

8.50 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 students take a photo of their timetable in-case they lose it.

	MonA	TueA	WedA	ThuA	FriA		MonB	TueB	WedB	ThuB	FriB
Reg						Reg					
1	English SK A24 7 En 2b	Drama MS D7 7 Drama 2b	German ST B16 7 Ger 1b	Science RN S6 7 Sc 1b	IT DW B9 7 ICT 2b	1	French ST B16 7 Fren 1b	PE HD 7 PE 3b	Science MC S4 7 Sc 1b	Geography LM E12 7 Geo 2b	Science RN S6 7 Sc 1b
2	PE HD 7 PE 3b	PE HD 7 PE 3b	English JK A24 7 En 2b	French ST B16 7 Fren 1b	Maths LA A4 7 Ma 1b	2	Maths LA A4 7 Ma 1b	Maths LA A4 7 Ma 1b	Maths LA A4 7 Ma 1b	French ST B16 7 Fren 1b	Art BE B6 7 Art 2b
3	Design DU E1 7 Design 1b	P S H E BT C6 7 PSHE 1b	Geography LM E12 7 Geo 2b	English SK A24 7 En 2b	Music MS B3 7 Music 2b	3	English SK A24 7 En 2b	English SK A24 7 En 2b	History DE E11 7 His 2b	PE HD 7 PE 3b	Design DU E1 7 Design 1b
4	History DE E11 7 His 2b	Music MS B3 7 Music 2b	Maths LA A4 7 Ma 1b	History DE E11 7 His 2b	P S H E BT C6 7 PSHE 1b	4	Science RN S6 7 Sc 1b	Geography LM E12 7 Geo 2b	English JK A24 7 En 2b	Maths LA A4 7 Ma 1b	English SK A23 7 En 2b
5	Maths LA A4 7 Ma 1b	Design DU E1 7 Design 1b	Science RN S6 7 Sc 1b	Art BE B7 7 Art 2b	English SK B13 7 En 2b	5	Design DU E1 7 Design 1b	Science RN S6 7 Sc 1b	Drama GH C1 7 Drama 2b	IT DW B9 7 ICT 2b	Maths LA A4 7 Ma 1b

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 then 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.

From September 2020

- 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 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.