



Stowmarket  
High School

THE FUTURE • OUR BUSINESS

# Information



# Welcome



## *Dear Parents & Carers*

**Stowmarket High School has a long and fine tradition of serving its local community as the town's secondary school. It is a school deeply connected to its community and a school that is at the heart of the exciting and rapidly changing Stowmarket story. The opportunities and prospects for the young people of this town are enormous, and we see it as our moral purpose to do everything we can to prepare our students for their successful and happy futures.**

By choosing Stowmarket High School as the school for your child, you will be joining a school absolutely focused on delivering high quality outcomes following high quality teaching and learning. You will be choosing a school that listens, cooperates and collaborates with its partners to ensure its students have every opportunity to succeed. It is a school that values staff by ensuring they receive the very best support and training to help them deliver high quality education for the young people of Stowmarket.

I remember my own school days with huge fondness – the sport, drama, mix of social class, teachers, friends, heartbreaks and scuffles. The changes that a young person undergoes from the age of 11 through to 18 are immense, challenging and extraordinary. I believe Stowmarket High School provides a safe, caring and supportive environment that helps young people go through these changes, whilst shaping their ambition, their knowledge, their leadership abilities and their personal success.

I very much look forward to working with you to achieve our shared ambitions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dave Lee-Allan'. The signature is fluid and cursive, with a long horizontal stroke at the end.

***Dave Lee-Allan***  
***Headteacher***

# Opportunities to Succeed

## School Curriculum

We offer a broad and balanced curriculum in line with the UK National Curriculum. Students in Years 7 - 11 are taught for twenty-five hours a week. Classes are set or are of mixed ability according to the needs of the subject. The most able students are stretched through challenging work in class and through a variety of extra-curricular activities. Students choose their GCSE subjects in Year 8 and begin those courses in Year 9.

We have a very successful Sixth Form offering a wide range of Advanced Level courses. A large majority of our Year 13 students apply to and are successful in gaining places at university and other higher education institutions, including the most prestigious universities.

## Recognition

As a school, we are committed to recognising, promoting and celebrating achievement. We do this in a variety of ways including the use of positive phone calls home, emails to students and families as well as postcards of praise. Recognition is based on those deemed to be going "Above And Beyond" both inside and outside the classroom.

## What can you do to help your child achieve his or her full potential?

- ensure that your child attends school regularly.
- ensure that your child arrives at school on time, properly dressed in the school uniform and ready to learn. All students are expected to bring a blue/black pen, a ruler, their planner, a pencil and a reading book to school every day.
- ensure that your child completes homework on time.
- impress upon your child the need to observe the school's Behaviour for Learning Policy.
- avoid arranging medical and similar appointments for your child during school hours.
- do not arrange family holidays during term time.
- contact the school as soon as possible on our absence line 01449 776 487 if your child is unable to attend through illness.
- if your child is anxious about school, please contact his/her Head of Year as soon as you become aware of the fact.
- ensure that you receive and read all letters sent home and check the website for the latest letters.
- attend all parents' meetings.

## The Umbrella Group

The government has produced statistics that show that students from 'vulnerable' groups are less likely to achieve as well as their peers. Extra funding is provided to schools to combat this statistic. At Stowmarket High School we take a very active approach to how we support our students. The government has defined 'vulnerable' as students from the following groups: students who are Young Carers, students who are in care or who are looked after, students who speak English as an additional language, students who receive Free School Meals or who have done so in the past six years, students who have Special Needs and disabilities, students whose parents are service personnel.

As well as training for staff, increased resourcing and specific monitoring, we have created the Umbrella Group. Based on award-winning work that has been recognised as building support and confidence for Young Carers in our school, the Umbrella Group offers many different activities, resources and funding that are designed to support those students who wish to take part emotionally, physically and academically.

## Extra-Curricular

At Stowmarket High School we wish to provide opportunities for all students to succeed and excel in the classroom, on the sports field, in music, dance or drama, through outdoor pursuits, or in community service. We place great emphasis on giving students opportunities to take responsibility, demonstrate initiative and contribute to the life of the school.

Staff at Stowmarket High School seek to widen the learning experience of our students by organising a wide range of trips and visits during school time, at weekends and in holidays.

In addition to daily opportunities for a wide variety of sports, there are a large number of clubs and activities; many are after school on Tuesday and Thursday, when we arrange a late bus. As public examinations draw near, we provide revision clubs and extra tuition sessions at lunchtime, after school and during holidays.

## High Quality Sporting Facilities

We enjoy exclusive daytime use of the facilities at Stowmarket Leisure Centre and have our own large sports fields and tennis courts.

## Opportunities to Perform

Music, dance and drama form a major part of the life of Stowmarket High School. There are opportunities for our students to take part in almost every conceivable form of music ensemble. In addition, we have a string quartet, choir, jazz band and rock group. Our strong tradition of performing arts continues to thrive. Many students take part in our school productions and art activities, as performers, and in a range of backstage roles.



# Working with Parents

## **We operate an open door policy and parents are always welcome to visit the school**

There are a range of opportunities to discuss your child's progress. In Years 8 and 11, our Choices Evenings offer full guidance to parents as they help their children make key decisions about future courses. In Year 9, our GCSE Evening explains how parents can help their child to succeed in the examinations.

There are Parents' Evenings so that parents can speak to their child's subject teachers about progress and to plan for improvement or to discuss a particular problem.

## **Homework**

We believe that regular homework is vital in securing the best results for our students. Homework builds on work studied in class and encourages students to develop learning skills. The amount of homework given grows as students progress through the school. We use a web based app called Show My Homework, which has proven to be extremely popular with staff, parents and students. Parents and teachers may use it to communicate concerns or routine messages between home and school.

## **We care for all of our students**

Stowmarket High School aims to create a caring environment where all students feel valued. We set our students high standards for work, behaviour and appearance. Students are expected to show respect and consideration for others. The excellent relationship between those who teach and those who learn is at the heart of our school.

## **Behaviour for Learning**

We ask that parents read the Behaviour for Learning Policy available on our website, as well as the Home-School Agreement which we ask students and parents to sign on the admission form.

## **Attendance at School**

Regular school attendance has always been important. Students need to attend regularly if they are to take full advantage of the educational opportunities available to them at school. Unnecessary absence leads to educational disadvantage, places children at risk and, in some cases, can result in students being drawn into patterns of anti-social or even criminal behaviour.

## **Absence**

We ask parents to contact the school Absence Line (on 01449 776 487) on the first day of absence. If no contact is made, the school will try to contact parents to ensure that the absence is genuine. Please indicate on the admission form the best number to use to contact you. If a student is absent, a note must be given to the Form Tutor on their return to school.

A parent or guardian may request that the school authorise an absence for the following reasons:

- sickness
- certain religious festivals
- medical appointments (though these should be made outside school hours whenever possible)
- following the death of a close family relative
- family weddings

Family holidays taken during term time CANNOT be authorised except in exceptional circumstances. We follow the same policy adopted by schools across the Gipping Valley Partnership, which may include fixed penalty notices as detailed below.

## **Lateness**

Students who arrive at school after registration must report to the Attendance Office, located by Student Services to sign in.

We have to mark all students who arrive at school late, ie, after the closure of the register as 'unauthorised absence' unless they produce a note to explain why they are late, in which case the school may authorise the absence for justified reasons. The decision to authorise an absence will always be with the school. An accumulation of six unauthorised absences will result in a fixed penalty notice being issued. Details of this can be found on the Suffolk County Council website.

## **Education Welfare Service**

The Suffolk Education Welfare Service is part of the Local Authority. The Education Welfare Officer (EWO) visits the school on a regular basis to talk with staff about school attendance, to look at school registers and to discuss a variety of issues which may be affecting students' education.

The EWO may visit parents as a link between school and home as part of jointly planned action on any difficulties students may have. The EWO can be contacted through the school. The EWO is an essential part of our partnership with parents.

## **Medical**

Please inform us of any medical circumstances via the admission form or alternatively you can contact the Head of Year by telephone or letter. Students who are unwell should not be sent to school, but there is a Medical Room for students who are taken ill during the day.

Students who become unwell should inform their subject teacher who will contact a medical responder. If they are not fit enough to continue their lessons, we will contact parents to arrange for the student to go home.

# Policies

## Religious Education (Philosophy and Ethics)

Students in all years follow a programme of Religious Studies in accordance with legislation.

Philosophy and Ethics promotes the values of truth, justice, respect for all and care of the environment. It also examines the influence of religion in the local, national and global community.

Parents have the right to withdraw their child from these sessions. To do so a written request should be sent to the Headteacher.

## Personal, Social & Health Education

Students in all years also have Personal, Social & Health Education (PSHE). The programme encourages students to be responsible for their own behaviour and learning. It aims to develop mutual respect and challenges students to think and make informed decisions about issues which are relevant in today's society and in their own lives. Students engage in debate about what British values mean and the challenges that modern society presents.

## Sex & Relationships Education

Sex Education is included in the PSHE programme in all years. The programme, operating within the County framework, includes human physiology and matters such as contraception, sexually transmitted diseases (including AIDS) and abortion. The importance of responsible behaviour, stable relationships and family is stressed. A copy of the school's Sex and Relationships Education Policy is available on request.

Parents have the right to withdraw their child from these lessons. Please contact us to discuss any concerns you may have.

## Work-Related Curriculum

Worked-related elements of the PSHE programme help Year 8 students choose suitable subjects for their GCSE courses. We are developing an accredited system that helps students advance their employability skills. This system, known as The Edge, will work with students throughout their school career.

The 16+ interview with senior teachers, and individual interviews for targeted students with the Youth Support Service, help students to make informed decisions about their future.

Many sixth formers take part in further work experience in this country or abroad, or work shadowing as part of their course. Guidance is available through PSHE lessons and individual interviews to assist students in making informed higher education and career choices at 18+. Students are entitled to:

- a planned programme of Information, Advice and Guidance (IAG) about education choices.
- access to a wide range of careers information.
- a variety of experiences of the world of work.
- careers guidance.
- 16+ Interview Programme.

## Special Educational Needs

Stowmarket High School recognises that students have a range of abilities, aptitudes and skills. To that end we seek to provide opportunities and experiences that will enable all students to have full access to learning.

Students who have a disability, are gifted or who are experiencing difficulties in their learning will be offered support at a level appropriate to enable them to access the curriculum as far as possible.

We aim to work in partnership with parents and carers and positively encourage their attendance at all school-based reviews.

## Equal Opportunities Policy

Stowmarket High School is committed to providing equality of opportunity to every member of the establishment, regardless of gender, race, class, ability or disability. We are committed to catering for physical, intellectual and personal differences and offering opportunities to develop beyond these.

We aim to take positive action to encourage girls and boys to widen their horizons and raise their awareness of career possibilities in areas that may previously have been considered the preserve of one sex.

We aim to challenge deeply held assumptions and attitudes about the nature and capabilities of members of society which hinder the development of individual potential. We aim to provide positive role models for all students in as many areas as possible.

The school believes that good equal opportunity is synonymous with good educational practice and good management.

We do not tolerate bullying or harassment of any kind. We have an active anti-bullying policy and students are encouraged to report incidents immediately.

# Policies

## Behaviour and Learning Policy

We believe that the most effective teaching and learning takes place in a well-managed environment; one that is calm, happy and safe for the whole school community. Our Behaviour For Learning Policy focuses on positive behaviour, which supports learning and promotes and celebrates achievement. Students will be made aware that they are making clear choices when they are deciding how to behave and they will understand how these choices impact on their own and other students' learning.

### We ask students to:

- respect their teacher and do what they tell you (if they disagree with the teacher then by all means raise their concern, making sure that this is done positively, politely and at the right time).
- follow their teachers' rules and expectations.
- bring the right equipment to lessons.
- complete all homework which is set.
- support their lessons by working hard.
- respect other students' right to learn and teachers' rights to teach by not engaging in disruptive behaviour.
- follow the school uniform policy.
- do their best then nobody can ask more of them!

### As staff we will try our best at all times to be:

- reflective.
- resourceful.
- responsible.
- resilient.
- reasoning.
- supportive of each other when the going gets tough.
- careful in choosing our words when we speak to others.
- mindful and respectful of the differences between us all.
- proud of the successes of others.

Although we insist on a strong emphasis on acknowledging and recognising positive behaviours, there will be some students who choose not to follow agreed expectations. In these cases, sanctions will be used consistently by all staff in a hierarchical way to support learning and eliminate negative behaviour.

All staff should use a staged response system to poor behaviour in their classes. Behaviour which prevents teaching and/or learning will not be tolerated. When applying a sanction, staff will focus on the behaviour and not the individual. Staff will also state a clear reason why the sanction has been given. We ask that parents/carers who are unhappy with our decisions, listen to both sides of the story before making judgement. We are always willing to discuss problems with home so we can come to the best solution for our students.

Our full Behaviour For Learning Policy can be found on our school website within the policies tab.

Alternatively please contact the school and we can arrange for you to receive a printed copy.

## Charging and Remissions Policy

In line with legislation, the following statement of policy has been agreed by the Governors:

### Education during school hours

Any activity required specifically by the syllabus for a public exam or to fulfil a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of government subsidy benefit programmes such as Universal Credit or forms of Income Support. Proof of eligibility will be required. Any activity wholly or mainly in school hours, other than the above, is similarly available free of charge to those in receipt of government subsidy benefits. Voluntary contributions towards the cost of the activity may be invited and the school reserves the right to cancel the activity if insufficient funds are available.

In certain circumstances, the provision of a trip in school time may be entrusted to a third party, e.g. a tour operator. In these cases, a charge can be levied directly on the parents by the third party.

Individual music tuition will require a charge to contribute towards the cost. Details are available from the school. Parents are not obliged to supply any books, materials or other equipment for use in school hours, but parents are asked to assist with the provision of basic items for individual use by their child in lessons such as pens, pencils, calculator etc.

Parents may be asked to contribute on a voluntary basis to the cost of ingredients and materials for use in Food, Textiles, Art and Design. This assumes that the parents will own the finished product.

### Breakages and Damages

The Governors are entitled to require parents to pay for the cost of damage caused by a student's behaviour (eg: breakage of window, damage to furniture). This also applies to lost, damaged or defaced text books and other equipment.

### Subsidies

The law enables the Governors to subsidise, at their own discretion from LA or private funds, any of the activities referred to in this policy statement.

## Public Examinations

The Governors have agreed upon the following policy on entry for public examinations:

Students will be entered for public examinations in subjects for which they have been prepared in school time, ie: attended lessons and satisfactorily followed a course of study.

Where there is an educational reason for a student not to be entered, the Head of Year, on behalf of the Governors and as advised by the Headteacher, will inform the parents so that they have the opportunity to comment on the decision. An appeal may be made where there are grounds for believing the Governors have acted unreasonably.

Examples of the educational reasons given may be:

- the student has previously failed to produce coursework and so an award cannot be gained.
- the student has failed to work to a reasonable standard and is unlikely to gain the award.
- the student has not attended lessons.

A parent may request that a student should be entered at the parent's expense.

If a student already entered fails without good reason to complete the examination requirements (by failing to complete coursework or failing to attend the final examination), parents are obliged to refund the fees incurred by the school. The cost of scrutinising the result of an examination will usually be passed on to the parents.

Where the Governors agree to enter a student for an examination for which he or she has not been prepared by the school, the cost may be passed on to the parents.

Where the Governors agree to enter a student for a re-sit of an examination, the cost may be passed on to the parents.

Full details of school policies are available on request or can be accessed via our website.



# Useful Information

## Curricular Documents

A variety of curricular documents are available from the Headteacher, these include:

- statutory instruments (including statutory orders for National Curriculum subjects), circulars and administrative memoranda relating to powers and duties.
- any published reports referring to the school.
- any schemes of work currently used by teachers in the school.
- any syllabuses followed, whether for public examinations or otherwise.
- a full copy of the arrangements for the consideration of complaints about the school curriculum made by the LEA and approved by the Secretary of State.
- school Policy Documents.

A charge may be made by the school for any copies supplied.

## Timings

Students are asked to arrive before 8.45am and should leave the school premises by 3.45pm unless taking part in an authorised school activity.

### The School Day

08.50am	Registration
08.55am	Assemblies and Tutor Time
09.10am	Lesson One
10.00am	Lesson Two

### 10.50am *Morning Break*

11.10am	Lesson Three
12.00 noon	Lesson Four

### 12.50pm *Lunch*

1.45pm	Registration
1.50pm	Lesson Five
2.40pm	Lesson Six
3.30pm	End of School

**Please note.**

The school is currently reviewing these times. They may change for September.





## Term Dates

The term dates for the current academic year are set by Suffolk County Council. They are circulated to parents on a printed sheet and can be found on the school website: [www.stowmarkethigh.suffolk.sch.uk](http://www.stowmarkethigh.suffolk.sch.uk)

They are also published for the next two years on the Local Authority website and can be found under 'Education and Careers' (general information) at:

[www.suffolk.gov.uk](http://www.suffolk.gov.uk)

In addition to the holiday dates set by the local authority, each school will also identify five days within the general term dates as professional development days when the school is closed to students.

## Admission Arrangements

For all County Schools the admissions authority is the Local Authority. The Local Authority policies on admissions are published in the booklet Admissions to Schools in Suffolk which is available in schools during the Autumn Term.

The admission limit for each year group is:

Year 7	240	Year 10	240
Year 8	240	Year 11	240
Year 9	240		

School Admission Team - 0345 600 0981 (Local Rate)  
[admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk)

## School Meals

A good selection of hot and cold food is served on a cafeteria basis in Lilies, our school dining hall. Packed lunches may be eaten in Lilies. Food is purchased by use of the cashless catering system. Free meals are available to those students whose parents are receiving Income Support. Application forms may be obtained from the school or the Area Education Office by phoning 01284 758883 or by downloading from: [www.suffolk.gov.uk](http://www.suffolk.gov.uk)

## Transport / Bus Passes

Decisions about entitlement to free and concessionary transport to and from school are made by:

Passenger Transport  
Suffolk County Council  
Endeavour House  
8 Russell Road  
Ipswich  
IP1 2BX

Tel: 08456 066173  
[www.suffolk.gov.uk](http://www.suffolk.gov.uk)

## Weather Problems

Parents and students should assume that the school is open even in the event of snow, ice or other adverse weather conditions. If the school is closed, parents will be informed through our text service, local radio stations and on the school website: [www.stowmarkethigh.suffolk.sch.uk](http://www.stowmarkethigh.suffolk.sch.uk).

## Cycles

Students who bring cycles to school must leave them padlocked in the cycle racks. The school can take no responsibility for the safety of cycles.

## Motor Cycles and Cars

Students may bring motor cycles or cars to school only if their parents have agreed and they have gained permission from their Head of Year.

## Property

The school cannot accept responsibility for lost or damaged property but we advise parents that all items should be clearly labelled. Large amounts of money should not be brought into school.

Items are brought into school at the student's own risk and the school cannot be held responsible if they go missing. In particular, no cash or valuable items should ever be left in the PE changing rooms.

Lost property can be reclaimed from Student Services. Items which are clearly labelled with the owner's name have a much better chance of being returned.



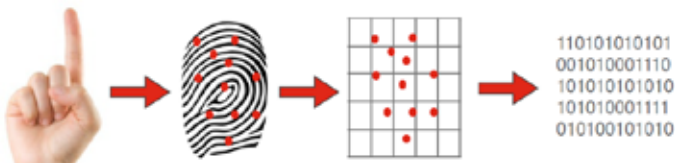
# Finances

## Payment for School Meals

Lilies, our dining hall facility, offers a variety of healthy food. We operate a biometric system for cashless catering, which has been well accepted by staff and students. As you may be aware, biometric systems use a sampling of various points on a person's finger to give a unique record as shown below. Staff and students are then able to use this unique record to access cash loaders and the tills in Lilies. The cashless system applies to breakfast, mid-morning break and lunchtime for purchases from the kitchen.

A default daily limit of £7 per day has been set for all food purchases. However, if you wish to set a lower daily limit, please indicate your preferences on the Student Admission Form.

This process does not produce an actual fingerprint.



Only basic information is held on the school database and no data protection issues arise. Please give your permission on the admission form for the student to have their finger scanned. If you require any further information or would like to discuss alternative options please do not hesitate to contact the Finance Office.

## Payments

We would prefer that parents make payments using ParentPay (see below) on the internet or send cheques to school. However, cash (notes and coins) may be paid into either of the two cash loading machines in Lilies. Please note that 1p, 2p and 5p coins are not accepted.

Many parents have taken advantage of the ability to pay in advance by cheque and we would encourage any parent not currently doing this to use either of the cashless methods of payment. This will help prevent the risk of loss or misuse of cash and assist us in reducing the amount of cash handled at the school.

For payment by cheque, please note that the payee should be: SCC - Stowmarket High School. Students may deliver these to Student Services.

It is essential that the student's name and form are noted on the reverse of the cheque. Payments for more than one student on one cheque are acceptable, providing the amounts for each student are clearly detailed on the reverse of the cheque.

## ParentPay

To set up a ParentPay account, please tick the box on the admission form and our Finance Office will send you a letter containing a username and password for use on this system. The letter should provide all the information that you need but please contact us if you need any assistance or explanation. More details are available on the ParentPay website by visiting [www.parentpay.com](http://www.parentpay.com)

Please note that payments may be made safely via the internet for school meals and also music tuition. This flexible, alternative payment method has been successfully embraced by an increasing number of parents.

## Free School Meals

Some students are entitled to free school meals and these are provided at lunchtime only, currently to a maximum value of £2.30. Suffolk County Council provides the names of students who are eligible for free school meals. We then include these students on the cashless catering system so that they are able to receive a free meal. Students in receipt of free school meals may top up their account for breakfast or a mid-morning break.



# Governing Body

## Governors

The Governing Body is fully involved in the life of the school and meets twice a term to hear a report from the Headteacher on the school and to discuss policy and practice.

The membership is likely to change from time to time as individual Governors reach the end of their terms of office and nominations are invited. Please see our website: [www.stowmarkethigh.suffolk.sch.uk](http://www.stowmarkethigh.suffolk.sch.uk) for a list of our current Governors.

The current Chairman of the Governors, Mrs S Challinor, can be contacted via the school.

The Area Director with responsibility for the delivery of Children and Young People's Services in the Western Area can be contacted at:

Endeavour House  
8 Russell Road  
Ipswich  
IP1 2BY

Tel: 0345 606 6067

If you are interested in becoming a Governor please contact Mrs. Challinor via the school.

## Complaints Procedure

The Governing Body has adopted two separate complaints procedures:

### Curriculum Complaints Procedure

The Governing Body is required to adopt a procedure for the consideration of complaints about the school curriculum and related matters. It covers issues relating to the National Curriculum, Religious Education and worship, the operation of charging policies, regulations about the provision of information and other statutory curriculum issues.

### School Complaints Procedure

The Revised School Complaints Procedure covers all issues falling outside the scope of the Curriculum Complaints Procedure, except where there are other statutory procedures, eg: pupil admission process.

Copies of both these procedures are available from the school or from Suffolk County Council area office.

It is the policy of the school to aim to deal with all complaints quickly, effectively and as informally as possible.

Parents should in the first instance refer any concerns or complaints to the Headteacher or, as appropriate, other teaching staff.



# Photo Permission

## Conditions of Use

This permission is valid for the period of time your child attends this school, plus one year after they leave, to enable us to publicise the work of final year students. The consent will automatically expire after this time.

We will not re-use any photographs or recordings for more than one year after your child leaves this school.

If we use photographs of individual students or small groups of students, we will avoid using their full name (forename and surname) in the accompanying text or photo caption.

**Please note that the media are likely to use forenames and surnames in their publications/broadcasts.**

# Welcome to GO4Schools

## What is GO4Schools?

GO4Schools is an on-line portal you can use to track your son/daughter's performance data (assessment results, behaviour). This data is updated each day allowing you to obtain the most accurate summary of progress without having to wait for a learning check.

## How to login to GO4Schools for the first time

You need to use an email address that you have registered with us. If you have let us have an email address then this is already registered.

- To login to GO4Schools you need to visit [www.go4schools.com](http://www.go4schools.com) and click on the parents' login icon in the top right hand corner of the screen.
- Enter your email address in the 'First Time User box'. Click on the 'Please send me a password' box.
- Your temporary password will be sent to your email account (please allow 10 minutes for this to arrive).
- Once you have logged in to GO4Schools for the first time, please re-set your password for security.

## What will I be able to see?

When you login to GO4Schools, you will be taken to your son/daughter's profile which contains:

- Assessment Information for each of the curriculum subjects (targets, current grades/levels, predicted grades/levels).
- Behaviour Information (currently only for Key Stage 3 and 4 students).
- Reports (all learning checks are available as PDF documents and can be downloaded).
- Timetable Information.
- Attendance Record.

## Please note

This process will only work with an email address which you have registered with Stowmarket High School. Please phone or email Mrs Kinga Pascalides at the school at [ps@stowmarkethigh.suffolk.sch.uk](mailto:ps@stowmarkethigh.suffolk.sch.uk) in order to update your email address or for any other access enquiries.

We will not include personal email or postal addresses, telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

We may use group or class photographs or footage with very general labels such as 'a science lesson' or 'making Christmas decorations'.



# School Uniform

## Guidance Notes

Black pullover or cardigan embroidered with the school logo or crest. All students are expected to possess one of these items. In class, the school uniform should not be covered by any other item of clothing.

Students are not allowed to wear hoodies (with or without a zip) whilst in school. The only exception to this rule is the school PE hoodie. We also insist that any jumpers worn in school are the approved school jumper/cardigan and not an alternative chosen by the student. Tracksuit tops may not be worn unless in PE. In the event of inclement weather students should wear a traditional coat if they wish to keep warm and dry. If a student were to come to school in a hoodie, or an alternative to the school jumper/cardigan, we will ask them to remove the garment and it will be handed to student services for the student to collect at 3.30pm. Any continued infringements will result in an adult having to come in to school to collect the item from reception.

We would appreciate home support on this matter. If you are unsure of the appropriateness of a coat for school, we would be happy to advise you. It may be worthwhile keeping your receipt just in case.

White shirt (boys) or white reverse blouse (girls) embroidered with the school crest. All students must possess this item. Any t-shirt worn beneath a school shirt must be plain white. No shirt or blouse other than one which is embroidered with the school logo.

Black sensible shoes, black canvas shoes or all black trainers.

The following are not allowed:

Trainers which are not completely black in colour  
Boots

Trousers and Skirts

For students a specific style of plain black school trouser should be purchased from Inces, our uniform stockist.

All Y7-11 students will be expected to wear;

GIRLS TRUETEX GTB                      GIRLS TRUETEX GTN  
GIRLS TRUETEX JGTB                    BOYS TRUETEX TFF

A plain black knee-length skirt may be worn in Y7 to Y11, it must be a black stitch-down pleat pencil skirt with waistband by Beau Brummel. We will insist on a minimal length of 20" with the exception of the smaller sizes i.e. 22" & 24" waist where the length should be a minimum of 18". This skirt is available from our uniform supplier.

## PE Kit - Boys

Sports Trainers (not black soled or 'fashion' trainers/pumps)  
Football boots (trainers are unsuitable for rugby/hockey)  
Black football socks  
Black football shorts  
Black polo shirt with yellow panelling with school crest  
Shin pads (legal requirement for hockey/football)

### **Optional:**

Black sports top for inclement weather (must be plain or have very small logo)  
Black 1/4 zip top from Anglia Schoolwear (to be worn over polo shirt)  
Plain black tracksuit bottoms  
Reversible black rugby shirt with yellow panelling

## PE Kit - Girls

Sports trainers (not black soled or 'fashion' trainers/pumps)  
Long black sports socks  
Black football shorts  
Plain black tracksuit bottoms - no leggings  
Black fitted polo shirt with yellow panelling with school crest (non-fitted option available)

### **Optional:**

Black sports top for inclement weather (must be plain or have very small logo)  
Black 1/4 zip top from Anglia Schoolwear (to be worn over polo shirt)  
Skort from Anglia Schoolwear

## Jewellery

Discreet jewellery is allowed; no more than a wrist-watch, a ring, a bracelet, a chain/necklace and a pair of solid small earrings. No other facial jewellery is allowed in school (eg: nose, tongue, lip or eyebrow studs).

Any jewellery, nail polish or nail extensions must be removed for reasons of health and safety if requested by staff.

Hairstyles or hair colours which are 'extreme' or attract undue attention are not allowed. It is important to contact your Head of Year before having a hairstyle which may be considered inappropriate.

Hats, caps and other headwear should not be worn on the school site except out of doors as protection from the weather. Students may wear head coverings for religious reasons.

Mobile phones and all forms of music players (MP3's, iPods) may be brought to school only with parental permission and in accordance with our clear set of rules. However, we recommend that these items are not brought into school. In brief, all such items must be kept switched off and out of sight during lessons. Headphones etc should be packed away and not worn around the neck. If any items are seen or used during and in between lessons they may be confiscated until 3.30pm and will require collection by a parent/carer if there is recurrence. They may only be used at break and lunchtime.

A full copy of our rules is made available to students at the start of each year. A copy can also be found on the school website.

No liability will be accepted by the school for loss, theft or damage of these and any other valuables and students are expected to take care of their own belongings. It is strongly recommended that students avoid bringing valuable items or large sums of money to school.

## School Uniform Stockists

### **For classroom school uniform:**

Gordon Ince Ltd  
25 Ipswich Street  
Stowmarket  
IP14 1AH

### **For uniform online or in-store**

#### **click and collect**

Tel: 01449 612 664  
www.inces.co.uk  
gordonince@btconnect.com

### **For PE Kit:**

Anglia Sports and Schoolwear Ltd  
For uniform online  
Tel: 01255 474 550  
www.yourschoolwear.co.uk  
sales@angliasportsandschoolwear.co.uk

# Home - School Agreement

During the time young people are with us at Stowmarket High School we believe it is very important that a spirit of trust and co-operation is built up between teachers, parents and young people. This agreement sets out some of the specific ways in which we can all play our part to achieve this positive atmosphere. It is not a contract but expresses the willingness and commitment of all concerned to work together for the benefit of all young people in the school.

To demonstrate this commitment, each party is asked to read this and sign the agreement on the student admission form.

## The school will:

- provide an ordered, caring and supportive environment which celebrates diversity and equality. We will also provide for the academic, social, physical and personal development of each individual;
- provide a full and balanced curriculum which, as far as is possible, allows each student to excel and develop their interests further;
- set challenging but achievable targets for each student and regularly share and explain these with parents/carers and students;
- provide parents/carers with records and information about their child's educational progress and general development using Go4Schools;
- give parents/carers regular opportunities for meetings with teachers and be available at other times when concerns or questions arise;
- pass on medical and educational information that parents/carers provide where appropriate;
- keep parents/carers fully informed about important school matters through letters home, the school's website and newsletters.
- efficiently respond to parents'/carers' enquiries promptly and justly.

## Parents/carers will:

- support all the policies and strategies that the school uses to keep a positive working atmosphere;
- encourage their child to be positive about all aspects of school, including homework and the many other opportunities offered;
- ensure that their child attends school consistently and punctually, providing school with a note to cover any absence; recognising the incurrance of a fine for term time holidays and unauthorised absences;
- ensure that their child wears full school uniform, takes pride in their appearance, and brings the correct equipment for each day;
- respond promptly to school requests for signatures and on tear-off slips;
- inform the school of any known concerns about their child's education, attend meetings at school to discuss progress, to learn about the work of the school and regularly update school of any factors which may affect their child's performance or participation;
- encourage their child to attend school clubs and extra-curricular activities;
- ensure their child attends any given detentions after school and collect / arrange for their child to get home following this extension of the school day.

## Students will:

- be polite to other people in school and also in the community, behave in an honest and sensible manner, showing respect for the fabric of the school and for their own and other people's property;
- approach all aspects of school life with a Growth Mindset and a positive attitude to learning;
- consistently attend school punctually;
- follow the school rules;
- wear full school uniform and take a pride in their appearance; ensure that they bring to school each day the appropriate equipment;
- work hard in lessons to develop their abilities further and endeavour to meet and exceed their targets;
- complete all tasks set as well as they possibly can and hand them in at the appropriate time;
- be good members of our community by helping all staff and telling them if someone is being bullied, hurt or is unhappy;
- keep their computer password confidential and use the school's computer systems according to the rules and guidance laid down and when using the internet always follow teacher's instructions.

## The ICT Usage Policy:

In addition to this Home School Agreement, every student is asked to sign a Student Internet and Email Acceptable Use Policy Permission Form before being allowed to access the school's ICT Network and Internet connection. This is in the interests of safety and privacy, and details what is expected of students when using school computers.



# Privacy Notice

## Students and parents to read

### Privacy Notice - Data Protection Act 1998

Stowmarket High School is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- support your child's learning
- monitor and report on your child's progress
- provide appropriate pastoral care
- assess how well we are doing

Information about your child that we hold includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If enrolling for post 14 qualifications the Learning Records Service will give us your child's unique learner number (ULN) and may also give us details about your child's learning or qualifications.

### In addition for Secondary Schools:

Once students are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of student and parent(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parents can ask that no information beyond names, addresses and your date of birth be passed to the support service.

This right transfers to a student on their 16th birthday. Please tell Stowmarket High School if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at:

[nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx](http://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx)

We will not give information about your child to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about students to our Local Authority (LA) and the Department for Education. If you want to receive a copy of the information that we hold or share, please contact Stowmarket High School. If you need more information about how the LA and DfE store and use this information, then please go to the following websites:

[www.suffolk.gov.uk](http://www.suffolk.gov.uk) or [www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data)

If you cannot access these websites, please contact the LA or DfE as follows:

Suffolk County Council  
Endeavour House  
8 Russell Road  
Ipswich  
IP1 2BX

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

[www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)  
[www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

Telephone: 0370 000 2288



# Curriculum Policy

## 1. THE AIMS OF OUR CURRICULUM

Our central aim is to ensure that all students at Stowmarket High School achieve the highest standards of which they are capable. These standards will apply to all that our students do, whether in the classroom, completing their work-related learning or the range of other opportunities we offer to students at all stages of their education.

**1.1 Stowmarket High School will provide a curriculum which inspires, challenges and safeguards all our students, and enables them to become:**

- successful young people, who enjoy learning, make progress and achieve
- individuals with a growth mind-set
- excellent leaders, communicators, decision makers and organisers
- resilient and able to take initiative
- fascinated by the world around them
- imaginative, creative and reflective in their learning
- confident individuals who are able to live safe, healthy and fulfilling lives
- socially responsible people who can interact with people of varying backgrounds and cultures
- responsible citizens who make a positive contribution to society
- positive contributors to our local community through school-based and local activities

**1.2 Stowmarket High School will provide a curriculum which creates successful learners who:**

- have the essential learning skills of literacy, numeracy, and information and communication technology
- are challenged and stretched to achieve their potential
- are creative, resourceful and able to solve problems
- have enquiring minds and think for themselves to process information, reason, question and evaluate
- understand how they learn and learn from their mistakes
- are able to learn independently and with others
- know about big ideas and events that shape our world
- enjoy learning and are motivated to achieve the best they can, now and in the future

**1.3 Stowmarket High School will provide a curriculum which develops confident individuals who:**

- have a sense of self-worth and believe in themselves
- relate well to others and form good relationships
- are self-aware and deal well with their emotions
- have secure values and beliefs

- become increasingly independent, are able to take the initiative and organise themselves
- make healthy lifestyle choices
- are physically competent and confident
- take managed risks and stay safe
- are willing to try new things and make the most of opportunities
- are open to the excitement and inspiration offered by the natural world and human achievements

**1.4 Stowmarket High School will provide a curriculum which develops responsible individuals who:**

- are well prepared for life and work
- are enterprising
- are able to work co-operatively with others
- respect others and act with integrity
- understand different cultures and traditions and have a strong sense of their own place in the world
- appreciate the benefits of diversity
- challenge injustice, are committed to human rights and strive to live peaceably with others
- maintain and improve the environment, locally and globally
- take account of the needs of present and future generations in the choices they make
- understand that in a democratic society they can change things for the better

The aim is to develop a coherent 11-18 curriculum that builds on our students' experiences in the primary phase and helps them to become successful learners, confident individuals and responsible citizens. Our curriculum reflects values in our society that promote personal development, spirituality, equality of opportunity, economic wellbeing, a healthy and just democracy, and a sustainable future. It will allow our students to be prepared for life in employment, further education or apprenticeship. All our students, regardless of their gender, ability, background or disadvantage, will be given the opportunity to follow a curriculum which is broad, balanced, relevant, differentiated and coherent and which enables continuity and progression. Every student will be expected to experience success.





***In particular, our curriculum will:***

- promote high standards, particularly in literacy and numeracy
  - provide entitlement to a coherent, broad and balanced curriculum
  - instil in our students a positive disposition to learning and a commitment to learn
  - promote and pass on essential knowledge, skills and understanding valued by society to the next generation
  - be relevant to our students and prepare them for the here and now, for the next phase of their education, and for their future
- widen horizons and raise aspirations about the world of work and further and higher education
  - make our students more aware of, and engaged with, their local, national and international communities
  - help students recognise that personal development is essential to wellbeing and success
  - allow our students to make the relevant progression from the primary phase to the tertiary phase, particularly in the core areas of English, Mathematics and Science.

## 2. THE ORGANISATION OF LEARNING

### 2.1 Curriculum model and design

Our curriculum welcomes and supports all, with pathways that cater for all abilities. The principle of design is that of using effective data to design pathways which cater for the students on intake and at transition. We follow the statutory National Curriculum which sets out programmes of study for Key Stage 3 and Key Stage 4 and which came into force in September 2014 with updates in September 2016.

### KEY STAGE 3

In Years 7 and 8, students are placed in one of three pathways to cater for their varying abilities and needs. The students are selected for each pathway based on a variety of criteria.

All Key Stage 3 students will study the core entitlement of English, Mathematics, Science, PE and PSHE. They will have a wide experience of the more creative arts subjects such as Art, Music and Drama. We also pride ourselves on offering a rotation of four key technical subjects: Resistant Materials, Graphics, Food and Textiles as well as IT. Finally we deliver two humanities subjects, Geography and History.

### Year 7

**Pathway 1:**

This is a gifted and talented route and only a few students will study this pathway – in Year 7 this will involve extending their knowledge and providing wider opportunities to develop their skills and understanding. These students will also study French.

**Pathway 2:**

The majority of our students follow this pathway, it is the same as Pathway one in terms of the subjects they will study.

**Pathway 3:**

These will again follow the majority of the same pathway as Pathway 2, but with additional English for those struggling with literacy in the form of the Literacy Group (Lp). These students will not be studying any languages.

### Year 8

**Pathway 1:**

This is a gifted and talented route and only a few students will study this pathway – in Year 8 this will involve extending their knowledge and providing wider opportunities to develop their skills and understanding. These students will continue their studies in French but will also begin studying German.

**Pathway 2:**

The majority of our students follow this pathway, it is the same as pathway one in terms of the subjects they will study but will continue with the same number of French lessons and do not pick up German.

**Pathway 3:**

These will again follow the majority of the same pathway as Pathway 2, but with additional English for those struggling with literacy in the form of the Literacy Group (Lp). These students will not be studying any languages.

To prepare students for GCSE subjects – as we deliver a three year GCSE programme of study. Students will choose their Options in February/March of Year 8.

# Curriculum Policy

## KEY STAGE 4

### Three Year GCSE – Year 9-11

Students are selected for a specific pathway based on Key Stage 3 achievement and suitability for each programme of study.

#### Pathway 1: English Baccalaureate Pathway – designed for the more academically able

##### Core Subjects

English  
English Literature  
Maths  
PE  
Triple Science

**Ebacc Block** – students must study one language and one humanities

French  
German  
History  
Geography

**Options** – choose three subjects from this list

ICT	Textiles
Business Studies	Music
Health & Social Care	Art
Graphics	Drama
Food	PE
French	History
German	Geography
Resistant Materials	Philosophy & Ethics

#### Pathway 2 Mixed GCSE Pathway – designed for a broad variety of study, maintaining the option to obtain the English Baccalaureate

##### Core Subjects

English  
English Literature  
Maths  
PE  
Double Science

**Core Block** – students must either study one language or one humanities

French  
German  
History  
Geography

**Options** – choose three subjects from this list

	Resistant Materials
ICT	Textiles
Business Studies	Music
Health & Social Care	Art
Graphics	Drama
Food	PE
French	History
German	Geography
	Philosophy & Ethics

#### Pathway 3: Vocational Pathway – designed for less academically minded students and those more suited to vocational learning

##### Core Subjects

English  
English Literature  
Maths  
PE  
Double Science

##### Vocational Blocks

Students will study two vocational qualifications as well as experience a variety of off-site opportunities, such as working with the National Trust, Otley College and studying life skills qualifications.

**Options** – choose two subjects from this list

ICT	Textiles
Business Studies	Music
Health & Social Care	Art
Graphics	Drama
Food	PE
French	History
German	Geography
Resistant Materials	Philosophy & Ethics

## KEY STAGE 5

At Key Stage 5, students have a choice of up to four A-level subjects from a wide range available. Those students who have met the required standard of five or more GCSEs at grade 4 or above for entry to a suite of A-levels but are lacking a grade 4 or higher in either Maths and/or English are required to undertake further study in that subject and to retake the GCSE until they achieve that minimum standard. The majority of students will start with three subjects in Year 12, some will choose to follow four but only in exceptional circumstances. A few students will also choose to study the AS equivalent qualification of the Extended Project.



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Telephone: 01449 613541 :: Web: [www.stowmarkethigh.suffolk.sch.uk](http://www.stowmarkethigh.suffolk.sch.uk) :: Email: [enquiries@stowmarkethigh.suffolk.sch.uk](mailto:enquiries@stowmarkethigh.suffolk.sch.uk)

Headteacher: Mr Dave Lee-Allan