

Week B

Old Buckenham High School

STUDENT Bulletin

Week Beginning 25th September 2023

	Mon 25 th Sept	Tues 26 th Sept	Weds 27 th Sept	Thurs 28 th Sept	Fri 29 th Sept
Assembly		Year 9 DofE	Year 9 and 10 Borneo Trip	Year 7,8 and 9	Year 11 UTCN
Events				Year 7 Settling in Evening	Year 11 Senior Senate Interviews

Year 10 and 11 Revision Guides:

Revision guides and workbooks for the courses students follow in Year 10 and 11 are available to purchase through WisePay. Students should ask their subject teachers if they are unsure of which revision guides are appropriate for them.

Vacancy:

Please find attached details of a vacancy we currently have at Old Buckenham High School for a First Aid and Reprographics Officer.

If you are interested in applying for this vacancy, please visit the Sapientia Educational Trust Website www.se-trust.org.

Online Safety:

Please find attached information regarding Whatsapp.

School Production:



CALLING ALL STUDENTS!

Workshop for all interested in being part of this year's production is on

Monday 2nd October 2023 3:30-4:30 in the hall

If you would like to audition for a main part, auditions will take place during lunch times from **Tuesday 3rd October**, time slots will be available for you to sign up – you must prepare part of a song and a piece of acting from a script for these (unless the character you are auditioning for has no songs!)

All other students will automatically be in the chorus (larger groups of students who will be in most group songs/key scenes)

Come and see Mr Jay or Miss Balmer for character audition scripts from Monday 25th September or if you have any [questions](#)

Star of the Week:

- Year 7 Laura Z 7G – For the highest number of Foundation Merits in Year 7.
- Year 8 Bradley F 8B – For the most Habits Points this week.
- Year 9 Callum W 9R – For an excellent start to Year 9.
- Year 10 Jasmine G 10G – Excellent week in lessons.
- Year 11 Khyra V 11R – Excellent week in lessons.

Lost Property:

			
Found by benches, outside room 1	Found in room 16	Found outside	Found outside
			
Found last Summer	Found outside	Found outside	Found outside

Attendance:

	Whole School	Year 7	Year 8	Year 9	Year 10	Year 11
Cumulative	92.85%	96.74%	90.39%	90.74%	92.54%	94.57%
Weekly	92.02%	96.59%	88.27%	90.63%	91.52%	93.86%

Friends of Old Buckenham High School:

F.O.B.H.S NEWS



We thought we would take this opportunity to introduce you to some of the key members within the Friends of OBHS:

Chair: *Jo Knox*

Vice Chair: *Victoria Sercombe*

Treasurer: *Louise Hollands*

Secretary: *Kirsty Perrin*

Updates on our “Christmas Market” fundraising event coming soon!
 Support Norfolk small businesses while you buy unique and handcrafted gifts for friends and family.

If you would like to become a member or keep up-to-date with events and activities, please follow us on our Facebook group “Friends of OBHS” or e-mail friendsofobhs@gmail.com

Lunchtime and After-School Clubs:



Old Buckenham High School

Autumn Term Clubs 2023



Week A

Week B

Day	Club	When	Where
Monday	Board games	Lunch	Rm 14
	Singing	Lunch	Rm 30
	Chess and draughts	Lunch	Rm 15
	Year 7 and 8 Football	Lunch	PE
	Chef Club	After school	Rm 20
Tuesday	Craft	Lunch	Rm 17
	Allotment	Lunch	
	Media	Lunch	Rm 6
	Jazz	Lunch	Rm 30
Wednesday	Board games	Lunch	Rm 23
	Model making	Lunch	Rm 16
	Year 9, 10 and 11 Football	Lunch	PE
Thursday	Keyboard and ukulele	Lunch	Rm 30
	Hockey	Lunch	PE
	History Ambassador	Lunch	Rm 11
	Drama	Lunch	Rm 35
	BSL	Lunch	Rm 23
Friday	Netball	Lunch	PE
	Music appreciation	Lunch	Rm 23
	Language film	Lunch	Rm 36
	Rock band	Lunch	Rm 31
	Clay	After school	Rm 17

Day	Club	When	Where
Monday	Board games	Lunch	Rm 14
	Singing	Lunch	Rm 30
	Chess and draughts	Lunch	Rm 15
	Year 7 and 8 Football	Lunch	PE
	Baking Club	After school	Rm 20
Tuesday	Craft	Lunch	Rm 17
	Allotment	Lunch	
	Media	Lunch	Rm 6
	Jazz	Lunch	Rm 30
Wednesday	Board games	Lunch	Rm 23
	Model making	Lunch	Rm 16
	Year 9, 10 and 11 Football	Lunch	PE
Thursday	Keyboard and ukulele	Lunch	Rm 30
	Hockey	Lunch	PE
	History Ambassador	Lunch	Rm 11
	Drama	Lunch	Rm 35
	BSL	Lunch	Rm 23
	Clay	Lunch	Rm 17
Friday	Netball	Lunch	PE
	Music appreciation	Lunch	Rm 23
	Language film	Lunch	Rm 36
	Rock band	Lunch	Rm 31
	Clay	After school	Rm 17





What is a stakeholder engagement advisor?



Job role: stakeholder engagement advisor

As a Stakeholder engagement advisor, you'll be responsible for building relationships between the people and organisations (stakeholders) who are interested in a particular project. Your overall objective will be to gain and maintain the support of all stakeholders so that the project can be planned, undertaken, and completed successfully. You'll work closely with teams inside your company to understand the project in detail, and you'll be responsible for communicating with stakeholders.

Can this role have green impact?

Yes. By consulting all stakeholders and listening to their points of view, stakeholder engagement advisors can increase the likelihood that projects balance human activities with protecting the environment.

GREEN IMPACT



Potentially high

Other names for this role:

Stakeholder engagement manager, Stakeholder communications officer

Skills and responsibilities

As a **stakeholder engagement advisor** you'll need to show:



- excellent listening and negotiating skills
- good interpersonal and communication skills
- strong presentation skills
- good teamworking skills
- strong critical thinking, analytical and problem-solving skills
- attention to detail and strong organisation skills

Qualifications required

All school subjects are relevant. You'll need a degree (in any subject). It can be helpful to have a relevant degree e.g. **Environmental science** if the project is constructing a wind farm.



Salary

Starting salary: **£40,000**
After several years of experience: **£45,000 - £50,000**
Senior roles: **Up to £70,000**

Wendy's story:



Stakeholder engagement advisor

My role

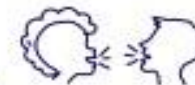
I work for an energy company that's planning a new offshore wind farm. It's my job to build relationships with stakeholders, to listen to their points of view and to make sure they're kept informed throughout the project.

How I got to where I am

My favourite subject at school was modern studies; politics, history and geography. I studied marine geography at university. I've done research in conservation and I've explored roles in government, and industry, giving me a good understanding of different points of view.

Best thing about my job

The people: I get to talk to so many including engineers, politicians, legal advisors and environmentalists; the list is endless.



Are stakeholder engagement advisors in demand?

Yes. Many companies need people that can work with a wide range of stakeholders, from individuals in local communities to governments, to help find solutions that meet everyone's needs.

Have you got the skills to be a stakeholder engagement advisor? Find out about developing your essential skills at [skillsbuilder.org](https://www.skillsbuilder.org)

What Parents & Carers Need to Know about

WHATSAPP

AGE RESTRICTION
16+

in UK and Europe;
rest of the world 13+

With more than two billion active users exchanging texts, photos, videos and documents, as well as making voice and video calls, WhatsApp is the world's most popular messaging service. Its end-to-end encryption only allows messages to be viewed by the sender and any recipients: not even WhatsApp itself can read them. This privacy issue has been in the spotlight recently, as the UK's Online Safety Bill proposes to end such encryption on private messaging; WhatsApp is unwilling to do so and has reportedly considered withdrawing its service in the UK should this legislation go ahead.

WHAT ARE THE RISKS?

EVOLVING SCAMS

WhatsApp's popularity makes it a lucrative hunting ground for scammers. Recent examples include posing as the target's child, requesting a money transfer because of a spurious 'emergency'. Plus a scam where fraudsters trigger a verification message by attempting to log in to your account, then (posing as WhatsApp) call or text to ask you to repeat the code back to them, giving them access.

CONTACT FROM STRANGERS

To start a chat, someone only needs the mobile number of the WhatsApp user that they want to message. If your child has ever given their number out to someone they don't know, that person could then contact them via WhatsApp. It's also possible that your child might be added to a group chat (by one of their friends, for example) containing other people that they don't know.

FAKE NEWS

WhatsApp's connectivity and ease of use allows news to be shared rapidly – whether it's true or not. To combat the spread of misinformation, messages forwarded more than five times on the app now display a "Forwarded many times" label and a double arrow icon. This makes users aware that the message they've just received is far from an original ... and might not be entirely factual, either.

ONLINE

'VIEW ONCE' CONTENT

The facility to send images or messages that can only be viewed once has led to some WhatsApp users sharing inappropriate images or abusive texts, knowing that the recipient can't re-open them later to use as evidence of misconduct. People used to be able to screenshot this 'disappearing' content – but a recently added WhatsApp feature now blocks this, citing increased privacy.

CHAT LOCK

Another new option allows users to store certain messages or chats in a separate 'locked chats' folder, saved behind a passcode, fingerprint or face ID authentication. The risk here is that this function creates the potential for young people to hide conversations and content that they suspect their parents wouldn't approve of (such as age-inappropriate material).

VISIBLE LOCATION

WhatsApp's 'live location' feature lets users share their current whereabouts, which can be helpful for friends meeting up or parents checking that their child's safely on the way home, for example. However, anyone in your child's contacts list or in a mutual group chat can also track their location – potentially letting strangers identify a child's home address or journeys that they make regularly.

Advice for Parents & Carers

EMPHASISE CAUTION

Encourage your child to treat unexpected messages with caution: get them to consider, for example, whether the message sounds like something a friend or relative would really send them. Make sure they know never to share personal details over WhatsApp, and to be wary of clicking on any links in messages. Setting up two-step verification adds a further layer of protection to their WhatsApp account.

ADJUST THE SETTINGS

It's wise to change your child's WhatsApp settings (go to 'Privacy', then 'Groups') to specify which of their contacts can add them to group chats without needing approval: you can give permission to 'My Contacts' or 'My Contacts Except ...'. Additionally, if your child needs to use 'live location', emphasise that they should enable this function for only as long as they need – and then turn it off.

THINKING BEFORE SHARING

Help your child to understand why it's important to stop and think before posting or forwarding something on WhatsApp. It's easy – and all too common – for content to then be shared more widely (even publicly on social media). Encourage your child to consider how an ill-judged message might damage their reputation or upset a friend who sent something to them in confidence.

CHAT ABOUT PRIVACY

Some parents like to check in with their child about how they're using WhatsApp, explaining that it will help to keep them safe. If you spot a 'Locked Chats' folder, you might want to talk about the sort of chats that are in there, who they're with and why your child wants to keep them hidden. Also, if your child has sent any 'view once' content, you could discuss their reasons for using this feature.

Meet Our Expert

Dr Claire Sutherland is an online safety consultant, educator and researcher who has developed and implemented anti-bullying and cyber safety policies for schools. She has written various academic papers and carried out research for the Australian government comparing internet use and sexting behaviour of young people in the UK, USA and Australia.



...HEY OSCAR...



National Online Safety®

#WakeUpWednesday

Source: <https://blog.whatsapp.com/an-open-letter> | <https://faq.whatsapp.com/1077018839582332> | https://faq.whatsapp.com/361005896189245/?helpref=hc_fnav | <https://www.whatsapp.com/security> | <https://blog.whatsapp.com/chat-lock-making-your-most-intimate-conversations-even-more-private> | <https://www.aura.com/learn/whatsapp-scams>

OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION

FIRST AID AND REPROGRAPHICS OFFICER

Line Managers job title:	Data Manager
Salary:	Support staff point 3 to 4
Tenure:	Permanent
Contract type:	Term-time plus 1
Hours per week:	20

THE POST

Old Buckenham High School is located in the beautiful and historic village of Old Buckenham in Norfolk. Our school benefits from being within a stunning, rural setting; with a drive and focus on ensuring our students are provided with every opportunity to become successful members of society.

We pride ourselves on the experiences we offer beyond the classroom, including a wide range of lunchtime and after school clubs and events, where academic performance and personal development go hand in hand.

Our academic and personal development curriculum is designed to equip our students with the skills and 'habits' necessary to become confident, resilient and ambitious learners and leaders.

We are a strong community school in which mutual respect, tolerance and cooperation is at the heart of our values. The relationship between staff and students is a key strength and we will support, nurture and encourage our students throughout their learning journey with us. We take the wellbeing of our staff seriously and have a collaborative and supportive approach; working together to ensure the best for our students.

Old Buckenham High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a First Aid and Reprographics Officer.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a First Aid and Reprographics Officer are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a First Aid and Reprographics Officer are:

- A good level of literacy and numeracy.
- Knowledge of computer systems e.g. Microsoft, email.
- Maintain simple records, e.g. supplies, stock debits.

JOB SPECIFICATION

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Act as the first point of contact for staff using reprographics equipment.
- Operate reprographic and other related equipment such as laminator, binder etc.
- Produce documents to a high standard in accordance with the requirements of staff and within the deadline specified.
- Ensure reprographics equipment is maintained and used within the manufacturer's guidelines.
- Arrange for reprographic equipment repairs and services.
- Order stock and check stock deliveries and refer any queries to finance team as required.
- Be a trained first aider (training will be provided).
- Assess and look after students offering moral and medical support and accessing further medical help where appropriate.
- Inform relevant members of staff and parents of student sickness as appropriate and to keep accurate records of referrals and attention provided.
- Organise school vaccinations.
- Write care plans for students.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 1 week
Hours per week	20 hours per week
Normal working Pattern	Monday 09:15 – 14:15 Tuesday 09:15 – 14:15 Thursday 09:15 – 14:15 Friday 09:15 – 14:15
Unpaid Breaks	N/a
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	<p>Until 31st March 2024</p> <p>Annual holiday entitlement for full-time support staff is 36 days (including bank holidays), rising to 40 days after 5 years' service.</p> <p>From 1st April 2024</p> <p>Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years' service.</p> <p>Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.</p>
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points **3 to 4** of the Support Staff Salary Scale
- FTE Salary: **£20,812 to £21,189** per annum
- Pro rata salary: **£9,763 to £10,120** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme

with the current employer contribution rate set at **22.7%**, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

NOTE FOR WC: The annual salary will change each year depending on the days and weeks in the academic year.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.