



Springwood

High School

WELCOME!

Parents/Guardians
2024 – 2025

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WELCOME TO SPRINGWOOD HIGH SCHOOL

Introduction

From the Executive Head Teacher: Mr Johnson

Dear Parent/Guardian

May I offer you and your child a very warm welcome to Springwood High School.

We are already looking forward to your child starting their journey with us.

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 focused on student achievement and engagement.

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

- Maximising Student Achievement and Learning
- 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 and your child will make the most of the opportunities that are available at Springwood High School.

Mr A M Johnson
Executive Head Teacher



LEADERSHIP TEAM

Mr A Johnson - Executive Head Teacher

Mr N Wills - Head of School/Trust Deputy Head Teacher

Mr J Warner-Lynn - Deputy Head Teacher/Director of Sixth Form Studies

Mr R Thompson – Deputy Head Teacher

Mrs R Davies-Mays - Assistant Head Teacher, Head of Year 7

Email: classof2029@springwoodhighschool.co.uk

Mr O Denton - Head of Year 8

Email: classof2028@springwoodhighschool.co.uk

Mr P Cuss - Assistant Head Teacher, Head of Year 9

Email: classof2027@springwoodhighschool.co.uk

Mr D Hobbs - Assistant Head Teacher, Head of Year 10

Email: classof2026@springwoodhighschool.co.uk

Mrs V Mann - Head of Year 11

Email: classof2025@springwoodhighschool.co.uk

SEN TEAM

Mrs K Bunting - Trust SENCO

Email: k.bunting@springwoodhighschool.co.uk

Miss Z Connolly - Senior SEN Support Assistant/Medical Needs Officer

Email: z.connolly@springwoodhighschool.co.uk

Miss B Benefer - SEN Admin

Email: b.benefer@westnorfolkacademiustrust.co.uk



YEAR TEAMS

Year 7

Head of Year: Mrs R Davies-Mays Year Manager: Mrs C Isle
Email: classof2029@springwoodhighschool.co.uk
Telephone 01553 778092

Year 8

Head of Year: Mr O Denton Year Manager: Mrs S Kempton
Email: classof2028@springwoodhighschool.co.uk
Telephone 01553 779405

Year 9

Head of Year: Mr P Cuss Year Manager: Mrs J Robinson
Email: classof2027@springwoodhighschool.co.uk
Telephone 01553 778090

Year 10

Head of Year: Mr D Hobbs Year Manager: Mrs K Savage
Email: classof2026@springwoodhighschool.co.uk
Telephone 01553 778099

Year 11

Head of Year: Mrs D Mann Year Manager: Mrs A Rawlinson
Email: classof2025@springwoodhighschool.co.uk
Telephone 01553 779408

Sixth Form

Deputy Head Teacher /Director of Sixth Form Studies: Mr J Warner-Lynn
Head of Year: Mrs J Cuss Head of Year: Mr L Rawling
Sixth Form Manager: Mrs L Franklin Sixth Form Assistant: Mrs S Williams
Email: sixthformoffice@springwoodhighschool.co.uk
Telephone 01553 779407

office@springwoodhighschool.co.uk

Reception 01553 773393



SCHOOL TERMS & HOLIDAYS

2024 – 2025

TERM	OPENING DATE	CLOSING DATE
Autumn 1 st half term*	Wednesday 4 th September 2024	Thursday 24 th October 2024
Autumn 2 nd half term	Monday 4 th November 2024	Friday 20 th December 2024
Spring 1 st half term	Tuesday 7 th January 2025	Friday 14 th February 2025
Spring 2 nd half term	Monday 24 th February 2025	Friday 4 th April 2025
Summer 1 st half term	Wednesday 23 rd April 2025	Friday 23 rd May 2025
Summer 2 nd half term	Monday 2 nd June 2025	Tuesday 22 nd July 2025
* Year 7 and 12 pupils start on Wednesday 4 th September 2024 Years 8-11 and Year 13 start on Thursday 5 th September 2024		
Training days: Monday 2nd and 3rd September 2024 Friday 25th October 2024, Monday 6th January 2025 MAY DAY CLOSURE – Monday 5th May 2025		

THE SCHOOL DAY

08.45 - 08.50	Students to tutor rooms
08.50 - 09.20	Tutor Time
09.20 - 10.20	Lesson 1
10.20 - 11.20	Lesson 2
11.20 - 11.35	Break
11.35 - 11.40	5 minute movement
11.40 - 12.40	Lesson 3
12.40 - 13.20	Lunch
13.20 – 13.25	5 minute movement
13.25 - 14.25	Lesson 4
14.25 - 15.25	Lesson 5

BUS INFORMATION

Parents are advised to check the website the week before school reopens in September.

Norfolk County Council school bus information can be found by following this link

<https://www.norfolk.gov.uk/education-and-learning/school-and-college-transport/home-to-school-transport/apply-for-school-transport>



MYCHILDATSCHOOL (MCAS)

We are shortly changing our school database to Bromcom. This will hold all student records, timetables, attendance, assessments and behaviour and achievement points. Changing our database also means that we will no longer use Parent App, Satchel One or ParentPay but a new system through Bromcom called 'MyChildAtSchool' (MCAS). MCAS is a portal enabling parents to view their child's academic performance in real-time via a web browser.

SETTING UP MY ACCOUNT ON MYCHILDATSCHOOL (MCAS)

To login to the MCAS Parent Portal, you will need to have a valid e-mail address registered with the school and an *invitation code*.

If you do not have an invitation code, please check your junk/spam folder. If you have not received one, please email our Data Team using:

data@springwoodhighschool.co.uk.

There will be more information and user guides for MCAS on the school website once the system goes live.

USEFUL EMAIL ADDRESS



Parent Pay

allows you to make payments to the school via a secure online account.

For enquiries

please email: finance@wnat.co.uk

LATEST NEWS



For all the very latest Springwood School news please follow @SHSKingsLynn

For all the latest Sport & PE news please follow @SHSS_PE



MUSIC DEPARTMENT BOX OFFICE



For all tickets/reservations for future events please follow the link below: -

<https://www.ticketsource.co.uk/springwood-high-school-music-department>

ONLINE SCHOOL SHOP

To order revision guides, stationery, pay for school events, music exams & Sixth Form UCAS payments please visit

<https://www.springwoodhighschool.co.uk/page/?title=School+Shop&pid=133>

#easyfundraising

https://www.easyfundraising.org.uk/causes/westnorfolkacademiestrust/?invite=11XRYT%26referral-campaign=c2s%26utm_campaign=admin-trigger%26utm_content=srt

We are asking staff and parents to sign up to easyfundraising. This is an easy and completely free way of raising funds for our school when you shop online. Every donation you raise makes a difference to us, so if you haven't already, please sign up today and encourage others to sign up, too!

We have raised over £500 for the Trust via this method since we started and it costs nothing to us or our parents.

EXTRA-CURRICULAR ACTIVITIES

Our activities and clubs aim to develop students' creative and performance skills, as well as encouraging students to work together in teams to enhance their communication and leadership skills.

Please visit the link below for further information regarding: -

Music/Drama Clubs

PE Clubs

Environment Committee

STEMM Club

Duke of Edinburgh

Trips & Overseas Residential Visits

<https://www.springwoodhighschool.co.uk/page/?title=Extra+Curricular+Activities&pid=93>



SCHOOL WEBSITE

Please find below some useful links to our website.

WNAT Term Date Calendars

<https://www.springwoodhighschool.co.uk/page/?title=The+School+Day+and+Term+Dates&pid=44>

Concerts and Exhibitions

<https://www.springwoodhighschool.co.uk/page/?title=Concerts+and+Exhibitions&pid=76>

Calendar of Events

<https://www.springwoodhighschool.co.uk/calendar/?calid=1&pid=65&viewid=1>

SCHOOL POLICIES

Please see our website for all of our school policies

<https://www.springwoodhighschool.co.uk/page/?title=Policies&pid=42>

<p>Accessibility Policy</p> <p>Admissions Policy</p> <p>Anti-bullying Policy</p> <p>Attendance Policy</p> <p>Behaviour Policy</p> <p>Charging and Remissions Policy</p> <p>Complaints Policy</p> <p>Curriculum Policy</p> <p>Educational Visits Policy</p> <p>Equality and Diversity Policy and Objective – WNAT</p> <p>Exam Contingency Plan</p> <p>Exclusion Policy</p> <p>First Aid Policy</p> <p>Health and Safety Policy</p> <p>ICT Acceptable Usage Policy Students and Parents</p>	<p>Induction Policy (inc ECT Induction)</p> <p>Managing Medical Conditions Policy</p> <p>Non-Examination Assessment Policy</p> <p>Online Safety Policy (Incorporating Mobile & Smart Technology)</p> <p>Provider Access Statement</p> <p>Pupil Data Retention Policy</p> <p>Remote Education Provision</p> <p>Safeguarding Policy 2023-2024</p> <p>Sex and Relationships Education (SRE) Policy</p> <p>Sixth Form Admissions Policy</p> <p>Sixth Form Attendance Policy</p> <p>Special Educational Needs and Disability Policy</p> <p>Uniform Policy</p>
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IF YOUR CHILD GETS HURT OR FEELS UNWELL AT SCHOOL

If a student feels unwell at any time during the school day they need to go to their Year Office.



PLEASE MAKE SURE WE HAVE AN UP TO DATE CONTACT NUMBER IN CASE WE HAVE TO CONTACT PARENTS/CARERS.

REMEMBER TO LABEL ALL YOUR CHILD'S PROPERTY



LOST PROPERTY

If they lose something they should report it to their Form Tutor, their Year Manager or their Head of Year.

They can look for lost property at Reception, in the Caretaker's Office, in the PE Department, the Canteen and the LRC.

CHILD PROTECTION INFORMATION AT SPRINGWOOD, EVERY CHILD MATTERS

If you are concerned that you, a friend, or a family member are frightened or being harmed in any way, there are people in school whose job it is to provide support



Mr Johnson



Mr Wills



Mr Thompson



Mr Warner-Lynn



Miss Smith



Mrs Freeman



Mrs Bunting

IF YOU NEED TO TALK. SOMEONE WILL LISTEN, IF YOU ARE SCARED, WORRIED OR UPSET, THERE ARE PEOPLE HERE TO HELP.
THE SAFEGUARDING OFFICE IS IN THE LRC OR GO TO RECEPTION AND ASK FOR A MEMBER OF THE SAFEGUARDING TEAM.

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.

Protecting **children** is
EVERYBODY'S
BUSINESS

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 Head Teacher.

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.



SPRINGWOOD HIGH SCHOOL

ANTI-BULLYING POLICY

School statement on bullying

The aim of the anti-bullying policy is to ensure that we all can learn in a supportive, caring, and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable. We are committed to providing a caring, friendly, and safe environment for all of us can learn in a relaxed and secure atmosphere. If bullying does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively.

This school is a place where every person has the right to be themselves and to be included in a safe and happy environment. Everyone at our school is equal and should be treated with respect.

What is bullying?

Bullying is hurtful or unkind behaviour which is deliberate and repeated. Bullying can be done by one person or by a group of people towards another person or a group of people where the bully or bullies hold more power than those being bullied.

What does bullying look like?

Bullying can be:

- **Physical** – such as hitting or physically intimidating someone, or using inappropriate or unwanted physical contact towards someone
- **Attacking property** – such as damaging, stealing or hiding someone's possessions
- **Verbal** – such as name calling, spreading rumours about someone, using derogatory or offensive language or threatening someone
- **Psychological** – such as deliberately excluding or ignoring people
- **Cyber** – such as using text, email or other social media to write or say hurtful things about someone

Remember that bullying isn't just physical, and it can happen outside or inside school. If someone is deliberately and repeatedly being hurtful or unkind towards you or someone else, whatever that looks like or for whatever reason, it is bullying.

What kinds of bullying can happen?

Bullying can be based on any of the following things:

- **Race or ethnicity** - racist bullying
- **Religion or belief**
- **Culture or family background**
- **Gender** - sexist bullying
- **Sexual orientation** - homophobic or biphobic bullying
- **Gender identity** - transphobic bullying
- **Special educational needs or disability**
- **Appearance or health condition**
- **Home or another personal situation**
- **Related to any other vulnerable group of people**

Not every type of bullying is on this list. If someone is deliberately and repeatedly being hurtful or unkind towards you, for whatever reason, that is bullying.

What should I do if I'm being bullied or someone else is being bullied? It is important to report bullying whether this takes place inside or outside of school including school holidays.

It won't make the situation worse and it will help to stop the bullying whether it is happening to you or to someone else. If you know that someone is being bullied, try to reassure and support them, tell them that what is happening is wrong and help them to tell a trusted adult. There are many different ways to report bullying:

- **Report to a teacher** – such as a form tutor, head of year, a member of the safeguarding team or any other teacher.
- **Report to a member of the Safeguarding Team** – Safeguarding Office is in the LRC.
- **Report** bullying by emailing bullying@springwoodhighschool.co.uk
- **Report to other school staff** – every adult has a responsibility for the safety of all of our students

You can call ChildLine at any time for free on 0800 1111 to speak to a counsellor. Remember your call will be confidential which means they will not tell anyone else about what you have said.

School staff will make sure that the bullying is recorded and taken seriously and will follow up to support you or the person being bullied. They will also act to sort out the situation with the bully and any others involved.

UNIFORM POLICY

1. Uniform

- 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. Head students in Year 11 will wear a Head student tie.
- 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.
- A Springwood High School jumper can be worn but is not compulsory. No other cardigan, hoodie, sweatshirt or jumper may be worn.
- Full length black tailored school trousers. Jeans, leggings, jeggings or any other tight fit style trousers are NOT allowed. Trousers must not be tight fitting around the ankles.
- As an alternative to black tailored trousers, students can choose to wear either a Springwood High School skirt or Springwood High School shorts. The skirt must be worn at the correct length.
- A skirt can be worn with either plain black tights or plain black knee length socks. Shorts and trousers can be worn with plain black socks that must cover the whole ankle. Over the knee socks, short socks such as ankle or trainer socks, and footless tights or leggings are not allowed.
- 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. For DT/Food/Technology lessons, footwear must cover the whole foot: if the school shoes worn do not cover enough of the foot to be considered safe, the student must wear trainers during these lessons. See appendix 2 for photographs of examples of shoes considered appropriate and inappropriate.
- If a belt needs to be worn (through belt loops), it must be plain black without motifs, embellishments or decoration.
- If a coat is required it must be plain in colour, no leather, denim or suede, (or imitation/similar). 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.

All items of clothing must be worn correctly; trousers, shorts, skirts and blazer sleeves must not be rolled or folded up.

Trousers deemed appropriate by Springwood High School are available for purchase via our website. School trousers can be purchased from other suppliers. However, if the trousers worn by a student are considered unsuitable or inappropriate and a suitable alternative cannot be sourced from elsewhere, parents/carers will be directed to buy the trousers we have available through our website.

The school reserves the right to make the final decision on the suitability and/or appropriateness of the school trousers worn by Springwood students.

1. Jewellery

- Piercings - no visible body piercings, no facial piercings, or tunnels. One clear, plastic retainer may be worn in place of a nose piercing.
- 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 *smart* watches.
- No rings, necklaces, bracelets or any other jewellery items are to be worn.

3. Make-up

- Light make-up may be worn but must be discreet.
- No false eyelashes, including infills, extensions, etc.
- 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.

4. Equipment

- A suitable school bag, large enough to accommodate everything required for the school day.
- All students should have their timetable card with them every day.
- A scientific calculator. These are available to purchase from the school shop online.
- Stationery equipment. We recommend students have the following: two pens, two pencils, a ruler, a protractor, an eraser and a pair of compasses. Highlighters, coloured pens/pencils, etc can also be very useful in lessons.
- We strongly encourage pupils to have a reading book with them at all times.
- We strongly discourage students bringing mobile phones and other electronic devices, etc. onto the school site. If these are brought into school it is at the risk of the owner and must be switched off and kept in the student's bag from 8.45 am until 3.25 pm.

Appendix 1

SPRINGWOOD HIGH SCHOOL

UNIFORM & SPORTS KIT CHECKLIST

*Blazer

White, stiff collar school shirt

*House colour school tie

**Plain black tailored trousers

*School skirt

*School shorts

*School jumper

Plain black tights or plain black socks that must at least cover the whole ankle
(Trainer socks, and footless tights or leggings are not allowed)

Plain black (leather or leather-like) shoes
(no boots, black trainers, stilettos, ballet pumps, sling backs or toeless)

Plain coat (no logos or other markings) long enough to cover blazer properly

PE KIT

Compulsory:

*Springwood PE shirt

Black Shorts

Black Socks

Trainers (non-marking sole with grip)

Football Boots

Optional:

*Springwood sweatshirt

Black Track Suit Bottoms

Plain Black leggings

Plain Black 'skin' can be worn under PE shirt

Shin pads and gumshields

Items marked * can only be bought through the school website from Price & Buckland

**Trousers deemed appropriate by Springwood High School are available for purchase via our website. School trousers can be purchased from other suppliers. However, if the trousers worn by a student are considered unsuitable or inappropriate and a suitable alternative cannot be sourced from elsewhere, parents/carers will be directed to buy the trousers we have available through our website.

The school reserves the right to make the final decision on the suitability and/or appropriateness of the school trousers worn by Springwood students.

Appendix 2

Examples of shoes suitable for school including Technology and other practical lessons:



Examples of shoes suitable for school but NOT suitable for Technology and other practical lessons:



Appendix 3

Examples of trousers suitable and acceptable for school:



Examples of trousers NOT suitable or acceptable for school:

Black Zip Pocket Skinny Trouser



Black Pull On Skinny Leg



Appendix 4

Examples of bags we recommend for school:



Examples of bags we do not recommend for school:

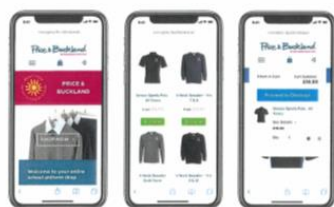


To view your online shop visit:

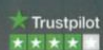
<https://www.pbuniform-online.co.uk/springwoodhigh>

Price & Buckland

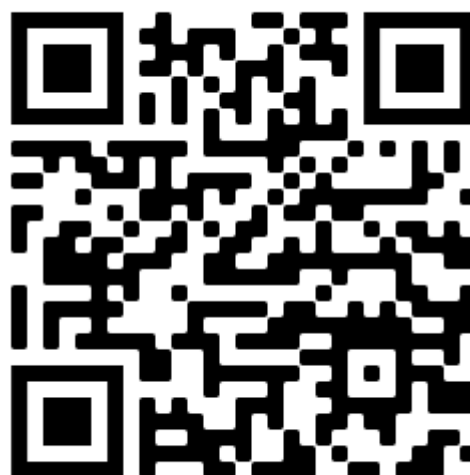
SCHOOL WEAR SINCE 1888



Springwood High School



www.price-buckland.co.uk





HOME-SCHOOL COMMUNICATION

We believe communication between home and school is vital to fully support every child in their journey with us.

During the course of the year, we will carry out at least one formal assessment in years 7 to 10 and two in all other years. Parents will receive reports twice yearly. All of your child's school reports will include Attitude to Learning (ATL) grades and attendance data.

At Key Stage 3, the report will also contain a subject progress grade and ATL grade. These are explained further on page 22.

There will be opportunities for you to discuss the progress of your child. In Years 7 to 11 there will be at least two opportunities each year to meet with school staff, either at a tutor meeting, held in school or a subject teachers meeting, held online. These are not the only opportunities you will have to communicate with us. We strongly urge you to let us know of any problems, concerns or issues early on so that we can endeavour to resolve those issues as quickly as possible. Please do not wait until parents' evenings to tell us about something you or your child are concerned about. In the first instance, please contact the relevant year office. This information can be found on page 5.

REPORT GRADES

Attitude to Learning Grade Descriptors

ATL 1— A highly motivated and ambitious student who seeks advice, acts upon it and wants to be the best they can be. They will set themselves challenging targets and are surpassing Springwood's minimum expectations.

ATL 2— A student who is seeking to do well, is reaching their targets and knows how to achieve them. They are achieving Springwood's minimum expectations and know what they need to do to improve.

ATL 3— A student who understands what they need to do to improve and is capable of making improvement but is lacking the desire or motivation to make the change. Currently, this student is not achieving Springwood's minimum expectations.

ATL 4— A student who is significantly below Springwood's expectations. This student sees little value in setting personal targets and challenges. They are unwilling to accept the help and support offered to realise their goals.

Subject Progress Grade Descriptors

P+ This indicates that the student is performing above their expected level when compared to their prior data (usually KS2 scores)

P This indicates that the student is performing in line with their expected level when compared to their prior data (usually KS2 scores)

P- This indicates that the student is performing below the standard expected of them when compared to their prior data (usually KS2 scores)



Springwood High School students are:

ARTICULATE:

able to communicate confidently with
peers and adults alike in a range of
settings

MMOTIVATED:

determined and enthusiastic to
achieve

BBRAVE:

unafraid to challenge themselves

IINDEPENDENT:

responsible for their own success

THOUGHTFUL:

kind, considerate and respectful to
others

IINQUISITIVE:

curious to learn

ORGANISED:

good managers of their own time

UNSTOPPABLE:

resilient to the challenges they
encounter

SSERIOUS:

about fulfilling their potential

AMBITIOUS



STEPS

Sir or Miss - every time

Thank you - every time

Excuse me - every time

Please - every time

Smile - every time

Pupils are to refer to teachers as Sir or Miss. It is a sign of respect and is polite.

In school, we hold doors open for one another, we let people pass in front of us, we don't barge past, we politely let people pass. If somebody drops something, we help them pick it up. We pass books along carefully, efficiently and politely. We queue for lunch politely and efficiently. When someone shows us this politeness, we say "Thank you".

We don't push past or interrupt people. If we want to get past, we say "Excuse me" very politely. Then we wait patiently if necessary. Similarly, if we want to talk to somebody, we say "Excuse me". We don't take others for granted. We are polite. We are especially polite and respectful when moving between lessons. We are polite to each other, including pupils we don't know, visitors to the school, and to all members of staff.

Pupils and teachers show an 'attitude of gratitude' every day and in every interaction they have. We say Sir/Miss, thank you, excuse me and please very naturally.

We always smile. We are polite and welcoming. When we greet somebody, we smile. When somebody says hello, we reply with a polite greeting and a smile.



CARE

Together, we all have our part to play in keeping everyone safe and happy at Springwood

Challenge

Act

Report

Educate

Together, we **CARE**

The Springwood Diversity Pledge



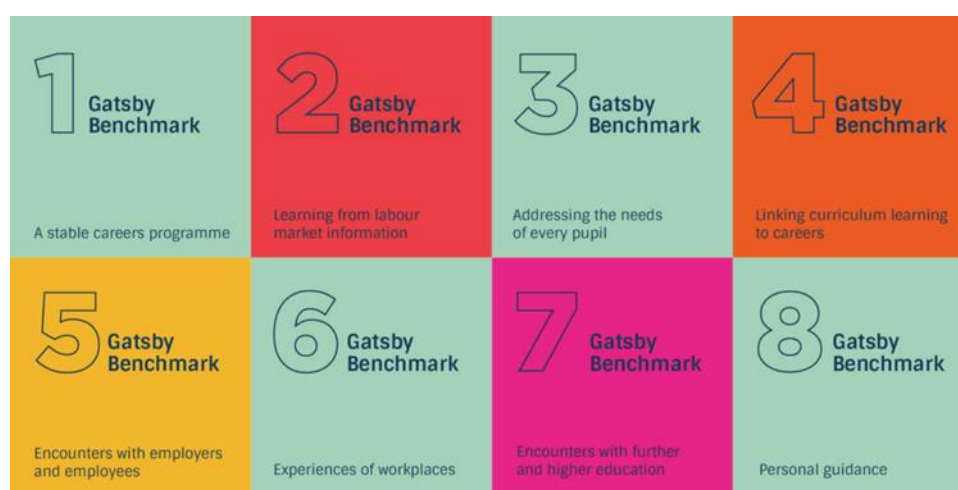
No matter your:

- Age
- Sex
- Ethnicity
- Race
- Religion and belief
- Sexual Orientation
- Gender
- Disability

You are all welcome at Springwood and are all free to be accepted as you are.

Careers Education, Information, Advice and Guidance

Springwood High School is committed to providing high quality Careers Education, Information, Advice and Guidance (CEIAG) for all students – encouraging them to aim higher and explore engaging and rewarding careers. Our Career Plan outlines specific aims and objectives for each year group which link to the Gatsby Benchmarks for schools:



All members of staff at Springwood High School are engaged in the delivery of CEIAG through year group activities and by embedding careers in the curriculum:

Year 7 (careers foundation):

- To encourage students to explore their interests, skills and competencies
- To begin to develop essential skills for life and work
- To develop a broad understanding of the world of work by participating in Year group challenges and industrial awareness activities
- To identify career paths through curriculum activities and visits

Year 8 (careers foundation):

- To encourage students to explore a variety of work environments and career pathways
- To further develop essential skills for life and work
- To develop a broad understanding of the world of work by participating in Year group challenges and industrial awareness activities
- To identify career paths through curriculum activities and visits

Year 9 (transition to KS4 and CEIAG):

- To raise aspirations and challenge stereotypes by exploring careers options in more detail as they approach GCSE decision-making
- To provide opportunities for multiple employer and provider encounters – developing an understanding of different post-16 pathways (including apprenticeships, T-levels, BTECs and A levels)
- To identify career paths through curriculum activities and visits

Year 10 (CEIAG)

- To encourage students to develop their own future education and career goals
- To investigate the key employment sectors in Norfolk and the career opportunities in our local area
- To provide further opportunities for multiple employer and provider encounters – developing an understanding of different post-16 pathways (including apprenticeships, T-levels, BTECs and A levels)
- To identify career paths through curriculum activities and visits
- To provide opportunities for students to experience the world of work through virtual and face to face work experience, work shadowing and volunteering
- To provide personalised guidance via a qualified Careers Adviser

Year 11 (transition to post 16 destinations)

- To encourage students to review their own future education and career goals and finalise post-16 destination
- To support students through application and interview processes for Sixth Form, FE Colleges and/or apprenticeships
- To provide personalised guidance via a qualified Careers Adviser

Work with us

If you work for a local employer, college, work-based learning provider or university and would like to work with us on our Careers programme, please do not hesitate to contact us.

Any enquiries should be directed to our Careers Lead Nicky Thompson at n.thompson@springwoodhighschool.co.uk

We are looking for support with:

- Careers talks for assemblies and form groups
- Careers exhibitions
- Industrial awareness projects
- Employability skills
- Work experience
- Work shadowing



MUSIC LESSONS

Music has always been an integral, and well-known, aspect of life at Springwood High School with extra-curricular activities that include Concert band, Big band, Orchestra, Rock Club and 4 different vocal groups (plus much more...). It is one of the busiest departments in the school and you can normally find the sounds of music-making in the area before and after school as well as at break and lunchtime.

However, alongside the ensembles and extra-curricular we also value individual instrumental and singing lessons with over two hundred happening every week. The whole range of instruments are available to our students and we are pleased to be able to subsidise lessons for the majority of students at the school including fully-funded free tuition 'scholarships' on the minority instruments such as Viola, Cello, Double Bass, Oboe, Bassoon, French Horn, Trombone and Tuba.

Our highly experienced and qualified team of peripatetic teachers are second to none and work tirelessly to inspire a lifelong love of music-making and love of music. This has resulted in a regular stream of students going on to study Music at GCSE, A-Level and beyond with many now full-time musicians in West End Theatres, Professional Orchestras and other musical groups.

But why should my child play an instrument?

There is extensive research that playing a musical instrument is one of the few things that exercises both sides of the brain, strengthening mental capacities that allow the young person to develop other key skills such as hand-eye coordination, comprehension and memory. This research has shown that young people involved in instrumental lessons tend to perform better in GCSE exams than those who do not.

However, it is not just about the academic side. Music is so much more! Here are just some other key skills that music lessons build in young people:

- Creativity
- Discipline
- Memory

It also relieves stress, lowering blood pressure and heart rates.

But, above all, Music gives you the opportunity to work and collaborate with other people. Through Music you will make new friends and have fun!



So what instruments could my child learn?

The lessons available at Springwood fall into two categories; Orchestral and Non-Orchestral. We currently offer the following:

Orchestral Instruments: Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, French Horn, Trombone, Tuba, Violin, Viola, Cello, Double Bass, Orchestral Percussion.

Non-Orchestral Instruments: Singing, Piano/Keyboard, Drum-Kit, Guitar, Ukulele

How do I apply?

We would ask that you make an application for lessons either by using the online form at <https://forms.gle/g1ar5asd5rH2Ximt6> alternatively, by completing the paper version available from the Music Department at the school. Once returned to us your child will be matched with the relevant teacher and, where possible, group lesson participants. The teacher will then make contact to arrange the parental contribution element and will also let you know the timetabled times for your child.

I'm interested, how much does it cost?

The rate for lessons in the 2024-25 Academic Year is £33 per hour (*or £16.50 per 30-minute lesson*). All rates and subsidies are based on 10 lessons per academic term.

Springwood High School Instrumental Scholarships, 2024-25.

This year there will be two types of instrumental scholarships available to new Year 7 students, is available by application in September via the scholarship application form.

ARTS PLACE SCHOLARSHIPS: These are open to students arriving in Year 7 who have been granted a place at Springwood through the Arts-aptitude tests. Limited to 10 places successful applicants will be invited to learn an orchestral instrument, for which they will receive 50% subsidy on paired (or fortnightly individual) lessons. This would equate to a parental contribution being required of £41.25 per term.

INSTRUMENTAL SCHOLARSHIPS: These are open to students arriving in Year 7 who have already been learning an instrument prior to joining Springwood in Year 7. Limited to 10 places successful applicants, these scholarships are open to those year 7 students who have been learning either an Orchestral Instrument or Piano. These will be awarded via application and audition to the Director of Music and the successful students will receive 100% subsidy on one instrument for weekly individual lessons in years 7 & 8, with a 50% contribution on individual lessons in year 9. This would equate to free lessons in years 7 & 8 with a parental contribution of £82.50 per term in Year 9.

Year Group	Type of Instrument	School Subsidy(**)	Weekly Paired Lesson (where Possible) Or fortnightly individual lesson		Weekly Individual Lesson	
			Parental Contribution (per child)	School Subsidy (per child)(**)	Parental Contribution (per child)	School Subsidy (per child)(**)
7	All Instruments	15% (of shared or fortnightly lessons)	£70.12	£12.38	£152.62	£12.38
8	All Instruments	15% (of shared or fortnightly lessons)	£70.12	£12.38	£152.62	£12.38
	Endangered Species(*)	100% (of shared or fortnightly lessons)	£0	£82.50	£82.50	£82.50
9	All Instruments	15% (of shared or fortnightly lessons)	£70.12	£12.38	£152.62	£12.38
	Endangered Species(*)	100% (of shared or fortnightly lessons)	£0	£82.50	£82.50	£82.50
10 (GCSE Music Students Only)	All Instruments****	50% (of individual weekly lessons)	£0	£82.50	£82.50	£82.50
11 (GCSE Music Students Only)	All Instruments****	50% (of individual weekly lessons)	£0	£82.50	£82.50	£82.50
12 (A-Level Music Students Only)	All Instruments****	50% (of individual weekly lessons)	£0	£82.50	£82.50	£82.50
13 (A-Level Music Students Only)	All Instruments****	50% (of individual weekly lessons)	£0	£82.50	£82.50	£82.50

Orchestral Instruments: Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, French Horn, Trombone, Tuba, Violin, Viola, Cello, Double Bass, Orchestral Percussion.

Non-Orchestral Instruments: Singing, Piano/Keyboard, Drum-Kit, Guitar, Ukulele

If you have any further questions about instrumental lessons, or music within the school, please contact the music department directly via email: music@springwoodhighschool.co.uk



THE SCHOOL CANTEEN

The Executive Head Chef of West Norfolk Academies Trust works closely with the Catering team, to ensure that we are constantly developing new and improved healthy menus at affordable prices for our students.

Our canteen offers a wide choice of options that cater for all dietary requirements such as gluten, dairy and wheat intolerance alongside vegetarian and vegan options. Our menu options are available during three sessions throughout the day.

As a school we are always seeking to improve both our facilities and our menus to enhance our students dining experience while they are with us.

Our canteen consists of one main serving area with seating; additional serving hatches are also open to reduce waiting times for students. As well as the seating area in the canteen, each year group has been allocated their own outdoor seating area. This allows students to enjoy the fresh air, while they eat their lunch.

Breakfast Menu – Served 8.00am until 8.45am.

There is a choice of hot and cold breakfast items available.

Break Menu – Served 11.20am until 11.35am

A full range of both hot and cold snacks are available.

Lunch Menu – Served 12.40pm until 1.20pm.

Full range of both hot and cold lunches are available.

Please visit the canteen section of the school website to view our [full menu options](#) available at each sitting.

<p>The introduction of the advanced cashless payment system (Parent Pay) removes the need for dinner money and decreases waiting times.</p>	<div data-bbox="884 1444 1096 1576" data-label="Image"></div> <p>Parent Pay: allows you to make payments to the school via a secure online account. For enquiries please email: finance@westnorfolkacademiestrust.co.uk</p>
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***Energy Drinks are NOT permitted on the school site.
If found, they will be confiscated and disposed of.***

WE EXPECT ALL PUPILS TO STAY ON THE SCHOOL SITE AT LUNCHTIME

**ONLY PUPILS WITH SPECIAL PERMISSION FROM THEIR PARENTS/GUARDIANS MAY LEAVE
THE SCHOOL TO GO HOME DURING LUNCHTIME**

ATTENDANCE AND THE LAW

Attendance at school and legal intervention.

When parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

Research by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Springwood High School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

Expected attendance at Springwood High School is 100% and regular attendance is a minimum of 96%; this is equivalent to students attending for 182 of the 190 days possible in a school year. Attendance can be summarised as shown in the table below:

Attendance percentage	Days of school missed	Attendance rating
98% and above	4 days or less	Outstanding
96% and above	8 days or less	Good
94% and above	12 days or less	Requires improvement
Below 94%	More than 12 days	Inadequate

Attendance information will travel with your child once they leave Springwood High School as this information is requested by Colleges of Further Education, Sixth Forms, employers and training providers. Attendance information is also shared with both the Local Authority and the DfE daily so it is important for parents and carers to understand their roles and responsibilities to work in partnership with the school to achieve good attendance for their children.

The DfE policy document entitled, '[Working together to improve school attendance](#)' states:

- Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- If a leave of absence is granted, it is for the head teacher to determine the length of the time the pupil can be away from school.
- As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

Further details regarding attendance are always sent to parents at the start of the school year, and a copy of the most recent letter is included in this booklet.

If you have concerns regarding your child's future attendance at school, including due to medical reasons, it is important that you talk to the relevant year team, or the attendance team (01553 773393 extension 159/216), so that appropriate support can be put in place.

If we have concerns regarding your child's attendance we will initially speak with the child to see if there is any initial support we can offer, and then meet with parents if there is no improvement.

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



Norfolk
County Council

Penalty Notice Fines for School Attendance are changing!



With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued **after 19th August 2024**.

Per Parent, Per Child

Penalty Notice Fines are issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

First Offence

The first time a Penalty Notice is issued for unauthorised absence the amount will be:

- £160 per parent, per child paid within 28 days.
- Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

- The Second time a Penalty Notice is issued for unauthorised absence the amount will be:
- £160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

- The third time an offence is committed a Penalty Notice will not be issued and the case will be presented straight to the Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500.
- Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.



Dear Parent/Carer

I am writing to inform you that the school will be taking part in a jointly run operation between Norfolk County Council, Norfolk Police and our school, it is called Operation Encompass. Encompass has been set up to help schools provide support to children who have been present at incidents of domestic violence. We know that children can be significantly physically or emotionally harmed when they are involved in, present or witness to domestic violence.

The school will receive a confidential phone call from Norfolk Children's Advice and Duty Service before 9am or as soon as possible, thereafter on the morning after any domestic incident which Norfolk Police have recorded where a child at their school has been involved in, present or witness to domestic violence.

The school have designated Mr Wills and Mrs Franks as Key Adults. They have received training from Norfolk County Council to allow them to use the information that has been shared, in confidence to make sure that the right support is available for children and their families, who have been involved in or witnessed a domestic violence incident.

We are keen to offer the best support possible to our pupils and we believe this is going to be extremely beneficial for all those involved.

If you have any concerns or question the please contact one of the Key Adults or myself and we will be happy to discuss this further. Further information about the project can be found on our school's website and is available from the school office on request.

Yours faithfully

A M Johnson
Executive Headteacher





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.

You can keep up-to-date with all the latest news from Springwood High School on the School's Website

www.springwoodhighschool.co.uk



COPIES OF CONSENT FORMS – for reference

CASHLESS CATERING/E-REGISTRATION

Biometric System

Dear Parent/Guardian

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

This system incorporates Cashless Catering and E-Registration. Students use the biometric facility when purchasing from the school canteen and self-registration for sixth form students.

It 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 both systems. The fingerprint image is not stored and can only be used by these systems.

In accordance with the Protection of Freedoms Act 2012, Springwood High School requires parental consent to use your child's fingerprint as part of the biometric recognition system, 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 **ASAP**. This will allow us time to set up your son or daughter with a biometric account. This information will be processed in compliance with the Data Protection Act 2018 at all times.

This consent will continue until the child either leaves the school or stops using the system. Once your child stops using the system, their biometric information will be securely deleted by the school. Parents have the right to withdraw their consent at any time by following the procedure outlined below.

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.

I give consent that my child can be registered into the biometric system using biometric technology. This includes using Cashless Catering and E-Registration.

(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).

Signed:

Name of Parent/Guardian:.....

Date:



FOOD ALLERGY

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.

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

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

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

Signed:

Name of Parent/Guardian:.....

Date:

☐ I confirm my child has no food allergies.



PHOTOGRAPH/VIDEO USE

Photo and Media permission terms of use.

You may withdraw your consent for us to process your child's image at any time. It is your responsibility to let us know if you want to change or withdraw your consent at any time.

- Photography or filming will only take place with permission of the headteacher or senior school staff and always under appropriate supervision.
- Images of pupil's will be carefully selected and not used out of context.
- Historic photographs may remain on our school website and social media feeds.
- Home addresses or personal contact details of pupils will never be provided under any circumstances in any publications.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

We are required by the DfE to take an individual photo of your child for identification purposes. However, there will also be times when it is appropriate to take photographs/videos of our pupils for display boards, school website, social media, and promotional material. Occasionally our school may be visited by the media who may take photographs or video footage. In accordance with our obligations under the Data Protection Act 2018, we will prevent your child's image being used in this way unless you provide your consent below. If you have any further queries about photo or video use then please contact our Data Protection Officer via: dpo@westnorfolkacademiustrust.co.uk

I give my consent for the school to use my child's image or work for the following purposes:

(Tick appropriate boxes)

Display Boards within the School	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
School Social Media (Facebook, Twitter etc.)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
School Website	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Promotional Material used by the Trust (Banners, Posters, Flyers etc.)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Media Appearances (newspapers, TV, websites etc.)*	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
School photographs taken by an external provider	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
(To be made available for purchase directly from the third-party photographer provider)				

Signed:

Name of Parent/Guardian:.....

Date:

*Please note that your child's full name could feature alongside their photo(s) in any published article or TV appearances.



COMPUTER SYSTEM

G Suite additional services parent or guardian consent

To parents and guardians,

At West Norfolk Academies Trust (WNAT), we use G Suite for Education as our hosted solution. G Suite for Education offers two categories of Google services:

1. **Core Service**
2. **Additional Services**

G Suite **Core Services** (like Gmail, Calendar, and Classroom) are the heart of Google's educational offering to schools. **Additional Services** (like YouTube, Maps, and Blogger) are designed for consumer users and can optionally be used with G Suite for Education accounts if allowed for educational purposes by a school's domain administrator.

Our ICT administrators determine which Google services their users can access, and are required to obtain consent for the use of the **Additional Services** as follows:

You Tube, Google Maps, Google Earth, Google photos, Google Forms, Google Groups, Google News, Google Sketch up.

To learn more about what Additional Services are, and how they differ from Core Services, in the Help Center at <https://support.google.com/a/answer/6356441>.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety.

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

Please sign below to indicate that you consent to West Norfolk Academies Trust using the personal information provided above. Consent is entirely optional and can be withdrawn at any time via Parent app or contacting dpo@westnorfolkacademiestrust.co.uk

Signed:

Name of Parent/Guardian:.....

Date:



HOME-SCHOOL AGREEMENT

The School will:

- Provide regular information to parents about pupil's progress and achievements
- Arrange Parents' Consultations, including Tutor Meetings & On-Line Parents evening, 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 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.

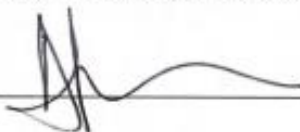
The Parent(s)/Guardians(s) will:

- 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
- Attend Parent's Consultations, including both Tutor Meetings & On-Line Parents evening.

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
- Adhere to our values and ethos – STEPS, AMBITIOUS and CARE.

(Headteacher)



(Pupil)

(Parent/Guardian)

Date



MY NOTES



MY NOTES