



INFORMATION FOR STUDENTS & PARENTS

2018-19

HIGH STORRS SCHOOL INFORMATION FOR STUDENTS & PARENTS 2018-19



School Day

Roll Call	Period 1	Period 2	Break	Period 3	Lunch	Period 4	Period 5
0840-0855	0855-0955	0955-1055	1055-1110	1110-1210	1210-1255	1255-1355	1355-1455

Key Dates

Term Dates and Inset Days	
Monday 3 rd September 2018	INSET
Tuesday 4 th September 2018 - Friday 26 th October 2018	Term 1a
Thursday 27 th September 2018	INSET
Monday 29 th October 2018 - Friday 2 nd November 2018	October Half Term
Monday 5 th November 2018 - Friday 21 st December 2018	Term 1b
Monday 24 th December 2018 - Friday 4 th January 2019	Christmas Holiday
Monday 7 th January 2019 - Friday 15 th February 2019	Term 2a
Monday 18 th February 2019 - Friday 22 nd February 2019	February Half Term
Monday 25 th February 2019 - Friday 29 th March 2019	Term 2b
Monday 1 st April 2019 - Friday 12 th April 2019	Easter Holidays
Monday 15 th April 2019 - Friday 24 th May 2019	Term 3a
Friday 19 th April 2019 and Monday 22 nd April 2019	Bank Holidays
Monday 6 th May 2019	Bank Holiday
Monday 27 th May 2019 - Friday 31 st May 2019	May Half Term
Monday 3 rd June 2019 - Friday 19 th July 2019	Term 3b
Monday 22 nd July – Wednesday 24 th July	INSET
Monday 22 nd July 2019 - Friday 30 th August 2019	Summer Holiday

Exceptional Closure Arrangements

Our primary concern in the event of severe weather or school closure will always be the safety of our students and staff. Any decision to close the school will be made on this basis. In the instance of early school closure a text message will be sent to all parents and students will be dismissed. **IF YOU DO NOT WISH US TO DISMISS YOUR SON/DAUGHTER IN SUCH CIRCUMSTANCES THEN PLEASE ENSURE YOU HAVE CONTACTED YOUR CHILD'S HOUSE OFFICE TO SHARE THIS INFORMATION.**

Parents Evenings

Please note that all dates are provisional at the time of publication, please check the school website for up to date information: www.highstorrs.co.uk/calendar. Your child will need to make appointments for you with teachers during the week before parents' evening.

Tuesday 23 rd October 2018	4.30-5.30pm	Y7 Settling In Evening
Tuesday 13 th November 2018	6.00pm	Y7 Parents' Information Evening
Tuesday 22 nd January 2019	4.30-7.00pm	Y11 Parents' Evening
Thursday 31 st January 2019	4.30-7.00pm	Y10 Parents' Evening
Wednesday 13 th March 2019	4.30-7.00pm then 7.30 – 9.00pm	Y8 Parents Evening then Options Evening
Tuesday 26 th March 2019	4.30-7.00pm	Y7 Parents' Evening
Thursday 25 th April 2019	4.30-7.00pm	Y9 Parents' Evening

Policies

All our school policies are available on our website, please make sure you familiarise yourself with these at www.highstorrs.co.uk/policies

Attendance and Punctuality

Parents, did you know the following?

- You are legally responsible for ensuring that your child is educated.
- Your child must attend and arrive on time every day during term-time, unless there is good reason (such as illness). If they do not so to school regularly, you may be fined.
- It is your responsibility to tell the school if your child cannot attend school.
- If attendance problems do develop, the school will expect you to work with the staff and Attendance Officer to solve the problem as quickly as possible.
- The school can only agree term-time leave of absence in exceptional circumstances. You will need to complete and submit the appropriate form in advance to request this.
- A fixed penalty fine may be issued if unauthorised leave is taken.

Late Arrival

- All students must attend Roll Call or sign in at Student Reception so that we know they are in school.
- If your child arrives at school during Roll Call, they should go straight to their Form Room as quickly as possible so their Form Tutor can mark them as present.
- If they arrive at school after 8.55am they should go straight to Student Reception and sign in, giving a reason for their lateness.
- If your child arrives after 11am, without an explanation from a parent/carer, it will be recorded as an unauthorised absence.

Illness

- Please report pupil absence by calling the school on 0114 267 0000 and selecting option 1 (Pupil Absence) before 10.30am where possible.
- If your child becomes ill during the day our Medical Support Assistant in the Student Welfare Room has First Aid qualifications and will be able to take action appropriate to the problem, in consultation, where necessary, with staff and parents.
- If students feel ill they should report to the Student Welfare Room. If it is felt that they are too ill to remain in school we will contact parents to make arrangements for them to be collected. Students must not go home without permission if they feel ill.
- For this reason we ask you to inform school immediately regarding any changes to contact details.
- Please let the school know if your child has a medical condition or contracts an infectious illness.

Care of Property

School cannot accept any responsibility for the loss of valuable items or money. To minimise the chance of loss, students should only bring named and essential items to school and they should not leave property lying around. If you find an item of lost property please hand it in to a member of staff or Student Reception. Similarly, if students lose property they should report the loss immediately to the House Office or Student Reception. Many items turn up with a thorough search, or may be handed in at a later time.

Mobile Phones

We appreciate that most young people have a mobile phone (and often other electronic devices such as portable music players). We currently have 'phone zones' (areas where students may use their phones at lunchtime). Beyond these zones, mobile phones and portable music players are NOT to be used or seen in the school building. Headphones must also be removed at all times in the school building. Anyone seen with a phone or music player will have it confiscated. Parents will be informed if their child has had an item confiscated and may be asked to come in to school to collect it.

Homework

You can access the full HW policy on the school web-site. Homework at High Storrs is set exclusively through SMHW. Planners are available for students to use if they wish to, but these are not automatically issued to every child. If your child does not have access to an internet enabled device such as pc, tablet or smart phone, they will be able to use a computer at school in the LRC during after school HW club to access their account. Log-in information has been issued separately to all students & parents. If a child has difficulty accessing their personal SMHW account, they should see Mrs Vaughan, but in the meantime it is still possible to access the full HW calendar to find their homework: **To view all homework set without login** details please visit the school web-site at www.highstorrs.co.uk and follow the link at the foot of the page for SMHW. Please note you will need to use the filter options at the top of the page to find your child's homework.

Dress Code

The full policy is available on the school web-site for your reference, however, please note the following key points:

- Hats are not allowed to be worn in the school building.
- Clothes or accessories with spikes or chains are not suitable for school.
- Bare midriffs, short skirts, flip-flops, low cut tops and vest tops are inappropriate.
- Clothes with slogans which others might find offensive are not permitted in school.
- Excessive jewellery, facial piercings and larger ear-rings are a health and safety issue.
- Low slung trousers are not permitted.
- Underwear should not be on show

PE Kit

There is a compulsory PE kit in Y7-11 that your child will need to wear in all PE lessons at High Storrs. The PE kit comprises of a black High Storrs T-shirt which includes the school emblem, plain black sweatshirt/hoody or appropriate sports jacket, plain black mid-thigh length (or longer) shorts, sports leggings (cropped or full length) or tracksuit bottoms and black or white socks. Many items can be ordered directly from the supplier. Details can be obtained on their website at www.branded-uniform.com. Additional clothing will be needed for outdoor wear. Please contact the PE department if you would like any further information.

Dance/Drama Kit

All students need suitable clothing to change into for Dance, either tracksuit bottoms or dance trousers; strictly NO JEANS. Socks and shoes must be removed before entering the Dance and Drama studios. Hair must be tied back.

Food Studies and Technology Lessons

Students are required to come suitably prepared for a practical lesson, e.g. no open toed shoes, flip-flops or high heels, no loose or baggy clothing, no false nails or nail varnish. Students with long hair will also need a means of tying this up during practical work. Food Studies students wishing to take home their practical work will also need to bring a suitable plastic container.

Online Safety:

Student Acceptable Use Policy

By logging on to the High Storrs School network your child agrees to comply with the Acceptable Use Policy:

- I understand that use of the Internet and electronic communication is granted to me as a privilege, in return for my acceptance of the agreement. Any misuse on my part may result in loss of that privilege and other sanctions being taken. This also applies to any activity undertaken outside school which contravenes the acceptable use rules of the school.
- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password with anyone or try to use any other person's username and password.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology to support our education:

- I understand that the school ICT systems are for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not use the school ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I understand that the school has a responsibility to keep the technology secure and safe:

- I will not use my personal devices (mobile phones/USB devices etc) in school unless I have the express permission of a teacher.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will use my school email address when contacting teachers at school, rather than any personal email account I may have.

When using the internet for research for my school work, I understand that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I find is accurate, as I understand that the work of others may not be correct.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school could take action against me if I am involved in incidents or inappropriate behaviour that are included in this agreement, when I am out of school as well as in school. Examples of this are cyber bullying, sending / receiving inappropriate images and misuse of personal information.
- I understand that if I do not follow this Acceptable Use Policy Agreement, it will lead to disciplinary action in line with the school behaviour policy. This may also include loss of access to the school network / internet, detentions, seclusion and exclusions, contact with parents and in the event of illegal activities involvement of the police.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment both in and out of school.
- I use my own equipment in school when allowed e.g. mobile phones, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school e.g. through social networks, mobile phones, accessing school email, Learning Platform, website etc.

Student's agreement

- I have read and understand the school Online Safety rules.
- I will use the computer, network, mobile devices, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

By logging on to the High Storrs School network your child agrees to comply with the Acceptable Use Policy.

Home-School Agreement

At High Storrs our main aim is to be a learning community: to provide high quality teaching that enables and inspires all young people to learn and to achieve success; to pursue excellence in whatever they do and to enjoy self-esteem.

- Through the provision of a stimulating curriculum we aim to develop, in all young people, appropriate values, creativity, enterprise, and skills – physical, intellectual and social – and the self-confidence to make appropriate choices for themselves.
- We have high expectations of our students' conduct, encouraging an understanding of the rights and responsibilities of everyone in the school community, within an ethos of trust, care, courtesy and mutual respect.
- As a large, comprehensive and multicultural school, we aim to develop values and attitudes that celebrate the diversity and difference in our community.
- We aim to support young people in understanding their own development and progress, encouraging them to set high standards for their achievements, both within and beyond the curriculum.
- We aim to work effectively in partnership with parents, embracing opportunities to work with the local, national and international community.

The School Will Aim To:

Work towards establishing and maintaining the ethos of a Learning Community by:

- providing a stimulating curriculum for all students;
- having high expectations of students' conduct with an emphasis on trust, mutual respect, care and courtesy;
- setting and marking homework appropriate to the students' needs - a homework timetable will be provided for each student;
- developing attitudes and values appropriate to life in a multiracial and culturally diverse society;
- communicating regularly with parents through reports and parents' evenings and by other contacts when necessary.

Students Will Aim To:

Play their part in contributing towards the ethos of the school as a Learning Community by:

- attending school regularly and punctually in order to benefit from the curriculum;
- following the Code of Conduct at all times and helping to create a positive learning environment;
- complete homework to the best of their ability;
- making positive relationships within school and reporting any incidents of bullying and racism to a member of staff;
- ensuring information sent by 'student post' is delivered.

Parents/Carers Will Aim To:

Support the aims and ethos of the school as a Learning Community by:

- ensuring that their child attends school regularly and punctually;
- supporting the school in recognising that the appropriate conduct of students is necessary to create a positive learning environment for everyone;
- encouraging their child to do homework set;
- encouraging their child to develop attitudes and values appropriate to life in a multiracial and culturally diverse society;
- attending parents' evenings when possible and informing the school of any concerns.

In sending your child to school at High Storrs, you and your child are committing to abide by this agreement.

Please complete forms on the next page where needed and detach to hand in to student reception at school.

Please keep the rest of the booklet for easy reference somewhere safe at home.