



Springwood

High School

WELCOME!

CONTENTS

Page	
3	Head Teacher's Welcome
4	Taster Day Information
5	Home School Agreement
6	Allergy Letter
7	Biostore System & Cashless Catering
8	Using the BioStore and Parent Pay
9	Parent App
10	Copy of Consent Forms for records
11	Term Dates
12-13	Uniform
14-15	School Shop
16-17	Bus Timetables
18	Child Protection Policy
19	Attendance and The Law
20	PTFA

WELCOME TO SPRINGWOOD HIGH SCHOOL

Introduction

From the Executive Headteacher: Mr Johnson

It is my privilege to introduce you to Springwood High School. The school has a long and proud history of serving the young people of King's Lynn and West Norfolk. We feel that the school has a unique ethos that provides a calm and caring learning environment that is focused on student achievement and engagement.

The School has a clear strategic vision for the future based around four key areas:-

Maximising Student Achievement

Ensuring that every student is engaged with the school

Ensuring our students have access to world class resources

Delivering outstanding teaching and learning

I trust that you will make the most of the opportunities that are available at Springwood High School

Mr A M Johnson

Executive Headteacher



June 2018

Dear Parent/Guardian

I am writing to advise you and your child about our “Taster Days” which are taking place on **Tuesday 26th June** and **Wednesday 27th June 2018**. Children are to attend on both days in their current school uniform.

Children who will normally travel to Springwood on the school bus will be expected to travel on the bus on these days. Copies of the bus timetables are available. If you need any further information please let us know.

Children should arrive at school by 8.45am and the school day will end at 3.25pm. Sandwiches can be brought in for lunch or children can buy lunch in our canteen. Children who are entitled to free school meals will be catered for and can have a school meal or a school packed lunch with their daily allowance.

There will be a presentation to parents on the evening of Wednesday 27th June in the Music Sound Foundation Concert Hall (off reception). Following this, you will have another chance to meet key members of staff, including the Head of Year 7 and the Year 7 Pastoral Manager.

Due to the large intake, we will be unable to accommodate children at this evening – so parents only please. Houses will meet at the following, appointed times:-

Blickling, Oxburgh and Holkham	6.00pm
Felbrigg and Sandringham	7.00pm

We hope that this year’s Taster Days will prove to be as successful as those held here previously. If you have any concerns please do not hesitate to contact the school.

Yours faithfully

Mrs S Aviss



PARENT COPY OF HOME-SCHOOL AGREEMENT

THE SCHOOL WILL:

- ❖ Provide regular information to parents about each pupil's progress and achievements
- ❖ Arrange Parents' Consultations so that the pupil's progress can be discussed
- ❖ Inform parents about school activities through a variety of mediums especially the website and newsletter
- ❖ Regularly set and mark homework
- ❖ Inform parents of any concerns or problems affecting their child's work or behaviour
- ❖ Contact parents if there is a problem about attendance, punctuality or equipment

THE PARENT(S)/GUARDIAN(S) WILL:

- ❖ Ensure that the pupil attends school regularly, punctually, and properly dressed and equipped
- ❖ Inform the school of any problems which might affect the pupil's work or behaviour
- ❖ Support the school's behaviour policy
- ❖ Support the pupil in completing homework and regularly sign the pupil's Homework Diary
- ❖ Attend Parents' Consultations.

THE PUPIL WILL:

- ❖ Attend school regularly, punctually, dressed in current full school uniform and properly equipped for lessons
- ❖ Follow the School's behaviour and homework policies
- ❖ Be polite and respectful of themselves, other students and all staff working in the school
- ❖ Look after and respect the school environment
- ❖ Always strive to achieve their best in all aspects of school life, both in and outside of the classroom
- ❖ Be proud of being a Springwood High School student and uphold the standards expected of a student in the wider community.

(Headteacher)

(Pupil)

(Parent/Guardian)

Date:



June 2018

Dear Parent/Carer

I am writing to inform you that your child, as part of Design Technology lessons at Springwood High School, will be undertaking practical food lessons. During such lessons we will be preparing and cooking a variety of dishes. Please note that currently Food Technology is a compulsory subject for all students in KS3 (years 7& 8).

During the Food Technology course pupils are expected to cook a total of 6 dishes during Year 7 and 6 dishes during Year 8.

We do, except under exceptional circumstances, expect you to provide the ingredients to make these dishes, as and when necessary.

Pupils will also have the opportunity to participate in taste testing as part of some lessons. Of course, this taste testing is optional and down to pupils' preference.

In order to ensure the health and welfare of all pupils, we need to know if your child has an allergy to any food, or if they are not allowed to eat any particular foods. If these change over their time at Springwood, please ensure you contact the school immediately to notify us of any changes.

Best wishes

Miss S Beech
Head of Faculty



JUNE 2018

Dear Parent/Guardian

We are writing to inform you of the BioStore system that is used at Springwood High School.

The BioStore system incorporates the Cashless Catering and Library Biometric system with our Konica Minolta printing system. Students use the biometric facility when purchasing from the school canteen or borrowing a school library book. This system is also used when students want to print out their work using their thumbprint with our Konica printers.

We have chosen the BioStore system which uses the latest biometric technology to scan the student's finger. This generates a unique number which is used to identify your child and allows them to use all three systems. The fingerprint image is not stored and can only be used by these systems.

Parents must give their consent for biometric technology to be used and we therefore ask you to complete the slip below and hand it in during your one to one meeting with staff or return the slip to Springwood high school by **Friday 22nd JUNE 2018**. This will allow us time to set up your son or daughter with a Biometric account. Pupils who wish to opt out of the fingerprint system will be issued with a unique pin number which can be used at the printers, canteen tills and the Library. Parents have the right to withdraw their consent at any time.

Yours sincerely

Mrs S Aviss

USING THE BIOSTORE SYSTEM

Step 1—Registration into the Live Register system: the student's cashless account is set up and their thumb scanned to associate the student with their account.

Step 2—Cash is loaded onto the student's account, either by the parent opening up an online account using Parent Pay (log in details will follow during the summer holidays), cheque brought to the school admin department (made payable to Springwood High School Academy Trust) minimum amount is £10.00 or the student putting money into 'cash loaders' in the school canteen area.

Step 3—The student chooses their school lunch items and scans a thumb at the till: this displays their name, photo and account balance to the till operator who then enters the cost of their food items, deducts the total from the account and the transaction is complete. It is possible to set a daily maximum spend.

Parents must give their consent for biometric technology to be used and we therefore ask you to give consent for this during your 1:1 interview at Springwood High School in June. This will allow us to set up your son or daughter with a cashless account in the Live Register system. Pupils who wish to opt out of the fingerprint system will be issued with a unique pin number which is used at the tills. **Parents have the right to withdraw their consent at any time.**

PARENT PAY

ParentPay offers you the freedom to make payments whenever and wherever you like, safe in the knowledge that the technology used has the highest internet security available. You have a secure online account, with a unique user ID and password. You can change these to something you will easily remember and merge accounts of 2 or more children.

Making a payment is easy and simple. ParentPay holds an electronic record of your payments to view at a later date. No card details are stored in any part of the system. You can make online payments for school meals straight away. Click on the link on the school website, enter your username and password



Parent app

The Parent app enables you to access achievement, progress, attendance and assessment information. You can also update personal information about your child using the data collection link. As a school this will enable us to improve how we engage with you and to assist you in supporting your child's progress.

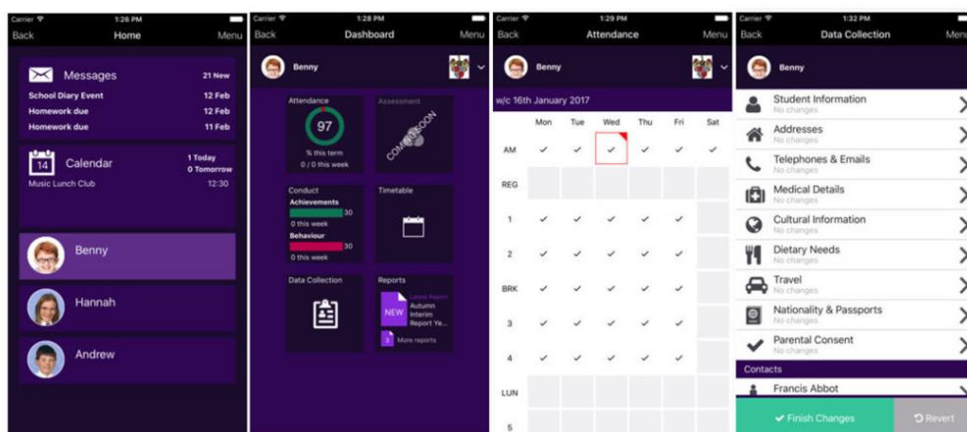
Registering for the Parent app

If you are not registered/have not received an email for the Parent app please complete the relevant form and return it to school.

Install the app

From your smartphone or tablet, download the app from the Google Play or Apple App store - search for **SIMS Parent**. From a PC or Windows phone, click the login button opposite.

[email: data@springwoodhighschool.co.uk](mailto:data@springwoodhighschool.co.uk)



COPY OF CONSENT FORM FOR PARENTS' RECORDS

CASHLESS CATERING/PRINTING/LIBRARY

I give consent that my child can be registered into the Biometric system using Biometric technology. This includes using the cashless catering, library and printer facilities.

(Tick appropriate box)

Yes No

I would like the maximum daily spend limit to be £.....

If your child is entitled to a free school meal, please enter FSM. However, if you require an additional amount to the £2.20 allowance please enter FSM + (the amount).

FOOD ALLERGY

My child has an intolerance/is allergic to the following ingredients:

My child cannot eat the following foods due to our religion/cultural belief:

PHOTOGRAPH/VIDEO USE

There will be times when it is appropriate to take photographs/videos of our pupils for display boards, school website, social media, promotional material etc. I give my consent for the school to use photographs/videos of my child for the following purposes:

(Tick appropriate boxes)

Display Boards within the School Yes No

Media/Social Media (Newspapers, Facebook, Twitter etc.) Yes No

School Website Yes No

Promotional Material (Banners, Posters, Flyers etc.) Yes No

COMPUTER SYSTEM

I give permission for my child to use electronic mail and the Internet. I understand that students will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.

(Tick appropriate boxes)

Use of the Internet Yes No

Gmail for Education Email System Yes No

Signed:

Name of Parent/Guardian:.....

Date:

PLEASE NOTE:
Consent can be withdrawn
at any time via Parent app.

SCHOOL TERMS & HOLIDAYS 2017 - 2018

TERM	OPENING DATE	CLOSING DATE
Autumn	Thursday 6th September 2018*	Tuesday 18th December 2018
Spring	Thursday 3rd January 2019	Friday 5th April 2019
Summer	Tuesday 23rd April 2019	Wednesday 24th July 2019
HALF TERM BREAKS	CLOSES ON	RE-OPENS ON
Autumn	Wednesday 17th October 2018	Monday 29th October 2018
Spring	Friday 15th February 2019	Monday 25th February 2019
Summer	Friday 24th May 2019	Monday 3rd June 2019

* Year 7 and 12 pupils start, years 8-11 start on Friday 7th September 2018

MAY DAY CLOSURE – Monday 6th May 2019

THE SCHOOL DAY

08.50 – 09.50	Lesson 1
09.50 – 10.50	Lesson 2
10.50 – 11.15	Tutor Time
11.15 – 11.35	Morning Break
11.35 – 12.35	Lesson 3
12.35 – 13.25	Lunchtime
13.25 – 14.25	Lesson 4
14.25 – 15.25	Lesson 5

Break times should be used sensibly as a valuable time for checking that you have everything you need for your next lesson!

SPRINGWOOD HIGH SCHOOL ACADEMY

UNIFORM & SPORTS KIT

Items marked * can only be bought from the school

<u>BOYS</u>	<u>GIRLS</u>
<p>Blazer*</p> <p>White, stiff collar school shirt</p> <p>House colour school tie*</p> <p>Plain black full length tailored trousers</p> <p>Black socks</p> <p>School jumper*</p> <p>Plain black shoes (no boots or black trainers)</p> <p><i>Optional Shower proof school coat*or</i> Plain outdoor coat (no logos or other markings)</p> <p>PE KIT</p> <p>White Logo T-shirt*</p> <p>Black Shorts</p> <p>Purple Socks*</p> <p><i>House colour rugby shirt*</i></p> <p>Optional Black Track Suit</p>	<p>Blazer*</p> <p>White, stiff collar school shirt</p> <p>House colour school tie*</p> <p>Plain black full length tailored trousers</p> <p>Black socks or School skirt*worn with plain black tights</p> <p>School jumper*</p> <p>Plain black shoes (no boots, black trainers, stilettos, ballet pumps, sling backs or toeless)</p> <p><i>Optional Shower proof school coat*or</i> Plain outdoor coat (no logos or other markings)</p> <p>PE KIT</p> <p>White logo T-shirt*</p> <p>Black Shorts</p> <p>Purple Socks*</p> <p><i>House colour rugby shirt*</i></p> <p>Optional Black Track Suit</p>

Please note: if an outdoor coat is worn, it must be worn over the blazer – not in place of the blazer, and the coat must be long enough to cover the blazer properly.

If you have any doubt about the suitability of any item of uniform or footwear we recommend that you contact your year office prior to purchase.

Springwood School Uniform Policy

- Long or short sleeved formal white shirt (stiff collared, buttoned to collar and tucked in).
- A “clip-on” school tie (in House colour). Any other tie i.e. sport ties may only be worn for fixtures.
- A school blazer which must be worn at all times around the school. Blazers may be removed in classrooms with the permission of the class teacher. In hot weather, the Headteacher may give permission for blazers to be carried instead of worn.
- School jumpers can be worn but are not compulsory. No other cardigan or jumper may be worn.
- Full length black tailored school trousers with black socks – no jeans, leggings or jeggings.
- As an alternative to tailored black trousers, girls may wear a SHS Skirt with plain black tights or black socks (no over the knee socks, trainer socks, footless tights or leggings). The skirt must be worn at the correct length.
- Plain flat black leather (leather-like) full shoes which cover the whole foot: no boots, sandals or trainers will be allowed. Shoes need to be sound and safe to wear in a variety of school environments.
- If a belt needs to be worn (through belt loops), it must be plain black without motifs, embellishments or decoration.
- No hooded sweatshirts to be worn.
- If a coat is required it must be plain in colour, no leather, denim or suede. If an outdoor coat is worn, it must be worn over the blazer – not in place of the blazer, and the coat must be long enough to cover the blazer properly.

Jewellery

- Piercings - no visible body /facial piercings or tunnels.
- One small pair of plain stud earrings may be worn but must be removed to allow pupils to participate in PE.
- Pupils may wear a wristwatch.
- No rings, necklaces or bracelets are to be worn.

Make-up

- Light make-up may be worn but must be discreet.
- No false eyelashes.
- Hair may not be dyed bright or ‘unnatural’ colours.
- No nail varnish.
- Acrylic/gel/nails or tips are not allowed in school. This is a Health & Safety issue.

Equipment

A scientific calculator is now a compulsory piece of school equipment and students should have one with them at all times. These are available to purchase from the school shop. Clear pencil cases (filled with equipment) are also available in the shop.

Pupils must have a reading book with them at all times.

We discourage students bringing mobile phones, Ipods etc onto the school site. If these are brought into school it is at the risk of the owner and must be switched off during lesson time.

Springwood High School Shop

Telephone Number: 01553 773393 (Extension Number #207)

Email Address: k.lipscomb@springwoodhighschool.co.uk

Shop Opening Hours

Day	Before School	Break Time	Lunch Time
Monday	08:30am – 09:00am	11:15am – 11:35am	12:35pm – 13:25pm
Tuesday	08:30am – 09:00am	11:15am – 11:35am	12:35pm – 13:25pm
Wednesday	Closed	11:15am – 11:35am	12:35pm – 13:25pm
Thursday	08:30am – 09:00am	11:15am – 11:35am	12:35pm – 13:25pm
Friday	08:30am – 09:00am	11:15am – 11:35am	12:35pm – 13:25pm

Uniform

Blazers, skirts, jumpers, rugby shirts, white polo shirts, rugby socks, and house ties are all available to buy online via the school's website or, from the school shop during the opening hours as listed above.

Students will be notified when online uniform orders are ready for collection.

Payment

We accept cash or debit/credit cards only (no cheques). There is a £5.00 minimum spend for card payments.

Exchange & Returns Policy

Exchanges

Items purchased in the last 30 days may be exchanged for a larger or smaller size without a receipt, with labels attached.

Returns

Items returned within 30 days with a valid receipt and labels attached will be given a full money refund.

Faulty Items

If an item is faulty and is returned within 30 days then an exchange will be given if a receipt is produced.



YEAR 6 UNIFORM

****CASH OR CARD PAYMENTS ONLY****

NO CHEQUES ACCEPTED

COLLECTION DAYS

WEDNESDAY 15TH AUGUST, 08:00AM – 15:00PM

WEDNESDAY 22ND AUGUST, 11:00AM-18:00PM

(STATIONERY WILL NOT BE AVAILABLE TO PURCHASE ON THESE DATES)

EXCHANGE DAYS

WEDNESDAY 5TH SEPTEMBER, 09:00AM – 15:00PM

(STATIONERY WILL BE AVAILABLE TO PURCHASE ON THIS DATE)

SPRINGWOOD BUS TIMETABLES 2018

Contractor ref: EG/30503/7	Bus 1	
Gayton Thorpe, Phone Box	800	1605
Gayton, opp The Crown	804	1601
Gayton, Lynn Road	806	1559
Gayton, Whitehouse Service Station	808	1557
Ashwicken, outside 82 Gayton Road	811	1554
Ashwicken, Pott Row Turn	812	1553
Ashwicken, East Winch Road	813	1552
Springwood High School, Bus Loop	840	1535

Contractor ref: WNC/31719/8	413	
Wolferton, Old Rail Station	758	1611
Sandringham, Anmer Turn	804	1605
West Newton, Bus Shelter	807	1602
Castle Rising, opposite Tearooms	814	1555
North Wootton, Green	818	1551
Wootton Road, Deers Leap	823	1547
Gaywood, Opp White Horse	830	1542
Springwood High School, Bus Loop	835	1535

Contractor ref: EG/30505/7	Bus 4	
Grimston, Clock	800	1605
Grimston, Lynn Road opp Congham Hall	802	1603
Roydon, Lynn Road Three Horseshoes	803	1602
Roydon Crossroads	804	1601
Roydon, Chequers Road	805	1600
Pott Row, Primary School	806	1559
Pott Row, Vong Lane Junction	807	1558
Grimston, opp Church Close	809	1556
Gayton, Winch Road bus shelter	816	1549
Ashwicken, Church Lane	819	1546
Springwood High School, Bus Loop	840	1535

Contractor ref: EG/30504/7	Bus 2	
Flitcham, Church Lane near the Old Bell	755	1615
Hillington, A148 Ffolkes Arms	800	1610
Roydon, Station Road Bus Shelter	805	1605
Pott Row, Primary School	810	1600
Pott Row, Ashwicken Road	812	1558
Pott Row, Leziat Drove, Gaywood River	815	1555
Springwood High School, Bus Loop	835	1535

Contractor ref: CO/31718/8	Bus 43	
South Wootton, Swan Inn	747	1515
North Wootton, opp Alban Road	751	1517
North Wootton, Priory Park, Fountaine Grove	755	1520
Castle Rising Road, Oak Avenue	758	1522
South Wootton, opp Deers Leap	800	1513
Gaywood, opp Tesco, King Edward VII High	812	1507
King's Lynn, Bus Station	815	

Contractor ref: NG/30745/7	NG418	
Swaffham Market Place	750	1730
King's Lynn Bus Station	825	1645

For further enquiries, please contact:

Karl Buffin

Travel and Transport Officer for King's Lynn

Norfolk County Council

Tel: (01603) 224352

Mob: 07818 045072

karl.buffin@norfolk.gov.uk

General enquiries: 0344 800 8020

or information@norfolk.gov.uk

Contractor ref: EVW/31525/8	Bus 48C	
East Winch, Wilson Drive	805	1605
Ashwicken, Church Lane	808	1602
Ashwicken School	811	1559
Leziate Council Houses	812	1558
Leziate Phone Box	815	1555
Leziate, Holt House Lane	817	1553
Bawsey, Bus Shelter	823	1547
Bawsey, B1145 Innisfree Caravan Park	827	1543
Bawsey, B1145 / opp Church Farm (before Crem)	830	1540
Springwood High School, Bus Loop	840	1535

CONNECTS WITH BUS 2		
Contractor ref: WNC/29642/6		
Hillington Congham Roydon, Station Road Bus Shelter	750	
Connects With Bus 2 To Springwood At Roydon, Station Rd Bus Shelter		

CHILD PROTECTION POLICY

At Springwood High School we are committed to promoting the health & welfare of all pupils and making sure that every child has the chance to fulfil their potential. We have a Child Protection Policy which means that we are required by law to follow certain procedures if we feel that one of our pupils is at risk from neglect or abuse.

There is always someone in school who will be able to listen to your child and offer advice and a member of staff who is well trained in dealing with Child Protection matters. However, we cannot always keep things confidential as the procedures we have to follow state that we sometimes have to pass on information.



PEOPLE WHO WILL HELP YOUR CHILD

All the teachers & support staff in the school will help your child: tell them not to be afraid to ask.

Your Head of Year, Year Manager & Form Tutor are good people to turn to with any questions or uncertainties. Mr Johnson is our Executive Headteacher.

Mrs Bunting is our SENCO. This means Special Educational Needs Coordinator. She has a team of teaching assistants who go into lessons to help pupils who have difficulties at school.

ATTENDANCE AND THE LAW

ATTENDANCE AT SCHOOL AND ISSUING OF PENALTY NOTICES

The Government's priority is to ensure that every child attends school regularly and where attendance is deemed to be unsatisfactory, that it is addressed promptly. There is clear evidence that any absence can and will have an impact on attainment. It is therefore important that schools maintain good attendance levels and that parents support this by ensuring their children attend school regularly.

This is a reminder regarding the law that requires all parents/guardians to ensure that their child attends school regularly. As of October 2015 Springwood High School and the Local Authority introduced issuing warnings and Penalty Notices.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- 85% attendance or less, with a least 15% unauthorised absence over a 6 week period: or
- Below 90% attendance within a 12 week period where some absences are due to unauthorised term time holiday absence.

Any pupil in Springwood High School who meets either criterion, will be referred to the Local Authority for action to be considered. Whilst parents/guardians can provide explanations for absences, it is at the schools discretion as to whether this absence will be authorised or unauthorised. Medical evidence will also be requested to support absences.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid a further notice for £60 per parent per child is issued, both individual invoices would then have to be paid making a total payment of £120 in 28days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

Our aim is to ensure that our pupils receive the most from their education and I hope we can count on your support in this matter.



Parent, Teacher, Friends Association

The Springwood Parent, Teacher, Friends Association or PTFA has recently been reformed as we feel it is an excellent way to bring together parents, teachers and the local community, to raise money and help support the school.

It provides an opportunity for everyone to work together to:

- Raise funds to help the school provide resources and extra for the pupils.
- Provide support for school trips and outings and other special events.

All parents, teachers and school staff can get involved even if they only have a small amount of time available. You may wish to join the committee and be involved in the organisation, or just be available to serve teas and coffees at PTFA events - you may even just like to provide the odd cake here and there!

Whatever your preferred commitment, large or small, the Springwood PTFA would be very grateful for your help.

Please email to ptfa@springwoodhighschool.co.uk for further information or to express an interest or ask for an expression of interest form.