



Hadleigh High School

Information for Parents 2017



High Lands Road, Hadleigh, Ipswich, Suffolk, IP7 5HU

T: 01473 823496 F: 01473 824720 E: contactus@hadleighhigh.net W: www.hadleighhigh.net

Headteacher: Caroline Gibson

SCHOOL TERM DATES (PUPIL HOLIDAYS)

School Term Dates (Pupil holidays) 2017 - 2018

Autumn Term

First day of term: Tuesday 5th September 2017 (Blue Week)

Half term holiday – Friday 20th October – Friday 27th October 2017 (inclusive)

Last day of term: Tuesday 19th December 2017

Christmas Holiday: Wednesday 20th December 2017 – Wednesday 3rd January 2018 (inclusive)

Spring Term

First day of term: Thursday 4th January 2018 (Yellow Week)

Half term holiday – Monday 12th February – Friday 16th February 2018 (inclusive)

Last day of term: Thursday 29th March 2018

Easter Holiday: Friday 30th March – Friday 13th April 2018 (inclusive)

Summer Term

First day of term: Monday 16th April 2018 (Yellow Week)

May Day Bank Holiday – Monday 7th May 2018

Half term holiday – Monday 28th May – Friday 1st June 2018 (inclusive)

Last day of term: Friday 20th July 2018

SCHOOL DAY – SEPTEMBER 2017

8.25 Bell will ring to warn pupils to move to registration form rooms

8.30	to	8.50	Registration/Assembly
8.50	to	10.05	Lesson 1
10.05	to	10.25	Break
10.25	to	11.40	Lesson 2
11.40	to	12.55	Lesson 3
12.55	to	1.35	Lunch
1.35	to	2.50	Lesson 4

SCHOOL UNIFORM

All of us are aware that to gain the most from opportunities in a competitive world that we need to ensure our children have the best possible start and make the best possible first impression.

We are aware that many books are judged by their covers, houses are often appraised by their curb appeal, and people are initially evaluated on how they choose to dress and behave. In a perfect world this is not fair, moral or just. What's inside should count a great deal more. And, eventually, it usually does, but not immediately. In the meantime, a lot of opportunities can be lost if a less favourable impression is gained. We have control over how we present ourselves – how we dress, our body language and conduct. Quick impressions can be lasting ones. When your visual message is positive, the person you have just met will tend to assume that other aspects about you are equally positive. But unfortunately, if your visual message is negative the assumptions will mirror this.

We want a well-behaved school with good standards in all aspects, including appearance. We feel it important that school uniform looks smart and gives a sense of belonging to our school community. It is expected that pupils will take pride in being a member of that community and school uniform is a very important way of emphasising this.

ALL PUPILS

1. Pupils with pierced ears may wear small, plain ear studs. Only one stud in each ear. No ring type sleepers or other earrings. All other studs are unacceptable, and piercings of any other type are not permitted.
2. Jewellery, like all other valuable items should NOT be brought into school.
3. Lace-up canvas shoes or trainers may not be worn to school. Training shoes are only to be worn in PE or Drama lessons as required by teaching staff. Pupils may be required to wear the school's black plimsolls if they forget to bring correct shoes.
4. No makeup or nail varnish.
5. Hair:
 - 'Skinhead' haircuts are not allowed
 - Hair should be one natural colour
 - Patterns or lines should not be cut into the hair
 - Long hair should be kept tidy and away from children's eyes (For health and safety reasons)

OUTER CLOTHING

A practical topcoat is clearly needed for cold weather. Leather or denim jackets, military style jackets or those with offensive logos are not permitted, nor are clothes which are indicative of any particular cult or group.

During the school day, school coats should be hung on pegs or placed in lockers.

UNIFORM all compulsory unless indicated

1. Navy blue polo with school logo.
2. Navy blue sweatshirt with school logo. No cardigans of any colour are to be worn.
3. Tailored plain black skirt OR tailored plain black trousers.
 - Skirts should be below the knee, plain, not tight.
 - Trousers should be formal, tailored, ankle length.
 - They should not be jeans/cargo style/tracksuit.
4. Black shoes.
 - The shoes must not look like trainers.
 - They should have flat soles.
 - There must be support around the back of the heel – no flip-flops/clogs/boots.
5. Plain black socks or plain black or white tights.

PHYSICAL EDUCATION CLOTHING LIST all compulsory unless indicated

Our uniform provider now offer a choice of 'fit'; unisex or a 'ladies' fit. We leave it to individuals to choose which style is best for them.

1. Sports polo shirt with school logo
2. Rugby top. This is compulsory for boys, girls have option of the training top (with zip) as an alternative.
3. Navy shadow stripe shorts OR Navy 'skort'
4. Navy socks with gold 'hoop'
6. White ankle socks (indoors and summer)
7. Training Shoes (non-marking soles)
8. Studded boots

Optional

9. Navy Tracksuit bottoms (winter)
10. Navy sports leggings (or thermal sports leggings) for wear underneath shorts or skort.
11. Games fleece
12. Shin pads
13. Training top (with zip)

All school uniform can be obtained from:

Coes of Ipswich
20-28 Norwich Road
Ipswich
IP1 2NH

Open: 9am-6pm

Telephone: 01473 246061
www.coes.co.uk.

LABELLING

Please ensure that all items are clearly labelled with your child's name.

The wearing of uniform according to this Policy is a requirement and any failure to do so may result in an application of sanctions under the School's Behaviour Policy.

Trousers - example of style



SCHOOL RULES

The school comprises the buildings, the grounds around the buildings, the playing fields and the roads around the school site.

Rules also apply to pupils travelling to and from school.

School Uniform

1. All pupils must wear school uniform and the correct clothing for PE and practical subjects. All clothing should be clearly marked with the owner's name.
2. Clothing bearing offensive slogans of a racist or sexist nature or those promoting or supporting a drug culture are unacceptable.
3. Coats/jackets must not be worn inside school buildings.
4. With the exception of watches and one pair of small 'sleeper' ear-studs, pupils are not allowed to wear jewellery to school.

(See the full 'Uniform List' for further details).

Movement about the school

1. Move about the school quietly without causing a disturbance to others. Leave the buildings by the nearest exit and then go around the outside of the school. This applies at all times, including the end of the day.
2. Keep to the left on paths and in corridors.
3. Pupils leaving a building have priority over those entering.
4. Line up quietly and in single file outside your classroom. Avoid standing about in groups, blocking corridors.
5. The main entrance is primarily for the use of staff, parents and visitors.
6. The corridor alongside the Drama Hall is 'out of bounds' and should not be used by pupils.
7. Ball games, for all pupils, are allowed only on the Sports Hall playground. During summer months the field may be in use; dependent upon weather and appropriate use of it. The smaller Sports Hall playground may be used by Year 11 pupils.
8. The bicycle sheds are 'out of bounds' to all pupils except those putting away or collecting their bicycles/scooters.
9. Car Parks are 'out of bounds' and MUST NOT be used as a play area.
10. Pupils should keep clear

SCHOOL RULES continued

Use of the Computer Rooms/Areas

1. Any pupil, wishing to use a computer at a time other than during normal lessons, must have permission from the member of staff for whom the work is being done.
2. Any damage found should be reported immediately to a member of staff.
3. Pupils are allowed to carry Mobile Phones/iPods/MP3 Players providing they adhere to the following rules:
 - The security of the device is entirely the responsibility of the pupil.
 - The device must be turned off from 8.15am until 3.00pm.
 - Unless authorised by a member of staff, a mobile phone/iPod/mp3 player should not be used between 8.15am and 3.00pm. Emergency phone calls to parents can be made through the school office.
 - The devices must be kept out of sight at all times between 8.15am and 3.00pm. If a member of staff sees a device being used, it may be confiscated and placed in a secure place until the end of the school day.
 - After 3.00pm, devices may be used at the discretion of the member of staff supervising the pupil concerned.

Miscellaneous Rules

1. The following are examples of items which MUST NOT be brought to school: Chewing gum, cigarettes, E-Cigarettes, illegal drugs/harmful substances, (see also below), alcohol, matches, lighters, knives or any weapon or implement of a dangerous or offensive nature. (This list is not meant to be exhaustive).
2. The possession or involvement in the sale or use of any illegal drug or other harmful substance is strictly forbidden.
3. Care should be taken not to leave money, watches or any other articles of value in classrooms, cloakrooms or changing rooms. Teachers will take care of valuables when necessary, but the school cannot accept responsibility for loss or damage.
4. Pupils must remain at school at lunchtime unless they are having lunch at home, have permission to do so and have been issued with a 'Lunchtime Pass'. Other requests to leave school at lunchtime must be accompanied by a signed, dated note from parents to the Form Tutor. This must be signed and presented when signing out at pupil reception.
5. Pupils arriving late to school should report to the pupil reception in order to sign in.
6. All library and textbooks remain the property of the school and must be returned when requested. Books damaged or lost will have to be paid for.
7. Pupils should, at all times, try to keep tutor rooms, locker areas and corridors tidy and clear of litter.

SCHOOL PROCEDURES

BEFORE SCHOOL

1. 8.15 – 8.25 a.m. Pupils arrive at school
8.30 a.m. Registration
8.50 a.m. Lesson 1 starts
2. All pupils should remain outside until 8.25 a.m.
During bad weather pupils may sit in their form rooms when given permission by duty staff. If the form room is based in a Science classroom the pupils should use the dining hall.

BREAK TIME

1. All pupils should leave their lesson by the nearest door.
2. Apart from Year 11, pupils should not return to their Form Rooms.
3. Pupils wishing to use toilets or lockers should go to the designated toilet/locker area at the beginning of break.
4. Food and drink purchased in the canteen should not be consumed outside of the canteen area, unless it was purchased from the selling point under the canopy.

AFTER SCHOOL

1. Pupils may only remain at school after 2.50pm if they are attending a club, revision session, coursework session, fixture or event **and** have returned an after school club parent permission form.
2. Pupils travelling by school buses should go straight onto buses at the end of the day for a prompt departure.

LUNCHTIME ARRANGEMENTS

1. Year 11 have the privilege of being able to use three of their form rooms. All other pupils eating a packed lunch will line up with their own year group to eat lunch in the Dining Hall, or outside if the weather permits. All pupils must use the rubbish bins provided.
2. Year 11 pupils may go straight to the Dining Hall, along with those pupils having an early lunch for clubs. Those pupils having an early lunch will need an early lunch pass. Years 9 and 10 should queue outside the staff room entrance. Years 7 and 8 should queue at the English entrance door. Care must be taken to make sure that all entrances and exits are not obstructed.
3. Pupils attending lunch clubs should use the dining hall with their year group in the normal way, unless they have an early lunch pass.
4. Pupils going home for lunch should be in possession of a valid Lunchtime Pass. Letters to apply for a pass can be obtained from Pupil Reception. Pupils leaving the site at lunchtime must not return before the last five minutes of lunchtime. They should be going home or to a parentally approved home, e.g. grandparents, and should not be going to the shops etc.

SCHOOL PROCEDURES continued

WET WEATHER ARRANGEMENTS

Before school

During bad weather pupils may sit in the designated rooms, as indicated below, when given permission by duty staff.

Wet Break time

Wet break will be announced by three extra rings of the bell after the end of lesson bell. Pupils will stay with their teacher.

If the pupil has money to buy a break time snack or to hand in to the Finance Assistant, they may go straight to the Dining Hall but must leave their school bag in the classroom. These pupils must eat the food they have purchased in the Dining Hall, collecting their school bag on the return to their classroom. All other pupils remain in their classroom.

If it starts raining during break, the bell will ring three times and pupils should proceed to their next lesson.

Wet Lunchtime

Wet lunchtime will be announced by three extra rings of the bell after the end of lesson bell.

Pupils should go to the following rooms:

- Year 7 English block
- Year 8 Language block
- Year 9 M4, M2 & M3
- Year 10 M1, M5 & T3
- Year 11 Humanities block

Pupils will be expected to behave appropriately, respecting the fact that rooms will be needed for teaching during Period 3.

PARENTAL CONSENT/PERMISSIONS

A **Parental Consent Form** will be sent out to parents at the beginning of the academic year seeking consent/agreement to the following:-

- The Home School Agreement
- Permission to access the Internet at school in line with the "Acceptable Use of ICT Network" policy
- Photo Permission
- After School Clubs Permission
- Data Protection
- Administering of Analgesics (Year 8 to 11)
- Emergency School Closure

These policies are detailed in this booklet and located on the School's website.

Home School Agreement



Hadleigh High School Home School Agreement Policy

Working together

We understand that every parent/carer and pupil has expectations of school and in the same way the school has expectations of parents/carers and pupils. We believe that pupils have the best chance of reaching their potential when pupils, parents and the school work as a partnership.

At Hadleigh High we aim to:

- Provide a safe, caring and purposeful learning environment
- Provide a curriculum, appropriate to the needs of every individual
- Ensure that every child achieves his/her potential as a valued member of the school community
- Set, mark and monitor work
- Contact parents if there is a problem with attendance, punctuality, uniform, behaviour, equipment or progress
- Inform parents of all significant test results
- Issue reports for all pupils, outlining achievements, progress towards targets and concerns
- Arrange Parents' Evenings during which, work and progress may be discussed

In turn we expect our pupils to:

- Attend school regularly and be punctual
- Wear school uniform and be clean and tidy in appearance
- Follow the school rules and expectations of good behaviour
- Follow all instructions given by staff, especially in an emergency
- Show respect for others and their property
- Bring the correct books and/or equipment for each lesson
- Complete to the best of their ability, all class work and home study tasks set
- Move quietly in and around the school
- Help keep the school free from litter, chewing gum and graffiti

As Parents/Carers you can support the school and your child by:

- Ensuring that your child attends school regularly, on time and properly equipped
- Ensuring that your child wears the correct school uniform
- Supporting the school's expectations for good behaviour
- Supporting your child with opportunities for learning at home, including the provision of somewhere quiet to do their home study
- Attending Parents' Evenings and other discussions about your child's progress
- Making the school aware of any concerns or problems which might affect your child's work or behaviour
- Telephoning the school on the first day of your child's absence
- Getting to know about your child's life at school

Acceptable Use of the ICT Network

Acceptable Use of the ICT Network Policy

Student (User) agreement for acceptable use of the School's Network, web-based, Froggle VLE and e-mail resource. Users requesting access to the Network, Web-based, Froggle VLE or **e-mail** resources must agree to the proper use of the school's ICT resources, sign a copy of this statement and return it to the school for approval and storage. Users who fail to follow this agreement may be denied access to some, or all of the school's resources and disciplinary procedures may be invoked.

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities during teaching, research, administration and management. The school's Network, Web-based, Froggle VLE and **e-mail** resources Access Policy has been implemented in order to protect all parties (staff, students and the school)

The school reserves the right to examine or delete any files that may be held on its ICT system, to monitor any Internet sites visited, to monitor network and Froggle VLE use and to examine any **e-mails** produced using the school system.

1. Access to resources can be made only via the User's own user name and password as allocated by the school.
- 2. Users must not make their User ID or Password available to any other person**
3. All activities utilising the school's system should be appropriate to the enhancement of the student's education.
4. Copyright of materials must be respected
5. Use of the network to access inappropriate materials (e.g. pornographic, racist or offensive material) is forbidden.
6. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
7. Activity that threatens the integrity of the school's ICT systems, or activity that attacks or corrupts ICT systems is forbidden, including plugging in other electronic medium.
- 8. Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received, and must only use the school e-mail provider.**
- 9. Posting anonymous messages and forwarding chain letters is forbidden.**
- 10. Language and content used for any electronic communication should be as is acceptable for normal work.**
- 11. I will notify a member of staff if I receive unpleasant messages or other material.**
12. I will not load games, music, programs or videos, from either the internet or any other source, without staff permission.
13. Agreement covers school's ICT system even when access is made to the system from a home computer via the Internet.
14. I will respect the School's ICT equipment and use it suitably and with care.

PHOTO/VIDEO PERMISSION

Your agreement to this policy will be sought via our [Parental Consent Form](#) sent out at the start of the academic year.

Occasionally, we may take photographs of the young people at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs, film footage or carry out radio interviews. Pupils will often appear in these images which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our school is taking part.

Some departments may take photographs/videos of pupil work/performances in or out of the classroom. These photographs/videos may be posted to social media sites which are maintained and regulated by that department.

If you have any objections to your child's photograph or video being taken when participating in school activities please let the Headteacher know in writing.

INTERNET PERMISSION

As part of the school's Information and Communication (ICT) programme we offer pupils supervised access to the Internet. Before being allowed to use the Internet, all pupils must have parental permission.

Access to the Internet will enable pupils to explore thousands of libraries, databases and bulletin boards while exchanging messages with other Internet users throughout the world. In school, teachers will guide pupils towards appropriate materials, and pupils are expected to follow our school guidelines for Internet use. However, parents should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's rights to decide whether or not to allow access for their children.

Your agreement to your child accessing the Internet in school and acceptance of the ICT Safe Use Policy (see 'Acceptable Use of the ICT Network') will be sought via our Parental Consent Form sent home at the start of the academic year.

If you specifically wish to **refuse** access to the Internet for your child it would be helpful if you could write to Ms Bakerwood (Subject Leader IT).

ADMINISTERING ANALGESICS

In circumstances when pupils suffer headaches, menstrual pains or toothache, members of staff may provide a mild analgesic (Paracetamol) to relieve pain. In such cases, specific members of staff are authorised to issue analgesics and they will keep a record of issues, including name of pupil, time, dose given and reason. One Paracetamol tablet (500mg) will only be issued to pupils aged 12 and above. If you do not wish your child to be given an analgesic in such circumstances, please let us know.

Privacy Notice for Schools: Data Protection Act 1998

We, **HADLEIGH HIGH SCHOOL**, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday.

Please tell **Mrs K Bark, School Business Manager** if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA. If you want to receive a copy of the information about you that we hold or share, please contact Mrs K Bark, School Business Manager.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.suffolk.gov.uk/about/contact-us/freedom-of-information/privacy-and-data-protection> or

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

- Suffolk County Council
Information Management Services
Endeavour House
8 Russell Road
IPSWICH
IP1 2BX
Email: Information.management@suffolk.gov.uk
Telephone: 01473 264620
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT Website: www.education.gov.uk Tel: 0370 000 2288

ACCESS TO THE SCHOOL'S BUDGET AND FINANCES

Parents, carers and members of the community, may have access to the School's budget and finances.

These are available on request from the Headteacher's PA or the School's Business Manager. The Academy's Governance documents are available on the school website to include: statement of accounts, funding agreements and articles of association.

HOME STUDY POLICY

Why?

Because we want our pupils to:

- Develop the attributes of a great learner
- Have access to extra learning opportunities
- Develop independence
- Have every opportunity for success
- Prepare for tests and other assessments
- Maximise learning
- Find things out for themselves
- Take time over something
- Work at their own pace
- Have choices about how/who/with/when/where to work

Who?

- Every pupil should engage in home study
- Parents and carers are encouraged to support pupils with their home study

Where?

- At home
- At home study club (12.40-1.10pm)
- In the library (12.40-1.10pm)
- In the computer room (12.40-1.10pm and 2.50-3.50pm)
- Art clubs

What?

- Extension work
- Projects
- Consolidation
- Learning
- Memorising
- Research
- Write-up
- Reading
- Revision
- Investigations
- Interviews
- Drafting
- Making a model
- Simple experiments
- Extended projects

When?

- After school
- Lunchtimes
- Holiday time
- Weekends



1. All subjects will set home study to follow the published timetable.
2. Teaching staff will feedback to pupils, which will include some form of assessment after home study has been completed. Effective marking and feedback has always placed demands on teachers, but both are fundamental to helping pupils make progress.
3. Home study will be meaningful and relevant to current classwork. It will be varied, interesting and differentiated.
4. Parents/carers will be invited to monitor the quality and completion of home study and to feed back to the school with relation to how they feel about home study.
5. Home study will not be set for completion by the following day.
6. Teachers will write the home study on the board, (or project it) and will provide ample time for it to be recorded in Learning Logs. Learning Support Assistants will assist teachers to ensure it is written into the Learning Logs of pupils who struggle with the task of recording home study. Teachers and Learning Support Assistants will check Learning Logs as required, to ensure that parents/carers can clearly read what has been set.
7. Finishing off a classwork activity is not regarded as good home study.
8. Home study will never be allowed to be completed during a lesson.
9. Tutors will sign Learning Logs weekly. Year Leaders will monitor this. Subject Leaders will monitor the setting, recording and assessment of home study.
10. Parents/carers will be asked to sign Learning Logs weekly.
11. Sanctions for non-completion of home study will follow the whole school Behaviour Policy (initially Level 1 but continued non-completion will inevitably lead to higher levels). Form tutors will put into place appropriate consequences for unsigned planners.
12. Home study Club and study support are provided within school (before school, at lunchtimes, and after school).
13. Senior staff will monitor Year Leaders' and Subject Leaders' work in relation to home study.

Approximate timings for home study

The following are guidelines. It is obviously not possible to offer exact timings.

KS3 (in minutes per week)

Year group	Maths	English	Science	MFL	History	Geography	Music
7	30	30	30	30	20	20	30
8	40	40	40	40	25	25	30
9	45	45	45	45	30	30	30

KS3 (in minutes per fortnight)

Year group	Food/Textiles	Design Tech	Art	RE	ICT
7	30	30	30	30	30
8	40	40	40	40	40
9	45	45	45	45	45

KS4 (in minutes per week)

Year group	Maths	English	Science	Options
10	60	60	90	60-90
11	90	90	90	60-90

After school extra-curricular clubs permission: 2017-18

As you may be aware, we provide a huge range of after school clubs across many areas of the school. We are keen to maintain our high standards of pupil safety and for this reason, we would like to request parental permission for pupils who wish to remain on site and attend after school clubs (including revision and controlled assessment sessions) between 2.50pm and 3.50pm. Instead of having permission slips for every club, we ask that you return your permission for your child to attend after school clubs via the **Parental Consent Form** that will be sent out to you at the start of the new academic year. Details of extra-curricular clubs can be found on the school calendar at www.hadleighhigh.net/calendar.

USEFUL INFORMATION

What your child should do if they become unwell/injured while at school...

Any pupil who becomes ill during the school day should report to the medical room, situated in the front office (with a note from their teacher, if during lesson time). Any minor illness/injury will be dealt with by the first aid staff on duty at the time, e.g. plaster or dressing for a cut or graze, ice pack for a minor bump or bruise. All events must be recorded so it is important that pupils do report to the medical room. The school has set procedures to ensure the wellbeing of children in our care. We always contact parents in the event of emergency. Pupils do not text their parents directly to come and pick them up as this often causes unnecessary confusion for parents and the school.

If a pupil is obviously unable to participate in the curriculum then the first aider, in liaison with the Year Learning Leader, will make an assessment and contact the parent/carer as soon as possible to arrange for the child to go home. In the event of a serious illness/injury then the parents/carers and external agencies e.g. paramedics, will be called immediately.

Medication in School...

It is expected that parents/carers will normally administer medication at home, but when necessary, medication will be accepted in school, provided there are written and signed instructions from the parents/carers (*Request to Administer Medication* forms are available from the school office). All medication must be clearly labelled with the child's name, date of dispensing, dosage and frequency of dosage, name of medication and storage requirements (if needed) and handed in at the School Reception by a parent/carer. Parents/carers should collect and dispose of any medicines held in school at the end of each term. Pupils with Asthma can carry their inhalers on their person. For pupils with serious medical conditions an Individual Health Care Plan will be devised in conjunction with parents/Year Learning Leaders or SENCo.

If your child misses their transport home...

If your child misses their normal school bus home and have no means of contacting you to make alternative arrangements, could you advise them to come to the Pupil Reception, located in the Dining Hall, to speak to a member of the office staff who will help them with this. Alternatively, if the office is unmanned, they can see Mrs Ambler, located in Headteacher's Office.

Arriving Late for School...

All pupils arriving late for school should enter the main school reception once the school gates are locked and sign in at Pupil Reception to ensure they are marked present on the register. All late arrivals must be accompanied by either a telephone call or note from parents to explain the reason for this; this will avoid any unnecessary texts home enquiring about your child's whereabouts.

Finding Lost Items...

Items of lost property are stored in the Front Office; pupils should enquire at Pupil Reception to ask about any items they have lost, as well as checking all cloakrooms and classrooms they have been in. There are regular Lost Property displays in the dining hall at break time where children can claim their lost items. To ensure that your child's items are returned to them, please could we ask that you clearly name all items. Valuable items will be locked away in the school's safe.

Lockers...

Lockers are available for Year 7, 8 and 9 pupils and are located in their designated cloakroom areas. Pupils will need to purchase their own padlock to make their locker secure.

How and Who to make contact with at School...

If you have a query regarding a specific subject, please contact your child's Subject Teacher. General queries should be directed to your child's Form Tutor but situations of a more serious nature can be referred to your child's Year Learning Leader. You can email your child's teachers using the first initial, followed by their surname, then @hadleighhigh.net; e.g. Mr J Smith would be jsmith@hadleighhigh.net, or please contact the school on 01473 823496 and your query will be directed to the appropriate member of staff.

Safeguarding

The safeguarding of both pupils and staff at Hadleigh High School is of utmost importance, and dealt with in a professional and caring manner. If you have any safeguarding concerns please contact one of our **Senior Designated Persons on 01473 823496**. These staff are **Trevor Brigden** and **Nicola Shingleton**. If they are not available then the **SDP Alternate** is **Caroline Gibson**. Our named **Safeguarding Governor** is **Becky Preedy**.

If your child needs to attend an appointment during school hours...

If your child needs to leave the school site during the day to attend an appointment please leave a message on the school absence line beforehand, your child will then need to sign out at pupil reception and sign back in on their return to school.

House System

Hadleigh High School uses a house system. There are six houses with a form in each year representing one of the houses. The houses are all named after individuals who have a connection to Hadleigh and the local area. Each house has been allocated a colour. These are:

Guthrum (Purple)

King of the Danes who made Hadleigh capital of England for two weeks. He is believed to be buried under St Mary's church.

Morris (Yellow)

The noted 20th century painter who moved to Hadleigh in the 1930s.

Oswald (Red)

World record holder for long distance flying, breaking records in 1927, 1933 and 1938.

Toppesfield (Green)

An annual fair was secured from Henry III by the Lord of Toppesfield

Duncan (Blue)

When the 353rd Fighter Group arrived at Raydon airfield, it was led by Colonel Glenn Duncan.

Ansell (Orange)

John Ansell was a wealthy 19th century local business man. The Ansell Centre was built in 1863 as a day school for the poorer children of the area who would otherwise have received no education.

Hadleigh's house system is designed to develop a sense of community along with encouraging competition. Pupils will be able to earn House points whether this individually, as part of a form, or when representing the school. House points will be tallied up across the year with the House Cup being presented in the whole school assembly on the last day of term.



SEVERE WEATHER/SCHOOL CLOSURE

September 2017

Dear Parent/Carer

As you will be aware there are occasions when the school is forced to close. This is not a decision which I take lightly but it is, unfortunately, sometimes necessary. I thought it would be useful to remind you again of the bad weather arrangements which are operated across Suffolk and by our school.

Decision not to open the school

If it is likely that pupils and staff may not be able to travel to school safely in the morning then the decision not to open the school is taken early in the morning. This decision is based on the information available regarding weather and road conditions. We then inform parents through local radio stations and through text messaging, where possible. In the event of the weather clearing later in the day, the school will still remain closed for the remainder of the day. Details of school closures are broadcast regularly on local radio stations: BBC Radio Suffolk, Heart Ipswich and Town 102 provide regular updates. Information is also available on the following websites:

www.bbc.co.uk/radiosuffolk

schoolclosures.suffolk.gov.uk

www.heart.co.uk

www.town102.com

If our school is **not mentioned** then you should assume that the school is open.

You can also look at our **school website** which is often updated prior to radio announcements at 7am.

Decision to close the school early

On occasion, weather conditions can deteriorate over the day and I may be forced to take the decision to close the school early so that pupils and staff can get home safely. Any decision to close needs to be made to give sufficient time to arrange for transport to get pupils home safely.

Pupils who live locally will be allowed to walk home if it is safe to do so. Pupils who need to be collected will contact their parents/ carers.

We will record the planned destination of every pupil before they leave the school site. It is very important that you discuss with your child the plan you want them to follow so that they know exactly what to do if they are sent home early. It is also essential that the school and your child are able to contact you. Due to pressure on our phone lines, it would be helpful if parents only attempt to ring the school in an emergency and not just to find out the state of play. We will do our best to keep parents fully informed through texting and our website **www.hadleighhigh.net**.

The local radio stations will also be informed.

SEVERE WEATHER/SCHOOL CLOSURE *continued*

The most important consideration in these procedures is everyone's safety and well-being. Any pupil who is uncertain whether they can get home or to their planned place of safety, should stay at the school and remain in the care of the senior staff in charge.

At times there may be other reasons, unrelated to the weather, that force the closure of the school. Your support, co-operation and consideration for all the factors involved will be appreciated when these situations arise.

To enable us to contact you in the event of an early closure we have asked you to complete an Emergency Closure Information form to help us to support your child in the event of a school closure.

Caroline Gibson
Headteacher

Inclement Weather Procedure

The procedure in light of bad weather this winter will be as follows:

- 1) From 7:00am on any day where weather looks like it could prevent us from opening, our website will state one of the three things:
 - School Open
 - School Closed
 - Inclement weather procedure in place
- 2) If the third option has been adopted, by clicking on the appropriate text, families will see a detailed reminder of what the procedure involves.
- 3) If the "inclement weather procedure" is in place, pupils should delay their journey into school, aiming to arrive for 10:25am. Buses will be informed and will collect pupils **two hours** later than usual.
- 4) The day will then run as follows:
 - 10:25am Registration
 - 10.40am Lesson 2
 - 11:40am Lesson 3
 - 12:55pm Lunch
 - 13:35pm Lesson 4
 - 14:35pm Close

If we are concerned about break time safety, pupils will be instructed to remain in the building through the thirty minute session, with staff on duty to ensure pupil safety is maintained. Should this bad weather procedure be adopted, pupils are encouraged to bring a packed lunch to school as catering arrangements will be limited during the available time. Buses will be organised to take pupils home at 2:35pm.