



# **WELCOME TO TAVERHAM HIGH SCHOOL**

## **Student Guide**

**Taverham High School**

Beech Avenue  
Taverham  
Norwich, Norfolk  
NR8 6HP

**2023 / 2024**

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### Personal Details

Your Initials (do not write your full name) .....

Form Group.....

Form Tutor's Name .....

Form Room .....

Head of Year .....



## Welcome to Taverham High School

Hello! I'm Miss Molloy, your new Head of Year. My role means that I oversee your year group and offer pastoral and behaviour support to you when needed. You will see me around school on a regular basis as I visit form groups and drop into lessons. You may even seek me out at lunch or break times.

I am really looking forward to getting to know each of you and finding out what your interests are and what you are most excited about in starting at high school.

Just remember, when we start in September, everybody in Year 7 will be new to high school, all learning their way around, all getting used to new faces and names and, most importantly, we will all be slightly nervous! Please do not worry. I am here to help you settle in and make sure your transition to Taverham High School is the best it can be. Myself, your new form tutors and all of the staff here at Taverham High School are really looking forward to having you as part of our school community and hope you are excited too.

I know you will have lots of questions, and maybe a few worries, so hopefully this booklet will help answer some of them. There is an information booklet for your parent/carer too on our website - make sure you read through it before you start. We are all here to help you so if you do have any questions, please just ask. I'm excited to meet you all – take care.

Miss Y Malloy  
Head of Year 7

### Students' views of Taverham High School

You also get lockers, which make you feel more grown-up!"



*"Even though the school is huge it is really easy to find your way around (it's not as big as you think)."*

"I like how you get the opportunity to meet a lot of new friends from other junior schools."

"Taverham High School is great. You have lots of opportunities to try something new. There are many clubs to can go to. Also, you get to do lots of new things in lesson, like practicals in science. If you like sport there are many sporty clubs to go to."



"I loved it when I came up to Taverham High, because the teachers and staff were there to help. There are lots of different types of sports to get into. There are also lots of fun clubs to get involved in and meet other people by doing them. To sum up what I have said, all I can say is Taverham High School is THE BEST!"

"Everyone at Taverham High School is really welcoming and kind and all the teachers really help you!"



"There are many clubs you can do including: badminton, running, cricket, rounders, football, dance, hockey, chess, scrabble, gymnastics, art, cooking, bands and many more."



## Timing of the School Day

08:25	-	08:30	Movement time
08:30	-	09:35	Registration and Period 1
09:35	-	10:35	Period 2
10:35	-	10:55	Break
10:55	-	11:55	Period 3
11:55	-	12:55	Period 4
12:55	-	13:35	Lunch
13:35	-	13:40	Movement time
13:40	-	14:00	Assembly and/or Form Time
14:00	-	15:00	Period 5

Children must be in school by 8.30am otherwise they will receive a late mark.

You will know when to get to your P1, P3 lessons and Form Time because a bell will ring. This bell can sound strange and sounds different in the English block to the rest of the school. It doesn't sound like a normal bell – it's about five beeps, so don't be surprised when you hear it. There is no bell at the end of P1, P3 or Form Time. Your teachers will let you know when it is time to leave class and head off to P2, P4 and P5.

## First Day

On your first day in September you will not go through the main doors – your form tutor will meet you in the Sports Hall. You won't need your PE kit on the first day. You will know when to bring it in when you get your timetable.

On your second day you will use the main doors and find your own way to your P1 classroom, but still don't be worried if you get a bit lost – you can ask anyone for directions. It may take you a few days to get used to the place, although you'll be surprised how quickly you do.

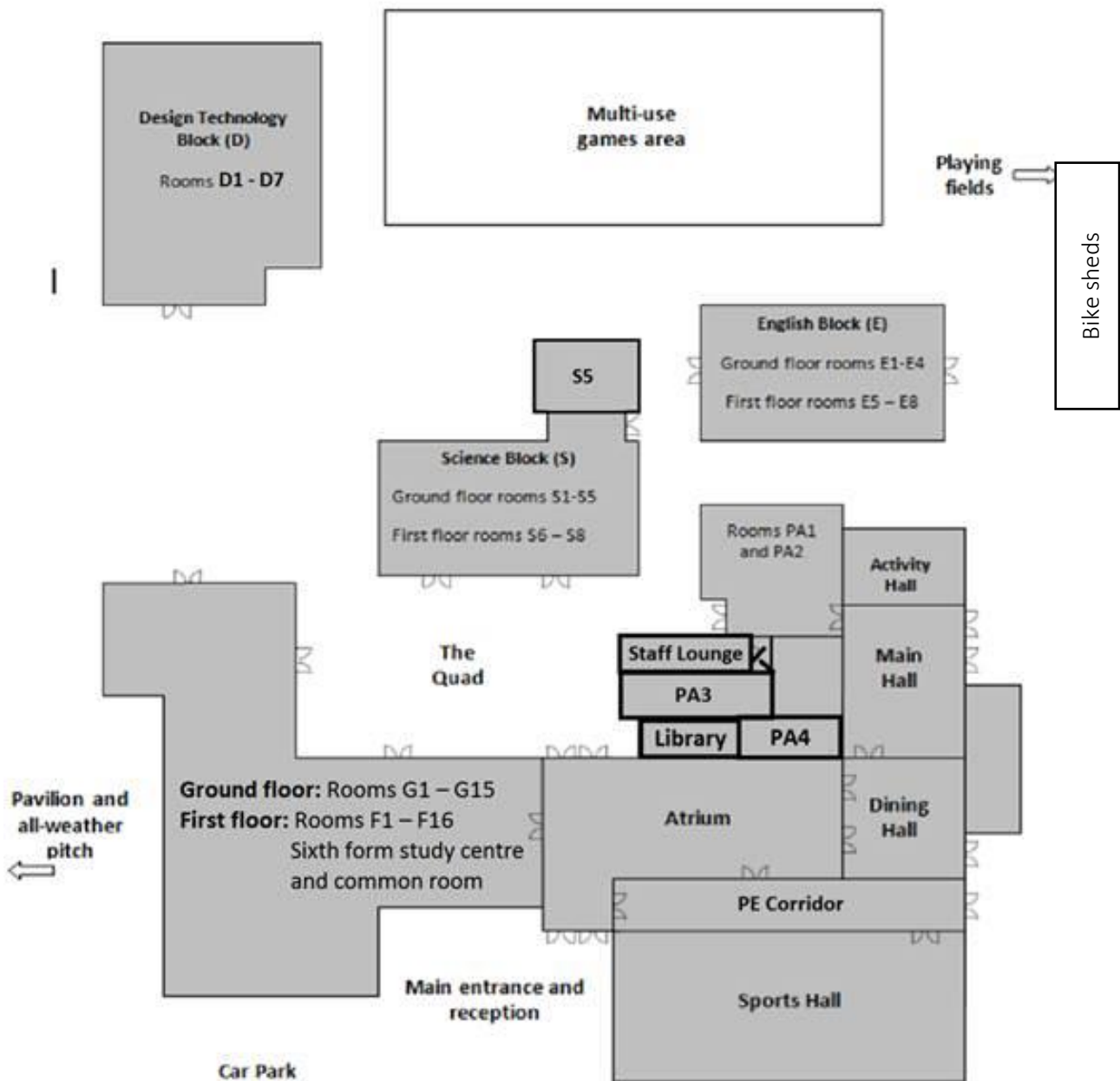
## Who to Ask for Help

You can ask any member of staff to help you but here is a list of people you may want to find if you need some help.

- Your Form Tutor
- Your Head of Year
- ELFs - they wear green lanyards so can be spotted easily
- Student support staff - in the student support corridor
- Reception staff – they know everything and will help you if, for example:
  - you lose something
  - you don't know where someone is or need to find a member of staff
  - you need to ring home because maybe you've forgotten to bring something in
  - you don't feel well
  - you lose your locker key

If Reception can't help straight away, they will take your name and any information and help you with it later.

## Map of the School



- All rooms on the ground floor of the main building will have a sign at the door starting with 'G' and then a number.
- Rooms on the first floor of the main building will have a sign at the door starting with 'F' and then a number.
- Rooms in the student support corridor (upstairs in the main building) are labelled 'A' or 'F' and then a number. SEN are also along this corridor.
- Science block rooms are labelled 'S' and then a number.
- DT block rooms are labelled 'D' and then a number.
- English block rooms are labelled 'E' and then a number.
- Music and drama rooms are labelled 'PA' (for performing arts) and then a number.
- For PE lessons the teachers will tell you where you need to go depending on what sport you are taking part in, but don't worry - you will be told this beforehand.

## Your Timetable

You will see these codes used on your timetable when you get it in September. We have a two-week timetable so week 1 will be different to week 2. We always start the year on week 1. We use information from the school you are at to set you for maths and science whilst other subjects are taught in mixed groups. After you have settled in a bit, around Christmas time we see if you're in the right group for maths and science. Some people may swap but you'll still be in the same form group. Don't worry if there is a mistake on your timetable, this happens sometimes with computers. Check with your form tutor and they'll sort it out for you or find someone who can.

Below is an example of what a Taverham High School timetable looks like.

Taverham High School

A. Student		7V		Admission Number: 00000000	
<b>Week 1 (Year/Term/Week:)</b>					
Monday	Tuesday	Wednesday	Thursday	Friday	
7V S8 AM Miss A Teacher	7V S8 AM Miss A Teacher	7V S8 AM Miss A Teacher	7V S8 AM Miss A Teacher	7V S8 AM Miss A Teacher	
English 7V-EN E3 Mr C Teacher	Spanish 7V-SP F8 Miss A Teacher	History 7V-HI F8 Mrs M Teacher	Science 7L-SC-A D4 Mr T Teacher	PE 7L-PE-3 PE1 Mrs E Teacher	
Science 7L-SC-A S6 Mr T Teacher	Geography 7V-GG G11 Mr J Teacher	English 7V-EN E3 Mr C Teacher	French 7V-FR F4 Miss L Teacher	Personal Development 7V-PD F14 Ms C Teacher	
PE 7L-PE-3 PE4 Mrs E Teacher	Personal Development 7V-PD F14 Ms C Teacher	PE 7L-PE-3 PE4 Mrs E Teacher	Geography 7V-GG G11 Mr J Teacher	Mathematics 7L-MA-A G12 Mrs R Teacher	
Music 7V-MU PA2 Mr G Teacher	English 7V-EN E8 Mr C Teacher	Drama 7V-DR PA4 Mrs K Teacher	Design Technology 7V-DT D5 Mr T Teacher	History 7V-HI F8 Mrs M Teacher	
7V S8 PM Miss A Teacher	7V S8 PM Miss A Teacher	7V S8 PM Miss A Teacher	7V S8 PM Miss A Teacher	7V S8 PM Miss A Teacher	
French 7V-FR F4 Miss L Teacher	Mathematics 7L-MA-A G12 Mr B Teacher	Science 7L-SC-A D4 Mr T Teacher	Computing 7V-COMP F14 Ms C Teacher	Design Technology 7V-DT D5 Mr T Teacher	

Taverham High School

A. Student		7V		Admission Number: 00000000	
<b>Week 2 (Year/Term/Week:)</b>					
Monday	Tuesday	Wednesday	Thursday	Friday	
7V S8 AM Miss A Teacher	7V S8 AM Miss A Teacher	7V S8 AM Miss A Teacher	7V S8 AM Miss A Teacher	7V S8 AM Miss A Teacher	
Religious Studies 7V-RS G14 Miss V Teacher	Science 7L-SC-A D4 Mr T Teacher	Spanish 7V-SP F8 Miss A Teacher	English 7V-EN E3 Miss B Teacher	Design Technology 7V-DT D5 Mr T Teacher	
PE 7L-PE-3 PE1 Mrs E Teacher	English 7V-EN E3 Miss B Teacher	Design Technology 7V-DT D5 Mr T Teacher	Mathematics 7L-MA-A G4 Mrs R Teacher	Computing 7V-COMP F14 Ms C Teacher	
English 7V-EN E4 Mr C Teacher	Art 7V-AR F9 Miss H Teacher	French 7V-FR F4 Miss L Teacher	Religious Studies 7V-RS G14 Miss V Teacher	English 7V-EN E3 Miss B Teacher	
Science 7L-SC-A S1 Mr J Teacher	Geography 7V-GG G11 Mr J Teacher	History 7V-HI F8 Mrs M Teacher	Spanish 7V-SP F8 Miss A Teacher	Mathematics 7L-MA-A G12 Mrs R Teacher	
7V S8 PM Miss A Teacher	7V S8 PM Miss A Teacher	7V S8 PM Miss A Teacher	7V S8 PM Miss A Teacher	7V S8 PM Miss A Teacher	
Music 7V-MU PA2 Mr G Teacher	Mathematics 7L-MA-A G12 Mrs R Teacher	Mathematics 7L-MA-A G11 Mrs R Teacher	Art 7V-AR F9 Miss H Teacher	Science 7L-SC-A S3 Mr C Teacher	

This student was in 7V. AM shows their form group and form tutor. P1 is where they go for morning registration and their first class of the day. PM is afternoon registration and form time with their form tutor. Use the timetable and map to work out some of the following questions:

1. What room do they need to go to for morning registration and their first lesson on Monday week 1? Which block is this in?
2. What room do they need to go to for afternoon registration/form time every day? Which block is this in?
3. What lesson, room and teacher do they have on a Friday week 2 Period 4?
4. On what days and which room are they in for geography?
5. Which building is furthest away from the main entrance?

## **First Aid Room and Staff**

The First Aid room is next to reception. The First Aid staff are fully trained and are brilliant.

- If you hurt yourself or feel unwell, let reception know and the First Aid team will help you.
- If you are someone that needs to take medication every day or you've been prescribed medicine to take for a week or so then the First Aid team can look after this for you. You can carry it in your bag or you can go to them at the times you need to take your medicine.
- Your parent/carer should always let the school know if you need to take any medicines, this includes inhalers. You need to complete an authority form.
- If you need a toilet pass for medical reasons, and lots of students do, so that you can leave lessons when you need to, you or your parent/carer can contact the school and we can organise this for you.
- If ever you need any sanitary products, the school has a small supply. Please just ask reception, form tutor or your head of year.

## **Uniform**

You need to wear your uniform:

- on the way to school
- at school
- on the way home from school
- during school visits (unless we say you don't have to)

There are consequences if you don't have the correct uniform. You may lose social time or have a detention after school so the best thing to do is look smart and wear the right thing.

- skirts must be at least knee length
- trousers must be straight leg and black; cannot be skinny fit, jeans, leggings or canvas type material
- any coat that is worn should not have writing or pictures on it that are rude or offensive
- coats must not be worn in class
- non-school hoodies are not permitted in school
- school shoes must black and flat; no canvas material, trainers or logos

If your shoes break or trousers split let us know. You might not be able to replace until the weekend or the holidays which is not a problem. Just make sure we know, get a note from your parents/carers or ask them to call us.

## **Make-up and Jewellery**

Make up: discreet/natural. Hair colour: natural. Nails: no varnish, polish or extensions. Earrings: single or one pair – plasters covering piercings or other body piercings are not acceptable. Rings – not permitted.

## Mobile Phones and Speakers

Mobile phones are not allowed in school. If you choose to bring one in it will be confiscated and sent to Reception for you to pick up at the end of the day. It is really important we don't have mobile phones in school so that no one can take pictures of you or film you. No one is allowed speakers either as they can be quite antisocial and the school is surrounded by homes. Smart watches are allowed but if you are caught using them to send messages they will be confiscated. Please be aware you can not wear smart watches for any exams.

## Clubs

There is a wide range of clubs or societies to take part in; this could be sports, library or subject based. The timetable for activity does not come out until a couple of weeks into the start of term; this is to give the school a chance to see the numbers of students that will be taking part and organise staff. Getting involved in these is a great way to meet people and make new friends.

## Lockers

If your parent/carer has paid for a locker, you will be given a locker key by your form tutor and they will show you where to find it. This will be one of your form activities during the first week or so of being at high school. This will be your locker for the whole of your time at school. However, when you complete your time at school, you will need to return it.

## Stationery



You will need:

- pencils
- pens
- ruler
- eraser
- protractor
- compass

A calculator is very useful too. If you get a scientific one it will see you through your whole time at high school, but this is not compulsory.

## Homework

The logo for SatchelOne, featuring the word "satchel" in white and "one" in orange, set against a dark blue rectangular background.

We use SatchelOne which is an easy to use online homework calendar for schools. When teachers set you homework this will appear on your personal homework calendar with all the relevant details such as deadlines and resources needed.

You and parents/carers can access this at any time via the web or their mobile phone. You will be given your login details when you start school.

Your form tutor will also give you an academic diary. You can use this for reminding yourself of key dates and when homework is set and due in. Your form tutor will check this regularly to make sure you are keeping up to date with everything and see if you need help organising yourself. Show it to parents/carers at home too when they help you with your homework.

## Break and Lunchtime

You can meet your friends and have your lunch in lots of different places. Outside there is the quad, the multi use games area or the field. During the winter or if the weather is bad the field is out of bounds. Inside we have the canteen, atrium or the main hall (try to find them all on the map). You can't go into classrooms during break and lunch unless you have arranged to with a member of staff or you're at a club. Be really respectful of our environment and always put rubbish in the bin. **Chewing gum is not allowed!**



## School Lunch

The canteen staff make delicious fresh made food. If you have any special dietary requirements just let them know. A cashless catering system has been introduced so you do not need to bring money with you to school.

## Getting Ready for the School Day

It's always a good idea to pack your bag the night before. Below is a check list you can use each day to help organise yourself.

Pencil case (with all your equipment in it)	
Timetable	
Planner	
Books for the lessons you have	
Homework	
PE kit (if you have PE for that day)	
Water bottle	
Lunch or money for lunch (if not using cashless catering)	
A reading book	
Hair band (if you have long hair)	

## Getting to School

If you walk to school each morning you will go through the main entrance and wait either in the atrium or outside for the bell to go for Period 1 (apart from the very first day when you will meet in the sports hall).

If you cycle to school you will need to leave your bike in the bike shed which is up the driveway to the right of the sports hall. Your bike should be in good condition so it is safe to be on the road and you should wear a bike helmet. You must have a lock for your bike.

If your parent/carer drives you to school they should drop you off up the road. For students' safety cars are not allowed on site at the start or end of the day unless you have special permission to do so.

If you travel by bus, please look at the parent/carer booklet on our website for timings and where you will be picked up and dropped off.

### Please note:

1. Students must carry their passes at all times and show them when boarding the bus. **No pass means no travel.**
2. Only the stops shown in the timetables will be used.
3. All times stated are approximate and based on normal traffic and road conditions.

# Term Dates 2023-2024

**\* Please note these term dates may differ from our feeder schools \***

September 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2023						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2023						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2024						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2024						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2024						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2024						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key: white dates = school open to students; yellow dates = student holidays; red dates = bank holidays; purple dates = INSET dates (student holiday)