

# Sheffield High School

## Parents Handbook 2009-10



Girls' Day School Trust

Dear Parent

I would like to take this opportunity of welcoming you and your daughter very warmly to the Senior department at Sheffield High School.

I am sure that your daughter will make the best of all the opportunities, both curricular and extra-curricular that we have to offer.

At Sheffield High School we firmly believe that a girl can only produce her best work if she is settled and happy and we will always strive to make sure that this is the case.

If you have any worries or queries about any matter concerning your daughter's education, please do not hesitate to contact me or your daughter's Head of Year.

We look forward to your daughter joining the school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'V A Dunsford', written in a cursive style.

MRS V A DUNSFORD  
HEADMISTRESS

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## KEY STAFF

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**Mrs Valerie Dunsford, Headmistress**

Has overall responsibility for the school and is the person to write to if you have any query or problem. She welcomes all opportunities to meet parents.

**Mr Simon Mozley, Deputy Head 0114 3587606**

Deals with day to day matters and deputises for Mrs Dunsford in her absence.

**Miss Helen Thorneloe, Senior Teacher 0114 3587607**

Arranges all school events and leads the school's publicity and marketing department.

**Miss Jean Goodwin, Director of Studies 0114 3587634**

Co-ordinates all issues relating to the curriculum and oversees staff development.

**Mrs Rachel Bennett, Head of Pastoral Care 0114 3587630**

Co-ordinates the pastoral care team and liaises with teachers about children with special needs.

**Dr James Raymond, Head of Sixth Form 0114 3587616**

Is responsible for all aspects of the Sixth Form.

**Mrs Chris Heery, Year 7 Forms, 0114 3587631**

**Mrs Gina Heaton, Year 8 Forms, 0114 3587645**

**Miss Elizabeth Jones, Year 9 Forms, 0114 3587629**

**Mrs Alison Jackson, Year 10 Forms, 0114 3587632**

**Mrs Lucy Downes, Year 11 Forms, 0114 3587627**

**Dr McGregor-Jones, Deputy Head of Sixth Form**

These staff are our Pastoral Year Co-ordinators. They will contact you if there are concerns about your daughter, and you are encouraged to contact them if you are concerned about her settling down, her social development, her academic progress or if there is anything you feel we should know.

**Mrs Jenny Ashby, Head of Careers 0114 3587617**

Gives advice about choosing subject options and careers throughout your daughter's school life and for University entrance and directs UCAS applications.

**Mrs Kathleen White, School Business Manager**

Answers all your questions about school business, administration and financial matters. She will make an appointment for you if you wish to talk to Mrs Dunsford and she will help with any confidential queries.

**Ms Heather Greaves, School Nurse 0114 3587604**

Provides first aid to all pupils and staff, liaises with you about your daughter's health. Available for meetings by appointment for both pupils and their parents. Please inform Ms Greaves if your daughter is absent from school.

# STAFF LIST

## Headmistress

Mrs V A Dunsford BA Manchester

## Deputy Head

Mr S Mozley BA Oxford

## Senior Teacher

Miss H C Thorneloe BEd Liverpool John Moores

## Director of Studies

Miss J M Goodwin BSc Leicester

## Head of Pastoral Care

Mrs R Bennett MA St. Andrew's

## Head of Sixth Form

Dr J Raymond PhD Exeter

## School Business Manager

Mrs K White

## SENIOR DEPARTMENT

### Pastoral Care Team

Mrs R Bennett Head of Pastoral Care  
 Dr J Raymond Head of Sixth Form  
 Dr J McGregor-Jones Deputy Head of Sixth Form  
 Mrs L Downes Head of Y11  
 Mrs A Jackson Head of Y10  
 Miss E Jones Head of Y9  
 Mrs G Heaton Head of Y8  
 Mrs C Heery Head of Y7  
 Mrs J Ashby Head of Careers

### Art Department

Miss G M Hanlon BA Sheffield  
 Mr M S Higgins BA London  
 Mrs H Mosley\* BA Bath  
 Miss L Oxley BA Leeds

### Careers Department

Mrs J Ashby BSc Sheffield  
 Mrs S J Good BEd Bedford College of PE

### Drama Department

Mrs C Heery BA London  
 Mr A Thomas BA Sheffield

### Economics Department

Mr D El-Hoss BA Swansea  
 Mr C Spick BSc Brunel

### English Department

Mrs J Bradfield BA, Chelmer Institute of HE  
 Mrs K Harvey BEd Newcastle  
 Mrs A Boote\* MA, BA York  
 Miss R Carrington BA Sheffield  
 Mrs G L Heaton\* BA Durham  
 Mrs C Heery BA London  
 Mrs P Lockwood\* BA Bristol  
 Mr A Thomas BA Sheffield  
 Miss V Wrigley BA Sheffield

### Geography Department

Mr A J Davies BA Sheffield  
 Mrs C D Haynes BA Durham  
 Mrs E Strong\* BA Holloway

### History Department

Mr M Fuller MA York  
 Mrs R Bennett MA St. Andrew's

Mrs S Duddridge BA Nottingham  
 Mrs E Duffy MA Glasgow  
 Dr J Raymond PhD Exeter

## Information & Communication Technology

Mrs S M Parnell BEd Sheffield Polytechnic  
 Mrs J Naylor BEd Durham

## Modern Languages and Classics Department

Mrs K Barker BA Bradford  
 Mr G Atkins MA Loughborough, BA Nottingham  
 Frau A C Anschutz\* BA Sheffield  
 Miss S M Barnes\* BA Leeds  
 Mrs J M Blockeel\* BA London  
 Mrs S Burns\* BA Leeds  
 Mrs C Devaux\* BSc UMIST  
 Mrs V A Dunsford BA Manchester  
 Mr V L Knowles BA Lancaster  
 Mrs J Nashvili MA Oxford  
 Ms K J Salmon MA Leeds  
 Ms C Wallace\* BA Cambridge

## Mathematics Department

Mr S Lewis BA Liverpool  
 Mr N Shelswell BSc Leicester  
 Mrs C Fallaize\* BSc Loughborough  
 Miss J M Goodwin BSc Leicester  
 Mrs K Ibbotson\* BSc Sheffield  
 Mrs G Milburn\* MSc Sheffield  
 Mr S Mozley BA Oxford  
 Mrs M Plowman BA Cambridge  
 Ms F Torr\* BEd Sheffield Hallam

## Music Department

Mrs V Linnemann GMus RNCM ARCM MMus Sheffield  
 Miss H Rolfe\* BMus, MA Huddersfield

## Physical Education Department

Miss E N Jones BSc Liverpool John Moores  
 Mrs E Davidson BA Brighton  
 Mrs S Good BEd Bedford College of PE  
 Miss H C Thorneloe BEd Liverpool John Moores  
 Miss C Smith BSc Sheffield

## Religious Studies Department

Miss L Jones BA Nottingham  
 Mrs C Casey\* BA Lancaster  
 Mrs J Naylor BEd Durham

## Science Department

Mrs K Boulton-Pratt BSc Manchester  
 Dr V M Anderson\* BSc, PhD London  
 Mrs J Ashby BSc Sheffield  
 Dr L Bayley MSc, PhD Sheffield  
 Mrs M E Birkhead BSc Cardiff  
 Mrs D Botham\* MA Cambridge  
 Mrs P A Clough BSc Birmingham  
 Miss J Dean BSc Sheffield, MSc Oxford  
 Dr M Dinsdale BSc, PhD Sheffield  
 Mrs L Downes\* BEd Sheffield Hallam  
 Ms H England BSc Sheffield  
 Mrs G Hopton BSc London  
 Dr P Mayers BSc, PhD Sheffield  
 Dr J McGregor-Jones BSc, PhD Sheffield  
 Mrs G Pitchford\* BSc Aston

## Psychology Department

Mrs A Jackson BSc Nottingham  
 Miss H Thorneloe BEd Liverpool John Moores

# STAFF LIST CONTINUED

## School Business Manager

Mrs K White

## Administration

Miss M Brown  
Mrs K Downton  
Miss L M Froggatt  
Mrs F Hensby\*  
Miss T Marsh  
Miss C Murdoch  
Miss M Rowland

## School Nurse

Miss H Greaves BA Manchester

## ICT Development Manager

Mr I Guest BSc Leeds, MSc Sheffield Hallam

## Network Manager

Mr S Needham A+, Network+, MCP, MCDST

## ICT Technician

Mr J Dukes

## Data Manager

Ms J James

## Laboratory Technicians

Mrs L Chambers  
Mr S P Nadin BSc Warwick  
Mrs A Wright BSc Hertfordshire College

## Librarian

Mrs P Oyston BA Lancaster, MSc Loughborough  
Miss K Russell

## Teaching Assistant

Mrs A Scalisi BSc Surrey

## Learning Support Assistant

Mrs C Swainsbury BA Aberystwyth

## Art Technician

Miss J Lupson BA Leeds

## Senior Caretaker

Mr M Hinchliffe

## Assistant Caretaker

Mr G Paterson

## Foreign Language Assistants

Miss B Haidbauer  
Mrs MP Rosset  
Mrs A Santiago-Menendez

## JUNIOR DEPARTMENT

### Head of Junior Department

Mrs A Jones BSc South Bank

### Teaching Staff

Mrs J Abraham BA Nottingham Trent  
Miss H L Atkins BEd Cambridge  
Mrs S A Booker\* Cert Ed Westminster College  
Mrs E Dickson BA University College Worcester  
Mrs D Emsley Bed University of Leeds  
Mrs A E Farley Cert Ed Sheffield  
Mrs N J Frost BA Scarborough  
Mrs S Groombridge BA Newcastle  
Mrs A Hardwick BEd Sheffield Hallam  
Mrs E Hart LLM Lancaster  
Miss E Morgan BEd Plymouth  
Mrs P Nakielna Cert Ed London  
Ms M Peacock BA Sheffield  
Mrs A Slaughter\* BA Sheffield  
Miss D Throssell BA Lincoln  
Mr G Willatt BEd Cambridge  
Mrs H Willatt\* BEd Cambridge, MA London

### Teaching Assistants

Mrs J Bloodworth\*  
Miss C Goddard  
Miss S Hogg  
Miss L Philips\*  
Miss J Raine BA Sheffield Hallam

### Visiting Staff

Ballet: Miss C Ambery  
Cello & Bass: Miss E Hanks BMus (Hons) LRSM  
Clarinet: Miss Zoe Barker BMus  
Flute & Jazz Piano: Mr H Linnemann GRNCM, LRAM  
Guitar: Mr N J Fletcher LTCL  
Judo: Mr S Moyle  
Oboe: Mrs V Holmes GRNCM, LTCL, Cert Ed  
Piano: Mrs J Hepple LRAM Cert Ed  
Piano: Mrs A J Rowden-Martin BMus (Hons)  
Piano: Dr M Slater BMus (hons), PhD (Sheffield), PCHE  
Piano: Dr M Thiselton – A.Mus.D, M.Mus, BA (hons)  
Singing: Mrs V Pike MMus, GRSM, ARMCM, LGSM  
Violin & Viola: Mrs S King GRSM, LRAM  
Speech and Drama: Miss C Cooper BA, LGSM  
Tennis: Mr J Wragg  
Wind & Percussion: Mr S Hepple HonVCM, FCV, CTVC  
Yoga: Miss E Whelan

## LOCAL GOVERNING BODY

Mrs P Liversidge OBE DL FREng CEng BSc(Hons)  
DEng DSc UnivD FIMechE. FCGI. FRSA  
Dr R Allum BSc PhD  
Reverend H Blackburn BA,MA,ARCM,PGCE  
Ms L Connelly BSc(Hons)  
Mr M Greenshields FCA  
Dr S Jones BSc, PhD, CCemMRSC  
Dr R Kacker, BSc, M.B.Ch.B, D.D.A.M, D.Ch.M.R.C.G.P  
Mrs L Cocking (GDST Council Representative)  
Mr G Royle MSc BSc FinstD  
Mrs E Weetch BSc

\*Part-time Staff

Sheffield High School is one of the thirty schools administered by the Girls' Day School Trust. The Trust was formed in 1872 by a Christian group but the schools are non-denominational and pupils are admitted irrespective of background and beliefs. The Trust Schools are now Independent as a result of the phasing out of the Direct Grant in 1976.

Sheffield High School was founded in 1878 and expanded rapidly. It moved to its present purpose-built accommodation in 1884. The school comprises of the Infant & Junior department (in Melbourne House) No 4 Melbourne Avenue which caters for girls from four years to eleven years of age and the Senior department which caters for girls from eleven to eighteen. The Sixth Form Centre is situated on Melbourne Avenue and is about to undergo extensive development.

Each girl at Sheffield High School is a valued member of a friendly, stimulating community. We offer an excellent, all-round education in which emphasis is placed on learning, creativity, participation in a wide variety of activities and respect for others. We want all girls to develop their personal and intellectual talents to the full, to learn how to work co-operatively and to leave school as strong, open-minded young women on the road to a fulfilling career and an independent life.

## AIMS OF THE SCHOOL

1. To create a welcoming, stimulating and happy environment in which girls enjoy learning.
2. To encourage each girl to develop her full potential.
3. To provide lively teaching and to foster independent learning skills.
4. To offer girls rich opportunities for creative, personal, spiritual and emotional growth.
5. To help girls to value friendship, develop moral integrity, a sense of social responsibility and respect for themselves and others.
6. To develop successful young women who will make a positive contribution as citizens within a global community.
7. To educate girls to keep themselves safe and healthy.
8. To attract, retain and develop a body of teaching and support staff who can identify with and promote the School's core purpose.
9. To maintain, develop and expand the School's facilities and accommodation.
10. To maintain our position as the top school in South Yorkshire.

## FORMS

There are around a hundred girls in each group from Year 7 to Year 11, divided into four forms W, X, Y and Z and in Y9, 10 and 11 divided into 5 forms. In Year 7 we ensure that each form has a good mix of girls from our own Junior Department and other schools so that they all make new friends. Girls who join the school in later years are invited to visit for a day to develop familiarity with the buildings and their new peers.

Year 7 form rooms are situated together in the middle corridor and girls are taught in those rooms for all subjects except those where specialist equipment is required, eg Science, Technology, Art, ICT, Music and Physical Education. Other year groups are likely to move between rooms for all lessons.

Mrs Heery, Head of Year 7, Mrs Heaton, Head of Year 8, Miss Jones, Head of Year 9, Mrs Jackson, Head of Year 10 and Mrs Downes, Head of Year 11 have overall responsibility for the pastoral care of the girls in those year groups. Form teachers meet their forms every morning for registration. For the first half term, Year 7 form teachers will be available at the end of the day to iron out any problems that arise as the girls adjust to their new environment.

In Year 7 and Year 8 each form has a school Prefect. This is a Year 13 student, who sees "her" form regularly and becomes the girls' guide, mentor and friend.

All pupils have Personal, Social and Health Education (PSHE) lessons, and in Year 7 these are taken by the form teacher or Head of Year. In Years 8 to 11, these lessons are delivered by a specialist team of PSHE teachers. Topics covered include study skills, homework, relationships and aspects of health education and citizenship, and the lessons provide an opportunity for discussion of a variety of issues at a level appropriate to the year group.

If you are concerned about any aspect of your daughter's life at school or you wish to talk to us about any circumstances at home which could affect her progress, please do not hesitate to contact her Head of Year. Each Head of Year is listed in the menu of our electronic switchboard, and if she is not available at the time you ring, you can leave a voicemail. Please be aware that all of the Heads of Year are likely to be teaching rather than in their offices if you call during the school day. If the Head of Year is not available and you need to speak to someone urgently, then you may be able to talk to Mrs Bennett, or Mr Mozley. Alternatively you may wish to contact the Head of Year by email ([enquiries@she.gdst.net](mailto:enquiries@she.gdst.net)).

### Head Girls & Prefects 2009-2010

<b>Head Girl</b>	Isabel Rughani	<b>Deputy Head Girl</b>	Tayla Furness
		<b>Deputy Head Girl</b>	Jessica Waring
<b>House Captains</b>			
Grey	Morgan Sykes	Shireff	Hannah Groombridge
Stanley	Jasmine Henry	Gurney	Claire Sear
<b>Day Prefects</b>			
Amandeep Bains	Harriet Hill	Katy Nofal	Rebecca Thompson
Grace Haddad	Emma Hillitt	Holly Siddall	
Sophie Hall	Alice Meakin	Holly Taylor	
<b>Y7 Prefects</b>			
Mollika Chakravoty	Catherine Collett	Emily Green	Aoife Robinson
<b>Y8 Prefects</b>			
Sara Akhavan-Hezaveh	Olivia French	Laura Mossman	Abigail Pierce

## **ACADEMIC YEAR 2009/10**

### **Autumn Term 2009**

Thursday 3 September - Staff Study Day  
Friday 4 September - Staff Study Day  
Monday 7 September – Tuesday 15 December

Half term

Monday 26 October - Friday 30 October

### **Spring Term 2010**

Wednesday 6 January – Friday 26 March  
Friday 12 February - Staff Study Day

Half term

Friday 12 February - Friday 19 February

### **Summer Term 2010**

Monday 19 April – Thursday 15 July  
Monday 3 May – Bank Holiday  
Tuesday 4 May – Staff Study Day

Half Term

Monday 31 May – Friday 4 June

## **Private coach services**

Overleaf are details of the coaches organised by parents. If there is the possibility of arranging another coach, from your area, please contact Mr Melia who is the staff Bus Liaison Officer.

## **Where to catch the bus**

Powells coaches wait at the top of Oakholme Road by Birkdale School. Exit school via Melbourne Avenue, turn right up Southbourne Road, then right up Westbourne Road, left onto Ashdell Avenue, then left onto Ashdell Road, turn left once again which brings you to the top of Oakholme Road. We will organise new girls to go along with older girls for the first few days.

Rivelin transport – the minibuses wait near Westbourne School on Westbourne Road. Go out of school pass the canteen, turn right and right again. The white buses will be there.

## **Public transport**

Bus numbers 30, 51, 52, 120, 40 and 42 have stops close to school.

Bus numbers 120, 40 and 42 go to the Interchange.

The nearest Supertram stop is 'University' on Hanover Way, fifteen minutes walk from school.

## **Early arrival**

If your daughter has to arrive early please read the letter about early supervision.

## **After school care**

Girls may work in the library, one of the IT rooms if supervised or classroom G2 at the end of school until she can be collected. This facility is available until 5.30 pm each day. Girls may only stay when the school has received signed consent slips from parents. Letters detailing the arrangements are mailed to parents before the start of term.

## **'Late pass'**

These are given to girls who travel by public transport from a long distance so that form teachers expect their late arrival each day. They are requested by parents from Mrs Bennett. Girls must sign the late book along 'the link' corridor in the morning or sign in if very late at reception.

## **Coming by car**

Please use the Rutland Park entrance not Melbourne Avenue. We operate a voluntary one way system from the 'out of town' end of the Crescent.

## **Car parking**

There is limited staff car parking around the main school for school functions. Extra parking space for parents is available in our car parks on Melbourne Avenue. If you leave your car on Rutland Park please do not block our neighbours' driveways. Pay and Display parking is available on Rutland Park, Melbourne Avenue, Southbourne Road and Westbourne Road. On Parents' Evenings there is usually some parking available on Melbourne Avenue, or behind the Science Block.

## **Snow routine**

Sheffield is well known to collapse at the first flake of snow! We attempt to remain open and, in any case, there will always be staff in school. Any closures will be on posted on the school website.

You will be asked to sign to give permission for your daughter to leave early if conditions become dangerous or if we hear that public transport is being withdrawn. Girls are never allowed to leave school without parents' permission.

**BUS LIAISON OFFICER:** Mr C P Melia 0114 3587600 (Home 0114 2685744)

**DRONFIELD/WHITTINGTON MOOR AND CHESTERFIELD**

Mrs J Cattee - 01246 569941

**TICKHILL/WORKSOP/WICKERSLEY/ROTHERHAM/BARLBOROUGH**

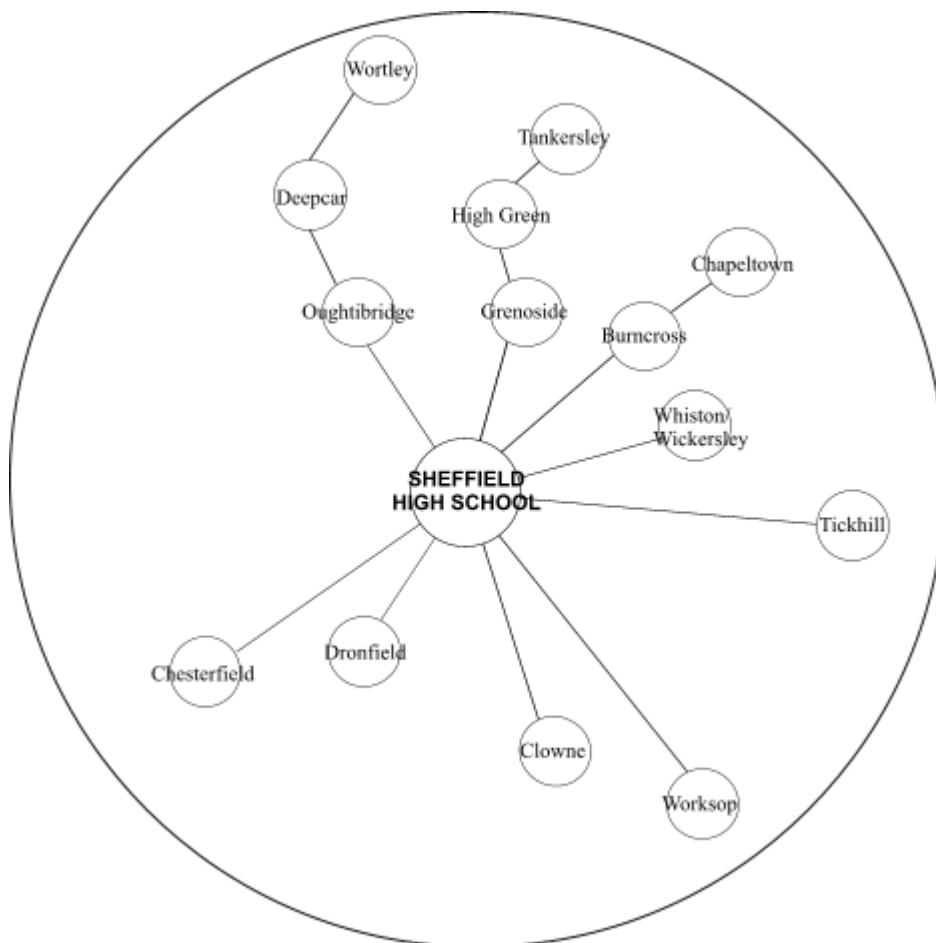
Mr J Bingham - 01709 369107

**TANKERSLEY/HIGH GREEN/ECCLESFIELD/GRENOSIDE/DEEPCAR/  
OUGHTIBRIDGE/WORRALL/WADSLEY/PENISTONE/HOLMFIRTH**

Barbara - 0114 2331000

**CLOWNE**

Mrs H Smith - 01246 430789



All parents receive a mailing from school at least once a term which can be emailed to you if you register your email address through schoolcomms. This will include:

- A calendar on the first day of each term giving both essential term and forward dates.
- An end of term newsletter including a list of items you should have received.
- High Flyer in Spring and Summer terms. It gives news and views of the school's and individuals' achievements and keeps you up-to-date with our activities.
- Invitations to school events, other letters, invitations to events, news of school trips etc. may be sent home with your daughter. These have an attached slip for your reply.

If you have not received relevant documents, please contact the school office.

### **We request that**

**LETTERS** are addressed only to Mrs Dunsford but are given to the form teacher:

Request for permission for a doctor's or dentist's appointment.

Request for permission to be excused games due to illness.

Notes explaining lateness or absence of one or two days.

**TELEPHONE CALLS** to be kept to a minimum, please. We can convey a message to your daughter only in an emergency. Many girls do have mobile telephones which they are permitted to use only during break, lunchtime and after school.

If you would like to speak to your daughter's Head of Year, call the school number and listen to the electronic menu and choose the appropriate extension number or alternatively call your daughter's Head of Year directly on one of the numbers listed at the beginning of this booklet. If the Head of Year is not available you will be able to leave a voicemail. If you wish to speak to any other member of staff, please leave a message with the telephone operator including a contact number so that your call can be returned.

## THE SCHOOL DAY

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We have Registration at 8.35 am and the beginning of period 4, a five period day, break from 11.00 – 11.15 am and lunchtime from 12.20 – 1.20 pm. The afternoon finishes at 3.30 pm.

It is important that all girls are in their form rooms by 8.35am and 1.20pm so that they have time to organise themselves before the start of the day and for afternoon lessons. Important notices are given out at these times.

At the beginning of the day there is Assembly in the Hall or form time. **Assemblies** are short services arranged and taken by Mrs Dunsford and members of staff and, regularly, by the girls themselves. We value this brief time of preparation for the day with thought for others as well as ourselves and sharing of successes and good news.

Two or three times a term, the Head of Year leads a sectional assembly, during which she will address issues of relevance to the year group.

Girls often stay for **after-school activities**. They may be at school if taking part in an organised activity supervised by a member of staff or by special arrangement.

Only the Sixth Form may leave the school grounds during the school day.

Year 7 – Year 11, who have gained permission to leave school, sign out and on their return in the book at Reception. (Please see 'Absence' for details).

## REGISTRATION, ABSENCE

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Girls are expected to attend regularly. We do not give permission to leave early or to be absent for any cause other than illness or emergency, without first having received a written request from you in good time to give it proper consideration. All absence notes must be handed in at reception before signing out. You will obviously want to keep dental appointments etc to a minimum during school time as they hinder your daughter's academic progress.

Parents are expected to organise family holidays only during the school holidays.

Registration is taken in form rooms with form teachers at 8.35 am and 1.20 pm and girls are expected to be prompt.

Late arrivals sign the 'late book' on 'the link' corridor or at reception, giving the reason. For unavoidable regular late arrival please see 'Travel and Transport'.

### **Illness. Please:**

Telephone only in the case of infectious illness.

If your daughter is absent for one or two days send a letter addressed to her form teacher with her when she returns, giving the reason.

If she will be away three days or longer, let Mrs Dunsford know by letter.

### **Fees**

There is a fees rebate scheme if your daughter is absent for fifteen consecutive school days. Please see Form F7, Item 6 or consult the admissions officer for further details.

Your daughter will find the senior school pattern of lessons much easier to cope with if she learns to organise herself well from the beginning. We try to help her establish good practice through discussions in PSHE periods and by monitoring her success.

**You too can help her substantially:**

Make sure that before she comes she has all the equipment she needs for lessons. Please see 'Stationery and Text Books'.

**Name** all her **clothes, PE Kit** and **other property** clearly so that if she loses them and they are found they can be returned to her. Don't forget her shoes and outdoor coat.

See that she checks the night before that she has **everything she needs for the following day**: the correct books and the homework she has done, the correct school uniform and PE kit, her musical instrument, lunch money etc.

Establish a **regular pattern of working** so that she settles down to her homework and spends approximately the recommended time on it. You will be given a timetable and homework timetable to see and to sign. Please see 'Homework'.

SHEFFIELD HIGH SCHOOL

Name \_\_\_\_\_  
Form \_\_\_\_\_

**TIME TABLE**

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3			<b>BREAK</b>		
4			<b>DINNER</b>		
5					

**HOMEWORK TIME TABLE**

Subject	Time Min	Subject	Time Min	Subject	Time Min	Subject	Time Min	Subject	Time Min
<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>	

Signature of Form teacher \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

## STATIONERY AND TEXT BOOKS

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All stationery is provided including A4 file paper, a homework diary, books for rough and neat work and text books. Work books are replaced when full and signed by staff who will replace them. Rough books are obtained from the school office.

When entering the school, girls are asked to buy a hymn book (available from the school shop), and a scientific calculator. Year 7 are given an NIV New Testament as a gift from the Gideons. Bibles and Atlases are provided for lessons.

Recommended equipment which your daughter provides:

- Ink pen (cartridge) or roller ball pen
- Pencils and coloured pencils
- Rubber
- Scissors (named)
- Glue Stick (Uhu or Pritt)
- A pencil case (named)
- A hard backed ring file to keep A4 paper
- An A4 wallet

For Art:

- Set of drawing pencils – HB, 2B, 4B
- Set of coloured pencils
- Rubber
- Pencil sharpener
- Black biro
- Black fine line pen (water soluble)
- Ruler

For Mathematics:

A calculator, ruler, protractor, a pair of compasses and set square (available from the school shop).

An English dictionary.

Tippex (or similar) and bottles of ink are not allowed in school and should not be brought. Eraser pens are accepted.

Your daughter will need a **waterproof school bag** to hold her books etc. It should be reasonably small – they sometimes appear to be bigger than the girls themselves! Rucksacks are very popular and are easily carried.

A small PE bag is needed for PE kit. This should be of a size to fit the PE lockers allocated to each girl.

# UNIFORM REQUIREMENTS

Skirt	Navy and aqua tartan	} Skirts should be no shorter than 4" above the knee. Girls whose skirts are <u>shorter</u> than this will be asked to purchase a new one.
Skirt (Y10 & 11 only)	Navy	
Blouse	Aqua, long or short sleeved	
Polo neck	Navy blue	
Sweatshirt or Jumper	Navy blue with school logo	
Sleeveless Jumper (optional)	Navy blue with school logo	
Coat	Any navy blue or black but with <u>no</u> logo, fur or decoration <u>(no denim or leather)</u>	
Fleece (optional)	Plain Navy blue with school logo	
Tights/socks	Navy blue/black	
Shoes	Low-heeled black. No boots, open toe or sling back sandals to be worn in school. (Not available from Uniform Shop).	
Overall	Every girl must have a long sleeved overall for laboratory and practical work. This is a trust rule and girls are forbidden to participate in science lessons without one.	
Scarf and Gloves (optional)	School scarf and navy blue gloves	
Hair ribbons/hair bands/scrunchie	Navy/Jade. <u>Long hair should be tied back.</u> Braids and hair jewellery should not be worn. Hair should be its natural colour.	
Hymn Book		
<u>Physical Education Kit</u>		
Jade polo shirt	Navy games skirt or skort	
Jade hockey socks	Navy cycling shorts	
Shin pads and gum shield	Navy lycra pants	
Plain white or white with navy trim sports socks		
Jade sweatshirt and Navy tracksuit bottoms		
White trainers		
Astroturf trainers		
Mouthguard (available through OPRO, please see enclosed letter and brochure)		

- A full school tracksuit is available to order through the uniform shop at the end of Y7 (for delivery in September Y8) for girls who find that they are very involved in extra-curricular sport.
- Leotards are available to order through the PE department for girls who participate frequently in extra-curricular gymnastics and trampolining clubs and teams.
- Your daughter may wish to purchase and use her own hockey stick and tennis racquet although there is plenty of quality equipment available for class and club usage at school.

**Care of your daughter's property**

Everything brought into school (including watches, calculators, purses etc) MUST be marked with the name of your daughter in full. Girls must keep money on them and should never leave articles of value or money in cloakrooms, classrooms or in their bags or coat pockets. Lockers should be locked. We cannot accept responsibility for any property lost or damaged on the school premises.

**Lost property**

Mislaid items are handed in to Mrs Scalisi, who checks them for name labels and stores them in a locked cupboard. If she is able to identify the owner she sends a note to the pupil asking her to come and claim the item.

If your daughter loses something she should first make a careful search of the areas of the school where she last had it. If she still cannot find it she should go to the staffroom at break or lunchtime and ask for Mrs Scalisi. If it is still not found, your daughter should talk to her form teacher or Head of Year.

**Second-hand uniform**

There is a sale of second-hand uniform on the last Wednesday of every term in the Junior School attic from 2.30pm onwards.

**We ask girls not to wear make-up and jewellery to school**

## **U**NIFORM SHOP OPENING HOURS

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The uniform shop is situated on Melbourne Avenue, behind the Junior School netball courts.

0114 3587650

### **Term Time:**

Monday	8.15am - 11.30am
Tuesday	12.30pm - 3.45pm
Wednesday	12.30pm - 3.45pm
Thursday	8.15am - 11.30am
Friday	closed

### **During the summer holidays:**

Wednesday 19 August	9.30am - 2.30pm
Thursday 20 August	9.30am - 2.30pm

Wednesday 26 August	9.30am - 2.30pm
Thursday 27 August	9.30am - 2.30pm

Tuesday 1 September	10.00am - 4.00pm
Wednesday 2 September	10.00am - 4.00pm
Thursday 3 September	10.00am - 4.00pm
Friday 4 September	10.00am - 4.00pm

The normal school curriculum is outlined below. Lessons are taught in form groups from Year 7 to Year 9 unless indicated otherwise. All pupils have equal access to curricular subjects up to and including GCSE level.

<b>Year 7</b>	Mathematics	English
	Biology	Drama
	Physics	History
	Chemistry	Geography
	Technology	Religious Studies
	Information and Communications Technology (ICT)	French
	Art	German
	Music	Spanish
	Study Skills	Physical Education
	Personal, Social and Health Education	

Setting in Mathematics from October.

Biology, Chemistry, Physics and Technology are split into 6 classes for smaller teaching groups.

**Year 8** Latin

**Year 9** Continue with language choices made in Year 7 and 8.

**Year 10/11** Ten or eleven GCSE subjects plus a general education programme.

**Year 12** Four or five AS levels and Curriculum Enrichment.

**Year 13** Three/Four Advanced level subjects plus a general course.

**Personal, Social and Health Education** is a cross-curricular course which is taught throughout Years 7 – 11

There are five key areas:

- Economics and Industrial Understanding
- Careers Education and Guidance (including self-awareness)
- Health Education
- Education for Citizenship
- Environmental Education

PSHE is an invaluable part of the support system within the school, designed to complement your daughter's academic studies and enhance her wider education.

### Monitoring and reporting progress

Each year you will be kept informed of your daughter's progress by one grade card and report for Y7, a parents' evening and report showing assessment results twice a year for Y8 and Y9. There is additional monitoring during the year and you will be alerted if there are any problems. Please see 'Key Staff'.

### Special Educational Needs

If your daughter has any particular learning needs please inform the Head of Pastoral Care, including a copy of the report of any formal assessments she has had. Her teachers can then be made aware of the best ways of supporting her.

### English as an Additional Language/Language Provision

For girls who need extra support in a compulsory language or who have English as a second language, extra support is provided by an EAL specialist. This is provided through in-class support and/or additional lessons as part of their timetable.

# ASSESSMENT AND REPORTING SCHEDULE

	AUTUMN	SPRING	SUMMER
Y7	*Grade Card	P/E	Exam Rep
Y8	Rep	P/E	Exam Rep
Y9	Rep	P/E	Exam Rep
Y10	C/E	In-class assessments	Exam Rep
Y11	C/E	Exam (1 <sup>st</sup> wk Jan)	
Y12	C/E	External Modules	Predicted grades
Y13	Rep	External Modules	

To include an assessment mark – standardised on a scale of A\* - C  
 Target setting as at present  
 Rep & Target Grades  
 Rep to include equivalent GCSE grade  
 To include % attained and equivalent standardised grade A\* - C  
 (to include equivalent GCSE grade)

Mock exam in lesson time for Y12 before Feb report. Report to include AS grade currently working towards.

P/E = Parents' evening with individual subject teachers, by appointment between 4.30 and 7.30pm

C/E = From Y10 the girls are invited to join their parents for a Consultation evening with individual subject teachers, by appointment between 6.00 and 9.00pm.

Rep = Report written by individual subject teachers and form tutors sent home

Grade Card = Grade card and pastoral P/E

# E XAMINATION RESULTS 2006

## GCSE LEVEL PASS RATE

A* - C	98.7%
A*, A	74.5%
A*, A, B	90.2%

## A LEVEL PASS RATE

A - E	100%
A	57.3%
A, B	82.5%

## **A LEVEL RESULTS 2006**

ADVANCED LEVEL SUBJECTS	NO OF ENTRANTS	TOTAL PASSES (A-E)	A	B	C	D	E	U
ART AND DESIGN	25	25	5	15	5			
BIOLOGY	27	27	14	6	4	2	1	
BUSINESS STUDIES	5	5	1	1	1	2		
CHEMISTRY	27	27	21	4	1	1		
CLASSICAL CIVILISATION	4	4	1	1	4			
DRAMA AND THEATRE STUDIES	4	4	2	2				
ENGLISH LANGUAGE	13	13	1	6	6			
ENGLISH LITERATURE	12	12	7	4	1			
FRENCH	5	5	2	3				
FURTHER MATHEMATICS	7	7	6	1				
GEOGRAPHY	12	12	9	3				
GEOLOGY	4	4	1	2		1		
GERMAN	7	7	5	2				
GOVERNMENT & POLITICS	11	11	7	2	1	1		
HISTORY	19	19	15	3	1			
ICT	1	1			1			
LATIN	1	1	1					
MATHEMATICS	26	26	21	2	2	1		
MUSIC	1	1			1			
PHYSICS	10	10	7	2	1			
RELIGIOUS STUDIES	5	5			4	1		
PE AND SPORTS STUDIES	6	6	6					
SPANISH	2	2	2					
CUMULATIVE %			57.3	82.5	95.7	99.6	100	

## **GCSE LEVEL RESULTS 2006**

GCSE LEVEL SUBJECTS	NO OF ENTRANTS	TOTAL PASSES (A-C)	A*	A	B	C	D	E
ARABIC		1	1					
ART	64	64	10	31	22	1		
BIOLOGY	45	45	23	14	6	2		
BUSINESS STUDIES (short course)	24/2	24/2	8/2	5/2	6/2	5/2		
CHEMISTRY	45	45	27	13	3	2		
DRAMA	20	20	12	7	1			
ENGLISH	111	111	44	46	18	3		
ENGLISH LITERATURE	92	90	46	25	10	9	2	
FRENCH	46	46	23	10	10	3		
GEOGRAPHY	52	50	22	15	6	7	1	1
GERMAN	49	46	10	15	10	11	3	
GREEK	1	1	1					
HISTORY	66	62	24	26	10	2	2	2
ICT (short course)	92/2	92/2	32/2	27/2	21/2	12/2		
ICT (full course)	19	19	3	8	8			
LATIN	19	19	11	6	1	1		
MATHEMATICS	111	111	42	37	24	8		
MUSIC (including Y10 passes)	21	21	3	14	4			
PHYSICAL EDUCATION	30	30	15	11	3	1		
PHYSICS	45	44	15	20	5	4	1	
RELIGIOUS STUDIES	27	27	18	8	1			
RUSSIAN	9	9		8		1		
SCIENCE (DOUBLE AWARD)	66x2	65x2	27x2	18x2	6x2	14x2	1x2	
SPANISH	9	9	3	5	1			
CUMULATIVE %			39.8	74.5	90.2	98.7	99.7	100

# EXAMINATION RESULTS 2007

## GCSE LEVEL PASS RATE

A* - C	99.5%
A*, A	71.8%
A*, A, B	92.6%

## A LEVEL PASS RATE

A - E	100%
A	59.2%
A, B	82%

## A LEVEL RESULTS 2007

ADVANCED LEVEL SUBJECTS	NO OF ENTRANTS	TOTAL PASSES (A-E)	A	B	C	D	E	U
ART AND DESIGN	9	9	3	4	1	1		
BIOLOGY	27	27	13	7	5	2		
BUSINESS STUDIES	4	4	1	3				
CHEMISTRY	25	25	17	3	2	3		
CLASSICAL CIVILISATION	3	3	2		1			
DRAMA AND THEATRE STUDIES	3	3	2	1				
ECONOMICS	1	1				1		
ENGLISH LANGUAGE	12	12	4	5	3			
ENGLISH LITERATURE	8	8	7	1				
FRENCH	3	3	3					
FURTHER MATHEMATICS	6	6	4	2				
GEOGRAPHY	6	6	4	2				
GEOLOGY	2	2		1	1			
GERMAN	9	9	2	5	2			
GOVERNMENT & POLITICS	11	11	7	1	2		1	
HISTORY	16	16	12	3		1		
ICT	6	6	2	2	1		1	
MATHEMATICS	28	28	25		3			
MUSIC	4	4	1	2	1			
PSYCHOLOGY	7	7		1	5	1		
PHYSICS	8	8	5	2	1			
RELIGIOUS STUDIES	7	7	6	1				
RUSSIAN	3	3	2	1				
SPANISH	2	2	2					
SPORTS STUDIES & PE	1	1	1					
CUMULATIVE %			59.2	81.5	94.7	99.0	100	

## GCSE LEVEL RESULTS 2007

GCSE LEVEL SUBJECTS	NO OF ENTRANTS	TOTAL PASSES (A*-C)	A*	A	B	C	D	E
ART	51	51	9	18	20	4		
BIOLOGY	44	44	19	15	9	1		
BUSINESS STUDIES (short course)	28	14	8x½	12x½	5x½	3x½		
CHEMISTRY	44	44	22	13	7	2		
DRAMA	18	18	8	6	4			
ENGLISH	105	105	18	54	27	6		
ENGLISH LITERATURE	87	87	22	39	22	4		
FRENCH	41	40	18	11	5	6	1	
GEOGRAPHY	67	66	27	19	10	10	1	
GERMAN	68	66	24	18	19	5	1	1
HISTORY	50	50	24	20	3	3		
ICT (short course)	27	13½	9x½	12x½	2x½	4x½		
LATIN	6	6	3	2	1			
MATHEMATICS	105	105	34	39	30	2		
MUSIC (including Y10 passes)	16	15	4	8	3		1	
PHYSICAL EDUCATION	35	35	15	15	4	1		
PHYSICS	44	44	19	12	8	5		
RELIGIOUS STUDIES	26	26	13	11	1	1		
RUSSIAN	7	7	5	1	1			
SCIENCE (DOUBLE AWARD)	61x2	122	22x2	21x2	11x2	7x2		
SPANISH	15	15	6	5	4			
CUMULATIVE %			35.0	71.8	92.6	99.5	99.9	100

# EXAMINATION RESULTS 2008

## GCSE LEVEL PASS RATE

A* - C	98.1%
A*, A	70.7%
A*, A, B	89.8%

## A LEVEL PASS RATE

A - E	100%
A	57.1%
A, B	80.4%

## A LEVEL RESULTS 2008

ADVANCED LEVEL SUBJECTS	NO OF ENTRANTS	TOTAL PASSES (A-E)	A	B	C	D	E	U
ARABIC	1	1	1					
ART AND DESIGN	13	13	6	3	4			
BIOLOGY	30	30	21	5	4			
BUSINESS STUDIES	8	8	2	3	3			
CHEMISTRY	33	33	22	3	6	1	1	
CHINESE	2	2	1		1			
CLASSICAL CIVILISATION	3	3	1	1	1			
DRAMA AND THEATRE STUDIES	9	9	5	3	1			
ECONOMICS	5	5	4	1				
ENGLISH LANGUAGE	16	16	4	5	6	1		
ENGLISH LITERATURE	11	11	8	2	1			
FRENCH	5	5	4	1				
FURTHER MATHEMATICS	4	4	3	1				
GEOGRAPHY	16	16	10	4	2			
GEOLOGY	5	5	4				1	
GERMAN	5	5	4	1				
GOVERNMENT & POLITICS	9	9	4	3			2	
HISTORY	23	23	12	7	2	2		
ICT	6	6		3	2	1		
LATIN	1	1	1					
MATHEMATICS	24	24	19	3	2			
MUSIC	3	3	1	2				
PHYSICS	10	10	8		2			
PSYCHOLOGY	18	18	6	8	2	2		
RELIGIOUS STUDIES	14	14	5	5	1	3		
SPANISH	2	2	1	1				
SPORTS STUDIES & PE	5	5	4		1			
CUMULATIVE %			57.3	80.4	95.4	98.6	100	

## Y11 GCSE LEVEL RESULTS gained in 2008

GCSE LEVEL SUBJECTS	NO OF ENTRANTS	TOTAL PASSES (A*-C)	A*	A	B	C	D	E
ART	68	68	18	32	18			
BIOLOGY	37	36	16	16	3	1	1	
BUSINESS STUDIES	37	37	10	16	11			
CHEMISTRY	37	37	25	9	2	1		
DRAMA	35	35	30	4	1			
ENGLISH	111	111	26	50	24	11		
ENGLISH LITERATURE	76	74	37	21	14	2	2	
FRENCH	33	29	6	14	6	3	4	
GEOGRAPHY	31	30	13	13	1	3	1	
GERMAN	71	67	8	18	17	24	4	
HISTORY	78	75	26	28	11	10	3	
ICT (short course)	0.5	0.5				0.5		
ICT	12	12	5	5	1	1		
ITALIAN	1	1		1				
LATIN	14	13	5	4	2	2	1	
MATHEMATICS	110	110	33	42	31	4		
MUSIC (including Y10 passes)	19	18	8	4	5	1	1	
PHYSICAL EDUCATION	31	31	16	9	5	1		
PHYSICS	37	35	19	11	3	2	2	
RELIGIOUS STUDIES	23	22	12	6	3	1	1	
RUSSIAN	9	9	5	3	1			
SCIENCE	74	74	18	28	21	7		
ADDITIONAL SCIENCE	74	73	31	17	16	9	1	
SPANISH	16	16	6	5	4	1		
CUMULATIVE %	1034.5	1013.5	35.2	69.3	88.8	98.0	100.0	

The school library has a vital role to play. As a whole school resource, it is central to the development of girls' study skills, independent learning, personal responsibility and general knowledge.

All girls have open access to the library resources throughout the school day, and are encouraged to make appropriate use of the facilities provided, whether for school work or recreational interests. Library staff are available to advise and encourage the girls and in return we expect them to show respect and consideration for others and to maintain the high standard of behaviour appropriate to a library.

The library is available for the girls to use for study, reading and homework during lunchtime and after school until 4.15pm.

All girls in Year 7 are taught library and information skills, equipping them for the projects and coursework they will be expected to complete as they progress through the school.

The library is a true multimedia learning resource centre, and in addition to the traditional books, journals, newspapers and encyclopaedia we also offer extensive computer-based information services. The library computers are connected to the school network and as with all of the computers in the school, the full range of computer software and internet resources are available, including subject-specific databases and software and topic-based internet links.

We have a number of revision CD-ROMs for loan, and several foreign language cassettes, audio-CDs, and CD-ROMs. We are extending our range of English, History and foreign language DVDs.

As your daughter progresses through the school we hope she will use the library in a variety of ways. It can be somewhere to read peacefully when she wants a rest; to find information for projects; to use a photocopier and a place to find careers information when she starts thinking about GCSE and career choices. The careers library for Year 7 to Year 11 is in the main library and is freely accessible to the whole school. When your daughter starts to make decisions on subject choices in Year 9 she will be given further guidance on how to use this part of the library.

Our aim is that all girls become confident in their ability to find, interpret and use information in all its forms now and for future study and recreation.

Mrs P Oyston

LIBRARIAN

## EXTRA-CURRICULAR OPPORTUNITIES

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### **MUSIC** Orchestras, Choirs and Concerts.

There is a comprehensive range of music groups so that every girl has a chance to participate. We have, for example, junior and senior orchestras, wind and brass groups and several choirs.

If your daughter enjoys making music she will have many opportunities to perform in formal and informal concerts, in Assemblies, as a soloist and in groups.

### **SPORTS**

Lunchtime and after school clubs cater for a wide range of physical activities. Clubs are seasonal, some taking place in winter season, others in summer. They take place on a regular basis and the times are updated termly as can be seen on the school calendar. Matches take place both midweek and on Saturday mornings.

Athletics	Gymnastics	Rounders	Volleyball
Badminton	Hockey	Table Tennis	
Dance	Judo	Tennis	
Football	Netball	Trampolining	

### **DRAMA**

#### Drama Clubs

In addition to curriculum drama, there are lunch time drama clubs where the girls have the chance to relax and meet new friends, learn about theatre skills and they can even put on productions of plays in the drama studio. There is also an annual Acting Competition which anyone can enter and prizes are awarded for the best performances.

#### School Productions

The school play is an important event on the calendar and past successes include: *Wind in the Willows*, *The Wizard of Oz*, *Twelfth Night* and *Pirates of Penzance*. If there are any budding Kate Winsletts out there who want to 'have a go', then auditions are held in the Autumn Term. If your daughter is keen on the theatre, but acting is not her forte, she might join the production team of set designers and builders, make-up artists and costume ladies. In the words of two of the stars of last year's production:

"The school play is a way of making new friends of all ages and getting to know some members of staff better. It is also great fun and a rewarding experience".

## OTHER CLUBS AND SOCIETIES

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These change a little from year to year depending on the interests of girls and staff. There is a Y7 homework club and subjects often run clinics to support learning.

Chicknit

Christian Union JIST Y7-13

Debating Y7-10

Drama Y7-8

English Clinic  
English Creative Writing  
Current Affairs Forum  
Geography Clinic  
History Clinic  
History Club

French Clinic  
German Clinic  
Mandarin Chinese Y7-8  
Russian Clinic  
Spanish Clinic

Maths Clinic  
Maths Club

Ashgrove Theory Clinic  
Chamber Choir  
Chamber Orchestra  
Chorus Line  
Concert Band  
Prawn Cocktails  
Senior Strings  
Singers' Club  
String Academy  
Swing Band

Psychology Y12-13  
Biology Clinic  
Chemistry Clinic  
ICT Clinic Y7  
Science Club

Badminton  
Dance  
Gymnastics  
Hockey  
Netball  
Trampolining

Puzzle Club Y7

Homework Club Y7

## LESSONS WITH VISITING TEACHERS

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Visiting teachers come into school to teach a variety of musical instruments (individual tuition), Singing, Speech and Drama.

### INSTRUMENTAL TUITION

Lessons are given on a weekly basis throughout the school year, usually working out at a total of 30. Music lessons for Year 7 – Year 9 take place during normal lesson times on a rota basis so as to avoid missing the same subject. Year 10 and above have theirs without affecting academic time. ABRSM Examinations are held twice a year at school, from preparatory tests up to Grade 8.

Lessons at present are offered in the following, but tuition may be provided on other instruments if there is sufficient demand:

<b>Brass:</b>	Trumpet, Cornet, French Horn, Trombone, Tuba, Euphonium, Tenor Horn.
<b>Guitar:</b>	Classical, Jazz, Rock.
<b>Percussion:</b>	Drum Kit, Band/Orchestral Percussion.
<b>Piano</b>	Classical and Jazz piano
<b>Singing</b>	
<b>Strings:</b>	Violin, Viola, Cello, Double Bass.
<b>Woodwind:</b>	Oboe, Bassoon, Clarinet, Saxophone, Flute.

Is your daughter considering brass, woodwind or string as a new instrument? She may find it easier to gain a place in orchestras or bands if she chooses a less “obvious” one! Please contact Mrs Linnemann (Director of Music) if you would like advice.

### SPEECH AND DRAMA

These lessons provide an opportunity for each girl to develop the possibilities of her voice; to extend her vocal range, power and expressiveness, and to acquire the confidence which comes from being able to communicate effectively.

Girls are prepared for the grade examinations in the London Academy of Music and Dramatic Art by Miss Caroline Cooper. These may be taken in speech and drama, solo speaking of verse and prose and acting. The work finds an audience in school plays, concerts, entertainments and Assemblies.

Lessons are taught during lunch hours and after school. Please enquire if your daughter is interested.

## LUNCHES

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All meals are eaten in our dining room which is run by our Catering Manager Rod Harding.

There is also a very popular breakfast club which is open from 7.45am to all Junior and Senior girls and their parents (menu enclosed) and a **tuck shop** at break which provides snacks and drinks.

At **lunch time** a choice is provided. There is a set meal with a wide range of hot and cold dishes and our Catering Manager has provided a sample weekly menu. There are also special 'national day' menus about three times a term and the dining room is decorated to suit! **This set meal can be paid for termly, in advance.** All girls in Y7 must take the set meal option and parents are billed for the cost of these lunches with the fee account at the beginning of each term.

The **café**, upstairs in the dining room (available for Y8 - 13) provides for example, jacket potatoes, salads, sandwiches, paninis, pasta, pizza and drinks. **Girls pay each day for what they choose.**

Alternatively, girls from Y8 upwards may of course bring their own lunch and eat with the others in the dining room.

Mrs Dunsford urges that full use is made of the school meals service. It is desirable on health and social grounds that girls take a lunchtime meal and the more who do, the better the service that we can provide.

Freshly baked Muffins

Mini Pack Biscuits

Freshly Baked Cookies

Strathmore Water

Calypso Juices

Orange/Apple Tetras

Really Wild Drinks

Fruit Smoothies

St Clements bottles

Tea

Coffee

Low calorie Chocolate

Cappuccino

Slush Puppy

Fresh Fruit

Fresh Fruit Salad

Assorted Freshly made Yoghurts

Chocolate Mousse

# BREAKFAST

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Pork Sausage  
Rasher of Back Bacon  
Baked Beans/Spaghetti Hoops  
Tomatoes  
Fried Egg/Poached Egg  
Scrambled Egg  
Hash Browns  
Waffles  
Vegetable Sausage  
Bacon Filled Roll  
Sausage Filled Roll  
Fried Egg Filled Roll  
Omelette  
Sausage Roll  
Porridge  
Sauce Portions  
Croissants  
Danish pastry  
Toasted Teacake  
Toast & Butter  
Jam/Marmalade Portion  
Doughnuts  
Scones & Butter

Selection of Cereals & Milk  
Grapefruit/Mandarins

Poured Fruit Juice  
Fresh fruit  
Yoghurt

Soup of the Day with Bread Roll

**Jacket Potato Bar**

Jacket Potato and Butter  
Jacket potato with a Topping  
Extra Topping

**Pasta/Noodle Bar**

Pasta/Noodle Topped with a Selection of Sauces  
Pasta Topped with cheese

**Paninis Bar**

Freshly Baked Hot Filled Bread with a Selection of Fillings  
To include Tuna & Mozzarella, Sausage & Barbecue Sauce, Roast Chicken & Mozzarella

French Bread Pizza  
Sausage Roll  
Slice of Pizza  
Selection of Pies or Cheese Pasty  
Boxed Salads

Filled Bread Cakes  
Filled Tortilla Wraps  
Filled Pita Breads

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Hot Meal</b>	Minced Beef & Vegetable Pie	Lamb Mousakka	Sweet & Sour Pork with Noodles	Chicken & Mushroom Tagliatelle	Battered Haddock
<b>Special</b>	Chicken Korma & Rice	Poached Cod & Parsley Sauce	Roast Chicken Breast with Stuffing	Beef & Pepper Wraps in a Herby Tomato Sauce	Breaded Fish Fingers
<b>Vegetarian</b>	Cheese & Broccoli Flan	French Bread Pizza	Cannelloni Verdi	Vegetable Chow Mein	Breaded Vegetable Burger with Spicy Relish
<b>Vegetables</b>	Sliced Carrots, Green Beans	Sweetcorn & Peppers, Sauté Courgettes	Braised White Cabbage, Broccoli	Garden Peas, Chopped Salad	Mushy Peas, Baked Beans
<b>Potatoes</b>	Jacket Wedges	Crushed New Potatoes with Butter & Basil	Roasted Potatoes	Braised Rice	Chipped Potatoes
<b>Hot Sweet</b>	Golden Syrup Sponge	Rice Pudding	Rhubarb & Apple Pie	Sultana Sponge	Dutch Apple Roly Poly
<b>Cold Sweet</b>	Peach Slices	Jelly	Chocolate Mousse	Flapjack	Choc Ices

**Jacket potatoes** Served with either butter or margarine with a choice of topping, grated cheese, tuna mayonnaise or a hot filling of the day to include either Baked beans, Spaghetti hoops, Tomato Pasta, Bolognese or a mild curry.

**Salad Bar** Selection of Seasonal Salads served with a choice of 2 protein items.

A Selection of yoghurts, fruit and cakes will also be available daily.

# HOMWORK

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Homework is a very important part of school work at Sheffield High School as it is often used to complete or add to work done in the class.

**All girls are issued with a Homework Diary in which to record homework as it is given out. The homework diary is our essential link between your daughter, school and home. You are asked to check and sign the diary at the end of each week. Please look out for any comments written in red as these are communications from teachers.**

We try to phase in homework from September up to October half term in Year 7 so that girls do not feel too overwhelmed by the amount of time needed to be spent on homework along with all of their other activities.

A homework timetable is sent home at the beginning of the Autumn Term to be signed by parents and returned to the form teacher.

Generally there will be three subjects for homework each evening with possibly four on Friday. Timings will vary but 1 – 1 ½ hours should be planned for on most evenings. We much prefer girls to complete what they can in the time available rather than spending hours of extra time on subjects. This way we can monitor their progress more readily.

There are various types of work which a girl may be asked to do in her own time, eg:

- Written exercises.
- Learning by heart eg. Vocabulary.
- Project work.
- Reading.
- Research or background reading.
- Finishing off work started in class.
- Revision and preparing for examinations.

## **Where should your daughter study?**

In order to study effectively your daughter needs a warm and well-lit room where she can work undisturbed. She needs to write at a table or desk to keep her work neat. Brothers and sisters (and even parents!) should try to avoid distracting her. The television should not be on in the room where she is working. However, many young people like to have music on while they are studying, especially if it helps to drown out background noise.

## When should homework be done?

When homework is set a deadline is given and this should be noted in the homework diary. It is important to establish a routine quickly.

- Several shorter sessions are better than working late on a Sunday night.
- Commit your daughter to a regular homework pattern but leave some times aside for other activities. It is advisable to have a complete break for part of the weekend.
- **Use the homework diary** to plan the work to be done each night.
- Avoid leaving everything until the last minute.

## What can parents do to help?

The most important thing is simply to take an interest in your daughter's work. Do not send your daughter to her room for a long time and think all problems are solved. Apart from trying to provide the correct time and place for homework completion you should:

- Ask what work has to be done and **check the homework diary**.
- Help your daughter to plan ahead so that she is able to meet deadlines.
- Avoid saying 'I used to do it this way'....methods can change!
- Encourage her to spend only the allocated time on each task. Conscientious girls often spend more time than they need to.
- Contact the school as soon as problems arise.
- Above all, offer encouragement at all times.

At the beginning of term you will receive a homework timetable detailing the time allocated to each subject. We ask you to sign this and return it to school via your daughter.

## What we do to help:

- We expect girls to meet the homework requirements. Form teachers and heads of year provide support for girls who find these requirements difficult to meet.
- At regular intervals monitoring takes place. It is a time when both achievement and under achievement are recognised. Parents are contacted if there are any problems.
- We encourage girls to take responsibility for their own progress. There is a process of self-assessment and target setting which the girls undertake with the guidance of their form teacher.

If your daughter has a special educational need (eg dyslexia, impaired hearing) please inform the Senior Tutor so that appropriate support can be given.

**In School:**

If a girl feels ill during the school day, they go to the Medical Room to see the School Nurse. Parents/guardians are contacted whenever necessary and a record kept of the girl's illness in school. The Head of Year is notified where appropriate.

The School Nurse will administer medication if consents have been given by the parents or guardians. Girls may bring medication to be kept in the medical room if it comes with a written request from the parents/guardians or the girl's doctor.

If an accident occurs at school that requires the girl to go to accident and emergency following initial first aid at school, the parents/guardians will be contacted as soon as possible for transportation. In an extreme emergency an ambulance may be called and parents/guardian notified immediately, the pupil will be accompanied by the School nurse or other staff member.

If a girl has a medical condition or develops one which may affect her school work (eg epilepsy, diabetes) please inform the school nurse. The school nurse will contact the parents/guardians to assist with the development of a medical plan and a risk assessment so that all staff at the school are aware the best course of action should the need arise.

If a girl requires an EPIPEN for an allergy the school nurse will keep one in named box in the medical room for use in an emergency.

If a girl requires an asthma inhaler you may wish to keep a spare in the medical room, please contact the school nurse for details.

**Out of school:**

A health record should be completed prior to starting school. This record is kept in the pupils file in the medical room in a locked cabinet. A list of medication available in school is in the health record for the nurse to give out as needed, these medications need parental/guardian consent., without this consent no medication can be given.

If a girl is going to miss school because of illness please notify the school. A note from a parent/guardian will be required on her return explaining her absence.

If a girl develops an infectious illness during a weekend or holiday please call the school for guidance for her return. If she has suffered from diarrhoea and/or vomiting she can return to school when she has been symptom free for 24 hours. Senior School Pupils with conjunctivitis will be excluded until they have started treatment. Girls are not excluded if they catch head lice but parents will be notified so treatment can be started. Letters will be sent to the Year group advising that there has been a case of head lice in that year group.

If a girl requires crutches for any reason and is going on a school trip, the trip leader will contact the parents/guardian and a letter from the girl's doctor may be required prior to leaving on the trip. It is the parents/guardians responsibility to notify the school of changes to contact details and any changes in the pupil's health.

**Contact details**

**The School nurse is based in the senior school from 8.30 to 4.00 each day in term time.**

[hgreaves@she.gdst.net](mailto:hgreaves@she.gdst.net)

**The School Nurse is part of the Pastoral Care team in school and also participates in the delivery of the PSHE curriculum**

**Sheffield Child Services**

In Y8 and Y9 NHS Sheffield and child services come into the school to carry out vaccinations. In Y8 this is the HPV vaccination and in Y9 the DPT booster vaccination. Parents/guardians will be contacted by NHS Sheffield to give consent before each one is given.

We have many fund raising efforts for charities through the Houses, forms and whole school activities. We aim to encourage concern for others and we try to show the girls that a regular, reliable pattern of gifts means a great deal to charities and that time and effort are the best gifts of all. They should not be a burden on your daughter's pocket or yours. If you think that at any time your daughter feels 'pressure' from other girls rather than acceptable competition please do not hesitate to contact your daughter's form teacher. If, on the other hand, you would like to make an additional contribution, may we ask you to put it in a sealed envelope, please?

A large number of charities appeal to us for help during the course of the school year. We try to support as many as possible and one way in which we achieve this is through our weekly collections of '**Cot Money**'. Cot Money began when the Children's Hospital asked schools to sponsor 'cots' for their wards and since then we have collected in each form for a variety of good causes chosen by the girls themselves. Your daughter will be encouraged to give a small amount each Friday morning to the charity of her choice. From September 2005, forms had the opportunity to sponsor a child in Bangladesh if they wish. This provides opportunities for schooling as well as food and clothing. We currently sponsor 32 children. Sixth Form, led by the Head Girls, held a charity auction raising over £3,000.

Over the years, we have had special appeals such as non-uniform days, collections, gift donations on the school's birthday, and a House based Charity Week. These are in response to international appeals where there are special needs such as Bangladesh, the street children of Russia, famine victims in the Sudan as well as local retirement homes and British charities such as Poppy Day, Children in Need and Comic Relief.

This year, under the leadership of Ms Salmon £10,000 has been raised so far. We have given gifts to the elderly at Christmas and sent 'alternative' Christmas gifts to Africa via Oxfam. Some forms sent a goat, others a camel! We went 'purple' for SYEDA in February, raising £350. Several staff ran the Sheffield half-marathon, raising £600. One of our staff members is about to do a sponsored walk for SYEDA. Y8 have a charity challenge in June, and sports' day also involves a charity race.

## STUDENT COUNCIL AND HOUSE GROUPS

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Each form elects a representative to participate in the **Student Council** which meets at least termly to consider matters brought up by girls or staff. Girls are asked for their opinions on many matters and are closely involved in decision making. There are also meetings of Year Councils regularly.

The school has four **Houses: Grey, Gurney, Shirreff** and **Stanley** named after the founders of the GDST. Girls are put into houses when they enter the school, members of a family in the same house.

There are regular House Meetings which encourage vertical grouping in the school and members of the Houses elect their own officials, who in turn are supported by a House staff member.

Various music, sports, competitions, special events and fund raising for charities are organised by the Houses. New events recently introduced are Maths Day, Industry Day and a house acting competition.

## SCHOOL TRIPS

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There are a wide variety of trips arranged regularly as part of your daughter's curriculum.

At the beginning of each year you will be asked to sign an indemnity form which covers all visits. Your daughter will be told of these visits in good time so that she can equip herself correctly.

You will always receive written details of day trips, those which extend beyond the school day and those outside school time: times, costs, travel arrangements, staff responsible etc. These come to you via your daughter.

Below is a list of trips taken during the last academic year to give you an idea of the type of trips arranged by staff in school time and the approximate costs involved:

Year 7	Geography	Peak District	£12.50
	History	Peveril Castle, Castleton	£ 5.50
	Adventure Quest	Derbyshire	£35.00
Year 8	History	General Cemetery	£ 0.00
Year 9	Geography	Scarborough	£ 9.20
	Mathematics	Drayton Manor	£19.00
	History / RS	Holocaust	£12.00
	Activities Day	Thornbridge	£19.00

Years 10 to 13 also take educational trips that are related to their chosen subject options.

### Transport

The school minibus has forward facing seats, individual full seat belts and is driven only by trained staff.

### Trips Abroad

Language holidays to Europe, skiing trips and other long distance holidays take place regularly. Overleaf you will find a chart showing the extracurricular trips arranged over a five year period. This will give you an indication of the cycle of holidays offered. You will receive full details in writing via your daughter, at her request. There is often long term preparation for these holidays and in good time there will be a parents' evening to discuss all the arrangements.

# TRIPS IN HOLIDAYS

This chart has been produced to give you some indication of the range and regularity of additional trips offered by staff in their free time. If your daughter is interested in any of these holidays, she should seek information from the relevant member of staff.

Academic Year	Destination	'Purpose' skiing, sightseeing etc	Year groups	Season	Approx. cost
<b>2008/9</b>	Barbados	Sports Tour	10-13	Easter	£1850
	Costa Rica and Cuba	Cultural	8-10	Easter	£2420
	France	Lang devt/cultural	10,11	Easter	£475
	*Europe-Amsterdam	Concert Band Tour	7-13	Oct ½ term	£359
	Benjamin School Florida	Cultural/school exchange	12,13	Feb ½ term	£800
	Iceland	Geology	10-13	Feb ½ term	£750
	Isle of Wight	Creative Writing	10+	Easter	£450
	USA California & New York	Cross curricular	11,12,13	Summer	£1,000
	Spanish Exchange, Palma	Lang devt/cultural	12,13	December	£375
	Spanish visit, Murcia	Lang devt/cultural	7	May	£495
	Kingswood	Outdoor Adventure	10	January	£65
	Geography Cranedale	Fieldwork	12	October	£185
	Geography Lake District	Fieldwork	10	April	£175
	Art to London	Museum visits for coursework	12,13	November	£100
	D of E Bronze, Silver and Gold	D of E award	10-13	Year round	£60 + equip
<b>2009/10</b>	Northern France	Lang devt/cultural	8	September	£175
	Europe Skiing	Skiing/cultural	12,13	December	App.£800
	USA Skiing	Skiing/cultural	7-11	Easter	App£1,000
	Paris/Disney Visit	Bus & Econ/ICT Art+ Sixth Form Stdy	12,13	Easter	£550-650
	Spanish Exchange, Palma	Lang devt/cultural	12,13	December	App. £425
	Spanish visit, Murcia	Lang devt/cultural	7	May	App. £550
	Kingswood	Outdoor Adventure	10	September	App. £65
	German exchange	Language Development	10-13	Easter & June	£350
	*Europe Band Tour	Concert Band Tour	7-13	Oct ½ term	£395
	France	Lang devt/cultural	12,13	Feb ½ term	£375
	Geography Cranedale	Fieldwork	12	October	£195
	Geography Lake District	Fieldwork	10	April	£185
	Art to London	Museum visits for coursework	12,13	November	£110
	D of E Bronze, Silver and Gold	D of E award	10-13	Year round	£65 + equip
	<b>2010/11</b>	<b>Trips being considered:</b>			
Benjamin School Florida		Cultural/school exchange	12,13	Feb ½ term	All prices tbc
Sports Tour being proposed		Sports Tour	8-13	Oct/Easter	
Paris/Disney Visit		Bus & Econ/ICT Art+ Sixth Form Stdy	12,13	Easter	
Spanish Exchange, Palma		Lang devt/cultural	12,13	December	
Spanish visit, Murcia		Lang devt/cultural	7	May	
Kingswood		Outdoor Adventure	10	September	
France homestay		Language Development	10-13	Easter & June	
*Europe Band Tour		Concert Band Tour	7-13	Oct ½ term	
France		Lang devt/cultural	12,13	Feb ½ term	
Geography Cranedale		Fieldwork	12	October	
Geography Lake District		Fieldwork	10	April	
Art to London		Museum visits for coursework	12,13	November	
D of E Bronze, Silver and Gold	D of E award	10-13	Year round		

\* Mainly a school based trip but organised by visiting staff Mr Hepple and Mrs Pike.

As a school we recognise that good interpersonal relationships are the key to development and progress. The school is a community in which all members should treat each other with respect at all times.

**We all aim to treat other people as we would wish to be treated ourselves.**

## **How girls should treat each other**

We should like girls to

- be aware of the feelings of others and listen to their opinions.
- be positive in their dealings with others and never put them down.
- offer support to anyone who is unhappy.
- respect the differences between people, whether physical, social, racial or religious.
- be polite and courteous, even to people they do not like.
- be especially considerate of younger girls and respectful of older girls
- be careful with picture phones and not take anyone's photograph without her permission
- respect the property of other people; to hand in lost property and not tamper with other people's work or possessions.
- respect the environment that we work in; to keep it clean and pleasant.
- respect the need for peace and quiet, especially during examinations.
- support each other to keep to this code.

Bullying, threatening behaviour, cheating, stealing, dishonesty and discrimination of any kind are serious offences against our code of mutual respect, and will not be tolerated. If anyone treats you badly, talk to your Head of Year or your form teacher about it, and they will take action as appropriate. Younger girls could talk to their form prefect.

Do not let anyone tell you that talking to a teacher is wrong. They are only saying that to protect themselves.

## **How staff should treat pupils**

We should like staff to

- treat all girls equally and with respect, not pick on individuals or show favouritism
- be firm, fair and listen
- be positive in their dealings with others
- be polite, courteous and approachable
- encourage and support the girls to achieve their potential, using praise whenever deserved
- be patient
- try to offer personal support when required and be discreet about girls' personal problems without offering total confidentiality
- take account of the girls' feelings, especially with regard to sensitive issues such as examination marks and using pupil's work as examples
- respect all differences between people
- know and understand the rules and codes of the school and lead by example
- create and maintain a pleasant environment
- appreciate the implications for the girls of their decisions and actions
- ensure that lessons and activities finish on time
- remember how hard the girls work and that they need to have social time

### **How pupils should treat staff**

We should like girls to

- be polite, courteous and respectful
- be positive and co-operative
- be pleasant but not over familiar
- take responsibility for their own learning
- be well organised and bring appropriate equipment to the lessons
- pay attention in class and complete their homework as well as they can
- let the teacher know if there are problems with the work and be appreciative of extra support that is given
- excuse themselves properly in advance if they know that they need to miss a lesson
- remember how hard all members of staff work and that they need breaks too
- realise that a teacher cannot always be immediately available

### **Prefects and sixth-formers on duty**

- girls should respect the authority of sixth-formers.
- sixth-formers should speak to girls politely and with respect.
- sixth formers should be reliable and punctual.
- form prefects should be treated with respect and they should respect the feelings of the younger girls. They should be discreet but they are expected to involve the form teacher if there are serious issues to be resolved.

### **The wider community**

When travelling to and from school, and when out of school on trip or other activity, girls should aim to treat members of the public as they would wish to be treated themselves. Remember that when you are wearing your uniform, you represent the school.

### **We should like girls to**

- be polite and courteous at all times
- be considerate of others by not blocking the pavement, or leaving bags in inconvenient places
- respect other people's property, by not dropping litter, or sitting on garden walls.
- behave in an orderly manner on the bus
- wear the uniform in the proper way. Sexualising the uniform attracts the wrong kind of attention, as do low cut tops and very short skirts on non-uniform days.

Sometimes girls find that they are not treated well by others, particularly by young people from other schools. If this happens, please speak to your Head of Year or Mrs Bennett, as we may be able to take action to help.

**Above all**, we want our school to be a friendly, welcoming and happy place, where each girl can do her best and become confident about herself, and where the staff and the girls feel happy to work.

*This code was written jointly by the School Council and a staff working party.*

# CODE OF CONDUCT FOR USE OF MOBILE PHONES

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Mobile phones are useful to many pupils and are increasingly regarded as essential by girls who have a difficult journey at the beginning and end of the day. However, inappropriate or irresponsible use of mobile phones can have a negative impact on learning and on the emotional well being of our pupils.

All girls are asked to read this document carefully and sign the declaration on the separate page.

No pupil may bring a mobile phone to school unless this declaration has been signed.

Parents/carers are also asked to read the document and sign the declaration that they will support the school in enforcing this code of conduct.

## **Looking after yourself and others**

### **I shall**

- keep my mobile phone with me at all times, or lock it in my locker.
- hand in to the office any mobile phone that I find unattended.
- not give my mobile number to other people unless I am sure that they are trustworthy.
- not allow others to use my phone to conceal their own identity.
- not allow others to use my phone to make malicious phone calls.

## **Respecting the emotional well being and privacy of others**

### **I shall not**

- use text messages or voice mail to harass, bully, upset or shock anyone else.
- use bad language in any text message or voice mail.
- give anyone's phone number to another person without her permission.
- take a photograph of anyone without their knowledge and permission.

## **Disruption of lessons and examinations**

### **I shall ensure that**

- my mobile phone is switched off between 8:35am and 3:30pm except during morning break (11:00 – 11:15am) and lunchtime (12:20 – 1:15pm).
- I do not have an alarm function set on my phone that will cause it to beep even though it is switched off.
- my mobile phone is switched off and left in my bag at the front of the room during school examinations.

## **Sanctions**

- Mobile phones are confiscated from girls who misuse them and returned at the end of the day.
- A minor first offence is likely to result in a warning, but any second offence or a serious first offence will result in the pupil being banned from bringing a mobile phone to school for three months of school term.
- Longer bans, detentions and more serious punishments are imposed on girls who continue to disregard the rules.
- Candidates found to have a mobile phone with them during an external examination (GCSE, AS, A2) are liable to disqualification by the Examination Board from that paper, and possibly other papers of that session.

# CODE OF CONDUCT FOR USE OF MOBILE PHONES

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*(This is for information only)*

## **PUPIL'S DECLARATION**

I have read the Code of Conduct for Use of Mobile Phones and I agree to keep these rules. I understand that failing to keep these rules will result in punishment in accordance with the school's disciplinary policy, or according to examination board regulations.

**Pupil signature:**

**Form Group:**

**Pupil's name:**

## **PARENT'S/CARER'S DECLARATION**

- I have read the Code of Conduct for Use of Mobile Phones and agree to support the school in enforcing it.
- If I need to contact any pupil by mobile phone, I shall do so during the times when she is allowed to have it switched on.
- I understand that pupils are banned from bringing phones to school if they fail to comply with the Code.

**Parent's/Carer's signature:**

**Name of Parent/Carer:**

**Date**

(Your signatures indicate acceptance of the Code of Conduct for Use of Mobile Phones and gives permission for this pupil to bring a mobile phone to school.)

## Timekeeping

- Arrive in your form room by 8:35am and in Period 4 by 1.20pm.
- If you arrive late, sign in the late book.
- Leave school promptly at 3:30 unless you have an after school activity, or you are staying for after school care.
- If you need to leave school during the day, sign out at reception. Never leave the school grounds without permission.
- Always be on time to lessons.

## Uniform

- Always wear proper uniform in good condition (see uniform list).
- Unless you have special permission, come to school in uniform and go home in uniform.
- You may wear one stud in each ear and a wrist watch. No other jewellery is allowed.
- Never wear coloured nail varnish or make-up. Extreme hair styles and colours are not permitted.
- Long hair must be tied back (except Y11), especially for PE and Science lessons.
- If you damage your uniform, mend it promptly.
- Keep your coat in your locker or a peg.
- Make sure every item of uniform is clearly marked with your name.

## Possessions

- Keep valuables on your person at all times. Never leave money unattended.
- Buy a good combination padlock and lock your PE kit in your locker.
- You may have a mobile phone but you are only allowed to have it switched on at break or lunchtime. You are responsible for making sure it does not get lost.
- All of your possessions, including pencil-cases, calculators, and phones must be marked clearly with your name.
- Never borrow another girl's possessions without her permission.
- Girls are advised not to bring iPods or MP3 players to school.

## Lessons and homework.

- Hand homework in promptly.
- Make sure that you bring everything you need to all your lessons.
- Keep your diary properly and have it signed regularly.
- Go to the toilet at break or lunchtime, not during lessons.
- Never use Tippex, and never bring it to school.
- Tidy your classroom after every lesson, and keep your form room tidy.

## Break and lunchtime

- Only Y11 are allowed to stay inside, unless the weather is bad. No eating in form rooms at any time at lunch time. The member of staff on duty will decide whether it is "indoor break".
- Eat your lunch in the dining room.
- You may eat snacks from the vending machine outside.
- All litter must be put in the bin.
- Do not bring chewing gum to school at all.
- No food may be eaten inside any building except the dining room.
- If you are on second sitting for lunch, wait for the bell at 12:40 before you go to the dining room.

## Last but not least

- Make sure that you know the Code of Behaviour thoroughly, and that you understand it.

Every girl in the school is expected to follow the **Code of Behaviour** and the **Every Day Rules** (see preceding pages). Teaching staff and form tutors will deal with minor transgressions of these codes, and can give lunchtime detentions if appropriate. More serious or persistent offences will be dealt with by the Head of Year and may result in a formal detention after school until 4:15pm or later for a serious offence, usually on Mondays. Parents are always consulted about any issue that we regard as at all serious, whether it is to do with relationships between girls or with academic work. A copy of our sanctions policy is available to parents on request.

## **Mobile phones**

We allow the girls to bring mobile phones to school because we know that many of them have difficult journeys at the end of the day. Phones must be switched off, not just to silent, at all times between 8:35am and 3:30pm except during morning break and the lunch hour. Girls may only bring their phone to school if they and their parents have read and agreed the Mobile Phone Code of Conduct (attached).

## **ICT Code of Conduct**

Both parents and pupils are asked to sign a code of conduct for the use of ICT. Failure to comply with this can result in the loss of access to ICT facilities in addition to other disciplinary measures.

## **Damage to property, graffiti, theft**

Girls found to be defacing desks or damaging school property will be asked to pay towards the repair of the damage. Theft is a serious offence and is likely to result in a short-term suspension from school.

## **Cheating in examinations or formal tests**

In order to train girls for the stringent regulations that apply for external examinations, we deal firmly with any attempt to cheat during tests. The pupil will be seen by the Headmistress and is likely to have her paper cancelled and be given a formal after school detention.

## **Cigarettes, alcohol and drugs**

These items are not allowed on the school premises at all. Any girl found with cigarettes or alcohol in her possession is liable to be suspended. Possession of illegal drugs in school is very rare, but is treated as a serious offence and is likely to result in permanent exclusion.

## **Bullying**

Bullying, harassment and victimisation will not be tolerated in school. An anti-bullying policy exists to encourage staff and girls to create a climate of respect and tolerance. This policy is posted on school notice boards and is reviewed regularly and discussed in Personal, Social and Health Education (PSHE). The anti-bullying policy is available to parents on request.

## **Sex Education**

Our sex education policy includes emphasis on good health, the value of self-esteem in making choices and judgements and in the relationship with others and knowledge of how the body works.

This is within the context of moral issues and values. Parents have the right to withdraw their daughter from this part of the PSHE programme if they inform the headmistress in writing. Full details of the sex and relationships education policy programme are available on request.

## **Fire**

In the event of a fire or fire drill, pupils must immediately evacuate the buildings calmly and in silence and assemble in the designated place. There are regular fire practices.

## **Tidiness**

Pupils are expected to maintain levels of tidiness in school, and not drop litter. They should leave property (including books and rucksacks) either in lockers or where it does not cause obstruction. Classrooms must be kept tidy and furniture neatly arranged.

## **Insurance**

Pupils' personal property is not covered by the Trust's insurance. Neither the Trust nor the school can accept responsibility for loss or damage to a pupil's property on the school premises or on school visits.

## **Changes in Circumstances**

Parents must notify the school in writing of any relevant changes in circumstances. These include change of address, details of court orders, family ill health, financial difficulties or change in family circumstances. These will be treated in confidence. We are committed to working closely with parents in their daughter's interests and to providing appropriate levels of pastoral care.

## **Comments and Complaints Procedure**

We are keen to provide parents and pupils with high standards of service and would like to hear your comments, suggestions or complaints, so that improvements can be made. If your complaint is not resolved to your satisfaction through the appropriate channels within the school, you should complain in writing to the Headmistress as soon as possible. She will then investigate the complaint and respond within 10 school days. The complaint will be dealt with in accordance with the Trust's publicised procedure, a copy of which can be obtained from the school office. Advice on who to contact with problems, and at what level within the school, is given in the second section of this booklet. Details of fees, absence, extra subjects, withdrawal, continuity of education, examinations, medical, court orders and data protection are included in the Terms and Conditions given to all parents.

The following policies are also available to parents on request:

- Admissions
- Equal opportunities
- Marking
- Policy to safeguard and promote the welfare of pupils in school (including child protection, security and confidentiality)
- Data Protection and Photograph Policy
- Special Educational Needs
- Gifted and Talented

### **How parents can support children starting secondary school.**

#### **Over the summer:**

- Understand how they might be feeling.
- Encourage self-organisation, such as putting clothes away or leaving them out for washing.
- Increase independence; suggest they organise a family day out.
- Minimise criticism to avoid damaging crucial confidence.
- Ensure attendance at all open or induction days.
- Treat it as a right of passage – make it feel important.
- Keep the school pamphlet in view so it can be looked at frequently.
- Don't make the last days of the holiday too exciting – a bit of boredom may get them more in the mood!

#### **When school starts:**

- Make sure they get to bed early.
- Help them to manage their time, homework and their kit.
- Trust that they will manage and do well.
- Plan family meals around homework commitments.
- Show interest in what they have been learning and doing.
- Be tolerant of tetchiness – they will be exhausted.

We hope that you have found our booklet both interesting and informative. However, if you have any concerns at all please ring us at school.

Year 7 is the beginning of a new phase in your daughter's education and we trust that she will take every opportunity that Sheffield High School offers in order to be happy and successful.

Dear Parents

On behalf of the Friends of Sheffield High (FOSH) I would like to welcome you to the school. FOSH are the parents of the girls currently in the Senior and Junior School, and I would like to take this opportunity to tell you a bit about FOSH, and why we are here.

All parents who have daughters in Sheffield High School are automatically members of FOSH. Our aims are to support both the school and the parents, through arranging social events and organising fund raising. Our social events enable parents and staff to meet in a more relaxed environment, have fun, and also seek support from other parents in the school. Our fund raising events provide funds to pay for equipment which is not covered in the school fees, or may take a lower priority with the Girls Day School Trust (GDST). Our funds also supplement the money raised by the annual fund. Your daughter will benefit from the items we purchase.

Recent major purchases have included:-

- A new outdoor activity area in the Junior School playground. The equipment will assist the younger girls to gain confidence in their climbing and balancing skills, whilst having fun during break and lunch times. An outdoor sensory garden has also been constructed at the Junior School, which is also partly funded by FOSH.
- A school minibus, which is currently used by both the senior and junior girls. This ensures that your daughter, whilst on visits/games, is safe. We have already built up further funds for when this minibus needs replacing.

Other recent purchases include new outdoor furniture, hockey shirts, and an additional interactive whiteboard to support the expansion of the languages curriculum in the Junior School.

Please try to get involved with FOSH events when they are advertised, join the FOSH 200 Club, and we always welcome new members to the FOSH committee.

Beverly Mowthorpe  
FOSH Chair