



OLD BUCKENHAM HIGH SCHOOL

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11-16 all-ability High School
County – co-educational – 592 day pupils
Re-organised September 1978
Admission number: 125 Years 7, 8, 9 & 10 and new intake September 2010
106 Years 11
Maximum School Capacity: 587 September 2008
Acting Headteacher: Mr Michael Rose
Chairman of Governors: Mr Martin Ungless

* The School is currently oversubscribed in Year 9 and Year 11

THE INFORMATION CONTAINED IN THIS BROCHURE REFERS TO THE SITUATION AS AT
SEPTEMBER 2009 BUT MAY CHANGE IN THE FUTURE



OLD BUCKENHAM HIGH SCHOOL



Dear Parent/Carer

Old Buckenham High School has a strong reputation for providing high quality education in a happy and positive learning environment. We continue to work hard at delivering a broad, balanced and challenging curriculum meeting the needs of all children. We pride ourselves on our continuing good examination results, highlighted particularly this year by our headline figures which compared very favourably with all other high schools in Norfolk.

Our commitment is to provide your child with the broadest range of quality educational experiences for enrichment and to enrich their lives, develop social skills while ensuring the highest level of academic success. We recognise in school that every child has the right to be healthy, safe, enjoy learning and empowered to become active citizens in our society. Old Buckenham High School fully embraces the core theme of education that 'Every Child Matters'.

Finally we recognise that the partnership between the child, parent and school is a vital one and this should start when the student is at Primary school and preparing to become part of our learning community.

We recognise that the decision about which school your child should attend is an important one and we hope that by visiting us and speaking to staff and students you will see our true strengths and qualities.

We look forward to meeting you.

**Michael Rose
Acting Headteacher**

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VALUES TO DRIVE
OLD BUCKENHAM HIGH SCHOOL
TO SUCCESS

The school's CORE values will underpin all that we do as a school

- EXCELLENCE
- QUALITY
- INDIVIDUALITY
- TOGETHERNESS

EXCELLENCE

1. We will stretch our students and staff in order to exceed expectations and gain an 'outstanding' OfSTED judgement
2. We will inspire success and challenge in all our activities
3. We will celebrate achievement and success in all aspects of the school – we want to be the best in Norfolk
4. We will intervene where target groups of students are under-performing

QUALITY

1. We will provide teachers with explicit data on their students strengthening teacher knowledge and empowering action and development – good lessons become the norm
2. We will provide a broad and balanced curriculum which provides effective personalisation and preparedness for work and life
3. We will provide strong and evolving Leadership throughout the school ensuring all staff contribute to and strengthen our inspirational ethos
4. We will develop strong systems to support our 'journey of change' – a strong House system, informed and proactive Governors, a strong 'student voice', vibrant community links and a wide range of extra-curricular opportunities

INDIVIDUALITY

1. We will aim to ensure that every child that comes to Old Buckenham High School will succeed – regardless of ability.
2. We want every school member – staff, students and Governors – to have a growing pride in their school and what we are achieving
3. We want a staff committed to effective professional development, open to share success and new ideas and willing to review and reflect on their contribution to school success
4. We want a staff who can each contribute to the positive image of the school and celebrate success on a daily basis

TOGETHERNESS

1. We will be a community where diversity is valued as we work to common goals.
2. We will foster a sense of belonging to 'our' school.
3. Everyone's contribution matters.
4. We want to become a hub of 'community activity' serving the local needs of young people and adults.
5. This will be a school where it is safe to be yourself.

Above all else we want our school to become a place where we all "enjoy and achieve"

CURRENT SENIOR STAFF – AUTUMN TERM 2009

<u>Name</u>	<u>Title/Responsibilities/Subjects Taught</u>
Mr Michael Rose	Acting Headteacher
Mrs Joy Glenister B.A	Assistant Headteacher; Modern Foreign Languages
Mrs Lesley Howells B.Ed.	Assistant Headteacher; ICT, Travel & Tourism
Mr Sean Alderson B.Sc.	Head of Work Related Learning; Science
Mr Wayne Armstrong	Head of Science
Miss Philippa Dawson B.A.	Head of History
Mr Rob Dixon B.A.	Head of English
Mr Andy Dwight B.A.	Head of PE
Miss Jo Hall B.Ed.	Head of Art
Ms Claire Lunness B.Sc.	Head of ICT; Cross-Curricular ICT Co-ordinator
Mr Hugh Lynch B.A.	Head of Performing Arts; Drama; English;
Mrs Natalie Nicholson B.A	Head of Modern Foreign Languages; Gifted and Talented Lead Teacher
Mrs Margaret Smith B.Ed.	Head of Technology; Food Technology
Mrs Nikki Tarrant B.A, B.Phil.	Head of Learning Support, Child Development; Food Technology
Mr David Wallis M.A.	Head of Citizenship/PSHEE; History'; Cultural and Social Studies; ASDAN
Miss Hannah White B.A.	Head of RE; General Studies; Cultural and Social Studies; PSHEE, Philosophy & Ethics
Mrs Mandy Hodson M.A.	AST; English; Drama, General Studies
Mrs Jo Hunter B.A.	Girls' PE; SSCO Primary Links
Mr Stephen Cowan BSc	Head of Borrow House; Maths
Mr Alan Rafter B.Eng.	Head of Crome House; Design Technology Co-ordinator
Mr Chris Sarmezey B.A.	Head of Townshend House; Head of Geography
Mrs Mairi Simpson M.A.	Head of Fry House; French; German; Spanish
Mrs Chrissie Smith Cert.Ed.	Head of Coke House; English

THE SCHOOL DAY

8.50 a.m.	Registration
9.05 a.m.	Lesson 1
10.05 a.m.	Lesson 2
11.05 a.m.	Break
11.20 a.m.	Lesson 3
12.20 p.m.	Lunch
1.10 p.m.	Registration
1.15 p.m.	Lesson 4
2.15 p.m.	Lesson 5
3.15 p.m.	End of School



COMMUNICATION WITH THE SCHOOL

An important part of the School philosophy is that education is a shared responsibility between teachers, pupils and parents. We encourage parents to contact us about any matter and to visit the School by appointment. Normally the first person to contact is the Form Tutor. For more serious issues please contact the Head of House, who is trained to deal with a wide range of personal and delicate issues in confidence, as well as the routine problems of children and their education.

Matters of School policy and professional issues should be referred to the Headteacher or the Assistant Headteachers. In general, if parents telephone the School and briefly explain the issue, the Office staff will put them in contact with the appropriate person.

Heads of House 2009/2010

BORROW	Mr S Cowan
COKE	Mrs C Smith
CROME	Mr M Reid
FRY	Mrs M Simpson
TOWNSHEND	Mr C Sarmezey

ADMISSIONS POLICY

In the event that the School is oversubscribed, places will be allocated to those who live nearer the School according to the following criteria in order of priority:

- children who live in the catchment area and opt for this School as first choice;
- children from outside the catchment area who have brothers and sisters currently at the School;
- children of employees at the School;
- children who live outside the catchment area but attend our feeder primary Schools;

The official admission number for the School for 2009/10 will be 125 for Years 7, 8, 9, 10 and 106 for Year 11.

NEW PUPILS

All parents who are considering sending their children to Old Buckenham High School are most welcome to visit the School, see classes being taught, look at the facilities and talk to the Headteacher or a senior member of staff. Please telephone for an appointment (01953 860233). Once a pupil has been allocated a place by the Local Authority, the admission of a pupil in Years 8 - 11 and Year 7 after September is coordinated by Assistant Headteacher, Mrs Howells, and the Heads of House. Apart from attending to the formalities, we will also consider any special requirements and ensure that the pupil is fully integrated into the life of the School.

For the parents of the Year 7 September intake there is a Setting in Evening. Parents will have the opportunity to view the School and talk informally with the Headteacher, senior staff, teachers and pupils. During the summer term in July 2010 there will be a New Intake Parents' Evening specifically to acquaint pupils and parents with the details of School organisation. There will be an opportunity for pupils and parents to meet Form Tutors and the Heads of House and address any issues or concerns they may have. New pupils will then spend a day in School. They can travel on School transport and have School lunch or bring a packed lunch.

School uniform can be ordered from Easter - order forms will be distributed through the primary schools. Please ensure uniform is ordered early to avoid disappointment during our busiest time in July. OBHS will contact parents/carers by telephone when orders are ready and arrange a convenient time for collection. To assist with this the school shop will open additional hours after school and at weekends for working parents/carers. The only school uniform available for purchase at the New Parents Evening will be school ties.

CURRICULUM

The Governors have approved and adopted the Norfolk Curriculum Policy. It is intended to provide a well-balanced curriculum, in keeping with the National Curriculum, whereby pupils will have the opportunity to achieve their potential and hence provide a firm basis for post-16 education, training and the world of work. At present it is the general rule that most of our senior students will study a broad range of GCSE courses, including four subjects they have specifically opted for. This will lead to GCSE examinations in up to 11 subjects. In addition, through our Gifted and Talented initiatives, some pupils are given the opportunity to take key subjects, such as English Language, English Literature and Maths, a year early. These 'fast track' students can then take on additional courses in Year 11 at both GCSE and Advanced level. In summer 2007, the School achieved its first 'A' level grades in its seventy year history, with 10 students achieving results in General Studies. The range of subjects offered and the standards achieved by the majority of our students serve as an excellent preparation for Post 16 study.

Years 7, 8 and 9

During the first three years all pupils follow a similar course of study. Expectation and depth of study may vary between groups but we recognise that pupils develop at different rates at different times and we wish to ensure that every pupil is given the best possible opportunity to make progress.

All Year 7 and 8 pupils follow a similar course in **Mathematics, Science, History, Geography, Religious Education, Music, Drama, Physical Education, Information Communication Technology, Personal Social Health and Economic Education/Citizenship and Modern Foreign Languages. Art & Design, Food Technology and Design & Technology** are taught through a rotation system

Lessons are expected to be focused, well-structured and of appropriate pace, as well as being sensitive to the needs of individual pupils, so that learning can be rewarding and challenging. Staff should have the highest possible expectations of pupils in all subjects and aspects of School life and, through the developmental and monitoring role of the Middle and Senior Leadership Teams, are required to keep abreast of all curriculum development.

During Key Stage 3, some pupils will be given additional help in English and Maths to help them better access the whole School curriculum. Help is usually provided as 'in-class' support but other intervention strategies do involve withdrawal from at least part of a mainstream lesson. Although the School policy is to teach pupils in subject sets, care is taken to give pupils a chance to settle into the School before decisions are made. Average class size in Years 7 - 9 is 28 - 30 pupils except in Design and Technology where it is 19-20.

Years 10 & 11

The School policy is that all Year 11 pupils should leave with nationally recognised qualifications which will indicate academic attainment. Each pupil leaves with a Record of Achievement and will be helped to produce a good quality Curriculum Vitae. Most pupils study a full range of subjects and will sit examinations in up to 11 subjects. National Curriculum requirements are met and a wide range of additional subjects are also available for study, including subjects with a vocational leaning. The Courses booklet, produced annually, gives Year 9 pupils and their parent's full details of courses and choices. Copies of this booklet are available on request.

Additionally all pupils will also follow a course in Cultural & Social Studies. This course is designed as a series of modules covering the themes of Information and Communication Technology, Sex Education, Human Rights, Leaving Home and the Homeless, Forms of Government, the Media, Coping with Disability, Personal Safety, Consumer Awareness, Rights and Responsibilities in Law, Parentcraft and Religious Education. In a community module pupils also help at the local Primary School and help children with severe learning disabilities, both at Chapel Road School and in cookery lessons at Old Buckenham. The aim of these units is to help the individual develop knowledge, skills and attitudes which will equip them for their adult roles in society.

The average class size in Years 10 and 11 is 27 pupils.



SUMMARY OF CURRICULUM
2009/10
KEY STAGE 3 – Subject periods per two weeks

<u>SUBJECT</u>	<u>YEAR 7</u>	<u>YEAR 8</u>	<u>YEAR 9</u>
ENGLISH	6	6	6
MATHS	6	6	6
SCIENCE	6	6	6
MODERN FOREIGN LANGUAGES	4	4	4
PERFORMING ARTS	4	4	4
GEOGRAPHY	4	4	4
HISTORY	4	4	4
ICT	2	2	2
P.E.	4	4	4
R.E.	2	2	2
ART	2	2	2
DT	2	2	2
FOOD	2	2	2
PSHEE/CITIZENSHIP	2	2	2

50 periods over two weeks

KEY STAGE 4 - Subject Periods per Week

Optional Subjects

<u>YEAR</u>	<u>ENG</u>	<u>MATHS</u>	<u>SCIENCE</u>	<u>PE</u>	<u>PSHEE/ CITIZENSHIP/ RE/CASS</u>	<u>OPT1</u>	<u>OPT2</u>	<u>OPT3</u>	<u>OPT4</u>	<u>Diploma</u>
10	7	7	9	4	3	5	5	5	5	5
11	7	7	9	4	3	5	5	5	5	5

50 periods over two weeks

Note:

- Options available for current Year 10:
ASDAN, Art & Design, Child Development, D&T Resistant Materials, D&T Food, D&T Product Design, Drama, French, Geography, German, History, ICT, Music, PE Studies, Religious Studies, Spanish, Travel & Tourism.
- In Years 10 and 11, some students attend City College or Easton College one day a week to pursue vocational courses unavailable in School. In addition, senior pupils with a specific career goal may be granted extended work experience for one, two or three days a week to develop their practical skills alongside their academic studies.

LITERACY ACROSS THE CURRICULUM

Staff accept the central role of literacy in raising the achievement of pupils, and we have adopted a 'Literacy Across the Curriculum' policy. This addresses the issue on a number of levels. Pupils' weaker literacy skills are targeted through withdrawal to the Learning Support Room, in order that those skills be refined to enable them to access the curriculum more readily. Lessons are expected to cater for the literacy needs of pupils, and Departments are prepared to tackle specific terminology in their subject area. All pupil homework diaries contain lists of subject-specific vocabulary to aid memory and learning. Literacy is recognised as a key issue which unlocks learning for pupils.

In addition, our Library, promotes reading and writing through competition and recommendations. Each year, at least one professional writer visits the School to promote enthusiasm for literacy skills

SPECIAL EDUCATIONAL NEEDS

We extend the same welcome to pupils with Special Educational Needs as we do to any other pupil. Over the last few years the School has built up a fine reputation for providing support for those with specific learning needs and for extending the more able. As a consequence most seem to transfer easily to Sixth Forms and gain good 'A' level grades while others leave well equipped to cope with life beyond School.

The Learning Support Department, led by Mrs Nikki Tarrant (SENCO) and her team of Teaching Assistants are responsible for supporting statemented pupils and others with learning difficulties.

Arrangements for the admission of pupils with disabilities

Any admission involving a student with a disability will as with all admissions consider;

- i) the needs of the individual child
- ii) any additional requirement they may specifically need to be met
- iii) a niche assessment applied to their activities in school
- iv) a transition review to ensure they have settled in and are not treated less favourably than other pupils

There are regular reviews of students with needs led by The Learning Support Department to ensure needs continue to be met and that the student is able to make at least expected progress. We aim for the highest level of inclusion with other pupils in as many activities as possible.

The school has appropriate access to all blocks through ramps and to the first floor in the junior block through a lift.

A central first aid facility enables access for all students with any health issues that impact on their learning and happiness at school.

As a school we believe that special needs pupils should be fully integrated and not isolated in their education. Special needs pupils will be fully integrated into the school pastoral system and subject areas. Where possible teaching will take place in mainstream classes.

We recognise that some pupils will need to be taught in smaller groups in all academic subjects in order to meet their special needs successfully. This facilitates groups of pupils being targeted simultaneously.

We believe that all pupils, regardless of ability, should have access to a broad and balanced curriculum and full national curriculum entitlement.

We acknowledge that support staff have a key role to play in ensuring full and successful access to curriculum areas in all subjects for Special Needs Pupils. A flexible role to involve team-teaching, group work, whole class teaching and individual pupil help should be adopted with support teachers. Old Buckenham High School recognises that every teacher is a teacher of pupils with special needs and acknowledges their role in preparing differentiated work accordingly.

Pupils who have special needs are identified as early as possible. This is undertaken by:

- close liaison with primary schools
- statement reviews from primary schools
- liaison with School Support Team Educational Psychologist, Outreach teachers etc.

In addition to this the intake year is screened through a series of tests of cognitive ability (NFER Cognitive Ability Tests) administered during the first few days in school. At the start of Year 7 and Year 9 pupils are screened with the NFER group Reading Assessment and Mathematics Assessment, plus the Young's Parallel Spelling Test. Additionally, recommendations by individual subject teachers, Head of House, Departmental Heads and instances of parental concern are also considered as a trigger for action.

We are experienced in dealing with pupils who have sensory difficulties. The philosophy is to aim for inclusion with other children in as many activities as possible. Support is given in the classroom in a way not to make children feel different from others. If it is felt necessary, some pupils are withdrawn to work in small groups in the new Learning Support Centre – here we have the facilities to offer more individually tailored help through specialised resources and support. We also run an intervention programme offering specific help to pupils with dyslexia and literacy and numeracy difficulties.

Homework Tutorials operate each week aimed mainly at those pupils who have difficulty coping with homework demands. Attendance is negotiated with Mrs Diane Green, Higher Level Teaching Assistant.

There is a lunchtime Games Club available for pupils who would prefer a quieter, more focussed activity over their lunch break.



CAREERS EDUCATION

We regard Careers Education as an important part of our provision and it is continually being developed to keep pace with an ever-changing world of employment. Pupils receive formal lessons in Years 9, 10 & 11, Work Experience for two weeks in Year 10, interviews with our Connexions Advisor and also have access to a Careers Library and ICT resources. In October there is Post 16 Progression Evening for parents and pupils in Year 11. There are Careers Conventions in Thetford and Norwich to enable pupils and their parents to talk to representatives from employers, sixth forms, colleges, armed services etc. about all aspects of further education and employment. For a number of years, members of Year 11 have taken part in 'Workwise', a project organised by the Chamber of Commerce, which is an intensive two-day course. Issues covered include teambuilding, interview practice and developing self-awareness.

EXTERNAL EXAMINATIONS

All external examinations are provided by one of the following exam boards and approved by the Secretary of State for Education and Skills:

- Edexcel
- OCR
- AQA
- ASDAN

EXAMINATION RESULTS

See page 18.

HOMEWORK

Homework is regarded as an essential part of education. Regular homework is set. Pupils have Student Planners in which they record the work which has been set. Parents are asked to check that the Planner is kept up to date and sign it weekly to confirm that the work is being done. **Please contact the School if there appears to be either too little or too much homework.**

PSHEE AND CITIZENSHIP

Personal Social Health and Economic Education (PSHEE) and Citizenship is delivered at Key Stage Three through dedicated lessons (1 hour per week). A team of specific teachers teach a specific class for the whole academic year. This team is led by a Head of Department. All lessons meet the requirements of the National Curriculum.

Cultural and Social Studies (CaSS) is delivered at Key Stage Four through dedicated lessons (1.5 hours per week). A team of specific teachers teach a specific class for the whole academic year. This team is led by two Heads of Department; one covering the PSHEE and Citizenship elements and the other covering the Religious Education elements.

The main objectives are:

- to help pupils cope with the many facets of School life;
- to help pupils understand their place in School, the family and society;
- to prepare pupils for leaving School;
- to encourage high standards of morality;
- to make pupils more aware of world issues;
- to develop skills of communication;
- to encourage self-discipline, self-confidence and self-reliability;
- to give all pupils the opportunity to develop leadership skills;
- to encourage pupils to have ownership of their learning and the ethos of the School.

HEALTH AND SEX EDUCATION

The Governors have recently reviewed our Sex Education Policy, a copy of which is available from the School.

Aspects of Health and Sex Education are covered in a range of subjects throughout Years 7 - 11, e.g. Science, Religious Education, Physical Education, Food Technology and PSHEE. The main aim is to make young people fully aware of the nature of the human body, its care and abuses. Traditional standards of morality are emphasised specifically through PSHEE lessons in Year 8. Any parent concerned about the content or timing of these topics should in the first instance be addressed to Mrs L Howells (Assistant Headteacher).

ASSEMBLIES AND RELIGIOUS EDUCATION

Assemblies are broadly Christian in nature with strong spiritual, moral and social themes. Parents who wish to withdraw their children from them and Religious Education classes are invited to discuss the matter with the Headteacher. Religious Education is given in accordance with the Norfolk Agreed Syllabus, a copy of which may be viewed at School on request.

CHARGING FOR SCHOOL ACTIVITIES

The Governors have adopted the Norfolk County Council Policy on charging for School activities. A copy can be viewed at School or purchased from County Hall. The Headteacher will be pleased to answer any queries you may have.

COMPLAINTS ABOUT THE CURRICULUM

A copy of the document explaining the procedure can be viewed at School or purchased from County Hall. The Head and Senior Leaders will be pleased to answer any queries you may have.

FACILITIES

All lessons are taught in specialist laboratories, workshops, studios and classrooms. All teachers have their own classroom. Many classrooms are equipped with hi-tech equipment which includes computers, smartboards, televisions, data projectors, videos, DVDs and tape recorders. There are three specialist computer rooms. Internet access is available throughout the School. There is a well-stocked and attractive library, modern hall, with stage, which accommodates the whole School, a performing arts studio, music practice rooms, and separate dining hall. The facilities for PE include gymnasium, extensive playing fields, tennis courts/hardcourt area, Astroturf pitch and a heated open-air swimming pool. We hope to have a newly refurbished Travel and Tourism Diploma room established by September 2010.

The classroom accommodation allows subjects such as Mathematics, English, Geography, RE and History to have their own bases. In addition, a fully equipped Special Needs area is available for those children in need of individual help with basic education, or specific learning difficulties, under the guidance of specialist teachers. This provision is at the heart of the School, both philosophically and geographically.



EXTRA-CURRICULAR ACTIVITIES

A very full range of activities, House matches, competitions and sports practices take place at lunchtime and after School. Inter-School matches take place after School. These activities are publicised each week for the benefit of staff and pupils. Teams are displayed on the PE noticeboard.

The School library is open at morning break and lunchtime. It is also available after School by special arrangement. All pupils are encouraged to become members of the library and they can use the facilities in a quiet environment to work privately on homework, as well as making use of the books and periodicals available.

The facilities of the ICT resource rooms are available at lunchtime and, by arrangement, after School for the pupils to use. Staff supervise this area and are available to give advice and tuition.

A full range of stationery, e.g. pens, pencils, files, calculators, atlases and mathematical equipment, is sold every lunchtime from the School shop at competitive prices.

Lunchtime/after-School clubs and activities take place throughout the School year. There is a very wide range including Football, Rugby, Badminton, Basketball, Netball, Hockey, Wind Band and various Ensembles, Choir, Computer Club, School Play Rehearsals and Judo. The Art Room is open for general use. House competitions, including Chess, Music, Art and a Quiz are regular events, as well as competitions for all sports. During the Summer term the winter sports activities are replaced with Cricket, Athletics, Rounders and Swimming.

A wide range of visits, holidays and fieldtrips take place during the School year. We have an excellent record of theatre and cinema visits. In the Summer term, after Year 11 pupils have left and Year 10 pupils are on Work Experience, the rest of the School take part in 'Activities Week'. This involves pupils taking part in educational experiences, including residential trips at home and abroad, day trips and School-based activities.

The Performing Arts Department organises trips to local and West End theatres and other Arts events. We have a thriving School band, several rock bands and numerous ensembles. Peripatetic tuition for musical instruments is also available, for which charges will be made. Major productions are staged, as well as workshop Drama and Music evenings, which give pupils the opportunity to try out ideas in front of an audience.

DUKE OF EDINBURGH AWARD SCHEME

The Duke of Edinburgh Award Scheme is running, with pupils in Years 10 and 11 working for their Bronze Award before they leave Year 11. We are intending to set up the Silver Award for those who wish to take part in the future.

ACADEMIC PROGRESS AND PASTORAL CARE

The School prides itself on the exceptional care that it offers its pupils. All pupils are well known by staff and regular communication between home and School is an accepted normal part of School life. Pupils are placed in mixed ability forms in Year 7 and they stay with this group and, hopefully, the same Tutor, for the whole of their time at the School. The Form Tutor will monitor their progress and welfare as well as sort out routine matters. The day-to-day monitoring takes place in the morning and afternoon registrations. The rules are explained to new pupils, who are given sympathetic help to settle into the School.

There is a continuous review of pupils' progress and it is expected that the School will contact the parents or vice versa whenever there is cause for concern. Every half-term pupils are assessed for effort/attitude and an appropriate letter sent home to all parents. In addition, there are termly academic assessments in all subjects, the results of which are sent home to parents half termly. There is an annual Parents' Evening for all Years. An annual report is also sent home for all pupils.



SCHOOL RULES & REGULATIONS

We have a number of school rules to:-

- ensure the safety of pupils;
- maintain a purposeful, friendly, working atmosphere
- develop a sense of responsibility/community spirit.

Appearance and behaviour are important to us we therefore insist that no

- make-up (including eye make-up and nail varnish) is worn;
- jewellery (except watches and one pair of ear studs);
- inappropriate hairstyles (including hair dyes in vivid colours, beads and dreadlocks) and facial piercings, other than one pair of ear studs (see above).
- flick knives and other weapons are brought into school;
- electronic items e.g. MP3 players, IPODS, etc. are used in school;
- cigarettes, matches, cigarette lighters are used or brought into school;

Other items not considered appropriate in school;

- chewing gum;
- fireworks;
- drugs of any sort;
- alcoholic drinks of any sort;
- use of mobile telephones.
- swearing both at fellow students or an adult

If parents have any concerns or doubts regarding any of these issues, we would advise you to contact the School at the earliest opportunity.

Valuable/fragile personal effects are discouraged and brought to School at the pupil's risk.
There is no insurance for loss or damage to items brought to School.

OLD BUCKENHAM HIGH SCHOOL

HOME/SCHOOL AGREEMENT

The School will try to:

- care for your child's safety and happiness;
- ensure that your child achieves his/her full potential as a valued member of the School community;
- provide a balanced curriculum and meet the individual needs of your child;
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility;
- keep you regularly informed about your child's progress and general School matters;
- be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the School.

Signature(s) _____
Head of House Form Tutor

As parents/guardians I/we shall try to:

- see that my child goes to School regularly, on time and properly equipped;
- make the School aware of any concerns or problems that might affect my child's work or behaviour;
- support the School's policies and guidelines as outlined in the handbook/prospectus;
- support my child in homework and other opportunities for home-learning;
- attend Parents' Evenings and discussions about my child's progress;
- get to know about my child's life at the School.

Signature(s) _____

As a pupil at Old Buckenham High School I shall try to:

- attend School regularly and on time;
- bring all the equipment I need every day;
- wear the School uniform and be tidy in appearance;
- do all my classwork and homework as well as I can;
- be polite and helpful to others;
- respect the School and help to keep it a pleasant learning environment.

Signature _____

All parents and pupils at the School are asked to sign a Home/School Agreement, which is then signed by the School when returned.

MAINTAINING DISCIPLINE

The main sanctions for breaches of our agreed Code of Conduct are detentions at lunchtime and after-School, administered by Senior members of Staff. After School detention is applied to persistent or serious offenders, and parents are given a minimum of one week's notice. We do regard after-School detention as an essential part of our discipline system. We appreciate this means parents will need to collect their children at 4.20 p.m., but this in itself serves to highlight the significance of the sanction.

As a last resort before exclusion, pupils may be taken out of circulation for the whole day and set appropriate work. This internal exclusion provides students with an opportunity to reflect on their inappropriate behaviour, whilst completing their lessons in isolation. Students who are repeatedly disruptive, and therefore at risk of permanent exclusion, can be referred to a Governor's Hearing, where the student's record is presented to the Chairman of Governors by the Head of House and Headteacher. Parents are invited to attend these Hearings. The ultimate sanction is that a student could be permanently excluded from School. Such instances are rare, but in such circumstances the School works with the parents and the LEA support services to find suitable alternative Schooling..

Misdemeanours which could result in fixed term or permanent exclusion include:

- involvement with drugs;
- physical violence;
- vandalism;
- swearing at a teacher;
- persistent refusal to follow the instructions of a member of staff;
- behaving in a way that endangers others.

THE HOUSE SYSTEM

The School is divided into five Houses: Borrow (blue tie); Coke (yellow tie); Crome (red tie); Fry (purple tie) and Townshend (green tie). The House system is an important part of the tradition of Old Buckenham and many pupils automatically join a particular House on their arrival at the School because of previous family connections. Membership of a House gives pupils a chance of identifying with a smaller group than the whole School. The Forms throughout the School are based on House groups.

The Merit Point reward procedure plays an important role in strengthening the House system. Merit Points are used to reward pupils who have achieved success in the many aspects of School life, e.g. with the curriculum, their personal and social development, good work and service to the School. The various competitions held throughout the year also contribute towards the points total. At the end of each term the winning House is awarded the House Shield. At Christmas the winning House has a Disco Party with prizes etc. on an afternoon during the last week of the term. This party is organised by the Year 11 pupils of the winning House. A barbecue is held towards the end of the summer term for the winning House. Merit Points are accumulated over a pupil's entire School career, leading to awards of certificates and Bronze, Silver and Gold House Merit Awards.

PREFECT SYSTEM

All Year 11 pupils take on duties to allow the School to run smoothly at break and lunchtimes. This benefits the whole School and helps the pupils develop a sense of responsibility, leadership and commitment. The ethos of the Prefect System is to help and encourage younger pupils to conform to the School Code of Conduct and rules and to ensure that a sensible, harmonious atmosphere exists at break and lunchtimes. Great care is taken to ensure that Year 11 pupils do not abuse their authority.

To enable this system to run smoothly we operate a five-tiered model:

- Head and Deputy Head Boy, Head and Deputy Head Girl;
- Senior Prefects - a rigorous process based on set criteria and interviews to identify the pupils who display the highest quality of leadership, participation and attitude. These pupils have a room of their own at lunchtimes. No-one is excluded from this selection process and interviews are held throughout the year;
- House Captain/Sport Captain - these are usually Senior Prefects but not necessarily so. It is their responsibility to organise the team of monitors, prefects, sports teams etc;
- Prefects – if pupils perform their duties well, they may be promoted to the status of Prefect. Prefects also do duties, but they gain privileges such as entry to a Prefects' room, access to coffee at lunchtime, a different tie and a different badge;
- Monitors - every pupil in Year 11 is a monitor and as such is placed within a duty team.

GENERAL INFORMATION

Absences

Given the understandable concern raised by much publicised abductions of children on their way to School, parents are asked to ring the School early on the first day of absence to allay any fears we may have. A note is required from parents when a pupil returns to School after absence explaining the circumstances. If a pupil continues to be away for more than three days, please contact the School so that we are aware of the situation. The Office is open to take phone calls after 8.00 a.m. and an answerphone is available to take messages out of School hours. Apart from sickness, permission must be sought from the School for absences of a whole day or more. We understand personal circumstances such as family tragedies or special occasions and that dental appointments have to be arranged at times when appointments are available. Please note, we are legally required to scrutinise all absences carefully. A leave of absence form can be obtained from the School office. Requests which we are unable to sanction will be recorded as unauthorised, if taken, and may be reported to the Educational Social Worker (ESW) for further action. Last year our attendance was 89.11% and we want to improve this further.

Medicine

Children who have been ill, who suffer from migraines, asthma etc. often have tablets/medicine to take during the day or when an attack occurs. These can be left with the first aid staff for use when required. Please send a letter to School explaining the details. Pupils should not have medicines with them during School unless this has been agreed with the first aid staff. The School is unable to dispense any medicines on a more casual basis. Parents are asked to sign a consent form agreeing to the first aid staff performing basic First Aid for a pupil if required.

First Aid

The School has a first aid room which is manned throughout the School day. A pupil needing assistance should go first to the School Office who will make the referral to the First Aid Room. In addition, the School has other qualified First Aiders on site. In some cases, parents will need to be contacted and arrangements made to take their child home or to the doctor or hospital. In an emergency, an ambulance will be called and parents contacted to inform them of the situation.

Security

If large sums of money or valuables have to be brought to School, it is advisable to hand them into the School Office at the earliest opportunity. Payments for School trips, events etc can be made each day before School or at morning breaktime. Money should be in envelopes, clearly marked with the pupil's name, the trip or event and the amount enclosed. In PE we advise that money and valuables, e.g. watches, are handed to the teacher at the start of the lesson for safe-keeping. In general, School clothing and PE kit should all be clearly marked with your child's name. We do make every effort to recover items which have gone missing and it obviously helps when items are clearly marked.

Supervision of pupils

Supervision begins at 8.35 a.m. and children who arrive earlier do so at their own risk. **Pupils are not allowed out of School at lunchtime.** At the end of the School day we have staff on duty until 3.25 p.m., or until the departure of the last bus. Pupils taking part in organised after-school activities will be supervised until the end of the session.

School Council

A School Council meets regularly to discuss issues raised by pupils. Representatives are elected from each form and Senior Staff are always actively involved in meetings.

Peer Mentors

We have a group of Year 10 and 11 pupils trained by Childline who provide a 'listening ear' to pupils wishing to share anxieties or discuss issues with someone other than staff.

Visitors

Visitors are always welcome in School, but we ask that you make an appointment before coming in order to ensure that your visit is fruitful. All visitors should report to reception and sign in on arrival. Visitors are asked to wear a badge identifying them as legitimate visitors to our School.

SCHOOL TRANSPORT

This is the responsibility of the Passenger Transport Unit at County Hall, Norwich. Parents with queries or concerns about transport issues should contact County Hall on 0844 800 8003. Education Authorities are required by law to provide transport for pupils who do not live within "walking distance" of the School considered most appropriate for them by the Authority. For our purposes, walking distance is two miles for those pupils under 12 and three miles for those older.

Bus Passes

Bus passes should be carried at all times. They are issued by County Hall, who should be contacted by parents if they are lost or damaged and need replacing. A charge of £6 will be made for this service. Pupils who cannot find their bus pass in the morning must pay the driver 50p. A temporary bus pass can be issued by the School Office for the return journey. **Temporary bus passes will only be issued at lunchtime.** Please note, we cannot issue temporary bus passes to allow children to travel home with their friends. In such circumstances, separate travel arrangements must be made.

FRIENDS OF OLD BUCKENHAM HIGH SCHOOL

The Friends of Old Buckenham High School is made up of a group of staff and parents who meet regularly to help organise various events in School during the year. The Friends act as a very successful fund raising committee, contributing a great deal towards new equipment. They also exist to encourage parents to become actively involved with the School, providing an opportunity for them to meet other parents and members of staff on a social level. The Friends' AGM is held in October each year and all parents are invited to attend. In the meantime, please do not hesitate to contact the School for further details.

SCHOOL GOVERNORS

Mrs Sharon Allen	(Staff)	Mr Michael Rose	(Acting Headteacher)
Mr Andy Cowan	(Parent)	Mr Mike Smith	(Staff)
Miss Philippa Dawson	(Staff)	Mr Chris Talbot	(Parent)
Mr Robert Fenton	(Community)	Mr Iain Trench	(Community)
Mrs Cate Harper	(LEA)	Mr Martin Ungless	(Community) (Chair)
Mrs Alison Haylett	(Parent) (Vice Chair)	Mrs Alison Trigg	(Parent)
Mr Adrian Joel	(LEA)	Mr Frank Van den Berg	(LEA)
Miss Vicky Nailor	(Parent)	Mr Peter Twitchett	(Clerk)

One vacancy exists for a Parent Governor.

SCHOOL MEALS

The School meals service operates a self-service dining system in which a wide range of hot and cold meals, drinks, snacks, sandwiches, fruit etc. are available. The average cost of a two-course meal is £1.95. Pupils entitled to free meals can spend up to the appropriate value (£2.05). The dining hall is also open at the morning break time.

Many pupils bring a packed lunch, which must be eaten under supervision in the School dining room, picnic area or the School hall. In summer we allow pupils to eat their lunch on the School field. Some supplement their packed lunch with items from dining hall. They may also purchase hot or cold drinks if they do not want to carry drinks and containers to and from School. Glass bottles are forbidden and cans of drink should not be brought to School. All litter must be disposed of properly, using the many bins provided.

INSURANCE

Norfolk County Council does not have an insurance policy to cover pupils injured in accidents at School or to cover lost, damaged or stolen property. If you wish to take out insurance, probably the cheapest way would be to add to one of your existing policies. Personal possessions are not insured. Please label everything!

CHILD PROTECTION

Because of the day-to-day contact with children, Schools are particularly well placed to observe outward signs of abuse, changes in behaviour, or failure to develop. Parents should be aware, therefore, that where it appears to a member of the School staff that a child may have been abused, the School is required, as part of the Area Child Protection Procedures, to report any concerns immediately. In line with current legislation, we have a member of staff specifically designated as Child Protection Officer.

SCHOOL DRESS

We are very proud of our School uniform and hope you will agree that our pupils look smart. Nearly all items of uniform and PE kit are available from the School shop, which is open most lunchtimes between 12.20 p.m. and 1.10 p.m. (Other retailers may provide suitable items). Order forms for School uniform will be distributed via the primary Schools in May, but they are also available direct from the School shop or the office. We recommend that you place your order early, but definitely before 31st May.

All Pupils

Black blazer with School badge

White shirt buttoned to neck for tie (short-sleeved shirt for summer if preferred)

School tie striped with house colour

Black low heeled shoes (the heel should generally not exceed 2 inches [5 cm]).

Black OBHS monogrammed Jumpers (Optional) available only from the School Shop. This may be worn under the blazer in cold weather – it should not be worn in place of the blazer

Coat should be a plain dark colour.

BOYS - Charcoal grey or black trousers (School style, not gabardine or cotton) **Dark Coloured Socks.**

GIRLS - Black School style skirt (pleated or straight but no slits or inappropriate styles or materials). Skirts must be an acceptable length - neither too long, nor too short - generally on or slightly above the knee, but no more than 2 inches above knee height.

Black trousers –can be purchased through the School shop. These are pleat fronted and straight legged and come from two suppliers and fit most sizes and shapes! Any problems over fit or design must be discussed with senior staff. Pupils who do not wish to wear the trousers on sale in the School shop should continue to wear the School skirt.

Black opaque tights or white socks (with School skirt)

Black socks with trousers only

Pupils will be allowed to wear **one** pair of small stud earrings (gold or silver only). These must be removed for PE on Health and Safety grounds. No other studs or jewellery of any kind is permitted, except wrist watches.

PE Kit - Boys - All years will wear plain white round neck t-shirt, black shorts, royal blue rugby shirt (reversible with white band), royal blue socks, trainers, football boots. Towel for showers.

PE Kit - Girls – Plain white round neck t-shirt, royal blue cycling shorts, royal blue hockey socks, royal blue pleated games skirt, grey sweatshirt with School logo, trainers, hockey/football boots. Towel for showers.

- Gum shields and shin pads are recommended for some activities.

School Uniform / Fair Trading

In response to reports about the prices of school uniform, Governors have compared prices in the School shop with other high street outlets e.g. Marks & Spencer and Next. Our prices compared favourably with these and other outlets. The only items parents are required to buy from the School shop are ties, blazer badges and girls' sweatshirts; everything else can be bought elsewhere.

RATES OF AUTHORISED ABSENCES FOR 2007/8

Authorised Absence 4.62%

These figures compare favourably with County and National averages, but we will continue to work hard with parents and pupils to ensure that attendance rates are as high as possible.

Unauthorised Absence 1.21%

TERM DATES FOR 2009/2010

Term	School reopens on:	School closes on:
Autumn	Monday 7 th September 2009	Friday 18 th December 2009
Spring	Tuesday 5 th January 2010	Thursday 1 st April 2010
Summer	Tuesday 20 th April 2010	Friday 23 rd July 2010
Half term	School closes on:	School reopens on:
Autumn	Friday 23 rd October 2009	Tuesday 3 rd November 2009
Spring	Friday 12 th February 2010	Monday 22 nd February 2010
Summer	Friday 28 th May 2010	Monday 7 th June 2010
May Day	Monday 3 rd May 2009	

PROFESSIONAL DEVELOPMENTS DAYS 2009/10 – School closed to pupils

Thursday 3rd and Friday 4th September 2009; Monday 2nd November 2009; Monday 4th January 2010; Monday 19th April 2010.

TERM DATES FOR 2010/2011

Not yet released by Norfolk County Council.

GCSE Examination Results 2008/2009

Number of pupils aged 15+ at 31st August 2008

116

(Girls 54 / Boys 62)

		A*	A	B	C	D	E	F	G	U	No. sat	%A*-C
English	F	0	13	18	16	3	3	0	1	0	54	87.0
	M	2	8	12	20	7	11	2	0	0	62	67.7
	Overall	2	21	30	36	10	14	2	1	0	116	76.7
English Literature	F	9	13	13	11	5	1	1	0	0	53	86.8
	M	5	15	13	13	7	7	1	0	0	61	75.4
	Overall	14	28	26	24	12	8	2	0	0	114	80.7
Mathematics	F	5	8	11	20	2	3	5	0	0	54	81.5
	M	12	4	18	16	4	7	1	0	0	62	80.6
	Overall	17	12	29	36	6	10	6	0	0	116	81.0
Science Yr 10	F	0	6	10	19	13	2	3	1	0	54	64.8
	M	5	8	10	20	9	7	3	0	0	62	69.4
	Overall	5	14	20	39	22	9	6	1	0	116	67.2
Science Yr 11	F	2	6	9	16	14	5	1	0	1	54	61.1
	M	5	6	5	14	18	8	5	1	0	62	48.4
	Overall	7	12	14	30	32	13	6	1	1	116	54.3
ICT	F	3	7	5	7	0	0	0	0	0	22	100.0
	M	1	6	6	4	2	3	0	0	0	22	77.3
	Overall	4	13	11	11	2	3	0	0	0	44	88.6
ICT (Short Course)	F	0	0	0	2	1	0	0	0	1	4	50.0
	M	0	0	0	6	2	4	3	0	0	15	40.0
	Overall	0	0	0	8	3	4	3	0	1	19	42.1
Geography	F	0	2	2	6	4	1	0	1	0	16	62.5
	M	2	2	5	10	16	1	0	0	0	36	52.8
	Overall	2	4	7	16	20	2	0	1	0	52	55.8
History	F	6	7	5	8	4	3	1	0	0	34	76.5
	M	3	7	4	10	8	6	1	0	0	39	61.5
	Overall	9	14	9	18	12	9	2	0	0	73	68.5
Religious Studies	F	0	3	5	5	6	3	1	0	0	23	56.5
	M	0	2	0	5	0	0	0	0	0	7	100.0
	Overall	0	5	5	10	6	3	1	0	0	30	66.7
Religious Studies (Short Course)	F	2	7	9	4	5	8	4	3	0	42	52.4
	M	1	3	6	4	10	5	9	7	0	45	31.1
	Overall	3	10	15	8	15	13	13	10	0	87	41.4
Drama	F	0	1	2	0	0	1	0	0	0	4	75
	M	3	2	1	0	3	2	0	0	0	11	54.5
	Overall	3	3	3	0	3	3	0	0	0	15	60.0
Music	F	0	2	2	1	1	0	0	0	0	6	83.3
	M	0	2	0	1	1	1	2	1	0	8	37.5
	Overall	0	4	2	2	2	1	2	1	0	14	57.1
PE Studies	F	0	1	4	3	0	1	0	0	0	9	88.9
	M	0	3	7	5	3	1	0	0	0	19	78.9
	Overall	0	4	11	8	3	2	0	0	0	28	82.1
D&T: Resistant Materials	F	1	0	1	1	1	1	0	0	0	5	60.0
	M	1	2	4	6	12	4	1	0	0	30	43.3
	Overall	2	2	5	7	13	5	1	0	0	35	45.7

D&T: Product Design	F	2	4	0	1	0	1	0	0	0	8	87.5
	M	1	1	3	2	3	2	0	0	0	12	58.3
	Overall	3	5	3	3	3	3	0	0	0	20	70.0
D&T: Food Technology	F	1	2	1	1	2	2	1	0	0	10	50.0
	M	0	0	1	3	1	0	0	0	0	5	80.0
	Overall	1	2	2	4	3	2	1	0	0	15	60.0
HE: Child Development	F	1	4	5	6	3	0	1	0	0	20	80.0
	M	0	0	0	0	2	0	0	0	0	2	0.0
	Overall	1	4	5	6	5	0	1	0	0	22	72.7
Art & Design	F	4	9	5	4	4	0	0	0	0	26	84.6
	M	1	4	1	5	1	2	0	0	0	14	78.6
	Overall	5	13	6	9	5	2	0	0	0	40	82.5
Art & Design (Short Course)	F	0	0	0	0	0	0	0	0	0	0	
	M	0	0	0	0	0	0	0	1	0	1	0.0
	Overall	0	0	0	0	0	0	0	1	0	1	0.0
French	F	3	2	4	5	1	0	0	0	0	15	93.3
	M	2	0	3	2	0	0	0	0	0	7	100.0
	Overall	5	2	7	7	1	0	0	0	0	22	95.5

Summary of Results

At GCSE **70%** of our pupils achieved five or more A*-C grades, with **57%** achieving seven or more A*-C grades. Over **25%** of these grades were high achieving A* and A grades. An outstanding **68%** of pupils achieved the coveted 5 A*-C grades including English and Maths.



CURRENT STAFF – AUTUMN TERM 2009

<u>Name</u>	<u>Title/Responsibilities/Subjects Taught</u>
Mr Sean Alderson B.Sc.	Head of Work Related Learning; Science
Mr Wayne Armstrong	Head of Science
Miss Kathryn Astbury	History; ASDAN, CASS
Mrs Jean Bornett B.A.	Maths; Citizenship, CASS
Mrs Helen Brockington	History; Child Development
Mr Stephen Cowan BSc	Head of Borrow House; Maths
Miss Philippa Dawson B.A.	Head of History
Mrs Laurel Denman	English; Drama
Mr Rob Dixon B.A.	Head of English
Mr Andy Dwight B.A.	Head of PE
Mrs Kimberley Fearn	Girls' PE; Citizenship
Mr Paul Gladwin B.Ed.	Design Technology; Art
Mrs Joy Glenister B.A	Assistant Headteacher; Modern Foreign Languages
Miss Jo Hall B.Ed.	Head of Art
Mr Thomas Hilton B.A.	Music; CASS
Mrs Mandy Hodson M.A.	AST; English; Drama, General Studies
Mrs Lesley Howells B.Ed.	Assistant Headteacher; ICT, Travel & Tourism
Mrs Jo Hunter B.A.	Girls' PE; SSCO Primary Links
Miss Sam Jones B.A.	Geography; Travel & Tourism; RE
Ms Claire Lunness B.Sc.	Head of ICT; Cross-Curricular ICT Co-ordinator
Mr Hugh Lynch B.A.	Head of Performing Arts; Drama; English;
Mr Graham McMillan B.Sc	Science
Mrs Nicole Minton B.A.	Art
Mrs Natalie Nicholson B.A	Head of Modern Foreign Languages; Gifted and Talented Lead Teacher
Mrs Christine Pert	ICT
Mr Alan Rafter B.Eng.	Head of Maths
Mr M Reid B.A.	Head of Crome House; Design Technology Co-ordinator
Mr Michael Rose	Acting Headteacher
Mr Chris Sarmezey B.A.	Head of Townshend House; Head of Geography
Mrs Mairi Simpson M.A.	Head of Fry House; French; German; Spanish
Mr Terry Sloman B.Ed.	Maths; CASS
Mrs Chrissie Smith Cert.Ed.	Head of Coke House; English
Miss Lynsey Smith B.Sc.	Science
Mrs Margaret Smith B.Ed.	Head of Technology; Food Technology
Mr Mike Smith B.Sc.	Science; Health & Safety
Mrs Nikki Tarrant B.A, B.Phil.	Head of Learning Support, Child Development; Food Technology
Mr Edward Taylor	PE; Citizenship, Science
Mr Adam Todd B.Sc.	Geography; PE
Mr David Wallis M.A.	Head of Citizenship/PSHEE; History'; Cultural and Social Studies; ASDAN
Miss Hannah White B.A.	Head of RE; General Studies; Cultural and Social Studies; PSHEE, Philosophy & Ethics

Mrs Sharon Allen	Science Technician; Staff Well-being Co-ordinator
Mrs Carole Bradshaw	Headteacher's PA
Miss Megan Bradsworth	Teaching Assistant
Mrs Violet Buckle	Cleaning Supervisor; Cleaner
Mrs Lisa Buckle	Cleaner
Mrs Emma Bushell-Smith	Teaching Assistant
Mr Michael Cahill	Teaching Assistant
Mrs Pauline Cattermole	Middy Supervisor
Mrs Deborah Cawley	Teaching Assistant
Mrs Sue Cottee	Middy Supervisor
Mrs Jo Cowan	Food / Art Technician; Reprographics; General Admin
Mr Martin Faulkner	Network Manager
Mrs Paula Fraser	Finance Officer
Mrs Diane Green	Higher Level Teaching Assistant
Mrs Wendy Grunbaum	Clerical Assistant; Technical / Medical Support Assistant
Mrs Andrea Hassan	Librarian
Mrs Karen Hector	Data Manager; Examinations Officer;
Mrs Sarah Hall	Teaching Assistant
Mrs Alex Hunter	Extended Schools Co-ordinator
Mrs Anthea Ireson	Teaching Assistant
Mrs Sarah Jacklin	Parent Support Advisor
Mrs Denise Jaggs	Teaching Assistant
Mrs Carole Jermy	Cleaner
Mr Ray Laws	Caretaker / Cleaner
Miss Amy Moore	Teaching Assistant
Mr Michael O'Shea	Caretaker
Miss Cynthia Parsons	Cleaner
Mrs Theresa Picksley	Teaching Assistant
Mrs Gayle Prince	Teaching Assistant
Miss Linda Robey	Cook Supervisor
Mrs Alena Sweigart	Cover Supervisor
Mrs Kerry Talbot	School Shop Manager
Mrs Lynda Tingey	Office Manager
Mrs Angela Warnes	Reprographics; First Aid Support; Senior Middy Supervisor
Mrs Annette Winters	Cover Supervisor
Mr Michael Wherton	DT/ICT Technician

CODE OF CONDUCT

We have certain expectations of our pupils which we hope are not contentious. We believe that we share these expectations with most families and therefore we are all working together to produce young people who uphold values which will stand them in good stead for the rest of their lives. This code of conduct is designed to make the School a civilised place so that pupils can gain the maximum benefit from the education we offer.

- Politeness is expected at all times to all teachers, other staff, visitors and pupils. Adults should be addressed by name, 'Sir' or 'Miss'.
- Civilised behaviour is expected at all times.
- Bad language and unsociable habits are never acceptable.
- Bullying, whether verbal, threatening, intimidatory or physical, is completely unacceptable.
- Deliberate vandalism is regarded as a serious offence. Boisterous behaviour leading to accidental damage will result in a negotiated part/full payment, provided pupils own up promptly.
- Pupils must always obey instructions from teachers, other staff and lunchtime supervisors.
- Stealing and lying are never acceptable. Stealing anywhere, including in School, could lead to prosecution.
- Smoking is forbidden. Persistent smokers will be suspended. Cigarettes and matches must never be brought into School.
- Bringing alcohol or other drugs into School is forbidden and the first offence could result in exclusion for a fixed period or even permanently.
- Pupils are expected to behave with due regard for the safety of others.
- Movement around the School should be at a walking pace, keeping to the left where appropriate and with consideration for others. Pupils should not congregate in groups which cause obstruction. Running and other vigorous activities should be restricted to the fields and hard courts.
- Pupils are expected to help keep the School clean and tidy by not dropping litter and by doing their share of clearing up when problems arise. Pupils should show pride in their form room and see that it is kept clean and tidy.
- Food should be eaten at break and lunchtimes only and then in the dining hall, picnic area or in a classroom under teacher supervision. Chewing gum and bubble gum are not allowed. Sweets may be eaten about the School at break and lunchtimes. This privilege may be removed if litter becomes a problem. Glass bottles and metal drink cans are not permitted on health and safety grounds
- All pupils must wear School uniform and games kit.
- Pupils should always be fully equipped for lessons. All equipment is available from the School shop at lower than retail prices.
- Pupils should never borrow money from others. In an emergency it is possible to borrow money from the office. Pupils who have other financial problems should discuss the matter with the office staff or a teacher. Persuading other pupils to lend or give money, sweets etc. could constitute bullying.
- Remember that teachers are always available to help you with any difficulties encountered. In general the Form Tutor or Head of House should be approached first, but a pupil can always talk to a teacher in whom they have confidence.

Pupils are encouraged to sip water throughout the day from bottles with sports (non-spill) caps.

