



**DERBY HIGH
SCHOOL**
ESTABLISHED 1892

Senior School Parents' Handbook 2017 - 2018



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Welcome

We are very much looking forward to welcoming your daughter into the Senior School. This booklet is designed to give you lots of information and to answer your questions. Should you need further clarification on any point, please do not hesitate to contact us. We are keen to ensure your daughter settles as quickly and seamlessly as possible.



Mrs D. Gould, Headteacher

Our Ethos and Aims

Derby High School was founded in the Anglican tradition and the school's ethos, therefore, is firmly rooted in Christian values.

We aim:

- **for excellence for all students in every aspect of their academic studies and non-academic pursuits;**
- **to provide a happy and stable environment based on Christian values;**
- **to nurture the intellectual, physical, emotional and spiritual development of students so that they become responsible, well-rounded and confident adults.**

To achieve this, as a school community we:

- treat each other with respect, tolerance and courtesy;
- provide a stimulating working environment and collectively work to maintain it;
- expect the highest standards of self-discipline, conduct and performance;
- encourage a sense of self-worth; recognising the strengths and achievements of all students;
- encourage an awareness of the world beyond the school;
- interact constructively with parents and the local community.



Academic Work

Academic Expectations

The school achieves excellent academic results. This is due to the partnership of experienced and dedicated teaching staff, hard work by the students and the support of parents. Whilst this partnership remains intact we are confident of enabling every student to achieve her potential. All we ask of students is that they work to the best of their ability. For some this will mean regularly receiving high grades and marks. For others it may mean lower marks and grades. It is important that students do not put themselves under unnecessary pressure by constantly comparing themselves with others. What we are looking for is for students to be receiving good effort grades. From parents we ask that you support the academic ethos of the school by encouraging your daughter, taking an interest in her work and providing her with an environment at home where she can concentrate on her homework.

The Curriculum

The curriculum in the first three years in the Senior School is extremely broad and covers English, Mathematics, Biology, Chemistry, Physics (taught as three separate sciences), Geography, History, French, Music, Physical Education, Religious Studies, Information Technology, Design Technology, Food & Nutrition, Art, Drama and Personal Social and Health Education. German and Spanish are introduced in the form of a taster lesson in Year 7 and then either one or the other is taken in addition to French in Year 8.

Homework

Your daughter will receive a homework diary and timetable. Students are expected to make a careful note of homework set and the date it is to be handed in. Students are asked to note how long they are spending on homework so that the staff can monitor whether the right amount of homework is being set and whether a student is taking longer over her homework than we would expect. If homework is taking longer than the suggested time, we ask that the student stops and gets a parent to sign her book to confirm the amount of time spent. However, we ask students to be sensible about the amount they write. The aim should be for conciseness which includes the necessary detail rather than spending too long writing more than is required and consequently taking overlong on homework.

The guidelines for homework are:

U3: 20 minutes per subject (40 minutes for Maths / English),
2-3 subjects per night - reduced timetable for first half term

L4: 20 minutes per subject (40 minutes for Maths / English), 3 subjects per night

U4: 25 minutes per subject (40 minutes for Maths / English), 3 subjects per night

L5, U5: Up to 1 hour per subject per week.

Students are also expected to consolidate and extend their studies independently.

For Key Stage 3: Students are strongly encouraged to do the homework on the designated night on the homework timetable and to be able to hand it in the next day when required. However, to allow a little flexibility for external commitments, we use a system of allowing submission on the second day after it is set for most subjects (this should be arranged in advance with the teacher if possible). This should be treated with caution so that it does not lead to leaving work and trying to do too much on one night. Staff will monitor the situation and if a student is unable to manage her workload sensibly this way she will be asked to revert to next day submission to get back into good habits. There is room in the homework diary for both the staff and parents to write comments. Homework diaries are regularly checked by form tutors in KS3.

Academic Work

'No marks' at KS3

In order to encourage the students to focus on what is wrong and the advice for improvement, we do not give the students marks on most work in Year 7 – 9. Teachers still record marks/levels of performance but, by not writing the mark on the piece of work, we find that the students spend less time comparing themselves to others and more time looking at how they can learn from corrections and comments. We want them to become independent, resilient learners who take responsibility for aiding their own progress by learning from previous work. Short right/wrong test marks, e.g. for vocabulary tests, are still given, together with one main test or assessment mark/grade per subject per half term. This, together with feedback on assessments and reports, should enable you and your daughter to understand her achievement levels, but, if you would like further information, your daughter's subject teacher will be happy to help you.

Missed Lessons and Work

If a student misses a lesson, for whatever reason, she is expected to make every effort to find out work that has been missed and to catch up. Staff will always be willing to help students who have missed work for legitimate reasons. The school does not normally expect the staff to give extra help to students who have been absent in term time due to family holidays. We strongly urge parents not to book family holidays which require their daughter to be absent from school.

Supervised "catch up" sessions are available twice a week to enable students to catch up missed work or tests or to complete poor or late homework. Students who fail to meet deadlines may be required to attend "catch up" or be placed in Academic Detention, which takes priority over other activities. Further details of how the school deals with academic problems can be found in the disciplinary policy in the Appendix at the back of this booklet.

Reporting

You will receive regular reports on your daughter's progress. These will be either a full written report or a summary assessment. Full details are published in the calendar. There is an annual Parents' Evening for each year group. If you have any concerns about the contents of your daughter's reports or assessments you are encouraged to contact your daughter's form tutor.

Thinking for Learning

At Derby High we aim beyond exam success. We want students to become independent, courageous, resilient individuals who can shape the world.

It isn't just what children learn that makes the difference, it's how they learn. For this reason, we think beyond the curriculum, to the core habits of learning that underpin success.

Our Thinking for Learning programme is influenced by Art Costa's hugely influential Habits of Mind theory, moulded to fit our school community and our students. We have included elements of other higher order thinking frameworks, wherever they benefit students, as well as many, many ideas of our own!

Although our programme is unique to Derby High, you can discover some of the ideas behind it by finding out about:

- Art Costa's Habits of Mind
- Ryan's Thinkers Keys
- Hyerle's Thinking Maps
- Three storey intellect
- De Bono's Six Hats

You can also find more information on our parent portal through the school website.

School Routine ~ The Senior School Day

MONDAY, THURSDAY AND FRIDAY are short days.

TUESDAY and WEDNESDAY are long days.

Timings for Morning School are the same everyday. Afternoon times depend on whether it is a long or short day.

MORNINGS	
8.15	All students allowed to form rooms
8.30	Registration
8.37	Bell for Assembly
8.55	Finish Assembly
9.00	Start of Period 1
9.35	End of Period 1
10.10	End of Period 2
10.45	End of Period 3
11.20	End of Period 4
11.40	End of Break
12.20	End of Period 5
12.55	End of Period 6
2.05	Warning bell for registration
2.10 (no bell)	Registration
2.12 (bell)	Leave Form Rooms for Period 7
SHORT AFTERNOONS	
2.15 (no bell)	Start of Period 7
2.15-2.55	Period 7
2.55-3.35	Period 8
LONG AFTERNOONS	
2.15 (no bell)	Start of Period 7
2.15-2.50	Period 7
2.50-3.25	Period 8
3.25-4.00	Period 9

Late Waiting

Students needing to wait in school, or wanting to stay behind to do homework after the end of afternoon school, may do so until 5.30 pm in the Library Resource Centre (LRC)(Y11 may go to X1). There is space for quiet work/study and the session is supervised by a Prefect. At the end of afternoon school students must sign in the late-waiting book in reception before going to the LRC until it is time for them to leave. Squash is available and biscuits may be purchased at low cost; they must be eaten in the Wessex Hall near the LRC. Just before they leave, students must return to reception and write in the time they are leaving.

In the Summer Term, students may use the tennis courts, provided they change into trainers and use their own tennis racket and tennis balls. They must sign the late-waiting book and indicate that they are on the tennis courts and sign out by 5.30 pm. Similarly, students who are staying behind to watch a sports fixture should sign in and indicate where they will be.

The Form System



There are two forms in each year group of Years 7, 8 and 9 and three forms in Years 10 and 11. Each student joining the school is allocated to a form. Each form has a Form Tutor and a support tutor; they are not only responsible for the day to day administration of form business but also for the welfare of the students in the form. All students in the Sixth Form are assigned an individual tutor who meets with them on a regular basis. The students will have regular contact with their Form Tutor and this is the person to whom they should turn initially if they have a problem; the Form Tutor is also the first point of contact for parents who either need to pass on information about their daughter or who have concerns about their daughter's well-being. Parents of all new students joining the school and all parents of students in Year 7 will have the opportunity to meet the Senior Leadership Team, Heads of Key Stage, Year 7 Form Tutors and members of the PTA in the Autumn Term at a New Parents' Welcome Evening.

If a Form Tutor is concerned about a particular student, he or she may consult the Head of Key Stage. Mrs Driver is the Head of Key Stage 3 and Miss Riley is the Head of Key Stage 4. The degree to which the Head of Key Stage becomes involved will depend on individual circumstances, on the seriousness of the problem and the record of the student involved. Serious pastoral and disciplinary problems will be referred to the Deputy Head, who is likely to contact parents if matters are referred to her. The Deputy Head will always discuss such matters with the Headteacher and a judgement will then be made as to whether the matter needs to be dealt with at that level.

HighPost is our email contact specifically to inform parents of and attach letters of information about visits, trips and other school events which may require an electronic reply slip. This is an important communication method and we ask you to respond to emails as soon as you are able.

Absence notes: If a student is absent from school, a parent or guardian must ring in the morning to notify school of the absence. On their return to school the student must bring a letter confirming the absence and give it to their tutor. Requests for absence for non-medical reasons should be made in advance in writing to the Headteacher.

Pastoral Care

Derby High Senior School prides itself on the level of pastoral care offered to the students. They are encouraged to seek the advice and help of their tutor or teachers if they are experiencing difficulties. We would also encourage parents to inform the school if there is anything happening outside school which might have an impact on the well-being of their daughter. Good communication between parents and the school is the most effective way of helping students who are experiencing problems.

We are well aware of the challenges which are often faced by students going through their teenage years and the fact that they sometimes need to share problems. Students are encouraged to speak to their Form Tutor but they can also speak to their Head of Key Stage, the School Chaplain, or indeed any member of staff with whom they feel comfortable. Each form will also have a rolling programme of visits and talks from groups of Upper Sixth Form students as part of the new "Teams and Themes" approach that has replaced the Form Prefect system this year. Younger students in particular sometimes find it useful to talk to Sixth Formers rather than a member of staff. All Upper Sixth have received Safeguarding training to know which problems they need to pass on to staff. We have also introduced a system of one-to-one mentoring between Lower Sixth students who have come through the Senior School and all Upper 3 students. This starts as a formal arrangement in the first half-term and may continue informally after that.

The school does not tolerate bullying. It is important to note that, whilst we take any concerns of this nature seriously, they are uncommon.

The first two years or so in the Senior School are often a period of adjustment and change and along with this come friendship changes and sometimes friendship difficulties. This is really quite normal and we would encourage you to support your daughter if she is going through friendship difficulties, as indeed we will, in school, if we are aware of such problems.

The school operates a formal complaints procedure, this is available on the school website or on request via the school office. We would, however, always hope to be able to solve problems informally.

You will receive the DHS Green Book, which outlines our expectations of behaviour.

Introduction to HighPost

Derby High School's Electronic Communication System

During the week your child starts at Derby High, an account will be created for you on the parent communication system 'HighPost'. The school will use the system to send you emails regarding school trips, events, parent evenings etc.

It also provides you with a personal online 'mailbox' where you can always view a record of all your messages from the school and, where appropriate, complete simple reply forms.

Publications with short messages from the school will come to your inbox using the email address provided. This will contain a link to the full publication with any documents and an opportunity to reply electronically if required.

A password will be required to reply to consent forms where you are agreeing for a charge to be made to your bill.

More detailed instructions for HighPost will be sent to your email inbox when your child starts at Derby High.

Library Resource Centre (LRC)

The Resource Centre is sited in the heart of the school allowing easy access and support for every student in the school community. All of the curriculum areas are resourced here and up-to-date fiction is purchased regularly.

Your daughter will be able to:-

- Borrow fiction or non-fiction materials and access online items.
- Do some quiet reading or school work
- Chat about favourite books and share targets
- Research information from many resources and learn the best way to do this
- Consult the online catalogue to search for resources and to manage her own account
- Access the online catalogue at home to enable her to plan ahead and assist with extending her learning and encouraging her curiosity.

The Library Resource Centre is open throughout the school day.

The library catalogue and on-line materials are available through Home Access Plus+ at all times.

ICT

Software

In school the main commercial software that the students will use is Microsoft Office and the Serif Suite. Students will also use a range of software programs which are available to download free from the Internet. These include; Scratch, Alice, Pivot, Google Sketchup, Irfanview, MindGenius, Audacity and Kodu. Whilst there is no requirement for students to have access to these programs at home they may wish to extend their knowledge and explore the programs a little more themselves, so you may find it useful to download these as and when needed. They are all small programs which will run on most modern computers with a reasonable graphics capacity.

Printers

Students are given a printer credit allocation to limit the amount of printing that they do. Should they require more credit they can apply to the network manager for their limit to be raised. There is a printer in the ICT suite where students can print colour or black and white copies of their work. There are also photocopiers situated around the school students can print to.

Home Access Plus+

Students are able to access their My Documents school folder from home. Home Access Plus+ is currently accessed by visiting the school website and clicking on the Student / Staff login link at the top of the page. Students can then enter their school username and password and will be able to work on documents they started at school should this be necessary.

Hardware

The students will predominantly be using PCs for their work in school, with the exception of the Design Technology area where there are Apple Macs. If you are considering buying a computer/laptop for your daughter to use at home, a PC rather than an Apple Mac would be more useful. They are not expected to bring their own laptop into school as there are plenty of laptop banks available. There are also PCs available before and after school, break time and lunch time which students are free to use for quiet study.

Any questions can be directed to the Head of ICT or to the Senior Network Manager.

Music

The Music Centre

Music plays a very important role in the life of the school. We are proud of our musical tradition and our purpose-built modern facilities.

Individual Music Lessons

A large proportion of students take individual instrumental and singing lessons within school. These are taught by our team of specialist, self-employed staff. If your daughter is interested in instrumental lessons, please email: etemple@derbyhigh.derby.sch.uk with your contact details and requirements.

Music Groups

There are many opportunities to make music with others at lunchtimes and after school. Students perform weekly in assemblies. Groups include:

Senior Choir (Years 10 - 13)

Intermediate Choir (Years 7 - 9)

Chapel Choir (by audition)

Madrigal group

Brass band

Jazz band

String orchestra

Symphony orchestra

Saxophone group

Clarinet group

Flute groups

Concerts and Services

Most ensembles perform termly in concerts in the senior hall. In addition to these major events, assembly performances provide a more informal platform. From time to time, various groups go out to perform in other venues. The choirs regularly lead school services in Derby Cathedral and St Peter's Littleover; Chapel Choir have sung Evensong at Exeter College, Oxford and Jesus College, Cambridge and recently gave a recital in Worcester Cathedral. A full scale musical production takes place every two years. In 2017 this was *Anything Goes* which included a live band made up of 9 of our top musicians. Every year we perform in a joint choral concert with Derby Grammar School in Derby Cathedral. Highlights from recent years have included Mozart's *Requiem* and *Faurés Requiem*.

The House Music Competition

This large scale event takes place annually during the Spring Term, offering valuable performing opportunities for soloists, duets, ensembles, house choirs and orchestra. Hundreds of heats are held over a two day period. The House Choir trophy is keenly contested by every student in the Senior School. The Finals Day, with an outside adjudicator and a large school audience, provides a very high standard of music-making and is one of the major events of the school year.



Drama

There are many opportunities to get involved with drama at Derby High School. Students take on responsibility for all areas of their productions, including operating sound and lighting boards to give their work a professional look. Props club runs to help interested students work on their design skills. Students run performance evenings that are open to parents and friends, so that they can share their work with a live audience.

The Lower School Production takes place in the first half of the Autumn Term. This is directed and produced by the Drama Prefect, and performed by students in U3, L4 and U4.

House Drama takes place in November and is a very competitive event. The House Captains and Deputy House Captains audition members of their Houses, and each House puts on a short piece that is judged by an independent adjudicator.

Our Senior Production takes place in March, and we alternate between a musical one year, and a drama production the next. This production is open to students from any year group, and often has students of all ages taking part.



Physical Education

PE Lessons

The PE timetable reflects National Curriculum requirements and beyond. During the Autumn Term this will include netball, hockey, gymnastics and dance. The Spring and Summer Terms will see the inclusion of tennis and rounders, along with athletics. Your daughter will have one double and one single lesson per week. This variety of activities forms the basis of skills necessary for the introduction of a wider curriculum in later years, including football, volleyball, basketball, badminton, fitness and trampolining.

The school actively encourages team games and the students are given the opportunity to participate in clubs to develop the skills learnt in lessons. Many students then go on to represent the school, area or county, or are even selected for national squads and teams.

1. For all PE lessons, students go to the Sports Hall changing rooms and get changed into the appropriate kit.
2. Students **must always** remove any item of jewellery and make sure that long hair is tied back.
3. **If your daughter is unable to participate in a lesson due to illness or injury, she must bring a note to the PE teacher, signed by a parent, explaining the reason.** (This should not be a diary entry). For long term issues, further information, from the doctor or hospital, will be required. In these cases a meeting with the Head of PE to discuss the situation is usual.
4. If your daughter has a medical condition such as asthma, which may affect her participation, please let her PE teacher know during the first week.
5. For your daughter's first lesson, please make sure that she brings all her kit so that we can check that she has everything she needs and that it is correctly named.

Extra-Curricular Sport

There are a number of different clubs and teams that your daughter may like to join. Everyone is welcome to attend whatever their level of experience and ability.

The clubs and team practices take place at lunchtimes or after school, and if your daughter is chosen to play in a team, the matches are usually played on Tuesdays and Thursdays after school and occasionally on Saturday mornings. Students selected for school teams are expected to be available to play in all our school matches.

The activities on offer generally include netball, hockey, football, gymnastics, badminton, athletics, rounders, tennis and trampolining.

If your daughter would like to join a club, she should turn up to the first session as stated on the extra-curricular timetable. Students joining a club are expected to support it every week.

Enrichment

Extra-curricular activities are an essential part of the education we offer at Derby High Senior School. Taking part in these activities offers students the opportunity to discover talents and qualities which are not necessarily brought out in the classroom. Sport, drama, music, outdoor pursuits, trips abroad, clubs and societies all offer opportunities for personal development. They are also important when applying to universities, as many university applicants not only have excellent examination grades but have also participated in a broad range of activities outside the classroom. Admissions tutors consider this all round experience when assessing students applying for places.

Commitment to an extra-curricular activity is very important and we expect students to be reliable in attending rehearsals, practices, matches and other occasions, which are part of being a member of the group. This includes both Saturday and Sunday commitments as necessary. Please make sure you know the dates of events, consult the school calendar and support the school by ensuring that your daughter is available.



Curriculum Equipment

Standard equipment:

All students (U3-U6) should have one of the following pens, with blue or black ink:

- A fountain pen
- A biro with a fine tip, e.g: BiC Fine Ball Pen (0.8mm nib)
- A Staedtler handwriting pen (0.6mm nib)



Students should also have spare cartridges and/or pen.

In addition, students should have: HB pencils; ruler (30cm); eraser; sharpener; coloured pencils (not just felt tips); scissors; glue stick; highlighter pen; whiteboard marker pen; purple pen.

English Equipment

Please do not buy any dictionaries. They will be purchased through school.

Maths Equipment

Calculator - It is important for all students to have calculators with the same functionality. Please would you buy one of the following models (which are available at W.H. Smith, Argos, Staples and some via school):

Key Stage 3: Casio FX-83 or FX-85 as a minimum (under £10)

Key Stage 4: As above but the Casio FX-991ES Plus (approx. £15) or Casio FX-991EX Classwiz (approx. £20) are highly recommended

Key Stage 5: The Casio FX-991EX Classwiz is **the minimum required** for A level mathematics from 2017.

Some students (in particular those taking Further Maths) may benefit from a graphical calculator such as the Casio FX-CG20 (£80-85 via school)

If you are unsure please contact the Head of Maths for assistance on this matter. The department can benefit from school discounts so please look out for HighPost letters in the first few weeks of the new academic year (particularly for students entering KS4 and KS5) when we will look to place an order to take advantage of this.

Geometry Equipment - The following items are essential:

30cm ruler (this can be the hinged variety)

180° protractor (this must be see through plastic **without** a hole in it)

HB pencil x 2 (of the type that can be sharpened)

Pair of compasses

Sharpener

Rubber

Scissors

Pritt stick glue or similar

Art Equipment

An art pack is provided by the school (this will be included on the school bill - approx. cost £6.50) This includes a set of sketching pencils and also a sketch book that will last two years.

Food and Nutrition Equipment

School apron purchased through school at a cost of approximately £8.00 (alternatives purchased elsewhere are not acceptable). A medium sized insulated cool bag/box for storage of ingredients and completed dishes. Parents/Guardians are asked to provide ingredients for practical sessions.

Design Technology Equipment

Set Square 30°/60° and 45° (clear plastic)

Glue stick

Pair of compasses

Pencil crayons

30cm ruler

Protractor

Uniform List

Uniform

1. White, short or long sleeve, open neck blouse with collar and reverse.
2. Black watch regulation skirt.
3. Derby High School blazer.
4. Optional: V-neck green jumper with logo or V-neck sleeveless jumper with logo.
5. Smart, plain, matt black coat or longer length jacket without a large logo or writing (not leather or leather look). If unsure what is acceptable, please seek advice from the Head of Key Stage.
6. Plain black 'school-type' shoes (not ankle boots). Heels should be no higher than 4cm, measured at the back of the heel. Stilettos and kitten heels are not allowed.
7. Opaque black tights or short black socks; not trainer socks.
8. Black, navy or dark green scarf (optional).
9. Black, navy or dark green gloves (optional).

School bag should be of a reasonable but adequate size to keep school books flat and in good condition. A rucksack style bag carried on both shoulders is recommended.

Labelling

All items of uniform and kit must be labelled. For kit purchased from 'Schoolblazer' this service is provided free of charge, if requested, on all main items. For other fabric items, please use woven name tapes. For boots, trainers, hockey sticks and tennis rackets please write clearly with marker pen.

Please see the DHS Green Book for further details on dress regulations.



Physical Education Kit

Kit List

1. Navy, short-sleeved, collared polo-style shirt with school logo
2. Navy skort with school logo
3. Navy tracksuit bottoms with school logo
4. Navy mid layer with school logo
5. Trainers - with non-marking soles
6. House t-shirt
7. One pair plain navy shorts – not cycling shorts
8. Two pairs of plain white ankle socks
9. One pair plain navy hockey socks
10. Shin pads
11. Gum shield
12. Large regulation, cloth PE bag from the school suppliers.

Optional Items

13. Y10 - 11 - Plain navy or black leggings
14. Astro boots
15. Navy thermal base layer with logo
16. Waterproof crested tracksuit top
17. Gilet with school crest



Hockey sticks and Tennis rackets: The PE department has a large stock of hockey sticks and tennis rackets which can be borrowed for lessons. Students may purchase their own equipment.

Washing Kit

Students should take kit home regularly for washing and remember to bring it back ready for the next lesson.

Looking After Kit

All kit must be put back into the PE bag at the end of each lesson. Kit must not be lent to anyone else. If anything is lost, students must look in the lost property box in the changing room and then speak to Student Reception.

Welcome to the online school uniform service for Derby High School provided by Schoolblazer

Schoolblazer.com was founded by parents for parents to take the chore out of shopping for school uniform. Our secure online ordering service allows you to shop for uniform and sportswear at your convenience, and we even offer to sew all of the nametags into the garments for free – so throw out the sewing box and enjoy the summer!

We are committed to making your preparations for the new term as easy and pain-free as possible. If you have any questions or require help please do not hesitate to contact our Helpline on **0333 7000 703** or email Schoolblazer at customerservices@schoolblazer.com

Benefits to You

- 24 hour/365 days availability of all school uniform
- Our intelligent sizing system offers a simple step by step process to help you determine the right size
- Free, simple returns
- Printed nametags sewn on free of charge
- Despatch to your home or place of work within 5 working days of placing your order
- Secure credit card facilities
- Simple, easy to navigate website
- Telephone helpline available Mon-Fri 9am-8pm, Sat 9am-5.30pm
- Free P & P 3rd July - 17th July 2017 inclusive

Frequently Asked Questions

How do I know what sizes to order? We ask you to input your child's measurements and our Intelligent Sizing System will indicate the recommended size on the shopping page. However, this is a suggestion only, based on the measurements you have entered. Should you wish to choose an alternative size, you can use the drop down menu to select this.

What if I need to return an item? We offer a free returns service so please return any item that is unsuitable and we will either refund or exchange as required.

Do I have to pay for name tags? We only charge for the cost of the name tags and sew them in free of charge.

How long will my order take to be despatched? Whilst we promise to despatch orders within 5 working days we will despatch more swiftly than this wherever possible.

I need an item that is showing as out of stock on the website, what should I do? As an online retailer we typically hold much higher levels of stock than a high street store, but if an item you require is showing as out of stock, please place your order and we will work to supply this as quickly as possible.

What if I need further information or help with my order? There is lots of information available on the Schoolblazer website including 'How to Shop' and you will also find answers to the most Frequently Asked Questions. Alternatively you can call our Customer Services Team on the number shown above and they will be happy to help.

schoolblazer

Step one



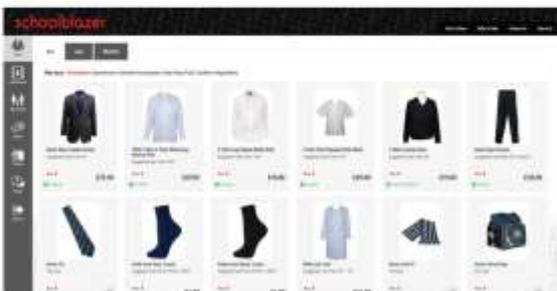
Login at www.schoolblazer.com

Step two



Set-up your child's details and input some simple size information.

Step three



Select the uniform required. The website recognises the School and House and shows only the garments appropriate for your child. No more wading through endless lists!

Step four



Our unique **intelligent sizing system** recommends the best size garments. We tell you how well they will fit, what the next size up or down will be like and even how they will fit in a year's time.

Step five



Confirm name-tagging details and delivery address. Orders are dispatched fully name-tagged within 5 working days.

Returns



If it doesn't fit, or you change your mind, simply send the garments back to us in the postage paid returns envelope provided.

Special Educational Needs

We believe strongly that it is enormously important for the school to be aware of any learning difficulties a student may have as soon as they enter the school. Our knowledge of each student is enhanced by a literacy screening held during their first term at school and by parents making us aware of the results of tests which have already taken place. Further testing, or intervention in the form of extra lessons (see below), may then increase the student's level of attainment. A specific learning difficulty does not imply lack of intelligence; for example, dyslexics often have special abilities not possessed by their non-dyslexic peers. Staff have awareness of other learning difficulties, such as dyspraxia, and monitoring for these is ongoing.

The SENDCO (Special Educational Needs and Disability Coordinator for the school), would be grateful if you would note any particular difficulties your daughter has on the pastoral form. Please include both specific learning difficulties and other difficulties, such as those with sight or hearing. The SENDCO will then make staff aware of any problems so that they may make the appropriate allowances in class. The SENDCO may also be contacted if, at a later stage, you have concerns about the possible impact of learning difficulties on your daughter's progress. For those students who need further help, a learning support teacher comes in to teach, currently on two days a week; payment for these lessons is arranged between parents and the specialist teacher.

Further details may be found in the Special Educational Needs Policy on the school website.

Data Protection

The school holds information on students in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care and to assess how well the school as a whole is doing. This information includes contact details of parents/guardians, assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. The school processes information on students in order to run the education system and in doing so has to comply with the Data Protection Act 1998. Students, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves.

The school will not give information about the students or their parents/guardians to anyone outside the school without their consent, unless the law allows this. If you have any enquires in relation to this policy, please contact the Headteacher via headsecretary@derbyhigh.derby.sch.uk; this will also act as the first contact point for any subject access requests.

Photographs

Photographers are often present at school events. Individual students or groups of students may be photographed and, unless otherwise instructed, the School may use these photographs in internal and external publications. It is possible that the names of students, but not their addresses, may appear alongside their photographs. General permission for use of students' photographs will be sought either at the start of the Autumn Term or when a student joins the school.

Parents are usually permitted to take photos or video of events as long as the focus is on their own children. Parents are expected to be considerate so that the students participating in the event and other parents are not inconvenienced or disturbed. Out of consideration for other students, parents should not post photographs which feature children other than their own on any public area of the internet. The Head reserves the right to withhold permission for photography at any event.



Parking

Parking in and around a school is often a challenge and Derby High is no exception. We ask parents to be considerate of other road users and the residents around the school and to observe the signs which are displayed for you and your children's safety. Driving into and parking within the school grounds between the hours of 7.30am and 5.00pm is restricted only to the staff of the school and official visitors, with the exception of the drop off zone in the car park on Hillsway, where you may drive into the bottom gate and pick up or drop off your passengers and exit via the top gate, but please do not park. Outside of these hours there is no restriction on driving into the school grounds and parking your car.

When parking outside school, please do not stop on any of the zig-zag lines but, especially when your children are older, park a little further away from the school gates. We ask you to work with us to get the best out of the situation.

No Smoking Policy

Smoking of any kind is not permitted anywhere in the buildings or in the grounds of Derby High.

Policies



Some key school policies are available on the school website to be accessed by parents of both current and prospective students. Other policies may be obtained on request from the School office.

Policies available on the website include:

Admissions policy

Anti bullying policy

Behaviour and discipline policy

Complaints policy

Curriculum policy

Data protection policy and privacy notices

E-safety policy

First Aid and Medicines policy

Health & Safety policy

PSHE policy and programme

Safeguarding policy

SEN (Special Educational Needs) policy





DERBY HIGH
SCHOOL

Term Dates 2017- 2018

Autumn Term 2017

	<i>Staff Training</i>	<i>Tuesday 29th August 2017</i>	
	<i>Induction for U3 & L6</i>	<i>Wednesday 30th August</i>	
	Term Begins	Thursday 31 st August	
	Half Term	Monday 16 th - Friday 27 th October	
	<i>Staff Training</i>	<i>Thursday 23rd November</i>	
	School Closed	Friday 24 th November	
	Term Ends	Friday 15 th December	

Spring Term 2018

	Spring Term 2018		
	<i>Staff Training</i>	<i>Wednesday 3rd January 2018</i>	
	Term Begins	Thursday 4 th January	
	Half Term	Monday 12 th - Friday 16 th February	
Term Ends	Friday 23 rd March		

Summer Term 2018

	Summer Term 2018		
	Term Begins	Monday 16 th April 2018	
	<i>May Day Holiday</i>	<i>Monday 7th May</i>	
	Half Term	Monday 28 th May - Friday 1 st June	
Term Ends	Friday 6 th July		

The dates of the 2017- 2018 school year will be shown on the website when they are available.

www.derbyhigh.derby.sch.uk

Derby High School ~ Littleover ~ Derby ~ Derbyshire ~ DE23 3DT

Telephone: 01332 514267