



PROSPECTUS 2020-2021

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DISS HIGH SCHOOL







# CONTENTS

- Welcome..... 1
- A School for the 21st Century ..... 3
- Promoting Community Cohesion..... 3
  - Teaching and Learning ..... 3
  - Equity and Excellence ..... 3
  - Engagement and Ethos ..... 4
  - Safeguarding Children ..... 4
  - Provision for students with disabilities and educational needs ..... 4
- An International Outlook..... 5
- Admissions Procedure ..... 7
- Transport ..... 8
- The Curriculum ..... 9
  - Years 7-9 (Key Stage 3) ..... 9
  - Years 10 and 11 (Key Stage 4)..... 9
  - Sex Education..... 9
  - Instrumental Tuition..... 10
  - Charging Policy..... 10
  - Careers ..... 10
  - Provision for Sport..... 10
  - Examination Results ..... 10
- Pastoral Care..... 11
  - Discipline ..... 11
  - Policy on Bullying..... 12
  - Parents’ Evening and Termly Reports ..... 12
  - Homework ..... 13





Monitoring Student Progress.....	13
Timings of the School Day.....	13
Religious Education is taught alongside PSHEE.....	14
Meals and Lunchtime Arrangements.....	14
Complaints Procedure .....	14
School Uniform.....	15
School Uniform Policy.....	15
Summary of School Uniform.....	15
Physical Education Kit.....	16
Compulsory for ALL students .....	16
Optional kit for all students .....	16
Compulsory kit for BOYS .....	16
Compulsory kit for GIRLS.....	16
The Governing Body.....	17
Academic Year 2020-2021 .....	19
Appendix 1.....	21
Anglia Sports and Schoolwear Ltd Information .....	21
Appendix 2.....	22
Online Payment System .....	22
Appendix 3.....	23
The School Shop.....	23
Survival Kits .....	23
Calculators & Dictionaries.....	23





## WELCOME

We are very pleased to extend to you a warm welcome to Diss High School.

All governors feel justifiably proud of our school. We are a converter academy providing education for 11 to 18 years olds on an attractive site at the north eastern edge of the town.

Diss High is a forward-looking school. We have a roll of nearly 1000 students and have become a school of choice for families from a wide area around Diss. Whilst our building may not be modern, our attitudes certainly are! The net result of this is that Diss High delivers high quality education with examination results which place us consistently among the top schools of the league tables for Norfolk.

We regard our school as a partnership between students, staff, governors, parents and the wider community. All parents are encouraged to take an active part in school life.

We hope that, within this prospectus, you will find much of interest and may be encouraged to share our vision for education in Norfolk. We would also encourage you to look at our website to find out more about the school: [www.dishigh.norfolk.sch.uk](http://www.dishigh.norfolk.sch.uk).

*The Governing Body of Diss High School*



## A SCHOOL FOR THE 21ST CENTURY

We are committed to certain vital traditional values which include:

- ❖ High academic standards
- ❖ A strong pastoral system
- ❖ Clear and fair discipline
- ❖ School Uniform

We are also committed to progress and development to provide the best all-round educational opportunities. New high-quality specialist facilities have been developed in recent years and this will continue. We are delighted with our Vocational Centre which caters for courses in Hair and Beauty and Construction. ICT plays a crucial role in the learning of all students. We constantly strive to strengthen this further.

Diss High aspires to be at the cutting edge of positive educational initiatives nationally and internationally. We are committed to working in partnership with other schools and internationally we have partners across the globe. These and other initiatives allow us to bring the latest thinking in education into the work we do.

## PROMOTING COMMUNITY COHESION

Governors at Diss High School recognise they have a key part to play in promoting community cohesion. The school will promote community cohesion in the following ways:

### Teaching and Learning

- ❖ Teaching and curriculum provision that supports high standards of attainment, promotes common values and builds students' understanding of the diversity that surrounds them.
- ❖ Lessons across the curriculum that promote common values and help students to value differences and challenge prejudice and stereotyping.
- ❖ A programme of curriculum based activities whereby students' understanding of community and diversity is enriched through fieldwork, visits and meetings with members of different communities.
- ❖ Support for students for whom English is an additional language to enable them to achieve at the highest possible level in English.

### Equity and Excellence

- ❖ A focus on securing high standards of attainment for all students from all ethnic backgrounds and of different socio-economic status.
- ❖ Effective approaches in place to deal with incidents of prejudice, bullying and harassment.
- ❖ Admission arrangements that promote community cohesion and social equity.

## Engagement and Ethos

- ❖ Partnership arrangements to share good practice and offer students the opportunity to meet and learn from other young people from different backgrounds.
- ❖ Links built into existing schemes of work and grounded in the curriculum with students working together on a joint project or activity.
- ❖ Shared use of facilities to provide a means for students to interact.
- ❖ Working with community representatives, for example through mentoring scheme or bringing community representatives into school to work with students.
- ❖ Strong links and multi-agency working between the school and other local agencies, such as the youth support service, the police and social care and health professionals.
- ❖ Engagement with parents through coffee mornings, curriculum evenings, parent and child courses.
- ❖ Provision of extended services and community use of facilities for activities that take place out of school hours, including adult and family learning, information and communications technology, and English classes for speakers of other languages.

## Safeguarding Children

The Governors of Diss High School are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are expected to share this commitment and enhanced DBS checks are required. Our school Safeguarding Policy is available from the school office on request and is on our website. We also have an E-Safety Policy.

## Provision for students with disabilities and educational needs

- ❖ Diss High School has a policy on Equal Opportunities. This policy is a commitment by the school and its governing body, to the promotion of equality of opportunity in all areas of school life. Diss High School will promote, by all means within its power, attitudes and actions which will actively assist in the creation of harmony in the lives of all involved in the school and which will add to each individual's dignity and worth. Equally the school will resist anything which will in any way detract from such dignity and worth on the grounds of gender, race, religion, culture or disability.
- ❖ Diss High School adopts a whole school policy for meeting the needs of students with Special Educational Needs. Each area of the curriculum values the learning and achievement of all students, and aims to meet their individual needs. Each subject area has the responsibility to ensure that all students can make progress commensurate with their abilities. Integration of students is regarded as crucial and we believe that all our students are entitled to a broad and balanced curriculum. Diss High School has a SEND Coordinator (SENCO) who is responsible for coordinating the day-to-day provision for students with Special Educational Needs.

- ❖ Diss High School operates an Equal Opportunities Policy for the admission of students with special educational needs and they are afforded the same rights as students without special educational needs. The school takes advice from the Local Authority as to the appropriate resources and facilities that may be needed for the integration of special needs students.
- ❖ Diss High School has been modified for wheelchair access and there are ramps to ensure full access to all parts of the school.
- ❖ There are a number of disabled toilets situated in various locations around the school. Our Disability Equality Scheme and Special Educational Needs Policy are available on request from the school reception.
- ❖ The school is aware that some children such as 'Looked After Children' have additional needs. These are noted and appropriate action and support is provided.

### An International Outlook

Globalisation means it is vital that every young person's education is international in its outlook. We are more interdependent than ever. The school's curriculum reflects this. But that is not the whole story. We have an established partnership with a school in Holland, Toulouse and a school in Norway. Further international ventures, often with a study or sports theme, include trips to Greece, Italy, France, Barcelona, Madrid, Iceland, Austria and Germany.



## ADMISSIONS PROCEDURE

Students are admitted to Diss High School at the age of 11+ without a formal examination. Students from the following primary schools have traditionally joined us each year.

All Saints CEVA Primary School, Winfarthing	Bressingham Primary School
Burston Primary School	Dickleburgh CofE Primary Academy
Diss CofE Primary Academy	Garboldisham Church Primary School
Roydon Primary School	Scole CofE VC Primary School
St. Andrew's CEVA Primary School, Lopham	Tivetshall Primary School

Students who live within our geographical area but attend schools outside this area are also eligible for admission. Students residing beyond the catchment area may be admitted if there is available space.

In the event of there being more requests for places than places available, children will be admitted in the following order of priority:

1. Children with a Statement of Special Educational Need naming that school;
2. Children in public care who are due to transfer;
3. Children who are due to transfer and live in the area served by the school;
4. Children who are due to transfer and live outside the area served by the school, who have an older brother or sister attending the school at the time of admission (but not the Sixth Form);
5. Children who are due to transfer who live outside the area served by the school and attend a feeder school at the opening date of the admission round.
6. Children who are due to transfer and live outside the area served by the school.

If all children within any of the above criteria cannot be offered a place, the highest priority will be given to children living nearest to the school within those criteria. To determine who lives nearest, distance will be measured door to door, using Ordnance Survey data.

All enquiries regarding admission should be addressed in the first instance to:

Pupil Admissions, County Hall, Norwich 0344 800 8020

or

Mr K Brinkley (Deputy Headteacher) Diss High School.

Admission to Sixth Form is made on the basis of an interview and appropriate success at GCSE level. Traditionally, many students from Harleston, Eye, Long Stratton and Old Buckenham have followed courses at Diss High School, in addition to our own students.

## TRANSPORT

Daily transport into school is provided by the Local Authority in accordance with the County guidelines. Students living within our catchment area are eligible for free transport into school if it is too far to walk. The Authority do have the discretion to allow students who live outside the area to purchase a bus pass, if there is space on the buses bringing Sixth Formers to school.

All students entitled to a place on the buses will be issued with bus passes which they need to carry for every journey. Any questions concerning eligibility for free transport and matters concerning bus passes should be made to the Passenger Transport, County Hall, Norwich on 0344 800 8020.

## THE CURRICULUM

### Years 7-9 (Key Stage 3)

In the first two years all students follow a basic course comprising Art, Design Technology, English, Drama, PSHEE, Geography, History, Food, French, Spanish, Computing, Mathematics, Music, Religious Studies and Science.

On entry to the School, all students are placed in mixed ability tutor groups based on information provided by their primary school.

Information from feeder schools is sufficient to allow class grouping from the beginning of the first year. Class groups are reviewed regularly throughout Years 7 and 8 and movement is common.

Children in need of special help are given this by means of our Learning Support Department which uses a mixture of withdrawal for individual tuition and support in the classroom.

Full details are given separately. Some students may also undertake 'intervention' courses in small groups in the core subjects, based on the recommendation of subject teachers.

The need for additional studies for a small number of exceptionally able students is recognised and catered for in a course taught outside main curriculum time in Years 8 and 9.

### Years 10 and 11 (Key Stage 4)

In Year 10, students begin courses of study leading to the GCSE examinations. Currently all students study English, Mathematics, Science, Physical Education, Computing, a Modern Foreign Language, a Humanities subject, Careers, Religious Studies and PSHEE.

Additionally, students opt to study two other GCSE subjects from an extensive list. Full details of the examination courses and related procedures are given separately at the appropriate time; a list of all approved external qualifications which we currently offer is available on request.

### Sex Education

Sex Education is taught to all students in accordance with the guidelines agreed by the Governing Body, a copy of which may be viewed on request. The subject is taught through Science, Physical Education, Religious Education and PSHEE with both physical and emotional aspects of the topic being considered.

As part of the Science course in Years 7 and 8, students are taught about 'the physical and emotional changes that take place during adolescence; the human reproductive system, including the menstrual cycle and fertilisation; how the foetus develops in the uterus'.

Additionally, in PSHEE the Sex Educational content deals both with factual matters (HIV/AIDS, contraception) and aspects of emotions and relationships, appropriate to the age and maturity of the students.

Parents do have the right to request that their child be withdrawn from all or part of the sex education programme, other than the Science component.

## Instrumental Tuition

In Music, some instrumental tuition in a group is available in addition to the normal curricular provision. The Governors have decided that the school may make an annual charge for students undertaking group peripatetic instruction to support provision in this area. This may be waived in cases of financial hardship. Full details are available on request.

## Charging Policy

The school's Charging Policy is based on the Norfolk County Council recommended model. Full details of any charges which we are allowed to make are issued to parents at appropriate times. The Governors' Policy may be viewed on request.

## Careers

A member of staff has a special responsibility for Careers work. Formal Careers lessons are part of the curriculum for all in Years 10 and 11 and the subject features in the Year 8 PSHEE programme, prior to the 'Options' process. The PSHEE programme in Years 7 and 8 also covers aspects of decision making relevant to Careers. Careers interviews are also offered to students in the Sixth Form. Independent neutral advice is available to all students on line.

The resources of parents and others are utilised to provide information, mock interviews and individual advice on particular courses. The school has established strong links with representatives of local commerce and industry.

Careers and Higher Education advice to Sixth Formers is provided both by the School and UCAS advisers.

## Provision for Sport

- ❖ The Physical Education department offers all students the opportunity to participate in a wide range of extra-curricular, competitive sporting activities through participation in lunchtime training sessions and inter-school fixtures. Students are encouraged to join local clubs and those with outstanding potential are put forward for area/County selection.
- ❖ During their time at Diss High School, students participate in: Football, Rugby, Hockey, Netball, Cricket, Rounders, Athletics, Basketball, Volleyball, Table-tennis, Gymnastics, Cross-Country, Orienteering, Tennis and Trampolining. Students also have the opportunity to join in several after school classes. These include: Dance, Fencing, Water Aerobics, Archery and Self Defence.

## Examination Results

Details of our most recent examination results can be seen on our school website.

## PASTORAL CARE

Students in all years are placed into tutor groups, each in the care of a tutor who is immediately responsible for their welfare and progress. The tutor groups in each year make up a larger group under the care of the Head of Year and Assistant Head of Year. There is an Deputy Head with overall responsibility for pastoral care.

The purpose of this arrangement is to provide for the general well-being of each student. If a problem arises in the school, parents are contacted and asked to come and discuss possible solutions. Equally, parents who have any matters of concern are asked to contact the Head of Year, either by letter or by telephone, during school hours.

The structure for the 2019-2020 academic year is as follows:

Year 7	Year 8	Year 9
Head of Year: Miss Kelly	Head of Year: Mr Widdeson	Head of Year: Mr Cole
Assistant Head of Year: Miss Narkiewicz	Assistant Head of Year: Miss Jarocki	Assistant Head of Year: Dr Busby

Year 10	Year 11
Head of Year: Ms O'Neill	Head of Year: Mrs Offord
Assistant Head of Year: Mr Catchpole	Assistant Head of Year: Miss Harnett

The school has several fully qualified First Aid Assistants on site, supported by particular staff who have an appropriate qualification.

### Discipline

The school has a detailed Discipline Policy, agreed by the Governors, which parents are welcome to inspect. It may be summarised as follows:

- ❖ Our policy is to provide a safe and secure environment for all staff and students in the school.
- ❖ Good discipline is central to effective teaching and learning and students function best within a structured environment.
- ❖ We aim to provide a flexible discipline structure for teachers and students, which is positive and encourages self-discipline, but at the same time provides measures to discourage unacceptable behaviour.
- ❖ This policy seeks to enhance the quality of relationships within the school and the wider community.

Where students fail to respond to the usual range of disciplinary measures, an after-school detention may be given. These are held each Wednesday from 3:15pm-4:15pm.

The parents of any child to be detained will be given at least 48 hours notice and should make arrangements for the child to be collected at 4:15pm.

Further details of the Discipline Policy are included in the Parents' Handbook, issued prior to the admission of every child.

### Policy on Bullying

At Diss High School we expect good behaviour from all our students and will not tolerate bullying of any kind. It is our aim to deal positively with both victims and bullies, so that we can create a safe and positive environment for learning. The school encourages a climate of openness where students can safely confide in members of staff and other students if they, or their friends, are being bullied.

Everyone has the right to a safe and secure school environment where they will be protected from bullies during the whole of the school day. No one person has the right to bully another. Bullying might take place before or after school, in lessons, during breaks and lunchtimes and on the school bus.

We consider the following types of behaviour to be bullying, all of which are unacceptable:

- Physical** Deliberately pushing, hitting or hurting another person.
- Verbal** Saying or shouting unpleasant things to other people knowing that what you are doing will hurt them. This includes starting nasty rumours about people.
- Gestures** Making aggressive or unpleasant gestures to people, knowing that it will be threatening or upsetting. This includes spitting.
- Extortion** Forcing people to part with their belongings or making them hand over money.
- Exclusion** Excluding people from group activities with the intention of hurting them or making them unhappy.
- Cyber** Intimidation using mobile phones or internet.

### Parents' Evening and Termly Reports

Written reports are normally issued once annually at an appropriate point in the academic year. These are complemented by progress reports. An interim report may be arranged where a parent is concerned about the progress of their child.

Parents' Evenings are held once a year for each age group other than the Lower Sixth, who have two.

## Homework

Homework is seen as of crucial importance to a child's academic success. It is given according to a published policy and noted in the student's diary which parents are encouraged to check regularly. The amount of homework given increases as the child progresses through the School.

Homework may consist of:

Note-making	Writing	Research	Reading
Learning	Drawing/painting	Planning	Practical activities

## Monitoring Student Progress

Students' progress is monitored by continuous assessment, with formal examinations, either externally or internally, set once a year. All students have a target grade in each subject to work towards based on their prior achievement. Subject leaders and senior staff monitor the progress and performance of each student on a regular basis.

## Timings of the School Day

8:35am	Warning bell for registration and movement time
8:40am	Registration/Assembly
8:55am	Lesson One
9:55am	Lesson Two
10:55am	Break
11:10am	Warning bell and movement time
11:15am	Lesson Three
12:15pm	Lesson Four
1:15pm	Lunch break
2:05pm	Warning bell and movement time
2:10pm	Registration
2:15pm	Lesson Five
3:15pm	Lessons finish

### Religious Education is taught alongside PSHEE

Religious Education is in accordance with the Norfolk agreed syllabus, a copy of which may be viewed at the school on request. Parents wishing to withdraw their child from Religious Studies lessons, or devotional parts of the assembly programme, are invited to discuss the matter with the Headteacher.

### Meals and Lunchtime Arrangements

As laid down in the school rules, students (other than those who go home to lunch) are not allowed to leave school during the school day without special permission from the Head of Year. Such permission is granted only in exceptional circumstances and must be requested by a letter from the parents on each occasion. This letter should be signed and dated in addition to explaining why the request has been made.

This means at lunchtime, students will take a school lunch OR bring a packed lunch.

School lunches are provided in the dining room and snack bar and the cost will depend upon the choice of dishes. As a rough guide, £2.30 will buy a two course set meal, although there are many cheaper options. The school operates a cashless catering system and students will be issued with a card to purchase meals. More information can be found at Appendix 2.

### Complaints Procedure

If you are unhappy about any aspect of your child's education or experience at school, you should make an appointment to see the Head of Year. If you are still unhappy and wish to take the matter further, you should make an appointment to see the Headteacher.

If after discussion with the Headteacher the matter remains unresolved, you should tell her that you wish to make a formal complaint.

The Headteacher will give you a copy of the complaints procedure and the name and address of the Clerk to the Governors of the school.

You will be asked to make your complaint in writing, but if you wish you will be able to attend a meeting with the school governors when your complaint will be considered and you may explain it to them.

It will then be for the Governors to decide whether the complaint is justified and what should be done about it. If you are still not satisfied when you are told of their decision, you may complain to the Secretary of State for Education.

## SCHOOL UNIFORM

We see the school uniform as an aid to generating a purposeful and disciplined spirit in the attitudes of students as well as a pride in the school. Parents who choose to send their children to Diss High School are deemed to support the School Uniform Policy.

The principal items of uniform are available from [www.yourschoolwear.co.uk](http://www.yourschoolwear.co.uk).

### School Uniform Policy

The Governing Body has agreed the following.

- ❖ All students in Year 7 to 11 are required to wear School Uniform and to present themselves in a neat and tidy fashion at all times.
- ❖ No jewellery (apart from one stud per ear). Other forms of visible 'body piercing' are specifically forbidden.
- ❖ Style/colour of hair must not be taken to extremes.
- ❖ Leather and denim jackets are not regarded as appropriate outdoor wear, neither are casual shirts, training or hooded tops, or cardigans. Outdoor wear should be weatherproof. Garments carrying slogans or drawings, which the School deems offensive, are forbidden (e.g., racist or drugs related). Baseball caps may not be worn.

*(Generally, outdoor garments should be of the kind that zip or button up the front and be free of very large slogans, brand names, decorations etc. Sober colours are preferred and lightweight training tops or other flimsy garments are really not suitable; the idea is to protect children from the cold and wet, not to allow them to wear the latest fashion garments around the buildings. We would appreciate the support of parents in this.)*

- ❖ All extremes of fashion should be avoided and the School reserves the right to decide what constitutes a breach of School Uniform.
- ❖ Make-up: Years 7-11 - No Make Up Permitted.

### Summary of School Uniform

- ❖ Navy blue official school polo shirt.
- ❖ Navy blue official school V-necked sweater. The wearing of sweaters is compulsory after autumn half term holiday until Easter and optional thereafter (weather dependant).
- ❖ Plain graphite grey full length trousers for boys and girls (which are purchased through Anglia Sports and School wear). No other style of trouser, such as very tight or very flared, are acceptable and neither are denim, cord or casual style trousers. Accessories such as buttons, studs and other decorative details on the trousers are unacceptable.
- ❖ Plain black or grey socks.
- ❖ Plain black leather shoes. Trainers with logos, backless or platform shoes, open sandals or shoes with heels exceeding 2 inches (5cm) are not permitted. Where injuries to feet prevent the wearing of normal school shoes, students are expected to wear the regulation plimsolls which are loaned by the school.

## PHYSICAL EDUCATION KIT

### Compulsory for ALL students

- ❖ Diss High School unisex PE polo shirt\* or Diss High School girls' PE polo shirt\*
- ❖ Trainers (non marking soles) NOT plimsolls
- ❖ White ankle sport socks
- ❖ Plain navy shorts
- ❖ Diss High School sports socks\*
- ❖ Hockey or football boots

### Optional kit for all students

- ❖ Plain navy tracksuit bottoms or leggings
- ❖ Mouth guards and shin pads are strongly recommended

### Compulsory kit for BOYS

- ❖ Diss High School boys' rugby shirt\*

### Compulsory kit for GIRLS

- ❖ Diss High School girls' sports top\* (long-sleeved)

We recommend that students shower after physical activity, but this is not compulsory. Additionally, all students in appropriate weather may wear sun hats.

\*This kit MUST be ordered from Anglia Sports and Schoolwear Limited at [www.yourschoolwear.co.uk](http://www.yourschoolwear.co.uk)

## THE GOVERNING BODY

The full list of current governors can be seen on our website.

The governors meet, as a full group, at least once a term and more often in committees. There are three committees at present:

- ❖ Curriculum and Monitoring
- ❖ Finance, Personnel and Premises
- ❖ HR and Staff Development

Governors are appointed to help:

- ❖ Decide what is taught
- ❖ Set standards of behaviour
- ❖ Select, interview and appoint staff
- ❖ Decide how the school budget is spent

School Governors are:

- ❖ Parents
- ❖ Teachers at the school
- ❖ Community Representatives, Business People

Parent Governors:

- ❖ Have a child at school
- ❖ Are elected by parents of the school
- ❖ Serve, as do other Governors, for four years
- ❖ Community Representatives, Business People

The minutes of the Governors' meetings are in the school office for anyone to read. Parents elect five Parent Governors for a four year period.



## ACADEMIC YEAR 2020-2021

Autumn Term	Spring Term	Summer Term
7 <sup>th</sup> September 2020 to 18 <sup>th</sup> December 2020	4 <sup>th</sup> January 2021 to 26 <sup>th</sup> March 2021	12 <sup>th</sup> April 2021 to 21 <sup>st</sup> July 2021
Half-term	Half-term	Half-term
22 <sup>nd</sup> October 2020 to 30 <sup>th</sup> October 2020	15 <sup>th</sup> February 2021 to 19 <sup>th</sup> February 2021	31 <sup>st</sup> May 2021 to 4 <sup>th</sup> June 2021





## APPENDIX 1

## ANGLIA SPORTS AND SCHOOLWEAR LTD INFORMATION

The Diss High School PE kit is only available to buy via the online store. Below is some useful information about ordering online:

- ❖ The website, [www.yourschoolwear.co.uk](http://www.yourschoolwear.co.uk) allows you to purchase uniform 24 hours a day, 365 days a year;
- ❖ Next working day despatch for orders completed by noon Monday to Friday, excluding Bank Holidays, with a choice of three different delivery services;
- ❖ Option of free second class Royal Mail delivery for orders over £50 plus VAT;
- ❖ Dedicated customer service department;
- ❖ Comprehensive size charts to help order the right size, first time.

Estimated transit times for online orders are as follows:

- ❖ Second class post – Royal Mail aim to deliver 98% of mail within 3 working days of posting;
- ❖ First class post – Royal Mail aim to deliver 93% of mail the next working day after posting;
- ❖ Next day carrier – UKMail deliver the working day after collection.

Paste the following link into your internet browser to go directly to the Diss High School webstore.

<http://www.yourschoolwear.co.uk/diss-high-school-56-c.asp>

If you have any difficulties making payment, please check you have third-party cookies enabled in your browser settings. Apple disables third-party cookies whenever they update their Safari Browser. In order to make online payments to vendors that use a third-party payment solution, instead of storing customers' card details on their own servers, third-party cookies must be enabled.

The most popular sizes we sell for **average-sized** year 7 (age 11) children, which also allow for growth, are:

- ❖ Sweatshirt XS
- ❖ Navy Uniform Polo shirt 32";
- ❖ PE Polo shirts 30/32" or one size up for baggier fit;
- ❖ Long sleeved reversible sports shirt (boys) 34"/36" (allowing room for growth as only worn once or twice a week and minimal stretch in fabric);
- ❖ Quarter zip Long sleeved sports top (Girls) 32"/34";
- ❖ PE shorts 22"/24";
- ❖ Joggers age 12-13 (grip bottoms so OK if too long).

Comprehensive size charts online for each item by clicking on.



Garment specs

We are confident you will find this service efficient and convenient; any questions, please contact our customer service department via email [customersupport@angliasportsandschoolwear.co.uk](mailto:customersupport@angliasportsandschoolwear.co.uk)

\* Second-class post charge for orders under £50 + VAT is £3.75 (£3.16 + VAT)

\*\* Royal Mail deliveries includes Monday to Saturday as working days, but exclude Bank Holidays. Royal Mail does not guarantee delivery within a particular time frame for either first or second-class, so urgent orders should be placed with the Next Day Carrier option. Please note though that our carrier, currently UKMail, only collects and delivers goods Monday to Friday, excluding Bank Holidays, so there is no Saturday option.



### ONLINE PAYMENT SYSTEM

At Diss High School we operate an online payment system known as 'SIMS Pay' in order to reduce the amount of cash and cheques that enter the school premise and provide parents with greater convenience for school meal payment, trips and other purchases. The secure e-payments solution 'SIMS Pay' allows payments online or by cash at PayPoint outlets or the Post Office.

We hope that you will find paying this way much more convenient and from our perspective it will save us time, as well as reduce the chances of money being lost or stolen. There are cash-loader machines in school, available for students to use if parents are unable to set up an online account.

#### Benefits for parents:

- ❖ SIMS Pay allows you to make online payments to the school whenever and wherever you like, 24 hours a day, 7 days a week
- ❖ Makes it easy and convenient to make payments for school items by debit or credit card
- ❖ Reduces the need for children to carry cash to school
- ❖ Peace of mind that payments are made safely and securely to the school
- ❖ You can merge your child's accounts into one single view if you have more than one child at the school, or from other schools that also use SIMS Pay

#### Benefits for the school:

- ❖ Safeguarding - helps to ensure children are safer without having to carry cash to school
- ❖ Safety - reduces the amount of money held at school
- ❖ Frees up staff to focus on other important school activities
- ❖ Helps reduce the time and cost spent by the school on payment collection and administration

We use a card system for school meals; the card is linked to the student id number on our management information system it does not hold any personal information.

An email giving further information and your individual registration details will be provided to you. The SIMS Pay website is available to access at <https://www.sims-pay.co.uk> or from the school website at <http://www.dishhigh.norfolk.sch.uk/?p=cashless.catering>



## APPENDIX 3

### THE SCHOOL SHOP

Students are expected to attend school equipped with all the 'basics' such as pen, pencil, pencil sharpener, eraser, ruler, compass, protractor and calculator. The School Shop sells all these items, and many more, at very reasonable prices, often well below normal retail levels. During term time the shop is open every Monday and Wednesday lunch time between 1:40pm and 2:05pm.

#### Survival Kits

For £10.00 parents can purchase a Casio 83GT-Plus calculator, a geometry set, two pens and one pencil in a pencil case (see through to comply with exam regulations).

#### Calculators & Dictionaries

The Maths department recommends the Casio 83GT-Plus scientific calculator (battery powered) for use in school up to and including GCSE level priced at £8.00. Please ensure that calculators are clearly marked with your child's name.

Calculators and language dictionaries can also be ordered through the School Shop during term time.



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