



Springwood

High School

WELCOME!

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WELCOME TO SPRINGWOOD HIGH SCHOOL

Introduction

From the Executive Head Teacher: Mr Johnson

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

Since we have been unable to host our traditional Taster Days, we are already looking forward to your child starting their journey with us in September. We will use the first two days of term as transition days and will spend lots of time teaching them all about being a Springwood student and giving them the opportunity to find their feet before the rest of our students return. Our staff are very keen to meet them, and are looking forward to teaching our excellent and exciting curriculum.

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

July 2021

SCHOOL TERMS & HOLIDAYS 2021 - 2022

TERM	OPENING DATE	CLOSING DATE
Autumn 1 st half term*	Monday 6 th September 2021	Thursday 21 st October 2021
Autumn 2 nd half term	Monday 1 st November 2021	Friday 17 th December 2021
Spring 1 st half term	Wednesday 5 th January 2022	Friday 11 th February 2022
Spring 2 nd half term	Monday 21 st February 2022	Friday 1 st April 2022
Summer 1 st half term	Tuesday 19 th April 2022	Friday 27 th May 2022
Summer 2 nd half term	Monday 6 th June 2022	Friday 22 nd July 2022

* Year 7 and 12 pupils start on Monday 6th September 2021
 Years 8-11 and Year 13 start on Wednesday 8th September 2021

Training days: Thursday 2nd and Friday 3rd September 2021
 Friday 22nd October 2021, Tuesday 4th January 2022

MAY DAY CLOSURE – Monday 2nd May 2022

THE SCHOOL DAY

08.50 – 09.15	Tutor Time
09.15 – 10.15	Lesson 1
10.15 – 11.15	Lesson 2
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

BUS INFORMATION

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

[School bus timetables - Norfolk County Council](#)

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 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.

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

- 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.
- School jumpers can be worn but are not compulsory. No other cardigan or jumper may be worn.
- Full length black tailored school trousers. Jeans, leggings, jeggings etc. are not allowed. Girls joining Springwood from September 2019 wishing to wear trousers must wear SHS trousers purchased from the school shop. (For the school year beginning September 2021, this will include Years 7, 8 and 9 and continue rolling forward).
- As an alternative to tailored black trousers, girls may wear a SHS Skirt. The skirt must be worn at the correct length.
- Plain black tights or black knee-length socks (no over the knee socks, short socks such as ankle or trainer socks, footless tights or leggings).
- 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 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.
- 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.
- We strongly encourage pupils to have a reading book with them at all times.
- We discourage students bringing mobile phones, I-pods 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 out of sight from 8.45 am until 3.25 pm.

Shoes suitable for school including Technology and other practical lessons:



Shoes suitable for school but NOT suitable for Technology and other practical lessons:

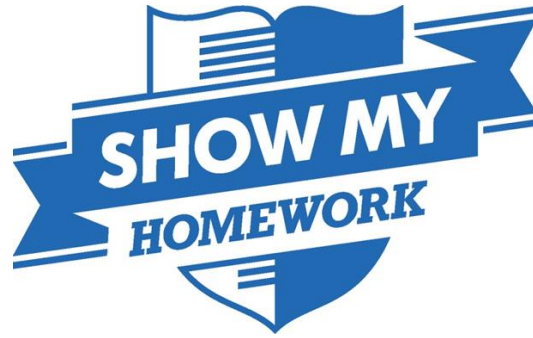


UNIFORM & SPORTS KIT CHECKLIST

Items marked * can only be bought from the school

**From September 2021, girls in Years 7, 8 and 9 at Springwood High School wishing to wear trousers must wear SHS trousers purchased from the school shop.

<u>BOYS</u>	<u>GIRLS</u>
<p>*Blazer White, stiff collar school shirt *House colour school tie</p> <p>Plain black tailored trousers</p> <p>*School jumper</p> <p>Plain black socks</p> <p>Plain black shoes (leather or leather-like) (no boots or black trainers)</p> <p>Optional *SHS Shower proof school coat or Plain coat (no logos or other markings) long enough to cover blazer properly</p>	<p>*Blazer White, stiff collar school shirt *House colour school tie</p> <p>**Plain black tailored trousers or *School skirt</p> <p>*School jumper</p> <p>Knee length plain black socks or plain black tights</p> <p>Plain black (leather or leather-like) shoes (no boots, black trainers, stilettos, ballet pumps, sling backs or toeless)</p> <p>Optional *SHS Shower proof school coat or Plain coat (no logos or other markings) long enough to cover blazer properly</p>
PE KIT	PE KIT
<p>Compulsory: *White logo T-shirt Black Shorts *Purple Socks *House colour rugby shirt Trainers (non-marking sole with grip) Football boots</p> <p>Optional: Black Track Suit Shin pads and gumshields</p>	<p>Compulsory: *White logo T-shirt Black Shorts *Purple Socks *House colour rugby shirt Trainers (non-marking sole with grip) Football boots</p> <p>Optional: Black Track Suit Shin pads and gumshields</p>



Show My Homework is an online facility used at Springwood High School to record and monitor homework. It allows all pupils and parents to view the homework set by all subject teachers. With a unique login, pupils can look at their own diary which will help them to focus on what homework they need to complete. The diary can be found at:

<https://springwoodhigh.showmyhomework.co.uk>

It has been proven that homework contributes to increased attainment. It allows learners to practise key skills or extend their knowledge outside the classroom. The diary will also allow parents to support this process by working with their child to manage their homework load and ensure it is completed to the best of their ability.

You and your child will receive login details at the beginning of term in September. If you or your child experience any problems accessing the site, please let your Year Manager know.

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 Year 7, we will carry out two sets of formal assessments. These will take place towards the end of the first term and the third term and parents will receive reports following these assessments.

We will also provide a brief report towards the end of the first half term to give an indication of how your child is settling into life at secondary school. All of your child's school reports will include Attitude to Learning (ATL) grades, which are explained on the following page.

We will hold two parents' evenings during Year 7. The first will be early in November and will provide an opportunity for you to discuss your child's initial report and their general progress. The second will be after the second set of formal assessments and will provide a review of the year.

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.

ATTITUDE TO LEARNING

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.

COPIES OF CONSENT FORMS – for reference

CASHLESS CATERING/PRINTING/LIBRARY

BioStore System

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.

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 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).

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.
- If additional details of a pupil are required to accompany an article or feature (such as for awards or prize ceremonies), permission will be sought prior to publication.
- Images of pupils 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.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
- We may use group or class photographs or footage with very general labels, such as “a Drama lesson or a math’s session”
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Parents / Carers consent will be recorded on the school’s Management Information System and will be retained no longer than is necessary for the purpose the data was obtained for.

There will 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. All images of your child captured for these uses will be under our Photo and Media permission terms of use attached to this form and available 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)	<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 photograph provider.

Signed:

Name of Parent/Guardian:.....

Date:

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 Academy Trust using the personal information provided above. Consent is entirely optional and can be withdrawn at any time via Parent app

Signed:

Name of Parent/Guardian:.....

Date:



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 this form and return it to school. If you are already registered please tick here.

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.

Expression of interest for Springwood SIMS Parent app

Please note that this service is only available to parents or those with parental responsibility and that evidence may be requested. For more information on how to apply for parental responsibility go to: <https://www.gov.uk/parental-rights-responsibilities/apply-for-parental-responsibility>.

In order for electronic invitations to be issued please provide the following information.

Parent/Carer 1 –	Parent/Carer 2 –
Name:	Name:
Email address:	Email address:
Signature:	Signature:

The information you have given on this form will be held by the school and Capita SIMS. For more information on how Capita will use your personal data please see their Privacy Notice (www.capita-sims.co.uk/privacy-notice) For further information on how West Norfolk Academies Trust handle your personal information, please see our Privacy Notice at www.westnorfolkacademiestrust.co.uk.

All information given will be held in the strictest confidence under the applicable data protection and privacy laws including the Data Protection Act 2018, as amended or replaced from time to time.

HOME-SCHOOL AGREEMENT

The School will:

- Provide regular information to parents about 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)/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 and regularly sign the pupil's Homework Diary
- Attend Parent's 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

(Head Teacher)



(Pupil)

(Parent/Guardian)

Date
