



**SMITHDON HIGH SCHOOL**  
**HUNSTANTON**

**Return to School Guidance  
& Information Pack**  
*July 2020*

**STRENGTH - INTEGRITY - EXCELLENCE**

# **Contents**

1. [Start of the School Year](#)
2. [What to do before you send your child to school](#)
3. [Changes to the school day](#)
4. [Personal Equipment](#)
5. [Handwashing](#)
6. [Breaks and Lunchtimes](#)
7. [Transport to and from school](#)
8. [Attendance and Behaviour](#)
9. [School Uniform](#)
10. [Mobile Phones in school](#)
11. [Face masks](#)
12. [KS3 Update](#)
13. [KS4 Update](#)
  - a. [GCSE examinations 2021](#)
  - b. [Post-16 applications](#)
14. [Curriculum](#)
  - a. [Assessments](#)
  - b. [Practical Subjects](#)
  - c. [The KS3 Curriculum](#)
  - d. [The KS4 Curriculum](#)

## **Appendices**

[Uniform and Equipment Policy](#)

[West Norfolk Academies Trust 2020-2021 Term Dates Calendar](#)

## **Start of the School Year**

We are staggering the start of the school year in order for us to test our plans and provide an induction for the new Year 7, who have missed out on their Transition Days this summer. Students are required to attend for the first week of school as follows (introductory remote learning tasks will be set for the year groups not in school for the first few days):

- Monday 7 September **Year 7 and Year 11 only**
- Tuesday 8 September **Year 7 and Year 11 only**
- Wednesday 9 September **Year 7, Year 10 and Year 11 only**
- Thursday 10 September **All Year Groups**
- Friday 11 September **All Year Groups**

Please note: our term dates **do not** follow the Norfolk County Council Model - please see the West Norfolk Academy Trust term dates calendar for the year <https://www.smithdonhigh.org.uk/page/?title=Term+Dates&pid=39> .

Autumn Term key dates:

- Friday 23 October - Staff INSET Training Day
- Friday 18 December - Final Day of the Autumn Term
- Monday 21 December 2020 to Friday 1 January 2021 - Christmas Holiday

## **What to do before you send your child to school**

- Check that your child is well and does not have any Covid-19 symptoms.
- Symptoms include: a high temperature; a persistent dry cough; loss of and/or change in sense of taste or smell.
- Follow the Government/Public Health England Stay at Home guidance and get your child tested for Covid19 before sending them to school.  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Please inform the school of your child's absence, clearly stating the reason.

## **Changes to the school day**

There are no changes to the start or end of the school teaching day but in order to allow for effective education, while keeping students, staff and visitors safe we have made some changes to the structure of the school day itself.

- On arrival to school in the morning, students should come on site as usual via the student pedestrian gate and go straight to their tutor rooms (details for these will be confirmed in a letter the week before school opens to students)
- Registration and Periods 1, 3 and 5 will all remain normal, with KS3 classes released 5 minutes early to move to their next classroom

- Period 2 will incorporate a 15 minute break time - running from 10.00-11.15am - during which time each year group will have an allocated slot for break
- Period 4 will incorporate a 35 minute lunch break - running from 12.15-2.00pm - during which time each year group will have an allocated slot for lunch

There will also be clearly signposted, directional routes around the school site.

We will share further detail and information with you regarding all of this at the beginning of September, before the students return to school.

### **Personal Equipment**

- Students will not be able to be issued with any equipment in lessons, so it is essential that they have a blue or black pen, a pencil, a ruler, a rubber, a protractor, a different coloured pen (red/green/purple) and their calculator.
- If students wish to bring in coloured pens and safety scissors this is permissible - as, again, these cannot be issued or loaned by the class teacher.
- Students will be provided with one glue stick on the first day of term to put into their pencil cases for their own use.
- Students will keep their exercise books and marking will take a variety of forms in lesson time
- Students will need to take responsibility for their exercise books and equipment - remembering to bring what they need each day for their timetabled lessons - please support your children in checking each night that their bag is packed with what they need for the following day

### **Handwashing**

- All students and staff will be encouraged to wash hands regularly, including on arrival onto the school site. We have opened up all toilets and will ensure that there is warm water, soap and paper towels to clean and dry hands.
- All classrooms will have a supply of hand sanitiser, tissues, anti bacterial spray and wipes for students to use.
- Cleaners have been employed on increased hours to ensure that all toilets, classrooms and eating areas are cleaned thoroughly before the school day and will maintain a cleaning regime throughout the day.
- All classrooms will have extra bins and tissues. This will assist in the "Catch it, Kill it, Bin it" policy. Bins will be emptied regularly.

### **Breaks and Lunchtimes**

- All breaks and lunchtimes will be staggered to allow the integrity of whole year bubbles.

- We encourage pupils to bring a snack and packed lunch, which will relieve pressure on the canteen and prevent queuing.
- If students are buying food from the canteen, the fingerprint machine will be wiped after each use.
- As per the letter sent out regarding cashless payments, students' canteen accounts can only be topped up by parents using the ParentPay app, not the machines in school.
- All students are encouraged to wash their hands before entering the canteen or other designated spaces to eat their food.

### **Transport to and from school**

- We encourage students to travel to school by walking, cycling or for parents to drop off at school. Please see Norfolk County Council schemes to support this, here: <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/walking-and-cycling-in-norfolk>
- If a student travels by bus or taxi, they are required to wear a face mask.
- If a student travels on a designated school bus, they are also expected to sit with students within their year group.
- Please see the timetables on the website, as a number of services (including the "Heacham payers" service) are now 'closed' school services rather than a public service bus. See our website travel page (<https://www.smithdonhigh.org.uk/page/?title=Transport+to+School&pid=41>) for the bus timetables from September.
- On arrival in school, students are to make their way directly to their tutor room where they will remain until the start of Period 1.
- At the end of the school day, staff will allow students to leave in a staggered manner from either the normal student, pedestrian exit gate or the B block gate. Walkers, cyclists and those being picked up by parents will be allowed to leave first, followed by buses in a predetermined order. We plan that the last students will leave the classroom at 3.15 pm.
- Students will need to leave the site immediately or wait, socially distanced, in their bus queue until the duty teacher releases them to the bus.
- Bus passes - students must have a working bus pass (as part of the track and trace system). As such, any students with a broken pass must replace this ready for September. Use the link on the NCC website to re-order a new pass for September. <https://www.norfolk.gov.uk/education-and-learning/school-and-college-transport/home-to-school-transport/payments-refunds-cancellations-and-replacement-passes>
- If you have chosen not to use the bus, but will be picking your child up from school in September, could you please inform the school before term starts.

## Attendance and Behaviour

- Please find a link to our home school agreement here <https://www.smithdonhigh.org.uk/page/?title=Home+School+Agreement&pid=44>
- As from September, Government expectations are for all children to return to school and attendance interventions will begin again immediately where pupils are absent from school.
- We wish to continue our approach of being supportive and open to work alongside families where attendance is a concern and we would encourage those families who are themselves concerned about the return to school to contact us as soon as possible at the beginning of September so we can discuss ways to support your child's return.
- Our expectation for high standards of behaviour will remain in place, with only a slight modification to our behaviour policy, reflecting specific Covid-19 expectations and requirements <https://www.smithdonhigh.org.uk/page/?title=Policies&pid=17>
- We would encourage all parents to have conversations with their children about maintaining social distance and ensuring that they are courteous, following social norms in order to prevent the potential spread of the virus.

## School Uniform

It is the responsibility of parents to challenge their child at home. Please do not send your child into school wearing incorrect uniform.

**Normal school uniform is expected to be worn in September.**

The full school uniform policy is [attached](#). We would like to draw your attention to the following:

- Tight fitting trousers are NOT acceptable and trousers MUST be full length (to the upper heel of the shoe)
- Shoes with sports logos are NOT acceptable (e.g Nike, Adidas, Vans etc)
- Piercings (other than a single stud in each ear) and retainers are not allowed
- Acrylic/Gel/Nexgen nails or tips are not allowed in school and nails should not be painted
- Make up should be discrete and natural

Help with ordering uniform and a sizing guide can be found on our website

<https://www.smithdonhigh.org.uk/page/?title=School+Uniform%2FSchool+Shop&pid=34>

### **Mobile Phones in school**

- Smithdon High School's rules regarding mobile phones remain in place. Mobile phones (including headphones and earpods) must be out of sight and switched off when on the school site.
- Phones will be confiscated if they are seen and students will be able to collect them at the end of the school day.

### **Face masks**

- Face masks are not required in school presently and the guidance we have received from the government and the trade unions is that students should not wear masks. This is because the nature of lessons requires full communication and safeguarding requires identification of children around the site.
- Face masks must be removed at the school entrance.

### **KS3 Update**

For some students starting back in September they may find they are in different groups/sets for some subjects. This is a result of changes to the whole school timetable and not a reflection of a student's academic performance. Once students have had the opportunity to settle back into school it may be that some small adjustments to sets will be made, parents will be contacted if this affects their child.

Students in Year 9 will select their GCSE options during the 2020/21 academic year. We will provide information, guidance and support to students and their parents throughout this process later in the year.

### **KS4 Update**

#### **GCSE examinations 2021**

We will update students and parents with confirmation of the arrangements for the 2021 exam series once they have been agreed nationally - there is currently a live ofqual and exam board consultation taking place regarding the best way to support the Class of 2021 in studying for and completing their GCSE (and equivalent) courses. As soon as the conclusions and plans are released we will confirm the details with students and parents.

#### **Post-16 applications**

As part of our normal PSHE curriculum programme for Year 11, we will be supporting students in investigating their potential future study routes and we aim to have applications for post-16 courses in place for all students by the end of December.

## Curriculum

### Assessments

There will be no whole school/year group assessments until later in the term. The assessment calendar has been organised to allow staff and students to return to normal study and lessons; for any gaps to be identified informally at first and to reduce pressure on students, as they reintegrate back into the school environment.

### Practical Subjects

- There will be some adjustment to how certain lessons are carried out. These are mainly within practical subjects or subjects which predominantly use specialist equipment in the lessons, in order to meet Covid19 safety advice.
- Lessons have either been planned to avoid the use of the equipment, or cleaning regimes have been carefully planned to mitigate against any risk of transferring the virus.

### The KS3 Curriculum

- During this year, the teaching staff have been rewriting and preparing a whole new KS3 curriculum, planning a “Knowledge Rich” curriculum for all subjects.
- This curriculum is now complete and is ready to launch to all KS3 year groups from 7 through to 9.
- All students at KS3 will receive a termly book of “Knowledge Organisers”, which will cover all key base knowledge needed for every subject in each term. These books will aid both homework and preparation for assessments.
- Year 7, 8 and 9 students will continue with the curriculum they should be studying in their respective school years and teachers have planned to fill in “gaps” where necessary in their planning.

### The KS4 Curriculum

- There has obviously been some disruption to the school curriculum at KS4 due to the school closure. However, the school is in a fortunate position where for both Years 9 and 10, the GCSE curriculum was started at the beginning of Year 9 and all departments are confident that they are in a good position to complete their courses with plenty of time remaining to revise and prepare for the final exams - next summer or in summer 2022. At this time, therefore, there will be no changes required for the curriculum being taught.
- As we move to a two-year KS4 curriculum, Year 9 will be choosing their options in the spring of 2021 and the new KS3 curriculum will prepare them particularly well for this.



# UNIFORM AND EQUIPMENT

## Uniform

- Navy blazer with school badge embroidered on the breast pocket (from school supply) must be worn at all times around the school site. Blazers may be removed in classrooms with the class teacher's permission. In hot weather, the Headteacher may give permission for blazers to be carried instead of worn.
- School 'clip-on' tie (from school supply).
- Grey full length tailored trousers – no jeans, chinos, cords, skinny trousers, leggings or jeggings - with plain black socks that come up over the ankle. Trousers must be loose at the ankle.
- Compulsory school skirt (from school supply), with plain black or grey tights or black socks.
- Plain white formal shirt (stiff collared, buttoned to collar and tucked in).
- Black school shoes – no trainers or shoes with sports logo, no high heels, platforms, sling backs or backless shoes. Shoes need to be safe to wear in a variety of school environments.
- Outdoor coats (to and from school).
- No sweatshirts, hooded sweatshirts, denim or leather jackets.
- If a belt needs to be worn (through belt loops), it must be plain black without motifs, embellishments or decoration. Belt buckles
- PE Kit consists of a red polo shirt or football shirt (with name on the reverse), black shorts, black sweatshirt (with name on the reverse) and red socks (all from school supply).

## Jewellery

- Piercings – no visible body/facial piercings including tongue piercings, nose piercings and ear 'tunnels' are to be worn: this includes the wearing of clear (or other) retainers.
- One small pair of plain stud earrings may be worn but must be removed to allow pupils to participate in PE.
- Please do not allow your child to have a piercing done during term time as retainers will not be allowed.

- No rings, necklaces or bracelets are to be worn (Medical necklace/bracelets are allowed).
- Pupils may wear a wristwatch.

### **Make-up**

- Light make-up may be worn but must be discreet and natural.
- No false eyelashes.
- Hair may not be dyed bright or 'unnatural colours'. Shaved or stylised in a distracting way.
- No nail varnish.
- Acrylic/Gel/Nexgen nails or tips are not allowed in school. This is a Health & Safety risk.

### **Equipment**

Every day students must be prepared to learn with the correct basic equipment: pen, pencil, ruler, rubber, they may also find coloured pencils useful. For maths lessons a compass and protractor will be required.

A scientific calculator is now a compulsory piece of school equipment and students are required to have one with them at all times.

Students are expected to have a reading book with them at all times.

We discourage students from bringing mobile phones, Ipods, smart watches etc onto the school site. If these are brought into school it is at the risk of the owner and they **must be switched off and out of sight** between the hours of 8.15am – 3.15pm. If students are caught with mobile phones (including headphones or other linked equipment) out during school hours they will be removed from them and kept securely at the office for them to collect at 3pm. Where students are repeat offenders, phones may be kept for parents to collect.

## Term Dates 2020-2021

September 2020						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2020						
M	T	W	T	F	S	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2020						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2020						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2021						
M	T	W	T	F	S	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2021						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2021						
M	T	W	T	F	S	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2021						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2021						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2021						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Key: White dates – school open to pupils

Orange dates – parent/visitor

Purple dates – staff training day

Red dates – bank holiday

Staff training days are – Thursday 3rd September, Friday 4th September, Friday 23rd October and Friday 11th

February as whole training days.

Thursday 22nd July is disaggregated.

