



# **WELCOME TO TAVERHAM HIGH SCHOOL**

## **Parent/Carer Guide**

**Taverham High School**

Beech Avenue

Taverham

Norwich, Norfolk

NR8 6HP

**2022 / 2023**

# Contents

|   |           |
|---|-----------|
| <b>Welcome .....</b>                            | <b>3</b>  |
| The Year system.....                            | 4         |
| The curriculum.....                             | 4         |
| Atmosphere/teachers/students.....               | 4         |
| School contact details.....                     | 4         |
| <b>Communication .....</b>                      | <b>5</b>  |
| Parents' evenings .....                         | 5         |
| Keeping in contact .....                        | 5         |
| Leaving school during the day .....             | 5         |
| First Aid.....                                  | 5         |
| Illness .....                                   | 6         |
| Keeping us informed.....                        | 6         |
| <b>Punctuality and Attendance .....</b>         | <b>7</b>  |
| Timing of the School Day.....                   | 7         |
| <b>Uniform Requirements.....</b>                | <b>8</b>  |
| School uniform .....                            | 8         |
| PE kit.....                                     | 8         |
| PE equipment .....                              | 8         |
| Fixtures .....                                  | 9         |
| Protective clothing .....                       | 9         |
| Make-up and jewellery.....                      | 9         |
| <b>Homework.....</b>                            | <b>9</b>  |
| <b>Lockers .....</b>                            | <b>9</b>  |
| <b>Mobile Telephones .....</b>                  | <b>10</b> |
| <b>Lunchtime.....</b>                           | <b>10</b> |
| <b>Extra-Curricular Activities.....</b>         | <b>10</b> |
| <b>Travelling Between Home and School .....</b> | <b>10</b> |
| Cycling.....                                    | 10        |
| Norfolk County Council Services transport ..... | 10        |
| Queen's Hill bus service.....                   | 11        |
| Dolphin Travel .....                            | 11        |
| Public transport .....                          | 12        |
| <b>Term Dates 2022-2023 .....</b>               | <b>13</b> |

## Welcome



We are really looking forward to having your child join us in September. The move from primary to secondary school is significant, both for the child and the parent/carer! We will do what we can to support your child and look forward to working with you during this transition period. As I am also relatively new to the school we have made a number of changes to move the school forward and we are really excited that your child will be the first year group to experience this. We are on a journey to become one of the best schools in Norfolk and a school that our local community has pride in.

Underpinning all we do are the excellent relationships between staff, students and parents/carers. Good communication, trust and respect provide the very best basis on which to nurture and develop the unique gifts and talents of our young people. We are fortunate to have first class school buildings providing the very best environment for learning; the opportunities for our young people are exceptional.

We seek to develop tenacity, courage and resilience in our young people so that they become independent upstanding members of their community and beyond. We have high expectations of our young people and by the time they are ready to start the next stage of their education, we are proud to see our students leave us as confident, independent and articulate young people, well equipped for their future pathways.

Dr Roger L Harris BSc (Hons), MA, PhD, NPQH, NPQEL

---



Hello! I'm Miss Phillips, your child's new Head of Year. My role means that I oversee the year group and offer pastoral and behavioural support when needed. Your child will see me around school on a regular basis as I visit form groups and drop into lessons.

I am really looking forward to getting to know each student, finding out what their interests are and what they are most excited about in starting at High School.

In September, I know there will be some nervousness and maybe a few tears but the key thing to remember is that everybody in Year 7 will be new to high school; all students will be learning the school layout and how to get to lessons. They will all be getting used to new faces and names; this is to be expected. All staff are ready and available to help your child settle in and make sure their transition to THS is the best it can be.

Miss Phillips

## **The Year system**

There are seven year groups in the school – Year 7 to Year 13. Within each year group students are divided into form groups with a Form Tutor. Form Tutors are one of the most important people in the school for all students. They will see them daily for registration. If they have any problems, worries or questions they should see their Form Tutor first, speak to an ELF (Everybody's Listening Friend) or their Head of Year.

## **The curriculum**

During Years 7, 8 and 9 students will be working at Key Stage 3 of the National Curriculum, continuing directly from their work at junior school. At this time all students study almost the same subjects, including art and design, design technology (including food and nutrition), English and drama, French, German or Spanish, geography, history, ICT, mathematics, music, personal development, physical education, religious studies and science.

## **Atmosphere/teachers/students**

It is lovely to see the number of comments that refer to the happy and friendly atmosphere that exists within Taverham High School. Many students state how kind and helpful they find the teachers and other students, and how surprised they are at the ease and speed with which they make many new friends. Most of the students comment on how much they like being treated in a more adult manner and appreciate the extra respect, trust and responsibility that go alongside this.

## **School contact details**

Main office: 01603 860505 / 01603 264330

Sixth form: 01603 861758

Absence: 01603 860505 option 1

Email: [office@taverhamhigh.org](mailto:office@taverhamhigh.org)

Website <http://www.taverhamhigh.norfolk.sch.uk/>



Follow us on @TaverhamHigh

## Communication

All letters, reports and announcements are emailed home. It is therefore important you keep your email address information up to date with the school.

### Parents' evenings



There will be one parents' evening a year to meet with your child's teachers. This will be conducted via TES Parents' Meetings (formerly SchoolCloud)

### Keeping in contact

MyChildAtSchool (MCAS) is an online portal which enables you as parents and carers to view your child's academic performance as and when you like.



The first named parental contact on the admissions form will be provided with a login and password at the start of the year. If you require a second set of login details please contact reception and this can be arranged for you. In order to access MCAS you will require an active email account. Taverham High School will use the provided primary contact's email address.

MCAS can be accessed via the school website – the link can be found on the top right-hand corner of the home page. The link and further details, including a user guide, can also be accessed under the parent section of the school website. This facility allows access to your child's attendance, behaviour, reports, timetable and exam timetable (where applicable). In addition to this, letters and correspondences will also be sent to you through MCAS. Should your contact details change you can amend them through this portal, enabling us to maintain contact with you.

### Leaving school during the day

If a student needs to leave school on any day, they must report to reception and sign the signing-out book before they go. They will not be allowed to leave school if you have not contacted the school prior to them leaving. You can ring the school, email or send a letter in with the student. For the safety of our students, if we feel evidence is not legitimate we will not let them leave.

You must send a letter in with the student, or have emailed the school if:

1. your child has been absent from school (even if a telephone message has already been given).
2. your child needs to leave school during the day for an appointment with a doctor or dentist, or for some other reason.
3. your child needs to be excused from PE.

(emails can be sent to reception at [office@taverhamhigh.org](mailto:office@taverhamhigh.org) marked for the attention of the Head of Year)

### First Aid

If a student is unwell or hurts themselves, they should go to reception for medical staff to check if they are okay. One of the first aiders may contact parents/carers if they feel it is necessary. However, we are trying to develop their independence and resilience.

**Students are not to contact parents/carers themselves**

**Illness**

There is clear evidence that regular attendance and high achievement are linked. However, there may well be times when your child is too unwell to attend. If your child is unwell and therefore unable to attend school, it is essential to telephone the school every day of absence, preferably by 8:30 am. Please leave a message on our dedicated absence line: 01603 860505 option 1.

For absences of more than one day, parents/carers are asked to send an absence note with their child, even if a telephone call has already been made.

**Keeping us informed**

If you have any worries, concerns or queries, please do not hesitate to contact in the first instance your child's Form Tutor. Please also let us know, as soon as possible, if there are any problems at home or medical issues which you feel might affect them.

## Punctuality and Attendance

Punctuality is an important part of self-discipline and is essential to good time management. We would encourage your child to be at school from 8:10 am onwards. Please note:

- If students arrive at school after 8:30 am, they are classed as late and will be expected to sign in at reception.
- If students sign in after 9:00 am, the absence will be unauthorised.

We expect all students to strive for 100% attendance. If there are any circumstances that will affect your child's attendance please contact the Attendance Lead, Ms Dalglish, or the appropriate Head of Year.

It is important that your child is in school. You can help by making sure whenever possible that appointments for your child are made out of school hours and that you arrange to take your holiday during school holiday periods.

For any queries regarding attendance, please contact Ms Dalglish.

**Please refer to the [school term dates](#) on page 13 as these dates may differ to county term dates and/or feeder schools.**

### 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                  |

## Uniform Requirements

All students in Years 7 to 11 are expected to wear full school uniform:

- on the way to school
- at school
- on the way home from school
- during school visits (unless specifically informed in the trip letter that this will not be required).

Sixth Form students have no designated uniform but are required to dress as a role model to younger students.

Failure to wear correct uniform is a barrier to learning and sanctions will apply. Failure to adhere to the general information above and/or the specific details set out below could result in loss of social time or responsibilities, detention, internal exclusion, fixed term exclusion or being sent home to rectify the issue. If for any reason a student is not able to wear the full correct uniform, parents/carers must contact the relevant Form Tutor or Head of Year.

### School uniform

|              |   |
|--------------|---|
| Blazer       | royal blue with red braid and school logo   |
| Shirt        | white, collared, tucked in with top button fastened; short or long sleeved  |
| Tie          | in House colour, worn at an appropriate length  |
| Skirt        | black with school logo, at least knee length  |
| Trousers     | black, straight leg (boys and girls optional); cannot be skinny fit, leggings or jean design  |
| Shorts       | Black, tailored (boys and girls optional); at least knee length   |
| Socks/tights | white or black  |
| Jumper       | black V-neck with school logo/black V-neck not sweatshirt material (optional item)  |
| Cardigan     | black, not sweatshirt material (optional item)  |
| Shoes        | black, flat; cannot be canvas material, trainers or have a logo; they must be fit for purpose and provide secure footing whatever the surface or activity |

Please note that:

- Coats should not bear offensive or derogatory writing or images and must not be worn in class
- 'Hoodies' are not permitted in school

### PE kit

|                   |  |
|-------------------|--|
| Trainers          | Ensure they offer suitable grip & support - Converse are not PE trainers     |
| Sweatshirt        | Navy, embroidered with school logo   |
| Polo shirt        | Navy with royal blue panel, embroidered with school logo                     |
| Shorts or Skort   | Navy with royal blue panel, embroidered with school logo                     |
| Leggings          | Navy embroidered with school logo or plain navy, thick material sports style |
| Tracksuit bottoms | Navy embroidered with school logo or plain navy                              |
| Socks             | Royal blue   |

### PE equipment

The PE Department highly recommends the use of studded boots and shin pads for football lessons and the use of a gum shield and shin pads in hockey lessons. During rugby lessons studded boots are highly recommended and gum shields are compulsory in all contact situations. We would expect you to supply shin pads and gum shields.

## Fixtures

We supply the bigger pieces of protective gear, hockey goal keeping kit, cricket pads and helmets.

**Note:** When weather forecasts give warning of hot, sunny weather, it is advisable for students to use sun cream and they may wear suitable caps during outdoor lessons.

Please refer to the [school website](#) for the full school uniform and PE kit and where these can be purchased.

## Protective clothing

For design and technology and some science lessons, protective clothing will be provided.

## Make-up and jewellery

The following items are acceptable in school:

- a single or one pair of discreet stud earrings is allowed in the earlobe. No other body piercings are acceptable. Plasters covering such piercings are not acceptable.
- discreet, natural make-up
- natural hair colour with no extreme of fashion
- natural nails without varnish, polish or extensions
- no rings are permitted

## Homework



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

Students and parents/carers can access this at any time via the web or their mobile phone, making homework accessible for everyone. Students will be issued with login details when they start school. We always encourage discussions at home about school and homework in order to support students' learning.

All students will also receive an academic diary which they need to have with them every day. They will use this to record homework and any events they need to remember. We recommend parents/carers look at this regularly in order to encourage your child to organise themselves.

Some homework will be put on Teams (Office 365) for students to access; there is no need to buy Office 365 as students access it via their school login.

If you are considering purchasing a laptop for your child we would suggest not using Apple as there are issues with the different applications causing access difficulties.

## Lockers

Lockers are available for hire, to act as a base in which to store books and equipment. Students will receive their unique locker key at the beginning of term.

When students join Taverham High School, parents/carers are asked to contribute a voluntary single payment to cover the cost of minibus use, hire of a locker and other occasional costs such as insurance cover for extracurricular activities. This payment covers your child's education from Year 7 to Year 11.

## **Mobile Telephones**

Mobile telephones are not allowed in school. However, if you allow your child to bring their phone with them to school it is entirely at their own risk. Phones must be out of sight and switched off during school hours which includes break and lunchtime. If it is seen it will be confiscated for later collection.

## **Lunchtime**

The canteen operates a cafeteria system which allows students to choose a meal from a large variety of items. You will be given details of the cashless catering system so your child does not need to bring cash into school.

If your child is entitled to a free school meal the value of the lunch (currently £2.50) will be uploaded daily to their cashless catering account. If unused it is removed daily so does not accumulate.

Students can also bring a packed lunch to school; they can eat this in the canteen, hall or outside. Eating is not allowed in classrooms or corridors.

If students forget their lunch or lunch money, it can be brought in to leave at reception. They should then check at reception to see whether it has been brought in for them – we cannot guarantee it will be delivered.

## **Extra-Curricular Activities**

Students will have the opportunity to join a wide range of clubs or societies and to take part in a variety of sporting activities. The timetable for sporting 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 accordingly.

In addition, there will be opportunities to participate in visits and trips both at home and abroad. Previous examples include visiting Berlin, Avignon, Nottingham Castle and First World War battle fields.

## **Travelling Between Home and School**

### **Cycling**

Students should take great care when cycling to and from school. Both Fakenham Road and Taverham Road will be busy, especially in the morning. Extra care is required at the Beech Avenue/Fakenham Road junction.

If your child does cycle to school, their bicycle must be in a roadworthy condition. All bicycles should be fitted with lights and Taverham High School strongly supports the wearing of helmets. For students' safety the permission to cycle may be withdrawn if it is found that your child's bicycle is badly maintained, ridden dangerously or they are not wearing a helmet.

Bicycles are kept in the bicycle sheds. Students should provide their own locks and must ensure that their bicycles are locked while on school premises. If they arrive at school late or need to leave during the day, please check with reception staff to find out the arrangements for accessing the bicycle sheds.

### **Norfolk County Council Services transport**

Only students in possession of a Norfolk County Council travel pass may travel on Norfolk County Services transport.

### Queen's Hill bus service

The school runs a daily bus service from Queen's Hill, currently at a cost of £2.40 per day, paid in advance on a half termly basis. Please contact school reception to organise this.

The following timetable gives pick-up points and approximate times. However, please be aware there may be minor alterations of bus stops and/or timings which will be notified directly to parents/carers. Please be aware that the bus stops listed are not official bus stops and therefore buses cannot wait for students to arrive. To ensure students arrive at school on time, they must be at the bus stop promptly. The school suggests they arrive at least 10 minutes before the departure time to allow for variable traffic patterns. The bus stops are as follows:

*Arrives at school at 08:10 and departs at 15:10 - timetable below as of May 2022*

| <b>AM departure</b> | <b>Bus stop</b>                        | <b>PM arrival</b> |
|---------------------|--|-------------------|
| 07:40               | Queen's Hill primary school            | 15:58             |
| 07.45               | Sir Alfred Munnings Way                | 15:54             |
| 07:48               | Sainsburys (next side of the road)     | 15:42             |
| 07.50               | Roundwell Medical Centre, Dereham Road | 15:35             |
| 07.55               | Cherry Tree pub on Dereham Road        | 15:30             |

### Dolphin Travel

Updates and changes for Dolphin Travel can be found at the web address below - please check before you travel: [NCC school bus times](#)

#### Bus 1

*Arrives at school at 08:10 and departs at 15:10 – timetable below as of May 2022*

| <b>AM departure</b> | <b>Bus stop</b>                     | <b>PM arrival</b> |
|---------------------|-------------------------------------|-------------------|
| 07:25               | Stratton Strawless, Shorthorn Road  | 15:55             |
| 07:45               | Horsford: Thistledown Road          | 15:35             |
| 07:47               | Horsford: Poppyfields               | 15:31             |
| 07:48               | Horsford: Horsbeck Way Nursing Home | 15:26             |
| 07:49               | Horsford: Brickmakers               | 15:25             |
| 07:50               | Horsford: Barrett-Lennard Road      | 15:23             |
| 07:51               | Felthorpe: opposite Hall Gates      | 15:19             |
| 07:52               | Felthorpe: Bilney Lane              | 15:18             |
| 07:54               | Felthorpe: The Mariners             | 15:17             |
| 07:55               | Felthorpe: Nash Road                | 15:16             |

## Bus 2

Arrives at school at 08:10 am and departs at 15:15 – timetable below as of May 2022

| <b>AM departure</b> | <b>Bus stop</b>                     | <b>PM arrival</b> |
|---------------------|-------------------------------------|-------------------|
| 07:45               | Costessey: Dereham Road             | 15:50             |
| 07:48               | Costessey: Hinshalwood Way          | 15:44             |
| 07:50               | Costessey: Lime Tree Avenue         | 15:42             |
| 07:52               | Costessey: West End/West End Avenue | 15:38             |
| 07:56               | Ringland: Weston Road               | 15:34             |
| 07:58               | Ringland: Church                    | 15:32             |
| 08:00               | Ringland: The Swan                  | 15:30             |

### **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.

### **Public transport**

Please check the website for Firstbus/Yellow Line – buses 28/29/X29 run from the city centre through Drayton and Thorpe Marriott to Taverham: Beech Avenue.

[Network Norwich: Yellow Line](#)

# Term Dates 2022-2023

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

| September 2022 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| 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 2022 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 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 |    |    |    |    |    |

| February 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 |    |    |    |    |    |

| March 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 |    |    |

| April 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 |

| May 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 |    |    |    |    |

| June 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 |    |    |

| July 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        |    |    |    |    |    |    |

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