

SHEFFIELD HIGH SCHOOL



PARENTS HANDBOOK

2011-12

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

Dear Parent

On behalf of the School's Governing Board (SGB) I would like to welcome you and your daughter to Sheffield High School.

The role of the SGB is to provide constructive input to the strategic development of the School as well as providing support to the Headmistress and her Senior Management Team. The Governors also act as ambassadors for the School within our local community and take an active interest in the life of the School. There are currently 10 members of the school governing body who have a wide variety of expertise and experience but who all have a personal connection to the School.

The SGB does not have any legal or fiduciary responsibilities as Sheffield High School is one of the 26 schools which comprise the Girls Day School Trust (GDST). Hence these responsibilities are held by the GDST Council of Trustees. As Chairman of the SGB I have regular communication with the GDST and attend, with the Headmistress, the Trust's review of the School's performance.

There are many benefits in being a member of the GDST. There are opportunities to share best practice, to have access to expert human resources, legal and estates advice as well as being part of a financially sound and sustainable organisation. The SGB is very proud that Sheffield High School is one of the largest and most successful of the GDST schools, thanks to our excellent Headmistress, her highly professional team and the commitment of our parents and their families.

Pam Liversidge OBE DL FREng
Chairman

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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.

Mrs Nina Gunson, 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 and parents 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 3587629

Miss Elizabeth Jones, Year 9 Forms, 0114 3587645

Mrs Alison Jackson, Year 10 Forms, 0114 3587627

Mrs Lucy Downes, Year 11 Forms, 0114 3587632

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 Carole Hall, 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.

Mr Simon Mozley, School Business Manager 0114 358 7601

Answers all your questions about school business, administration and financial matters.

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

Mrs N Gunson MSc Huddersfield

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

Mr S Mozley BA Oxford

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
 Ms K J Salmon Assistant Head of Y10
 Miss E Jones Head of Y9
 Mrs G Heaton Head of Y8
 Mrs C Heery Head of Y7
 Mrs C Hall Head of Careers

Art Department

Ms G M Hanlon BA Sheffield
 Ms T Francis BA Plymouth
 Miss L Oxley BA Leeds

Careers Department

Mrs C Hall BA Lancaster
 Mrs S J Good BEd Bedford College of PE

Drama Department

Mrs C Heery BA London
 Mr A Thomas BA Sheffield
 Mr M Richards* MA Oxford, MEd Sheffield

Economics Department

Mr C Spick BSc Brunel
 Mrs L Higgins* BA Nottingham
 Miss L Young BA Leeds

English Department

Mrs J Bradfield BA, Chelmer Institute of HE
 Mrs K Harvey BEd Newcastle
 Miss R Carrington BA Sheffield
 Mrs G L Heaton* BA Durham
 Mrs C Heery BA London
 Mrs K Lloyd-Hughes BA Sheffield
 Mrs P Lockwood* BA Bristol
 Mr M Richards* MA Oxford, MEd Sheffield
 Mr A Thomas 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
 Miss L Young BA Leeds

Modern Languages and Classics Department

Mrs K Barker BA Bradford
 Ms A Gray BA Bradford
 Mr G Atkins MA Loughborough, BA Nottingham
 Miss O Bosanquet BA Liverpool
 Miss D Domeracki* BA Münster
 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, BA Leeds
 Mr D Way* MA, Texas, BA Penn State
 Ms C Wallace* BA Cambridge
 Mrs MP Rosset* BA, Stendhal, France

Mathematics Department

Mr S Lewis BA Liverpool
 Mr N Shelswell BSc Leicester
 Mr S Campbell* BA Cambridge
 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
 Miss L Carr BSc Sheffield
 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
 Ms K J Salmon MA, BA Leeds

Science Department

Mrs K Boulton-Pratt BSc Manchester
 Mr C Adams BSc Sheffield
 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
 Mrs J Dean BSc Sheffield, MSc Oxford
 Dr M Dinsdale BSc, PhD Sheffield
 Mrs L Downes* BEd Sheffield Hallam
 Mrs H England BSc Sheffield
 Mrs G Hopton BSc London
 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

Mr S Mozley BA Oxford

Administration

Mrs K Downton
Miss L M Froggatt
Mrs F Hensby*
Miss T Marsh
Miss C Murdoch
Mrs M Navey
Ms A Torrington
Miss R Taylor

BA Newcastle

School Nurse

Ms 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

Exams Officer

Ms J James BEng Sheffield, MSc UMIST

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 BA Staffordshire

Teaching Assistant

Mrs A Scalisi BSc Surrey

Learning Support Assistant

Mrs C Swainsbury BA Aberystwyth

Art Technician

Miss H Naylor

Senior Caretaker

Mr M Hinchliffe

Assistant Caretaker

Mr G Paterson

Foreign Language Assistants

Miss B Haidbauer
Mrs M P Rosset
Ms I Calatayud Vidal

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 E Dickson BA University College Worcester
Mrs A E Farley Cert Ed Sheffield
Mrs N J Frost BA Scarborough
Mrs S Groombridge BA Newcastle
Mrs G Harding BA Portsmouth
Mrs A Hardwick BEd Sheffield Hallam
Mrs E Hart LLM Lancaster
Mrs G Jordan* BMus Derby
Mrs E Loveridge BEd Plymouth
Mrs P Nakielna Cert Ed London
Mrs C Puddephat Cert Ed Sussex
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

Miss C Goddard
Miss S Hogg
Miss L Philips*
Miss J Raine BA Sheffield Hallam
Mrs W Revitt

Visiting Staff

Ballet: Miss C Ambery
Cello & Bass: Miss E Hanks BMus (Hons) LRSM
Clarinet & Saxophone: Miss Zoe Barker BMus
Flute & Jazz Piano: Mr H Linnemann GRNCM, LRAM
Guitar: Mr N J Fletcher LTCL
Karate: Mr S and Mrs R Knighton
Oboe: Mrs V Holmes GRNCM, LTCL, Cert Ed
Piano: Mrs J Hepple LRAM Cert Ed
Piano: Mrs A J Rowden-Martin BMus (Hons)
Piano: Mrs Dorothy Davis FRCO, Cert Ed
Piano: Dr M Thiselton – A.Mus.D, M.Mus, BA (Hons)
Singing: Mrs V Pike MMus, GRSM, ARMCM, LGSM
Speech and Drama: Miss C Cooper BA, LGSM, Mrs S Foster-Major BEd (Hons)
Tennis: Mr J Wragg
Violin & Viola: Mrs S King GRSM (Hons), LRAM
Wind & Percussion: Mr S Hepple HonVCM, FCV, CTVCM
Yoga: Miss E Whelan

Duke of Edinburgh Award

Mr D Walker

LOCAL GOVERNING BODY

Mrs P Liversidge OBE DL FREng CEng BSc(Hons)
DEng DSc UnivD FIMechE. FCGI. FRSA
Dr R Allum BSc PhD
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 M Stockley
Mr G Royle MSc BSc FInstD
Mr C Stoddard MD, FRCS
Mr T Wheare (GDST Council Rep)

Sheffield High School is one of the 26 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 has recently undergone 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 usually divided into four forms W, X, Y and Z and in Y8, 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 assistant Head of Year 10 Ms Salmon 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 the form to which she is assigned 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 Miss Gunson. Alternatively you may wish to contact the Head of Year by email (enquiries@she.gdst.net).

Head Girls & Prefects 2011-2012

Head Girl: Jennifer Utting

Deputy Head Girl: Shalaka Darshane
Deputy Head Girl: Sophie Green

House Captains:

Shireff	Beatrix Raybould	Gurney	Rosie Sear
Stanley	Bethany Nutbrown	Grey	Charlotte Atkin

Prefect: Panayiota Soutis

Senior Day Prefects:

Ellen Andrews	Emma Fowlds	Emma Pratt	Charlotte Savage
Gina Fairclough	Toni Ogunjimi	Lydia Robinson	Eugenie Warden
Collete Fisher			

Y7 Prefects:

Tasneem Hafiz	Nicole Herring	Rebecca Franklin	Shalina Popat
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Y8 Prefects:

Lauren Bingham	Harriet Daly	Sophia Joseph	Elizabeth Pinder
Sarah Dalton			

ACADEMIC YEAR 2011/12

Autumn Term 2011

Monday 5 and Tuesday 6 September - Staff Study Days

Wednesday 7 September - Friday 16 December

Friday 21 October - Staff Study Day

Half Term: Friday 21 October - Friday 28 October

Spring Term 2012

Monday 9 January - Friday 30 March

Half Term: Monday 13 - Friday 17 February

Summer Term 2012

Monday 23 April - Friday 13 July

Monday 7 May - Bank Holiday

Tuesday 8 May - Staff Study Day

Half Term: Monday 4 June - Friday 8 June

ACADEMIC YEAR 2012/13

Autumn Term 2012

Monday 3 and Tuesday 4 September - Staff Study Days

Wednesday 5 September - Tuesday 18 December

Thursday 25 October - Staff Study Day

Half term: Thursday 25 October - Friday 2 November

Spring Term 2013

Monday 7 January - Friday 22 March

Half term: Monday 18 - Friday 22 February

Summer Term 2013

Monday 15 April - Fri 12 July

Monday 6 May - May Day

Friday 24 May - Staff Study Day

Half term: Friday 24 - Friday 31 May

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 Mozley 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, 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 outside the main entrance of the Botanical Gardens (Clarkehouse Road). Go down Rutland Park and over the pedestrian crossing.

Central Travel – will wait in the bus stop area by the entrance to Grove Flats, between Endcliffe Vale Road and the bottom of Westbourne Road (opposite Botanical Gardens).

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, but please DO NOT park in 'permit holder only' bays as you will incur a £30 ticket! 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 will always attempt to remain open and, in any case, there will always be staff in school. Any closures will be 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 Mozley 0114 2660324

DRONFIELD/WHITTINGTON MOOR AND CHESTERFIELD

Mrs J Wish - 01246 209936, 07815 285058

TICKHILL/WORKSOP/WICKERSLEY/ROTHERHAM/BARLBOROUGH

Mr J Bingham - 01709 369107

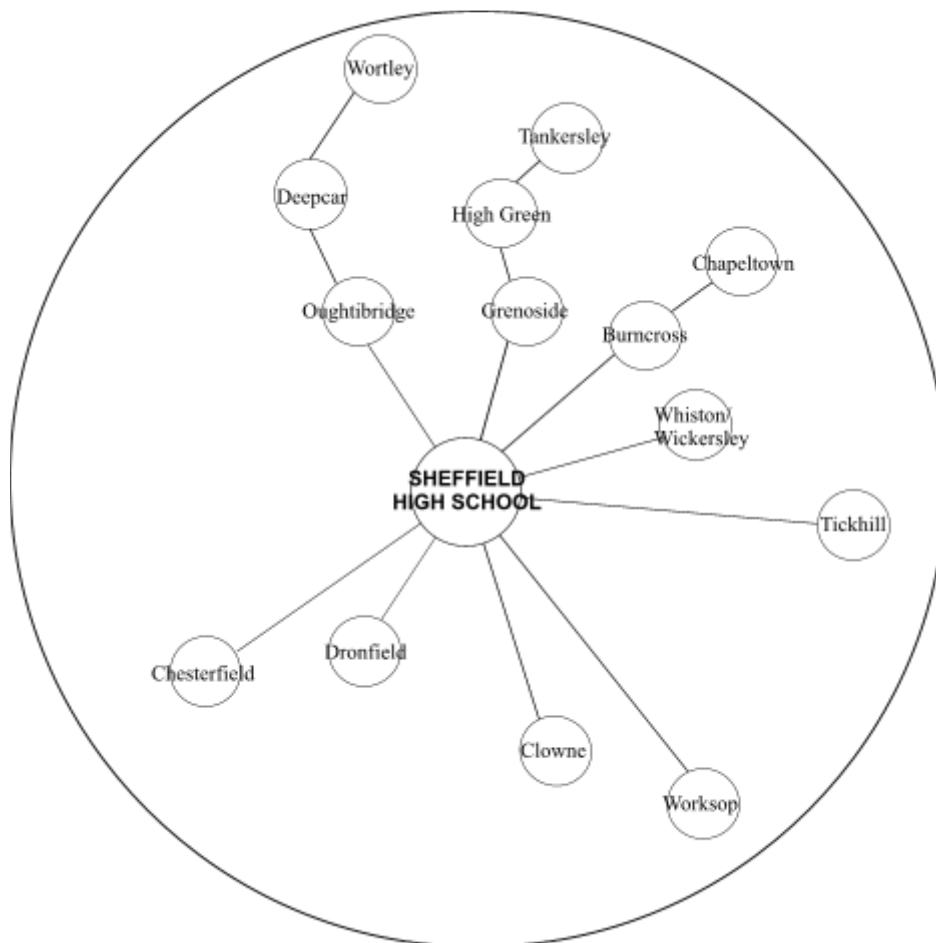
**TANKERSLEY/HIGH GREEN/ECCLESFIELD/GRENOSIDE/DEEPCAR/
OUGHTIBRIDGE/WORRALL/WADSLEY/PENISTONE/HOLMFIRTH**

RIVELIN TRAVEL

Mrs B Hartley - 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 the following 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

We have Registration at 8.35 am and girls are registered in the afternoon during period 4. The day has five lessons of one hour each, break from 11.05 – 11.20 am and lunchtime from 12.25 – 1.25 pm. The afternoon finishes at 3.30 pm.

It is important that all girls are in their form rooms by 8.35am so that they have time to organise themselves before the start of the day. 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 or 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

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 at the start of period 4 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'.

For Illness see page 33.

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 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					
			BREAK		
3					
			DINNER		
4					
5					

12

HOMEWORK TIME TABLE

Subject	Time Min	Subject	Time Min	Subject	Time Min	Subject	Time Min	Subject	Time Min
TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	

Signature of Form teacher _____

Signature of Parent or Guardian _____

Date _____

STATIONERY AND TEXT BOOKS

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).

Ear phones for Languages.

An English dictionary.

Hymn Book.

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 10cm 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 (optional)	Navy blue	
Jumper	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. Boots may be worn to school in the snow. Shoes must stay on securely. (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 or navy 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.	

Physical Education Kit

Jade polo shirt	Navy games skort
Navy 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 or full school tracksuit	
White trainers	
Optional Astroturf trainers (preferably white)	
Mouthguard (available through OPRO, please see enclosed letter and brochure)	

- A full school tracksuit is available to order through the uniform shop for all girls.
- 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.
- House T-Shirt. In house colour for all activities.

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 (including nail varnish) and jewellery to school

UNIFORM SHOP OPENING HOURS

The uniform shop is situated on Melbourne Avenue, behind the Junior School netball courts. 0114 3587650. You can email the uniform shop direct on uniformshop@she.gdst.net to place orders which can then be collected and paid for in the uniform shop.

Term Time:

Monday	8.00am - 10.30am and 3.00 - 5.00pm
Tuesday	8.00am - 4.00pm
Wednesday	8.00am - 4.00pm
Thursday	3.00 - 5.00pm
Friday	CLOSED

During the summer holidays:

Wednesday 10th August	10.30am - 3.30pm
Thursday 11th August	10.30am - 3.30pm
Wednesday 17th August	10.30am - 3.30pm
Thursday 18th August	10.30am - 3.30pm
Wednesday 24th August	10.30am - 3.30pm
Thursday 25th August	10.30am - 3.30pm
Wednesday 31st August	10.30am - 3.30pm
Thursday 1st September	10.30am - 3.30pm
Monday 5 th September	10.30am - 3.30pm
Tuesday 6 th September	10.30am - 3.30pm

SENIOR SCHOOL UNIFORM PRICE LIST

Item	Price	
	From	To
Skirt (Y7-9)	£27.50	£32.55
Skirt (Y10-11)	£27.50	£30.55
Blouse	£12.50	£15.55
Jumper	£18.50	£20.55
Socks	£2.30	£4.00
Tights	£5.00	£5.95
Overall	£13.90	£15.95
Hair ties	£2.55	£2.55
Hymn Book	£7.50	£7.50
PE		
Polo shirt	£16.00	£18.55
Pants	£3.00	£3.50
Sweatshirt	£13.50	£20.55
Joggers	£13.50	£17.50
Sports socks	£3.20	£3.20
Hockey socks	£7.95	£7.95
Cycling shorts	£10.75	£12.55
Skort	£20.85	£20.85
Hockey socks (Y4-Y6)	£4.50	£4.50
House T-Shirt		
House Badge		£2.00
Optional		
Scarf		£10.00
Gloves	£2.00	£2.50
Coat	£28.00	£39.95
Fleece	£21.55	£21.55
Poloneck	£8.00	£10.55
Padlock		£5.95

CURRICULUM MATTERS

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.

Year 7	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, Health and Economic 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, Health and Economic 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

PSHEE 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	To include an assessment mark – standardised on a scale of A* - C	P/E	Target setting as at present	Exam Rep	To include % attained and equivalent standardised grade A* - C
Y8	Report Card		-		P/E + Exam Rep	
Y9	Rep		C/E		Exam Rep	
Y10	C/E		In-class assessments		Exam Rep	
Y11	C/E		Exam (1 st wk Jan)	Rep & Target Grades	Rep to include equivalent GCSE grade	
Y12	C/E		External Modules	Rep	Predicted grades	
Y13	Rep		External Modules	C/E		

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 Y9 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

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	

EXAMINATION RESULTS 2009

GCSE PASS RATE

A* - C	99.4%
A*, A	81.7%
A*, A, B	94.9%

A LEVEL PASS RATE

A - E	99.6%
A	58.5%
A, B	82.7%

A LEVEL RESULTS 2009

ADVANCED LEVEL SUBJECTS	NO OF ENTRIES	TOTAL PASSES (A-E)	A	B	C	D	E	U
ART AND DESIGN	13	13	9	2	2			
BIOLOGY	35	34	19	5	4	5	1	1
BUSINESS STUDIES	14	14	7	5	1	1		
CHEMISTRY	31	31	16	9	4		2	
CHINESE	1	1	1					
DRAMA AND THEATRE STUDIES	5	5	4	1				
ECONOMICS	8	8	2	3	2	1		
ENGLISH LANGUAGE	10	10	6	2	2			
ENGLISH LITERATURE	9	9	8	1				
FRENCH	5	5	3	2				
FURTHER MATHEMATICS	6	6	6					
GEOGRAPHY	21	21	14	7				
GEOLOGY	1	1	1					
GERMAN	5	5	3	2				
GOVERNMENT & POLITICS	10	10	6	1	2	1		
HISTORY	17	17	10	3	4			
ICT	3	3			1	2		
MATHEMATICS	23	23	16	6			1	
MUSIC	3	3	2	1				
PHYSICS	9	9	7	1	1			
PSYCHOLOGY	13	13	6	3	2	2		
RELIGIOUS STUDIES	12	12	5	6	1			
RUSSIAN	1	1		1				
SPANISH	4	4	1	1	2			
SPORTS STUDIES & PE	6	6	3	2	1			
CUMULATIVE %			58.5	82.7	93.6	98.1	99.6	100

Y11 GCSE LEVEL RESULTS gained in 2009

GCSE LEVEL SUBJECTS	NO OF ENTRIES	TOTAL PASSES (A*-C)	A*	A	B	C	D	E
ARABIC	2	2	2					
ART	53	53	18	23	11	1		
BIOLOGY	69	69	41	16	12			
BUSINESS STUDIES	46	46	17	17	7	5		
CHEMISTRY	69	69	50	14	5			
CHINESE	2	2	2					
DRAMA	13	13	10	3				
ENGLISH	128	127	81	37	9		1	
ENGLISH LITERATURE	126	126	49	60	13	4		
FRENCH	43	42	24	11	4	3	1	
GEOGRAPHY	60	59	35	13	8	3	1	
GERMAN	59	57	21	18	12	6	2	
HISTORY	65	65	44	15	6			
ICT	9	9	5	2	2			
ITALIAN	1	1	1					
LATIN	13	12	6	5	1		1	
MATHEMATICS	128	128	47	58	19	4		
MUSIC (including Y10 passes)	20	20	3	11	4	2		
PHYSICAL EDUCATION	38	38	11	15	9	3		
PHYSICS	69	69	42	16	8	3		
RELIGIOUS STUDIES	22	22	15	5	1	1		
RUSSIAN	9	9	5	1	3			
SCIENCE	59	59	27	14	8	10		
ADDITIONAL SCIENCE	59	57	26	13	10	8	2	
SPANISH	15	15	5	7	3			
CUMULATIVE %			49.9	81.7	94.9	99.4	100.0	

EXAMINATION RESULTS 2010

GCSE LEVEL PASS RATE

A* - C	98.5%
A*, A	76.1%
A*, A, B	92.4%

A LEVEL PASS RATE

A* - E	100.0%
A*, A	54.4%
A*, A, B	76.3%

A LEVEL RESULTS 2010

ADVANCED LEVEL SUBJECTS	NO OF ENTRIES	TOTAL PASSES (A-E)	A*	A	B	C	D	E
ART AND DESIGN	19	19	7	3	6	3		
BIOLOGY	39	39	8	13	10	6	2	
BUSINESS STUDIES	11	11	1	3	2	3	2	
CHEMISTRY	44	44	7	18	10	6	3	
DRAMA AND THEATRE STUDIES	6	6	2	3	1			
ECONOMICS	11	11	1	1	6	2	1	
ENGLISH LANGUAGE	8	8		5		2	1	
ENGLISH LITERATURE	6	6	4		1	1		
FRENCH	2	2		1		1		
FURTHER MATHEMATICS	5	5	4	1				
GEOGRAPHY	14	14	4	7	2		1	
GEOLOGY	4	4		3				1
GERMAN	4	4	2	1			1	
GOVERNMENT & POLITICS	10	10	1	6	1	1	1	
HISTORY	14	14	1	7		5	1	
ICT	4	4		2	2			
LATIN	1	1		1				
MATHEMATICS	34	34	8	13	6	6	1	
MUSIC	2	2		1			1	
PHYSICAL EDUCATION	4	4	1	3				
PHYSICS	13	13	3	2	6	1	1	
PSYCHOLOGY	28	28	5	4	8	7	2	2
RELIGIOUS STUDIES	8	8	1	2	3	2		
SPANISH	5	5		1	2	2		
CUMULATIVE %			20.2	54.4	76.3	92.9	99.0	100

Y11 GCSE LEVEL RESULTS gained in 2010

GCSE LEVEL SUBJECTS	NO OF ENTRIES	TOTAL PASSES (A*-C)	A*	A	B	C	D	E
ART	46	46	13	26	4	3		
BIOLOGY	67	67	41	19	7			
BUSINESS STUDIES	34	34	3	20	8	3		
CHEMISTRY	67	67	48	16	3			
DRAMA	14	14	7	5	2			
ENGLISH	103	102	30	41	23	8	1	
ENGLISH LITERATURE	103	103	26	49	21	7		
FRENCH	30	30	12	6	8	4		
GEOGRAPHY	41	41	15	16	7	3		
GERMAN	55	55	14	21	16	4		
GREEK	4	4	1	3				
HISTORY	47	46	28	10	5	3	1	
ICT	23.5	23.5	11	8	4	0.5		
ITALIAN	1	1	1					
LATIN	12	12	5	3	1	3		
MATHEMATICS	103	101	33	47	15	6	2	
MUSIC	10	10	1	4	3	2		
PERSIAN	1	1	1					
PHYSICAL EDUCATION	22	22	18	3	1			
PHYSICS	67	67	36	21	8	2		
RELIGIOUS STUDIES	16	15	6	4	5			1
RUSSIAN	4	4	4					
SCIENCE	36	34	11	8	7	8	2	
ADDITIONAL SCIENCE	36	29	9	8	10	2	7	
SPANISH	10	10	7	3				
STATISTICS	9	9	9					
CUMULATIVE %			40.6	76.1	92.4	98.5	99.9	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 from Year 7 upwards are assisted in using the books, newspapers, journals and the internet, 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 links to useful online resources. These are also available from home through the school portal, with links to them on the library home page. The library catalogue is available from home with girls able to reserve and renew their library books from home. There are 5,000 useful weblinks, selected for schools, on useful topics in most subjects within the library catalogue. 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 audio-CDs, and CD-ROMs. We are continually 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.

In the sixth form, in preparation for university and to assist in modules which require a high degree of independent research, the girls are offered training in how to research using more academic searches, taking advantage of the university and public libraries and online academic resources. They are also taught how to reference and cite works they use.

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

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	Tennis	
Dance	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 or the school hall. 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*, *Charlie and the Chocolate Factory*, *Twelfth Night*, *The Boy Friend* and *The 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 past cast members:

"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

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.

Art Chat
Artist in the Making
Chicknit

Christian Union JIST
Debating

Drama Club

Arabic – Beginners, Intermediate and Advanced
English Clinic
English Creative Writing
History Clinic
History Club
Reading Club

French Clinic
German Clinic
Mandarin Chinese Club
Spanish Drop in Clinic

Maths Clinic
Maths Club

Chamber Choir
Chamber Orchestra
Concert Band
Prawn Cocktails
Senior Strings
Singers' Club
String Academy
Swing Band

Chemistry Clinic
ICT Club
ICT Clinic
Science Club

Homework Club

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

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:

Brass:	Trumpet, Cornet, French Horn, Trombone, Tuba, Euphonium, Tenor Horn.
Guitar:	Classical, Jazz.
Percussion:	Drum Kit, Band/Orchestral Percussion.
Piano	Classical and Jazz piano
Singing	(from Y9 upwards, Y7 – 8 singers start with Singers' Club)
Strings:	Violin, Viola, Cello, Double Bass.
Woodwind:	Oboe, 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 Mrs Sallianne Foster-Major. These may be taken in speech and drama, solo speaking of verse and prose, musical theatre 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

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

There is also a very popular breakfast club which is open from 7.30am in the dining hall situated on Melbourne Avenue, this is available to all Junior and Senior girls and their parents (menu enclosed), a tuck shop at break which provides snacks and drinks for years 7 to 13. In the afternoon the dining hall is open from 2.45pm until 4.00pm for parents to purchase and consume drinks and snacks.

At lunch time a multi choice of meals are provided with a wide range of hot and cold dishes and our Catering Manager has provided a sample weekly menu. This set meal can be paid for each term, in advance. All girls in Y7 must take the compulsory 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 in Y8 - 13 may also purchase lunches from the main dining room. Girls can pay each day for what they choose or can prior to beginning of each term pay for a Meal Deal option.

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.

Otis Muffins
Freshly Baked Cookies
Assorted Cakes from
Strathmore Water
Strathmore Water Sports Cap
St Clements 330ml Bottles
St Clements Squeeze
Smoothies
Really Wild
Calypso Juices
Orange/Apple Tetras
Mango/Watermelon
Fresh Fruit
Fresh Fruit Salad
Assorted freshly made Yoghurts
Chocolate Mousses
Coffee
Low Calorie Chocolate
Tea
Slush Puppy
Milkshake

BREAKFAST

Pork Sausage
Rasher of Back Bacon
Baked Beans/Spaghetti Hoops
Tomatoes
Fried Egg/Poached Egg
Scrambled Egg
Hash Browns
Waffles Each
Potato Smiles
Vegetable Sausage
Bacon Filled Roll
Sausage Filled Roll
Fried Egg Filled Roll
Omelette
Sausage Roll
Porridge
Sauce Portions
Croissants
Danish pastry
Full Toasted Teacake
Toast & Butter
Jam/Marmalade Portion
Doughnuts
Gingerbread Figures
Chocolate Muffin
Selection of Cereals & Milk
Grapefruit/Mandarins
Poured Milk
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

Panini Bar

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

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

Filled Bread Cakes from
Filled Tortilla Wraps
Filled Pita Breads from

	Monday	Tuesday	Wednesday	Thursday	Friday
Choice 1	Spaghetti Bolognaise	Roast Turkey and Cranberry Sauce	Baked Gammon and Pineapple	Shepherds Pie	Pork Sausage
Choice 2	Jacket Potatoes Cheese, Tuna, Hoops	Minced Beef and Onion Pie	Barbecue Chicken Wraps	Jacket Potatoes Cheese, Tuna, Beans	Battered Hoki
Choice 3	Quorn Meatballs in a Tomato and Vegetable Sauce	Pasta Pomodoro	Jacket Potatoes Cheese, Tuna, Beans	Broccoli, leek and Pasta Bake	Spicy Bean Burger Served in Bun
Vegetable/Salad	Chopped Salad	Sliced Carrots	Garden Peas	Green Beans	Hoops, Processed Peas
Potatoes/Bread Pasta	Spaghetti	Roast Potatoes	Parsley Potatoes	Wholemeal Bread	Chips
Hot Pudding	Chocolate Chip Sponge	Jam Roly Poly Custard	Apple Pie Custard	Strawberry Shortbread	Peach & Apricot Crunch
Cold Sweet	Assorted Jelly	Rocky Road	Cheese Cake	Flap Jack	Vanilla Ice-cream

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, Bolognaise 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

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 Planner in which to record homework as it is given out. The planner is our essential link between your daughter, school and home. You are asked to check and sign the planner 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.
- Teachers may ask for homework to be word processed or for the girls to use computers for research or to gain access to material on the portal. When setting deadlines, it is taken into account that not all girls have access to computers at home.

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 planner** 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 planner**.
- 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.
- Early in Y7 and again in Y9 pupils take two sets of assessments which will help us understand how they work and also identify their particular strengths or possible weaknesses. These are not tests which girls can revise for or 'pass' or 'fail', and they should not be anxious about them.

MidYIS Testing

- You will have more information about this nearer the time, and be given results and an explanation of what these indicate in terms of a girl's likely strengths and weaker areas relating to subjects studied. Teachers use these results to help them support pupils effectively in lessons. The areas covered are Vocabulary, Mathematics, Non- verbal and Skills.

Dyslexia Screening

- We use the Lucid Rapid Screening programme which has been recommended by GDST. This gives a Very High, High, Moderate or Low probability of Dyslexia but it is, of course, not infallible. We contact parents of a few girls where it seems that a more detailed screening using Lucid Lass would be a good idea, and liaise with them about the results and the way forward.

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 8.30am to 4.00pm each day in term time.

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?

Form Charities

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 £14,000 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 £150. Several girls and staff ran the Sheffield half-marathon and fun run, raising £300 for the Children's Hospital. One of our staff members is about to do a sponsored 10k walk for the MS Therapy Care. Y8 have a charity challenge in June, and sports' day also involves a charity race.

STUDENT COUNCIL AND HOUSE GROUPS

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

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	Theatre Visit	Lyceum	£18
	Geography	Peak District	£14
	History	Peveril Castle	£10
	Adventure quest	Buxton	£45
Year 8	Maths	Bletchley Park	£20
	History	Cromford	£10
Year 9	Geography	Scarborough	£12
	History/RS	Holocaust Museum	£14
	Activities Day	Thornbridge	£25

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
2010/11	East Coast USA	Cultural	12,13	Easter	£1420
	Paris	Lang devt/cultural	10,11	Easter	£475
	India	Lang devt/cultural	10-13	Easter	£1200
	Northern France	Lang devt/cultural	8	September	£360
	German/Latin to Rhineland	Lang devt/cultural	8/9	Easter	£360
	Spanish Exchange, Palma	Lang devt/cultural	12,13	December	App. £360
	Spanish visit, Murcia	Lang devt/cultural	7	May	App. £510
	Europe Band Tour	Concert Band Tour	7-13	Oct ½ term	App. £395
	Austria Ski Trip	Skiing	8-10	Easter	£995
	Cologne	Sixth Form Choir Tour	12,13	November	£225
	Geography Cranedale	Fieldwork	12	October	App. £195
	Geography Lake District	Fieldwork	10	April	App. £185
	Art to London	Museum visits for coursework	12,13	November	App. £110
	Duke of Edinburgh Bronze, Silver and Gold	D of E award	10-13	Year round	App. £50 + equip
2011/12	Peru	Scientific fieldwork	12,13	July	£2200
	Italy	Art/Cultural	12,13	April	£625
	Cologne	Sixth Form Choir Tour	12,13	April	£225
	Berlin	Lang devt/cultural	10-13	April	£500
	China	BS/Economics	10, 13	April	£1500
	Spanish Exchange, Palma	Lang devt/cultural	12, 13	December	360
	Spain, Murcia	Lang devt/cultural	7	May	520
	Paris, France	Lang devt/cultural	11-13	April	550
	Geography London	Fieldwork	13	March	£130
	Geography Cranedale	Fieldwork	12	October	£200
	Geography Snowdonia	Fieldwork	11	September	£110
	Art to London	Museum visits for coursework	12, 13	October	£120
	Duke of Edinburgh Bronze, Silver and Gold	D of E award	10-13	Year Round	App. £50 + equip
	Spain, Murcia	Lang devt/cultural	10-11	Easter	£580

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.

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, voice mail or any internet connection to harass, bully, upset or shock anyone else.
- use bad language in any 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 (11.05 – 11.20am) and lunchtime (12:25 – 1:20pm).
- 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 as instructed during school examinations. I understand that switching it off in lessons counts as using it.

Sanctions

- Mobile phones are confiscated from girls who misuse them and returned at the end of the day.
- A minor first offence (including a 'phone going off accidentally) is likely to result in a warning. Actually using a phone in class will result in a detention. Any second offence or a serious first offence will normally result in the pupil being banned from bringing a mobile phone to school for up to three months.
- 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

(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.

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 the school website and school notice boards and is reviewed regularly and discussed in Personal, Social and Health Education (PSHE).

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 available to parents on the school website and hard copies on request:

- Admissions
- Anti-Bullying
- Behaviour & Sanctions
- Child Protection
- Classroom Behaviour
- Complaints Procedure
- Curriculum Policy
- Educational Visits
- Health & Safety on School Trips
- Special Educational Needs in Junior & Senior Departments (including support for EAL students)

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.

FOSH Chair