



# YEAR 7 PARENTS' HANDBOOK

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## 2021-22



Head of Year 7:

Mrs M Offord

Assistant Head of Year 7:

Miss K Jarocki








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## SCHOOL ORGANISATION

### THE CURRICULUM YEARS 7-9 (KEY STAGE 3)

For the first three years at Diss High School, all students study the following subjects: Art, Computing, Drama, English, French, Spanish, Geography, History, Mathematics, Music, Physical Education, PSHEE (includes Religious Studies and Careers Education), Science and Technology (includes Design Technology and Food). A wider range of subjects are offered in year 9 to prepare students for the GCSE courses and broaden their education.

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

By the end of Year 9, students are given an element of choice in the examination courses they will follow, known as options subjects.

### THE CURRICULUM YEARS 10-11 (KEY STAGE 4)

### THE CURRICULUM YEARS 12-13 (SIXTH FORM)

In both of the above cases, full details relating to public examination courses are published at the appropriate time in your child's schooling.

## ASSESSMENT

On entry to the School, all students take standardised national tests; the information we gather from these, along with results from Year 6, helps us to determine which children may benefit from additional help and support.

Formal teacher assessments take place in Years 7 and 9.

School examinations for Years 7 – 10 are held during the school year and as well as ongoing teacher assessments.

These assessments (with some notes to explain their significance), are sent home by letter. Teachers who have indicated an unsatisfactory assessment will discuss this with the student and the Head of Year will place the child on Report where there is a particular cause for concern.





## THE DEPARTMENTS

### ART

Head of Department: Miss H Nield

The Art and Design work in Diss High School aims to give students pleasure and satisfaction through experience, practice and expression in a wide range of visual art activity.

Practical work, both inside and outside the studios, together with projects linked to other subjects and the study of our artistic heritage, is planned to enrich the students' school lives and encourage a sensitive awareness of the world around them.

This work and experience provides a sound base for future examination or career development and a lasting life-long interest.

### PSHEE AND RELIGIOUS STUDIES

PSHEE and Religious Studies are in a number of sessions across the curriculum. The aim of this course is to increase students' knowledge and awareness of the self, of others, of the School, of 'citizenship', British Values and of contemporary society. Students will be encouraged to develop skills, which will enable them to be more efficient in studying and more sensitive in their relationships with others. Some health and sex education issues are dealt with, when appropriate.

Topics of general interest and educational value, which are not normally covered by the more traditional subjects, will be studied, using a wide range of teaching methods, including role-play. World religions such as Judaism, Islam, Buddhism, Sikhism and Hinduism are also studied with an emphasis on understanding and tolerance.

### DRAMA

Head of Department: Miss A Bishop

All students in Years 7 and 8 undertake Drama. GCSE Drama is offered in Years 9, 10 and 11 and A-Level Drama and Theatre Studies in the Sixth Form. Additionally, Drama Clubs and school productions provide opportunities for interested students in the Lower School, as do some lessons in English.

## TECHNOLOGY AND COMPUTING

### DESIGN TECHNOLOGY

Students are taught Design Technology (DT) in Year 7 and 8. During their time in the Department, practical and intellectual skills will be developed by solving problems and striving to achieve results, with the emphasis on quality.

The tasks set encourage ingenuity, initiative and the ability to communicate verbally and graphically. Throughout the course, students work both individually and as part of a team.

In this subject, students will be exposed to sharp tools, machinery and, occasionally, corrosive liquids, so the importance of correct clothing within the workshop cannot be overemphasised. To this end, students will be provided with aprons, which they must wear to protect their clothing.

### FOOD TECHNOLOGY

The basic course is centred around Food, with a focus on cooking and developing basic skills to be confident in the kitchen. It includes both written design work and practical work carried out in three specialist rooms.

Since the practical element of the course is so important (and a consumable product is produced!), parents are asked to provide inexpensive ingredients for lessons, as required.

Technology lessons are taught on a rotation, so students will move after a set number of weeks between Food and DT.

### COMPUTING

In computing, students will acquire and apply knowledge and understanding of:

- ❖ The quality and reliability of information and how to access and combine it;
- ❖ A range of increasingly complex tasks using a variety of computing tools;
- ❖ How computing can help their work in other subjects;
- ❖ The application and use of computing in the outside world.

### ENGLISH

Head of Department: Mrs S Johnson

The English course in Years 7 and 8 is devoted to developing the basic oral and written language skills.

Students will encounter the written word in many forms in order to develop comprehension and fluency in reading; they will be encouraged to write and express themselves to improve their grasp of the mechanics of language, as well as to encourage self-confidence and reasoning skills.

Powers of oral expression will be encouraged through group discussion and debate, to develop self-confidence in the formation and exchange of views, both in the peer group and the wider world.

Great importance is attached to the development of the imagination of the students; the reading of a wide range of plays, novels and poems is a major part of their English studies.

### GEOGRAPHY

Head of Department: Mrs R Adams

The aim of the Geography course in the Lower School is to give students an understanding of the variety and complexity of the Earth as the home of man.

Geographical skills will be acquired whilst studying human and physical aspects of the subject. Special emphasis will be placed on the Home Region, the EU and Global Issues, taught with links to PSHEE.

The course forms the basis for further study at GCSE and A-Level and we hope will give students an enlightened perspective on the world around them.

### HISTORY

Head of Department: Mr M McPhail

The aim of the course in Years 7 to 9 is to encourage an interest in, and an understanding of, the past. Through this, it is hoped students will gain a greater awareness of the present.

The course focuses on the development of historical skills through the study of Britain from the Middle Ages to the 20th Century. We hope that the course will give the students a greater understanding of their own cultural roots, as well as those shared with other countries and peoples, and provide the basis for further study of History at GCSE and A-Level.

## LEARNING SUPPORT

Head of Department: Mrs E Somers

The Learning Support Department aims to identify and support those students whose stage of development is such that they need extra help to enable them to engage fully in the curriculum and to support students who have a specific difficulty that hinders their progress.

Support may take place in several ways:

- ❖ In-class support across the curriculum aimed at helping students access the curriculum and develop basic skills whilst working with their peers in a mainstream setting.
- ❖ Small group work offering an opportunity to work intensively on specific skills to enable the student to tackle areas of weakness.
- ❖ Individual tuition for programmes of work that need one to one support to help students make progress in specific areas.
- ❖ Provision of materials to be used at home to develop and reinforce basic skills.

In essence, the department aims to help students overcome areas of difficulty as well as increasing their confidence and self-esteem.

## MATHEMATICS

Head of Department: Mr K Storey

Mathematics is a core subject. It is a subject of interest in its own right and provides ideas and skills vital to many other areas such as Science, Geography and Technology.

Year 7 is mainly a foundation year, revising and extending the mathematical concepts introduced in the primary schools. This provides the basis for the more complex work in Years to follow; topics such as Pythagoras, algebra, trigonometry, circle formulae and proportionality are covered.

Special support and help is provided for students who have particular mathematical problems.

In addition to the standard equipment listed on Page 13, all students should have a scientific calculator; although any scientific calculator will do, we would recommend the 'Casio 83gt Plus' as an easy to use, relatively inexpensive model which is sufficient for all work up to Year 11. This is available from the School Shop.



### MODERN LANGUAGES

Head of Department: Mrs C Miles

All Year 7 students entering the School will study Spanish and the majority of students will go on to learn French as an additional Modern Language when they move into Year 8.

The aims of the Modern Language courses in the School are:

- ❖ To enable students to understand and communicate with native speakers
- ❖ To develop a wider cultural awareness of Spanish and French speaking countries across the world

We use interactive whiteboards, games, songs and puzzles to encourage students to communicate effectively in the Modern Language from the outset of their learning and provide the students with a variety of ways to learn the language. Topics studied include Personal Information, School, Hobbies, Pets, Food, Drink, Shopping and Holidays. Students are also exposed to many cultural aspects through discussions and films, are invited to take part in activities which promote their understanding of how different people live in today's society. Students will be assessed at regular intervals in the skills of listening, speaking, reading and writing.

### MUSIC

Acting Head of Department: Dr A Butler

The aims of the course are:

- ❖ To bring enjoyment of music to students through singing, playing musical instruments, composing and listening;
- ❖ To develop the creative potential in each individual;
- ❖ To train students to listen specifically in order to appreciate tone colours, rhythms, harmonies and melody;
- ❖ To develop students' ability to work co-operatively with others and to see music as a medium for sharing and transmitting cultural affinities within a community;
- ❖ To foster a love of music which can be sustained for life.

The Music Department provides a wide range of extra-curricular activities. These include orchestra, choir, keyboard club, guitar club, theory club and a variety of mixed ensemble groups. Students are encouraged to participate in our busy programme of concerts and events in school and in the local community.

Opportunity exists to learn a musical instrument with one of our team of visiting specialist instructors. Lessons are subsidised by the School but a charge is also made to parents, unless there is financial hardship (please contact the Headteacher).

Instruments can be loaned, subject to the resources at the School's disposal. Parents are asked to include in their existing insurance policies, cover for any instrument, against damage and theft.



### PHYSICAL EDUCATION

Head of Department: Mr J Kemp

The aims of Physical Education at Diss are that:

- ❖ The curriculum is enjoyable, accessible and relevant to the needs of the student;
- ❖ Lessons provide the acquisition of skills and incorporate opportunities to apply these skills in a variety of situations and environments;
- ❖ Students have the opportunity to assess and reflect upon their ability and become responsible for their own and others' development;
- ❖ Teachers ensure that students are aware of health benefits and encourage the continuation of an active lifestyle after school.

The School is fortunate in having excellent playing facilities, enabling us to offer students the major games of football, rugby, hockey, netball, cricket, athletics, tennis, rounder's, basketball and volleyball. The junior students' programme also includes gymnastics and outdoor activities for both boys and girls. The students participate in a Health Related Fitness Scheme, which not only monitors their state of fitness, but hopefully educates them in a healthy lifestyle.

The Physical Education Department offers a wide range of extra-curricular activities in which all students are encouraged to participate. These include team practices; tournaments that take place during lunchtime; other matches against local schools; area tournaments. Clubs include basketball, volleyball; tennis; athletics; gymnastics; badminton. Students are also offered the opportunity to go on skiing trips.

Students are encouraged to join clubs outside school and there are close links with the local hockey, netball, cricket, rugby, tennis, football and squash clubs who all run youth schemes.

### ADDITIONAL STUDIES

The need for additional studies for exceptionally able and hard-working students is recognised and catered for in a weekly lesson taught outside main curriculum time in years 8 and 9. Parents of children identified by staff as likely to benefit from this course will be consulted and given full details at the end of Year 7.



## SCIENCE

### Head of Department: Mr D Somers

The Science course in Years 7 to 9 aims to introduce children to the areas of Physics, Biology and Chemistry, with an emphasis on the environment, plus Earth Sciences and Astronomy.

The aims of the Science course are:

- ❖ To enable students to acquire sufficient understanding and knowledge to become confident citizens in a technological world, able to take and develop an informed interest in matters of scientific importance;
- ❖ To recognise the usefulness and limitations of scientific method and appreciate its applicability in other disciplines as well as in everyday life.

There is a strong practical basis to the work so that children are helped to develop manipulative skills, to solve problems for themselves by experiment and to develop an interest in further study.

During the first two years, assessment in the Science Department occurs throughout the teaching year, using end of topic tests, practical assessment and including project work. This approach gives excellent and continual opportunities for assessing children's progress.



## INTERNET USE

There are many opportunities in School for children to access the Internet. There are strict conditions of use, which will be made known to all students.

All students must agree to our 'acceptable use policy', which provides information about what is and is not allowed.

Students who do not use the Internet responsibly can expect severe consequences.



# SCHOOL ROUTINE

## HOURS OF ATTENDANCE

The normal school sessions are: 8:40am – 1:15pm  
2:10pm – 3:15pm

Students should aim to arrive on the premises about ten minutes before the start of each session, but not before 8.30am for the first session, as no staff are on supervisory duty before this time. Students who travel on school buses must not leave the school premises after they have been brought into school in the morning.

Parents who bring their children to school by car are asked to drop them by the entrance in Uplands Way to avoid congestion at the main gate (please note that the Tennis and Squash Club car parks are private and should not be used by parents).

### THE TIMING OF THE SCHOOL DAY IS AS FOLLOWS:

|         |   |
|---------|---|
| 8:30am  | Students arrive at school                       |
| 8:35am  | Warning bell for registration and movement time |
| 8:40am  | Registration / Assembly                         |
| 8:55am  | Lesson 1  |
| 9:55am  | Lesson 2  |
| 10:55am | Break   |
| 11:10am | Warning bell and movement time                  |
| 11:15am | Lesson 3  |
| 12:15pm | Lesson 4  |
| 1:15pm  | Lunch   |
| 2:05pm  | Warning bell and movement time                  |
| 2:10pm  | Registration                                    |
| 2:15pm  | Lesson 5  |
| 3:15pm  | Lessons finish                                  |

All lessons are one hour long.

# ATTENDANCE AND ABSENCE

When a student is too unwell to attend, a parent should contact the School on 01379 642424, option one (option two for sixth form students), before 9am on the first and every subsequent day of absence, stating the student name, tutor group and a reason for the absence. Alternatively, you can email the student absence to [attendance@disshigh.norfolk.sch.uk](mailto:attendance@disshigh.norfolk.sch.uk) ensuring you give the full name and tutor group of the student and the reason for their absence. If the absence is to be more than one day, it is helpful if some indication of its likely length could be given. Students are expected to bring an absence note, marked for the attention of the Attendance Officer via the school office, on their return to school.

The law about student attendance at school is very strict and any absence, other than illness, which has not been sanctioned in advance by the Headteacher, must be treated as truancy. If a parent fails to send in a note soon after absence, the absence may also be perceived as truancy, as it has not been authorised.

We would not normally expect to send work home for sick students where absence is for a week or less. The practice is generally counter-productive when children are ill and not feeling up to academic work.

A letter is also required when a parent wishes a student to be excused from any activity.

# HOLIDAYS

On the 1st September 2013, the Education (Student Registration, England) Regulations came into force, changing the rules about term time holidays. The amendments remove references to family holidays and extended leave as well as the statutory threshold of 10 school days. The amendments specify that head teachers may not grant any leave of absence during term time unless they consider there to be "exceptional circumstances" for doing so. This means the Headteacher can only authorise absence for Year 7-11 students, if an explanation is given as to why the circumstances are exceptional. The Headteacher can also issue a fixed penalty fine to parents who disregard this regulation.

Parents who believe there are exceptional circumstances for taking a child on holiday during term time must obtain the appropriate form from the school office which must be submitted at least a month in advance of the proposed absence - even if it is just for a day.

## LATE PROCEDURE

Diss High School is committed to preparing students for the world beyond and we believe attendance, punctuality and presentation are key areas that can make a difference. We have employed a 'late' procedure, which supports the need for our students to recognise the necessity for punctuality. Please contact Mr Brinkley if you require further information regarding our late procedure.

## ILLNESS

We have first-aid cover available at School. It is very important that we have your telephone number in case of emergencies and some other contact names and numbers in the event of not being able to contact you. It is vital that the school is informed immediately of any change of contact numbers or details. A form is issued to all parents of new entrants to allow them to record this information and any other medical information. Please contact the school if your child requires a medical plan.

If you believe your child to be ill, then it is important that you seek an opinion from your own doctor; please do not send your child to school in the hope that our first-aiders will make a diagnosis.

Please ensure that all inhalers are clearly named, for rapid return if lost.

The school will only retain medication, which has been prescribed by a doctor. It must be brought in its original packaging from the Pharmacy with printed instructions on it. The school will not give any other medication to students, including analgesics (unless prescribed by a doctor).

## MEDICALS

Various medical 'checks' are held in School and parents will be notified in advance on each occasion.

## SCHOOL BUSES

Students who travel to school by bus are expected to behave in a sensible manner and, in particular, must not distract the driver in any way. Students must only use the bus they are assigned to and wear seatbelts for the journey to and from school.

Students who persistently behave badly on school buses may be banned by the Local Authority from travelling on them.

All transport enquiries should be addressed to the Norfolk Passenger Transport Enquiry Line on 0844 8008003.





## BOOKS, APPARATUS AND EQUIPMENT

Students should come equipped with a pen, pencil, ruler, set square, protractor, pair of compasses, a rubber and set of coloured pencils. It is also essential that a dictionary and a calculator be provided. Subject teachers will be pleased to give further advice where required (see 'Mathematics' for some information on calculators).

We do have a School Shop which is open at two lunchtimes and which sells a wide range of stationery and other items.

## LOCKERS AND PERSONAL POSSESSIONS

All clothing and personal possessions must be clearly identifiable through indelible marking, so that they can be returned to the owners.

We hope to be able to provide each Year 7 student with a locker, if they want one, for a modest rental fee. We cannot accept responsibility for items left unattended. Valuable items, such as electronic equipment and mobile telephones, must not be brought to school. Students should not bring large sums of money into school, as payment for food and trips can be made by a card. If a large sum is needed to contribute to a visit, charity event, etc., it should be lodged with a member of the Pastoral Team (Head of Year, Assistant Head of Year) for safekeeping until needed.

## HOMEWORK

This will be set for all students and the demand increases as students move up the School. In the first year, the formal homework demand will normally not exceed five periods of 60 minutes weekly.

Some subjects, such as Art, Drama or Music, may prefer to set work fortnightly, or using longer-term projects.

Staff are required to set homework in good time, clarify any doubts as to what is required and ensure all students are able to complete the task.

Homework may be in the form of written exercises, note-learning tasks, preparation of materials, researching for a project and so on, according to the demands of particular subjects. Apart from formal homework, however, it is important that students are encouraged at home to review and digest the work they have done in school, to read widely and to develop interests and hobbies, which support their studies. At some points in the year, homework may include exam revision.

Students have access to an online homework planner where staff set their homework. Parents will also have access to the system enabling them to monitor the homework set.

We would appreciate your co-operation in taking an interest in the work that is done at home and its presentation. Should you have any worries about homework, please contact the Head of Year.

# MEALS AND LUNCHTIME ARRANGEMENTS

As laid down in the School rules, students 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 either take a school lunch or bring a packed lunch.

School lunches are provided in a cashless dining room and snack bar and the cost will depend upon the choice of dishes. Those who bring a packed lunch will normally eat these only in the dining room or in the designated picnic areas. See the next section for details about the Dining Room.

## DISS HIGH DINING ROOM

A cheerful welcome awaits all students in the school dining room. We serve food at morning and lunch breaks. All dietary requirements can be catered for; please telephone to discuss these.

## MORNING BREAK

We offer a choice of two hot snack options along with a selection of Rolls, Sandwiches, Muffins and Cookies together with a range of hot and cold drinks.

## LUNCHTIME

We offer a variety of options for lunch based on a three-week rotational menu. A set two-course meal for £2.30 is nutritionally balanced and meets all government guidelines.

Hot options are also available including Pasta dishes, Pies, 'Grab & Go' Snacks and Jacket Potatoes. Rolls, Sandwiches, Cakes and Tray Bakes are also available and a Salad Bar runs during the summer term. A full range of drinks is on sale.

## MUNCH BOX

This is an outside kiosk serving a take away, Pasta Pots (meat or vegetarian), 'Grab & Go' Snacks, Rolls, Sandwiches, Cakes and Cookies. Cold drinks can also be bought here.

All food is prepared in our 'on site' kitchen to a high standard, using fresh quality ingredients, by our dedicated team.

If you would like to discuss anything about our catering service please contact our Cook Manager, Anusha Ahmed, on 01379 644213.

## CASHLESS CATERING

We operate a cashless system – please see the separate email for full details.





## EXTRA CURRICULAR ACTIVITIES

In addition to the usual school games teams, there is a wide range of clubs offering activities at lunchtime and after school. In recent years, these have included:

Duke of Edinburgh Award Scheme (from Year 10)

KS3 Craft Club

The main Library is open to all students at lunchtimes

Music clubs: Theory; Choir; Keyboard.

Puzzle club

School Council

Sports clubs:

Athletics

Football

Basketball

Volleyball

Netball

Tennis

Table Tennis

Gymnastic

Rounders

Hockey

Cricket

Badminton

Rugby

Circuit Training

Girls' Football

Girls' Cricket

Youth Theatre Club

Selection of board games in tutor rooms

## SCHOOL DISCIPLINE POLICY

*To support the School Discipline Policy, students need to be self-disciplined and respect other members of the community as well as the school environment.*

*All members of the School are expected to abide by the rules and guidelines set out below. It would be helpful if parents read this section with their child.*

### GENERAL RULES

1. Fire alarms and fire extinguishers must only be used in the case of an appropriate emergency.
2. Laboratories, gymnasias and technology rooms may not be used unless a member of staff supervises students.
3. In other rooms, equipment belonging to the School or members of staff should not be touched or tampered with.
4. Personal possessions should be clearly marked with the student's name.
5. Students are reminded that the following are not allowed in school:

- ❖ Chewing gum
- ❖ Make up
- ❖ Sprays of any kind
- ❖ Valuable objects including:
  - ❖ Personal music players, radios and mobile phones
  - ❖ Jewellery (only one small gold or silver stud per ear is permitted)
  - ❖ Large amounts of money

Students who are found with the following in school may face exclusion:

- ❖ Laser pens
- ❖ Weapons (knives, guns etc.)
- ❖ Drugs, alcohol or cigarettes

### BEHAVIOUR INSIDE THE BUILDING

- ❖ Students opening doors should hold them open for persons following.
- ❖ All students must walk on the left in the corridor, and should not carry bags on their shoulders.
- ❖ Students should not walk in large groups, which block the corridors and should either stay in form rooms or go outside at breaks and lunchtimes.
- ❖ Students must not shout inside the School buildings.
- ❖ Public displays of excessive physical affection are inappropriate anywhere in the School for all students, including the Sixth Form.
- ❖ Eating and drinking are not allowed in form rooms or corridors.

### BEHAVIOUR IN THE SCHOOL GROUNDS

- ❖ All roads and car parks are out of bounds, except for access, and the playing of games should take place in the playground or on the field, when open.
- ❖ The Music Suite is out of bounds to students at breaks and lunchtimes unless they have been given explicit permission by the Music staff.
- ❖ Students playing football on the playground and field may only use the 'school approved' sized ball.
- ❖ Students must not go under the mobiles or climb on the roof or any part of the School premises.
- ❖ Any damage to school property must be reported and a charge may be made.
- ❖ In winter, throwing snowballs is strictly forbidden as this may lead to physical damage of students and school property.
- ❖ In summer, a designated area for recreation and picnicking may be used on the School field, but this privilege will be withdrawn if litter is left on the grass. Eating and drinking are forbidden in the games area of the field.

## BEHAVIOUR IN LESSONS

Students must:

- ❖ Arrive at the lesson quietly and punctually.
- ❖ Always take the correct equipment to class.
- ❖ Never enter a Science laboratory or practical room without a teacher present.
- ❖ Enter rooms calmly.
- ❖ Go straight to a seat and prepare to work.
- ❖ Follow all rules set by the teacher.
- ❖ Listen.
- ❖ Put up a hand to ask a question or make a comment and wait patiently until invited to speak by the teacher.
- ❖ Not talk while the teacher or other students are speaking.
- ❖ Never shout.
- ❖ Concentrate; work to the best of their ability; not disturb others.
- ❖ Be polite and responsible at all times.
- ❖ Depart in a quiet and orderly way when the teacher dismisses them – not immediately the bell goes.
- ❖ Leave the classroom tidy.

## SANCTIONS AND REWARDS

After school, detentions are held weekly each Wednesday from 3:15pm until 4:15pm and parents will be given written notice of the date and reason for the detention.

We believe that it is as important to have at least as many ways of recognising good behaviour, as punishing bad. We are able to monitor, encourage and praise students more consistently for their endeavours through our electronic recording system. To this end, a detailed list of rewards (credits, certificates, letters home, celebration assemblies, etc.) and sanctions is made known to all students.

### RESTRAINT OF STUDENTS

All school staff members have a legal power to use reasonable force to prevent students committing a criminal offence, injuring themselves or others or damaging property, and to maintain good order and discipline. Our guidance to staff clearly states that physical contact with students should be avoided unless absolutely necessary.

Reasonable force is defined as holding a student, physically interposing between students, leading a student by the arm, shepherding a student away by placing a hand in the centre of the back.

All incidents of this kind are recorded immediately and parents will be contacted.

Any concerns about a situation should be referred to the Headteacher.

### MOBILE PHONES

It is the school's policy that students who need to bring their phone into school should hand the phone in at the school office at the start of the school day. Any student seen using their phone during the school day and on the school site up to 4pm will have their phone confiscated.

## 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.

**PLEASE ENSURE ALL ITEMS ARE LABELLED WITH YOUR CHILD'S NAME.**







## 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 & Schoolwear Ltd at [www.yourschoolwear.co.uk](http://www.yourschoolwear.co.uk).

**ALL KIT MUST BE NAMED WITH INDELIBLE MARKING**



## PARENTS AND SCHOOL

### HOW PARENTS CAN SUPPORT THE SCHOOL

A vital part of education is the support given by parents to their children and the School. We would ask parents to encourage regular attendance at school and support both the Discipline Policy (see page 18) and the Home/School Agreement, which has been issued to you.

At home, you can support the School by:

- ❖ preparing your child for the school day, making sure they:
- ❖ arrive at school on time
- ❖ are properly equipped for work (books, pens, pencils, rulers, etc.)
- ❖ are wearing the correct school uniform

Helping your child with schoolwork by:

- ❖ providing a quiet place to work
- ❖ taking an interest in their work through listening and encouragement
- ❖ praising good work
- ❖ supporting the School homework arrangements (see page 15)

We look forward to working in partnership with you to create a positive environment, which will encourage students to develop their full potential.

### PASTORAL CARE

Students in Years 7 to 11 are placed in Tutor groups in the care of Tutors. The Tutor Groups in each year make up a larger group under the direct care of a Head of Year and Assistant Head of Year. Three Senior Pastoral Leaders oversee key areas of whole school pastoral care.

Heads of Year and their Tutor teams 'move up' through the School with the students; this ensures that every child is known well by the Pastoral Team and helps to foster a Year identity. If a problem arises in the School, you will be contacted and asked to come and discuss possible solutions. If you feel concerned about any aspect of school, you should contact the Head of Year, by letter, email or telephone during school hours.

We do hope that you will feel free to contact us and talk over problems at an early stage.

### CONTACT/COMMUNICATIONS

All other letters to the School should be addressed to the Headteacher, unless otherwise requested. Regular parents' bulletins are sent out, normally at the end of each half term.

Most parents who have access to the Internet have signed up for the email bulletins, which we send out on a wide variety of topics. Please contact Mrs Hurley, if we do not have your email address.

### REPORTS/PARENTS' EVENINGS

Reports are normally issued termly, at an appropriate point in the academic year. Where needed, special reports will be provided for transfer to a new school. If you have particular cause for concern about your child's academic progress, please contact the Head of Year who will arrange for an 'interim report' where appropriate.

## POLICY ON BULLYING

It would be foolish for any school to declare that it was entirely free of bullies. At Diss High School, we have a clear code of conduct to which reference is made when incidents of bullying become known. It is set out below.

*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 buses.*

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, including starting or spreading rumours. |
| Gestures  | - | Making aggressive, rude or unpleasant gestures to other people knowing that what you are doing will hurt them.                                |
| 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     | - | Sending unpleasant messages by electronic means e.g. mobile phone or the internet.  |

## STATEMENT OF WHAT SHOULD HAPPEN TO BULLIES

### Stage 1

The first incident of bullying should be reported to the Head of Year.

- ❖ Discussion of problem with bully.
- ❖ At the Head of Year's discretion – some free time should be removed.
- ❖ Bully warned that parents will be contacted and a permanent warning will be put on file if this type of behaviour occurs again.

### Stage 2

If bullying continues, report to senior staff:

Mr Widdeson (Main School)

Mr Hurley or Mr Ollerton (Sixth Form)

- ❖ A letter will go home to parents.
- ❖ After-school detention.
- ❖ Student will report throughout the day to members of staff.
- ❖ A permanent record will be put on file.

### Stage 3

If bullying continues, report to Headteacher:

- ❖ Parents will be asked to come up to school.
- ❖ Exclusion will be discussed.

### Stage 4

If bullying continues:

- ❖ Student will be excluded.

### Serious cases:

Demanding money or possessions with threats.

Deliberate physical harm.

- ❖ Four stages will be gone through very quickly and permanent exclusion will be an option.

**AT ALL TIMES, DISCUSSION AND COUNSELLING WILL BE AVAILABLE FOR BOTH VICTIMS AND BULLIES.**





### TEACHING STAFF 2021-22

| NAME            | ROLE  |
|-----------------|---|
| Dr J Hunt       | Headteacher   |
| Mr K Brinkley   | Deputy Headteacher  |
| Miss V Pittman  | Deputy Headteacher  |
| Miss S Johnson  | Assistant Headteacher / Director of English                   |
| Mr D Somers     | Assistant Headteacher / Head of Science                       |
| Mrs R Adams     | Head of Geography   |
| Mrs A Adlam     | Computing   |
| Mr S Archer     | Mathematics   |
| Mrs B Barrett   | History   |
| Mr R Beckett    | Head of Music   |
| Mrs E Bensley   | Classiscs / History   |
| Mr M Benstead   | Head of Business Studies                                      |
| Miss A Bishop   | Head of Drama   |
| Mrs M Bond      | Deputy Director of English                                    |
| Miss R Bradford | History / Deputy Director of Sixth Form                       |
| Dr P Brading    | Science   |
| Miss G Breeze   | Mathematics   |
| Mrs S Budds     | Vocational / Spanish  |
| Dr S Busby      | Geography / Assistant Head of Year 10 / Duke of Edinburgh     |
| Dr A Butler     | Music   |
| Mr N Cole       | Physical Education / Head of Year 10 / Senior Pastoral Leader |
| Mrs T Deepu     | Science: Head of Physics                                      |



|                   |  |
|-------------------|--|
| Mr J Dugdale      | Deputy Director of Mathematics                           |
| Mrs B Fisher      | Computing  |
| Mrs T Glaister    | Science  |
| Mrs S Henderson   | English  |
| Miss H Hoare      | Food Technology / Travel & Tourism                       |
| Miss E Hughes     | Geography / Deputy Director of Sixth Form                |
| Mr J Hurford      | Languages  |
| Mr J Hurley       | Media Studies / Director of Sixth Form                   |
| Miss E Jacob      | Science  |
| Miss K Jarocki    | English / Assistant Head of Year 7                       |
| Mrs C Jeffers     | Physical Education                                       |
| Miss C Kelly      | History / Head of Year 8                                 |
| Mr J Kemp         | Head of Physical Education                               |
| Miss C Lucas      | Science  |
| Mr M McPhail      | Head of History  |
| Mrs C Miles       | Head of Languages  |
| Miss L Narkiewicz | Languages / Assistant Head of Year 8                     |
| Mr S Nicholls     | Art  |
| Miss H Nield      | Head of Art  |
| Mrs V Nolan       | Geography / CPD  |
| Mrs M Offord      | English / Head of Year 7                                 |
| Ms J Oliver       | Drama  |
| Miss K O'Neill    | i.c Girls' PE / Head of Year 11 / Senior Pastoral Leader |
| Mr J Outred       | English / Head of Media Studies / EAL Co-ordinator       |
| Miss L Pretty     | Mathematics  |
| Mrs G Raven       | Languages  |

## YEAR 7 PARENTS' HANDBOOK 2021-22

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|                      |   |
|----------------------|---|
| Miss J Read          | English   |
| Miss K Rush          | English   |
| Mr S Russell         | Head of Chemistry                                   |
| Mrs S Ryder          | Health and Social Care                              |
| Mrs W Shepperson     | Psychology  |
| Miss O Sherman       | English   |
| Miss S Smeaton-Small | Science   |
| Mrs E Somers         | Physical Education / Senior Pastoral Leader / SENCO |
| Mr K Storey          | Director of Mathematics                             |
| Mrs R Thompson       | Child Development                                   |
| Mr G Vail            | Design Technology                                   |
| Mr N Widdeson        | Mathematics / Head of Year 9                        |

## SUPPORT STAFF 2021-22

Business Manager

Ms S Hawkes

Head of Library and  
Resources

Mrs R Thompson

ICT Technical Manager

Mr D Hurley

Finance Manager

Mrs O Ward

Data & Curriculum Support  
Officer

Ms S Knowles

Learning Support Assistants

Mrs E Coleman

Mrs E Goddard

Finance Assistant

Mrs K Dundas

Attendance Officer

Mrs N Jack

Mrs R Halil

Mrs S Palmer

Ms G Steele

Examinations Officer

Mrs D Smith

Lead Cleaner

Mrs G Kaschner

Site Staff

Mr R Young

Pastoral Support Officer

Mrs P Turrell

Cleaners

Mrs J Blackburn

Mr P Lloyd

Mr C Holmes

Receptionists

Miss M Baranowska

Mrs M Fennings

Mrs A Briggs

Mrs P Capon

Mrs D Flatman

Midday Supervisors

Mrs S Kemp

Mrs D Nye

Cover Manager  
/Reprographics

Mrs V Reeve

Mr D Joseph

Mr R Kitchen

Mrs S Moss

Miss M Baranowska

Mrs S Page

Mrs S Page

Laboratory Technicians

Mrs C Jacobs

Mr S Rees-Murphy

Mrs D Nye

Mrs S Stringer

Mrs SD Stringer

## DISS HIGH SCHOOL GOVERNING BODY JUNE 2021

|                       |                    |                      |
|-----------------------|--------------------|----------------------|
| Chair                 | Mr S Drake         | Winfarthing          |
| Vice Chair            | Mrs J Botwright    | Burston              |
| Governors             | Mrs V Attenborough | Diss                 |
|                       | Mr C Brown         | Scole                |
|                       | Mrs S Browne       | Diss                 |
|                       | Mrs L Hamill       | Shelfhanger          |
|                       | Mr D Johnson       | Diss                 |
|                       | Col. K Kiddie      | Diss                 |
|                       | Ms N Meadows       | Diss                 |
|                       | Mrs J Shawcross    | Attleborough         |
|                       | Mr S Wells         | Diss                 |
| Staff Governors       | Mrs C Jacobs       | Diss                 |
|                       | Miss C Lucas       | Diss                 |
|                       | Miss J Reed        | Diss                 |
| Staff (Head) Governor | Dr J Hunt          | Diss                 |
| Clerk                 | Mrs L Critchley    | c/o Diss High School |

## SCHOOL TERMS/HOLIDAY DATES FOR STUDENTS

The new school year begins for students on:

Monday 6<sup>th</sup> September 2021

### SCHOOL YEAR 2021-22

**Autumn Term** – Monday 6<sup>th</sup> September – Friday 17<sup>th</sup> December 2021

**Autumn Half Term** – Monday 25<sup>th</sup> October - Friday 29<sup>th</sup> October 2021 inclusive.

**Spring Term** – Thursday 6<sup>th</sup> January – Friday 1<sup>st</sup> April 2022.

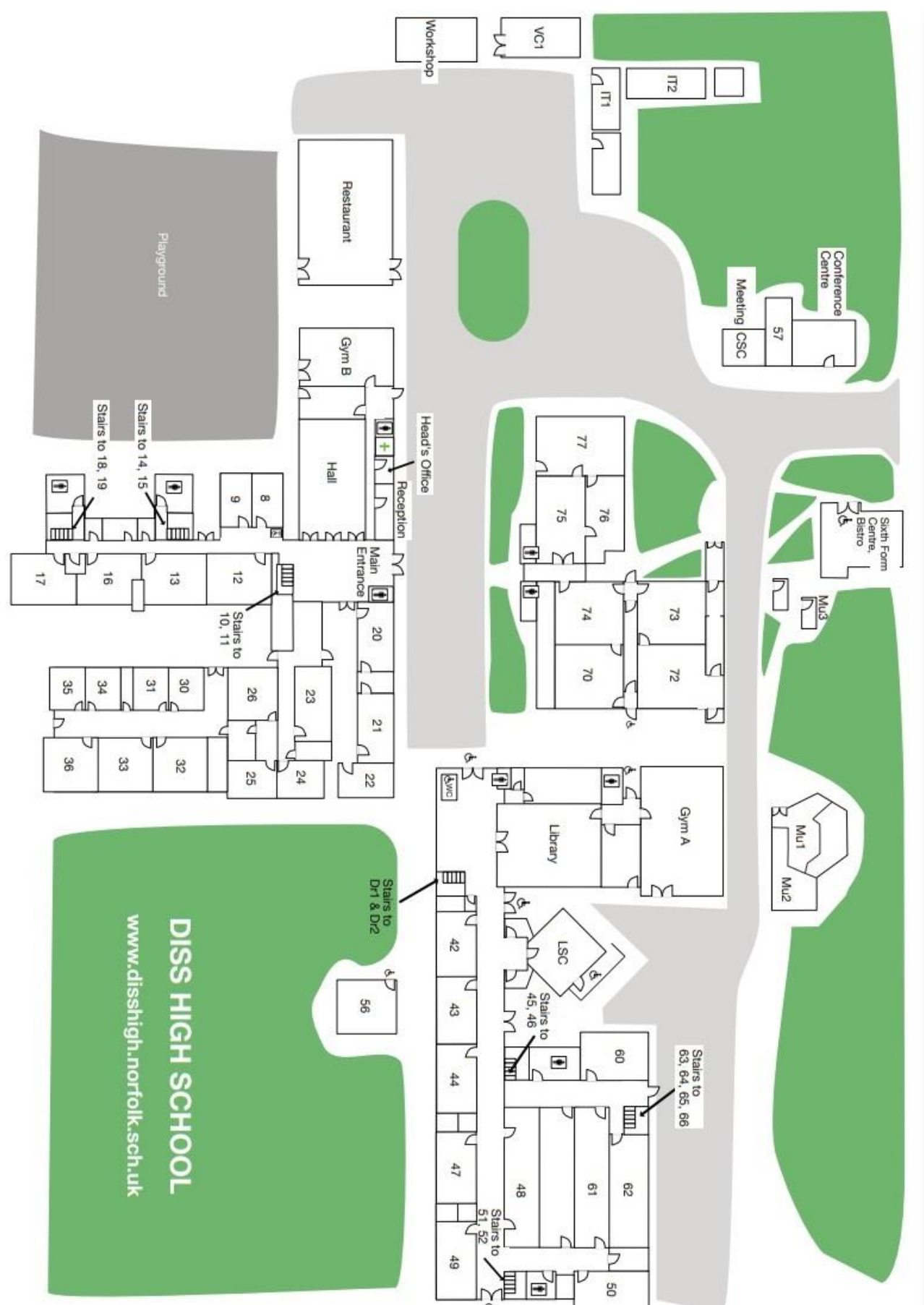
**Spring Half Term** – Monday 14<sup>th</sup> – Friday 18<sup>th</sup> February 2022 inclusive.

**Summer Term** – Wednesday 20<sup>th</sup> April – Friday 22<sup>nd</sup> July 2022.

**Summer Half Term** – Monday 30<sup>th</sup> May – Friday 3<sup>rd</sup> June 2022 inclusive.

**May Day Bank Holiday** – Monday 2<sup>nd</sup> May 2022.

Professional Training Days: 2<sup>nd</sup> and 3<sup>rd</sup> September 2021, Tuesday 4<sup>th</sup> January 2022.









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