



We believe in our girls.
And they believe in themselves.

Welcome to Northampton High School
2021-2022



NORTHAMPTON
HIGH SCHOOL

G D S T

JUNIOR SCHOOL

SENIOR SCHOOL

SIXTH FORM

A warm welcome to you and your family

Dear Parents and Guardians,

I would like to extend a very warm welcome to Northampton High School. We are delighted that you have chosen our wonderful school for your daughter and we look forward to welcoming your family to our community.

Mrs O'Doherty, Deputy Head Pastoral Care and Guidance, and her colleagues have put together this booklet to provide you with much of the information you need and answers to any questions that you may have about the routines and practicalities of school life.

All new pupils are given a 'buddy' to help them navigate the more informal aspects of school life during the first few weeks and, as parents and guardians, there are staff on hand to advise you, too. In Junior School your first port of call will be the Class Teacher and, in Senior School and Sixth Form, the Form Tutor. The Admin Team is also a wonderful source of information and advice and can be contacted via nhsadmin@nhs.gdst.net.

I look forward to getting to know your family well and to accompanying your daughter through the next stage of her educational journey.

With best wishes,
Mrs Caroline Petryszak
Headmistress



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Key Staff

Contacting Staff By Email
Please contact all staff via nhsadmin@nhs.gdst.net. Your email will be promptly passed on to the appropriate member of staff.

Senior Leadership Team
The Senior Leadership Team meets weekly to discuss the strategic direction and policy for the whole school as well as to consider the day-to-day operations.

| | |
|---|------------------------|
| Headmistress | Mrs Caroline Petryszak |
| Deputy Head Pastoral Care & Guidance | Mrs Adèle O'Doherty |
| Deputy Head Academic | Mr Henry Rickman |
| Acting Head of Junior School | Mrs Marissa Davis |
| Consultant Head of Junior School | Miss Katie Milne |
| Director of Sixth Form | Mr Anton Viesel |
| Director of Admissions and Marketing | Mrs Amanda Wilmot |
| Finance and Operations Manager | Mr Alex Hume |

Wider Pastoral Team
The pastoral team works under the guidance of the Deputy Head Pastoral Care and Guidance and works with the tutor team to support the pupils in a range of ways.

| | |
|-------------------------------------|---------------------|
| Deputy Head of Junior School | Mrs Jo Purvey-Tyrer |
| Acting Head of Year 7 | Miss Steph Knight |
| Head of Years 8 & 9 | Miss Sonia Fraser |
| Head of Years 10 & 11 | Becky Kneen |
| School Nurse | Mrs Katie Dunkley |

| | |
|---------------------------|--|
| Other Key Contacts | |
| Trip Payments | Mrs Anita Leonard-Gray |
| Finance Queries | Ms Bo Kuzniewska |
| Catering Queries | Mr Alain Stubbs |
| School Transport Queries | Visit www.northamptonhigh.vectare.co.uk |

Please see full staff list on the School Website (www.northamptonhigh.gdst.net) for further information on staff.

Term Dates 2021 - 2022

Autumn Term 2021

Monday 6 September
Monday 18 October to Friday 29 October
Friday 17 December

First day of term
Half term (2 week duration)
Term ends

Spring Term 2022

Wednesday 5 January
Monday 14 February to Friday 18 February
Friday 1 April

First day of term
Half term (1 week duration)
Term ends

Summer Term 2022

Tuesday 26 April
Monday 30 May to Friday 3 June
Friday 15 July

First day of term
Half term (1 week duration)
Term ends (day finishes at 12 noon)

| |
|--|
| Nursery and School Open |
| Nursery Open and School Closed |
| Nursery and School Closed |
| Bank Holidays |
| INSET Day (Nursery and School Closed) |
| INSET Day (Nursery Open and School Closed) |

| September 2021 | | | | | | | |
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| | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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| October 2021 | | | | | | | |
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| | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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| November 2021 | | | | | | | |
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| December 2021 | | | | | | | |
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| January 2022 | | | | | | | |
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| | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
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| February 2022 | | | | | | | |
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| March 2022 | | | | | | | |
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| April 2022 | | | | | | | |
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| May 2022 | | | | | | | |
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| | 30 | 31 | | | | | |
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| June 2022 | | | | | | | |
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| | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | | | |
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| July 2022 | | | | | | | |
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| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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| August 2022 | | | | | | | |
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| | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | 31 | | | | |
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The School Day Junior School

| 8.30-8.55 | 8.55 – 10.10 | | Break | 10.30 – 11.45 | | 11.45 – 13.00 | 13.00 – 14.10 | | Break | 14.20 – 15.30 | |
|---------------------------------|--------------|----------|-------|---------------|----------|-----------------|---------------|----------|-------|---------------|----------|
| Registration / Assembly / PSHEE | Period 1 | Period 2 | | Period 3 | Period 4 | Lunch and Clubs | Period 5 | Period 6 | | Period 7 | Period 8 |

Morning

Pupils in the Junior School may arrive any time from 7.30am and should go to the main dining room. Pupils can enjoy a hot breakfast from 8.00am – 8.15am. Breakfast can be purchased using a swipe card, which parents can top up in advance. Please see appendix iv.

Pupils who wish to arrive between 7.30am and 8.25am should reserve a place, in advance, using the wraparound care booking form, which is emailed to parents every week, and should be completed by 12.00pm each Friday for the following week. There is no charge for pupils who attend school from 7.30am, unless they eat breakfast provided by the school.

Pupils who arrive from 8.25am can go directly to their classrooms.

Morning and Afternoon Breaks

Pupils may bring a healthy, nut-free snack to be eaten at morning break. A small snack will be provided to all pupils during the afternoon break. Pupils are encouraged to bring a bottle of water each day, which can be kept in the classroom and topped up throughout the day.

Lunchtime

All pupils have school lunch. Pupils choose their lunch when in the dining room, from a wide range of hot and cold options, including meat, fish, vegetarian and vegan meals, freshly made soup, jacket potatoes, a full salad bar, a range of hot and cold desserts, as well as fruit and yogurts.

Our lunch menus can be viewed at www.northamptonhigh.co.uk/lunch-menus or in the 'lunch menus' area of FireFly, appendix ii.

The School caters for a wide variety of special dietary requirements and allergies. It is important to ensure your child's medical and dietary information is up to date on SIMS Parent, appendix iii. Please contact our catering team via nhsadmin@nhs.gdst.net, should you have any questions about school lunches.

Late Prep

Pupils from Years 3 to 6 may attend Late Prep from 3.30pm to 4.30pm. This is a supervised homework club and pupils have access to computers during this time.

Pupils can book into Late Prep, in advance, using the wraparound care booking form as mentioned above. There is no extra charge for Late Prep.

GAP Club

GAP Club runs daily during term time from 3.30pm – 6.00pm. Pupils from Reception to Year 2 can attend from 3.30pm and pupils from Years 3 to 6 can attend from 4.30pm, after Late Prep or a club.

GAP club offers a creative activity each day, based on a weekly theme. Activities vary from painting to making puppets. Pupils are given the opportunity to take charge of the activity with the support of one of the GAP Club leaders. Our aim is to give each pupil an enjoyable and enriching experience in a happy and stimulating environment. There is also a quiet area for those who would like to relax.

Pupils can book into GAP Club, in advance, using the wraparound care booking form as mentioned above. There is a small extra charge for GAP Club.

Junior School Co-Curricular Programme
Pupils may choose to participate in a wide range of co-curricular activities, clubs and societies, taking place before the school day, during the lunchtime period and after the school day.

Parents will be sent details of the clubs on offer for the term ahead by the Junior School office.

Please see below an example of co-curricular clubs recently offered in the Junior School, clubs vary depending on the year group and school term:

| | |
|------------------------|-------------------------|
| Busy Fingers Club | Jazz Dance |
| Choir | LAMDA |
| Construction Club | Maths Games and Puzzles |
| Cricket Club | Netball Club |
| Cross Country | Recorder Club |
| Debating Club | Science Club |
| Digital Leaders | Story Club |
| Getting Jiggy with it! | Swimming Club |
| Hockey Club | Tennis |



The School Day

Senior School

| 8.30-8.55 | 8.55 – 10.10 | | Break | 10.30 – 11.45 | | 11.45 – 13.00 | 13.00 – 14.15 | | Break | 14.20 – 15.35 | |
|-------------------------|--------------|----------|-------|---------------|----------|-----------------|---------------|----------|-------|---------------|----------|
| Registration / Assembly | Period 1 | Period 2 | | Period 3 | Period 4 | Lunch and Clubs | Period 5 | Period 6 | | Period 7 | Period 8 |

Morning
Pupils in the Senior School may arrive from 7.30am. They can enjoy a hot breakfast in the dining room, from 8.00am – 8.15am. Breakfast can be purchased using a swipe card, which parents can top up in advance. Please see appendix iv.

Pupils should ideally arrive at their form room by 8.20am to organise their books for the morning’s lessons.

Morning Break
Pupils may bring a healthy, nut-free snack to be eaten at break time. Alternatively, the school tuck shop is open every break time for pupils to purchase hot and cold snacks with a swipe card. Pupils are encouraged to bring a bottle of water each day, which can be topped up throughout the day.

Lunchtime
All pupils have school lunch. They choose their lunch when in the dining room, from a wide range of hot and cold options, including meat, fish, vegetarian and vegan meals, freshly made soup, jacket potatoes, a selection of sandwiches and wraps, a full salad bar, a range of hot and cold desserts, as well as fruit and yogurts.

Our lunch menus can be viewed at www.northamptonhigh.co.uk/lunch-menus or in the ‘lunch menus’ area of FireFly. appendix ii.

The School caters for a wide variety of special dietary requirements and allergies. It is important to ensure your child’s medical and dietary information is up to date on SIMS Parent, appendix iii. Please contact our catering team via nhsadmin@nhs.gdst.net, should you have any questions about school lunches.

Pupils return to their form room at the end of the lunchtime period to organise their books for the afternoon’s lessons.

Late Prep, 4.00pm – 5.00pm
Pupils may attend Late Prep, a supervised session, in either the library or the eLearning Centre. Sixth Form pupils may also use the Sixth Form Common Room or the Sixth Form Quiet Study Room. A Level Art students may use the Sixth Form Studio. There is no additional charge for those staying for Late Prep.

Late Stay, 5.00pm – 6.00pm
Pupils may attend Late Stay, a supervised session. Pupils are able to complete work, play board games and socialise with their friends. Light refreshments are provided. There is no additional charge for those joining the Late Stay session.

Senior School Co-Curricular Programme

Pupils may choose to participate in a wide range of co-curricular activities, clubs and societies, taking place before the school day, during the lunchtime period and after the school day. At the beginning of the autumn term, we hold a Clubs Fair, where pupils can find out more about the co-curricular activities on offer and sign up for those that they are interested in.

As part of the Confidence and Challenge (COaCH) Programme, we strongly encourage all Year 7 (Upper Third) and Year 8 (Lower Fourth) pupils to develop their skills and challenge themselves to try something new by attending at least two clubs or activities each week. Participation is recorded in the pupil's COaCH record book.

Pupils attending a club or activity after the end of the school day should ensure that they are signed out before leaving the premises.

Please see below an example of co-curricular clubs recently offered in the Senior School, clubs vary depending on the year group and school term:

| | |
|----------------------------|--|
| Ancient Greek Club | Art Club |
| Backchat Magazine | Badminton Club |
| Book Club | Bootcamp |
| Café Sci | Charity Committee |
| Choir | Clarinet Group |
| Current Affairs Club | Debating and Public Speaking Club |
| Drama Club | Eco Team |
| Engineering Society | Fashion and Textiles Club |
| Femsock | Foodies |
| Football Club | Flute Quartet |
| GameDev. Club | Global Languages and Linguistics |
| Guitar Ensemble | Gymnastics |
| Hockey Club | Indoor Cricket |
| Knitting Club | Language Leaders |
| Mandarin Club | MFL Club |
| Model United Nations | National Theatre New Views Playwriting |
| Netball Club | Oxbridge Classics Club |
| Polymer Clay Club | Rackets Club |
| #RE-Inspired | Rock Band |
| Science Investigation Club | Science Journal Club |
| Senior Drama Company | Senior Orchestra |
| Senior Strings | Sewing Bee |
| Swimming Club | Water Polo |
| Woodwind Group | Yoga Club |

Reading Lists

We encourage all pupils to read for enjoyment and to enhance their learning. Our dedicated Librarian, Miss Ann Buxton, compiles reading lists for each year group to help guide any readers who are unsure where to start. For the full list of recommendations, please see appendix vi.

Uniform

Please see **Appendix i** for our full uniform list and policy.

School Equipment

Junior School

From Reception to Year 4, pupils are required to purchase the black embroidered rucksack from Schoolblazer. In Years 5 and 6 pupils have the option to bring their own school bag, suitable for holding A4 exercise books and folders.

| | |
|------------------------|---|
| RECEPTION TO YEAR 2 | A book bag is required for carrying reading books/library books to and from school. These are available from Schoolblazer. Girls who have attended our Nursery may already have one of these. |
| YEARS 3 TO 6 | <ul style="list-style-type: none">• Clear plastic 30cm ruler• Handwriting pen• Small pencil case (approximately 20cm x 10cm)• HB pencils• Coloured pencils• Glue stick• Rubber• Pencil sharpener• Ear bud type earphones or small headphones for use with ipads and laptops• A highlighter pen |
| YEAR 5 AND 6 | <ul style="list-style-type: none">• All pupils in Years 5 and 6 will need to bring in a suitable electronic device (laptop, tablet). See appendix vii. |
| YEAR 6 ONLY | <ul style="list-style-type: none">• Fountain pen with blue cartridges• Fine liners• A calculator (we suggest CASIO fx-85GTX as this is recommended in Senior School) |

School Equipment

Senior School

| | |
|--------------------|--|
| STANDARD EQUIPMENT | <ul style="list-style-type: none"> • A sturdy bag; preferably black or navy • An inexpensive cartridge/fibre tip pen (not a ballpoint pen) • A ruler • A rubber • HB pencils • Coloured pencils • A glue stick • Scissors (snub-nosed only) • Oxford English Mini Dictionary published by Oxford University Press |
| ART | <ul style="list-style-type: none"> • 2B, 4B, 6B pencils, set of short handled sable or nylon paintbrushes • Black fine liner • White eraser • Coloured pencils • Small set of watercolours • For Art GCSE students only – Etching Tool (available from the Art Department for £4.50) |
| FOOD TECHNOLOGY | <ul style="list-style-type: none"> • Hessian bag (available from the Food Technology Department for £5.00) • Small cool bag for meat, fish and dairy products (lunch box size to fit inside hessian bag) • Hair tie/band |
| MATHEMATICS | <ul style="list-style-type: none"> • A scientific calculator (we recommend a CASIO fx-85GTX) • 30cm Ruler • Protractor, clear plastic • Maths compass • HB pencils |
| P.E. | <ul style="list-style-type: none"> • Hockey stick for the autumn term • Tennis racket for the summer term |
| OTHER | <ul style="list-style-type: none"> • All Senior School pupils will need to bring in a suitable electronic device (laptop, tablet). See appendix vii. |

School Transport

We are pleased to offer a full transport programme for pupils to travel to and from school by bus, serving villages and towns throughout Northamptonshire and beyond.

Our buses are used exclusively by our pupils and are a popular choice, ensuring children arrive at school safely and prepared for the day. Bus journeys may be booked for specific days or for all journeys to and from school. There is not a minimum requirement of journeys per week. Ad hoc, single journey bus tickets are sold subject to availability.

In the mornings, we advise that pupils wait at the bus stop at least five minutes before the set pick-up time.

At the end of the school day, Junior School pupils are accompanied by a member of staff to their buses. Senior School pupils assemble to wait for their buses, and members of staff ensure that all girls board each of the buses safely.

Buses run at the end of the school day. We also operate additional buses leaving at 5.15pm, on selected routes, to cater for pupils wishing to attend after school clubs and activities

The bus routes are revised each year to accommodate the needs of pupils and families, as required.

Please visit www.northamptonhigh.vectare.co.uk for current timetables, booking information and to book online.



Communications

Your child's class teacher (Junior School) and form tutor (Senior School) will generally be your first point of contact for day-to-day queries, and will always be happy to give you information and updates on your child's progress in school. The majority of issues can easily be dealt with through good communication, so please do keep in touch – however large or small your query or concern. During the school day, email is often the easiest way to get in touch with your child's teacher or form tutor. They will always respond as soon as possible. Please use this email address to reach staff nhsadmin@nhs.gdst.net for the Senior School and junioradmin@nhs.gdst.net for the Junior School; your email will be passed on quickly and efficiently to the most relevant member of staff in school on that day.

School Comms / SchoolPost

We use a communication system called School Comms (soon to move to SchoolPost) to keep in touch with parents and guardians. School Comms and SchoolPost messages are sent to your preferred email address. In addition to this, you may have direct contact from our staff via email or phone with any updates and information.

Parents and guardians can access our Virtual Learning Environment (VLE) and details of how to do this can be found in appendix ii. Parents evenings are held via our online software School Cloud. You will be sent details as these happen.

Junior News and High News

Junior News (for the Early Years and Junior School) and High News (for the Senior School and Sixth Form) are our weekly newsletters sent via email each Friday.

Notices of a general nature are passed on via this route. Many school and individual achievements are celebrated in Junior News and High News, as are details of all fixtures, practices, activities and calendar information for the week ahead.

Social media

We post regular news and information on our Twitter, Facebook and Instagram feeds. Please follow us to keep up to date with all of our news. Our addresses are as follows:

facebook NorthamptonHigh

| | | | |
|----------------|------------------|---------------|-----------------|
| twitter | Northampton High | NHS6F | NHSJuniorSchool |
| | NHSNursery | DeputyHeadNHS | NHS_Sport |

Instagram NorthamptonHigh

SIMS Parent

Our database management system is SIMS. This database holds important information about pupils, including emergency contact details, medical information, and school reports. Parents and guardians should regularly check SIMS Parent to ensure the information is up to date. More information on SIMS Parent is enclosed in appendix iii.

Educational Trips and Visits

The administration of Educational Visits and Trips is managed by a system called Evolve. Parents will be asked to give consent via an electronic means for each trip in which your daughter is invited to participate.

The electronic letter and consent form will be sent to the primary contact email address held on SIMS for each person with parental responsibility. Only one parent needs to give consent but, for overseas trips, to comply with our safeguarding responsibility, we include a tick box to confirm that all parties with parental responsibility have given consent.

Should you wish to keep track of trips for which you have given consent, or check the details of the trip, you can sign up for MyEvolve. To register for a MyEvolve account, visit www.myevolve.online/activate and enter the email address registered with the school to activate your account.

Calendar

We use a calendar called SOCS to keep our school community up to date. Please see appendix v.

Registration and Absence

We expect pupils to attend school on a regular basis and follow government guidance on acceptable levels of absence. If your daughter is too unwell to attend school, please telephone the Junior School reception on [01604 667979](tel:01604667979) or Senior School reception on [01604 765765](tel:01604765765).

Appointments

Please notify the school by emailing junioradmin@nhs.gdst.net (for Junior School) or nhsadmin@nhs.gdst.net (for Senior School) should your daughter need to attend a medical appointment during the school day.

Other Absence

If you wish to request absence for any other reason, please do so at least 3 weeks in advance in order for due consideration to be given.

Requests for extraordinary absence should be sent to junioradmin@nhs.gdst.net (for Junior School) or absence@nhs.gdst.net (for Senior School). We are not able to authorise holidays in term time except in extraordinary circumstances. Please see the school Absence Policy for full details which can be found in the 'Policies' section of our school website www.northamptonhigh.co.uk.



The Curriculum

Curriculum

We offer an exceptional learning environment that is joyful, inspiring and individually focused, based on our limitless learning philosophy. The curriculum consists of an extensive variety of subjects and wider learning opportunities that develop creativity while offering stretch and challenge for every pupil.

Junior School

| Reception | Years 1 & 2 | Years 3-5 | Year 6 |
|---|--|--|--|
| <ul style="list-style-type: none">• Ballet• Communication and Language• Expressive Arts and Design• Literacy• Mathematics• Physical Development• PSED (personal social and emotional development))• Swimming• Understanding of the World• Forest school (weekly) | <ul style="list-style-type: none">• Art• Computing• Design and Technology• English• French• Games• Humanities (Geography, History and RE)• Mathematics• Music• Physical Education• PSHEE (Personal, Social, Health and Economic Education)• Science• Swimming• Forest school (weekly) | <ul style="list-style-type: none">• Art• Computing• Design and Technology• English• French• Games• Humanities (Geography, History and RE)• Mathematics• Music• Physical Education• PSHEE (Personal, Social, Health and Economic Education)• Science• Swimming• Forest school (twice a term)• Residential experience (2 nights) | <ul style="list-style-type: none">• Art• Computing• Design and Technology• English• French• Games• Humanities (Geography, History and RE)• Mathematics• Music• Physical Education• PSHEE (Personal, Social, Health and Economic Education)• Science• Swimming• Forest school (twice a term)• Residential experience (5 days) |

Senior School

| Year 7 | Year 8 | Year 9 |
|--|---|---|
| <ul style="list-style-type: none">• Art• Combined Science• Computing (studied as part of the Maths curriculum)• Drama (on rotation)• English• Food Technology (on rotation)• French• Games• Geography• German (on rotation)• History• Humanities Transferable Skills (on rotation)• Latin• Mathematics• Music• Physical Education• PSHEE (Personal, Social, Health and Economic Education)• Spanish (on rotation)• Reading Scheme• Textiles (on rotation)• Theology and Philosophy | <ul style="list-style-type: none">• Art• Combined Science• Computing (studied as part of the Maths curriculum)• Drama (on rotation)• English• Food Technology (on rotation)• French• Games• Geography• German (on rotation)• History• Humanities Transferable Skills (on rotation)• Latin• Mathematics• Music• Physical Education• PSHEE (Personal, Social, Health and Economic Education)• Spanish (on rotation)• Textiles (on rotation)• Theology and Philosophy | <ul style="list-style-type: none">• Art• Biology• Chemistry• Computing (on rotation)• Drama (on rotation)• English• Food Technology (on rotation)• Games• Geography• Languages options - pupils choose 3 subjects from the following options (must include one Modern Language); French, German, Global Outlook, Latin and Classical Civilisation, Spanish• History• Mathematics• Music (on rotation)• Physical Education• Physics• PSHEE (Personal, Social, Health and Economic Education)• Textiles (on rotation)• Theology and Philosophy |

GCSEs

GCSEs are the start of a four-year journey where pupils can delve further into their passions and discover more about who they are. This journey takes pupils through the two important GCSE years and also the exciting two years of Sixth Form, with students leaving to pursue a huge range of future options. All pupils in Years 10 and 11 study the core subjects of English, English Literature, Mathematics and the three Sciences of Biology, Chemistry and Physics. Pupils will also choose at least one Modern Language from French, German or Spanish. The three sciences can be studied as separate GCSEs or as a Dual Science award. As well as these core subjects, pupils may choose up to three other GCSEs to study. For full details on the GCSE curriculum, as well as details on the other aspects of Years 10 and 11 such as '360-degree Me'ePortfolio, and enrichment opportunities, please see the GCSE Years Guide. This guide can be found in the multimedia page of the website <https://www.northamptonhigh.co.uk/prospectuses/>

Sixth Form

Our Sixth Form offers students a unique portfolio of courses and experiences which enable them to explore subjects that interest them and find new passions. Students choose 3 or 4 A Levels from a range of 23 subjects, their choices create a unique, bespoke programme which also includes their options from our extensive range of enrichment opportunities, designed to complement the A level choices made. For full details on the A Levels on offer, as well as details on the other aspects of the Sixth Form, please see the Sixth Form Programme Guide. This guide can be found in the multimedia page of the website <https://www.northamptonhigh.co.uk/prospectuses/>.

PSHEE

As part of the curriculum, we have a wellbeing programme for all pupils that is delivered through our Personal Social Health and Emotional Education programme. The programme covers several key topics:

- Personal Social Health Economic Education (including Sex and Relationships Education at the appropriate point)
- Preparation for Life (including Careers and Financial Guidance)
- Citizenship and Values
- Economics

Our **Sex and Relationships** education programme is delivered as part of PSHEE. It includes an emphasis on good health, self-esteem and making sound decisions and judgements in relationships of all kinds. It also includes education on how the body works.

Parents have the right to withdraw their daughter from these parts of the PSHEE programme; in the Junior School parents will be consulted prior to these sessions, and in the Senior School parents should contact their child's form tutor (via nhsadmin@nhs.gdst.net), if they wish to discuss the programme in any way.

Assessment and Reporting

Each term you will receive information about your child's progress. The method of contact will depend on the age of your child and the parents' evenings and reporting cycle for the year will be sent to you at the start of the year, so that you are aware of what to expect and when. Should staff have any concerns at any other point, they will contact you directly; likewise please do contact us if you have any concerns.

Special Educational Needs and Learning Support

Every pupil is given the support they need to ensure that they are working to the very best of their ability. Our teaching and learning manifesto allows teachers to focus on each individual pupil, enabling them to build confidence in their potential to achieve.

SEND support is offered by specialist teachers. If your child has a special educational need, or if you have any questions about additional support your child may need in school, please contact Mrs Duck (Junior School) or Mrs Beezley (Senior School) by emailing nhsadmin@nhs.gdst.net.

A learner profile will be drawn up with detail on how your child will be supported. Support for pupils may include one-to-one or small group lessons, in-class support and differentiation.

Stretch and Challenge

All pupils are given the opportunity to be stretched and challenged, both in the curriculum and beyond. Our experienced teachers skilfully adapt lessons to ensure every pupil reaches their full potential every day. Our Confidence and Challenge (COaCH) Programme reaches beyond lessons to encourage pupils to develop and learn new skills, try new experiences and build resilience. We nurture all our pupils academic abilities, ignite their imaginations and continuously scatter their paths with opportunities.

English as an Additional Language

We offer one-to-one and group lessons for pupils who have English as an Additional Language (EAL). These lessons are provided by an EAL specialist, Mrs Eborall.

Music, Ballet and LAMDA Lessons

Music
We offer a full range of individual and group music lessons as an optional extra from Reception Class upwards. Pupils wishing to have music lessons in school may choose from the following:

| | | | |
|-------------|-----------------|-----------|----------|
| Bassoon | Drum Kit | Oboe | Theory |
| Cello | Electric Guitar | Piano | Trombone |
| Clarinet | Flute | Recorder | Trumpet |
| Cornet | French Horn | Saxophone | Viola |
| Double Bass | Guitar | Singing | Violin |

Tuition is given by visiting self-employed teachers.
Lessons take place before and after school as well as during school hours. Pupils may be withdrawn from a class lesson on a rota system so that the same lesson is not missed each week. Our Director of Music, Mr Nathan, is very happy to discuss lesson choices and arrange trial lessons for pupils with the peripatetic staff prior to starting lessons.

Tuition for all extra subjects is charged as a separate item (or an 'extra') in addition to the normal school fees.

To find out more about booking music tuition, please email Mr Paul Nathan, Director of Music, on p.nathan@nhs.gdst.net.

Ballet
In the Junior School, ballet is part of the core curriculum for Nursery and Reception pupils. From Year 1 to Sixth Form, ballet is an optional extra.
The Royal Academy of Dance's graded syllabus has been choreographed to meet the needs of all children who attend ballet once a week. It is also intended as a sound preparation for those wishing to progress to serious ballet training in later years. Examinations can be taken from the age of 5 and, thereafter, at intervals of approximately eighteen months. The examinations are not compulsory and do incur a fee.

Mrs Windsor, a professional peripatetic dance teacher, offers our ballet lessons. Please her directly to find out more about booking lessons, on clwballet@gmail.com.

LAMDA
London Academy of Music and Dramatic Art (LAMDA) lessons are offered by Mrs Gemma Seaford. To find out more about booking LAMDA lessons, please email gemma1c25@hotmail.co.uk.

Wider School Life

Houses
Your daughter will be allocated to one of our four Houses (Artemis, Demeter, Hestia, Selene) when they start at Northampton High School.

Houses comprise of pupils from across all year groups. In the Junior School, House activities are planned in the calendar. In the Senior School, pupils meet fortnightly for House Assembly, led by the Pupil House Leadership Team.

Throughout the year, pupils take part in House competitions such as the House Plays and House Singing Competitions, as well as debating, quizzes and sports competitions and fundraising for their House charity.

Charity and Service
We strongly encourage our pupils to participate in fundraising and volunteering. We recognise that charitable giving should not be a burden on your or your daughter's pocket, and encourage care and support for others in the school and local community as well as giving money.

As a school, we support a number of national fundraising days, such as Children in Need and Comic or Sport Relief through our mufti days. We also find creative ways of supporting other causes close to the pupils' hearts.

Student Council and Student Voice
We want our pupils to engage with school decision-making and to be part of the change process in school. Both Junior and Senior schools have Student Councils who discuss issues raised by the pupil body, and also to engage with decision making in the school.

Each class or form nominates a representative to attend the Student Council or Student Voice meetings.

Policies and Procedures
You will find our key policies on the school website. All other policies are available from reception on request.

Bullying of any kind is not tolerated in school. We also recognise that if friendship changes and problems are dealt with sensitively and with tolerance, escalation can be avoided. We therefore work with a 'no blame' conflict resolution system to assist pupils with friendship difficulties and encourage pupils and parents to engage with this process. Our anti-bullying policy encourages a climate of respect and tolerance within our school and is implemented robustly.

We have regular **fire drills** and **lockdown practices** so that pupils know what to do in an emergency.
All pupils in Junior and Senior School read and sign an Acceptable Use Agreement which confirms they will use technology safely and sensibly. Abuse of technology and online bullying are treated very seriously. Please see our Online Safety Policy and Anti-Bullying Policy on our website for more details..

Trips Overview

As a school community, we enjoy a variety of trips which enhance our school curriculum and learning experience. School trips help pupils experience different cultures and environments; they provide unique experiences to extend learning beyond the classroom.

In addition to the trips mentioned below, the Junior School pupils all enjoy a curriculum day trip each term. In the Senior School a range of day trips are offered to pupils in all year groups.

The following is a general overview of trips to look forward to; they may change slightly each year.

| Trips | Year Groups |
|---------------------------------|-------------|
| Burwell House or Beaumanor Hall | 3 and 4 |
| Grafham Water | 5 |
| Osmington Bay | 6 |

| Trips | Year Groups |
|---|-------------|
| Humanities Residential to Shropshire | 7 |
| Language and History trip to Normandy | 8 |
| Outward Bound trip to the Lake District | 9 |
| GCSE History Trip to the Somme | 10 and 11 |
| GCSE Geography Field Trip to Somerset | 11 |
| A level Geography Residential to Shropshire | 13 |

| Optional Trips | Year Groups |
|--|-------------|
| Netball Weekend in Shropshire | 7 and 8 |
| Ski and Snowboard Trip to Austria | 7 – 11 |
| Language Trip to Montpellier | 10 – 13 |
| Languages and History Trip to Berlin | 10 – 13 |
| Bronze Duke of Edinburgh Expeditions | 10 |
| Silver Duke of Edinburgh Expeditions | 11 |
| Gold Duke of Edinburgh Expeditions | 12 |
| San Francisco STEM Trip | 11 - 13 |
| Trip to Spain | 12 – 13 |
| Trip to Europe and/or Beyond | 12 – 13 |
| World Challenge Expedition (Biennial Trip) | 12 – 13 |

Trips are paid through ParentPay, please see appendix iv. Staggered payment plans are offered for some trips.

Starting at a new School

Tips for Parents

We know that starting a new school can be a time of both excitement and apprehension. Your child may be worried about a number of things that may seem minor and parents can help to keep those worries in proportion.

Over the summer:

- Ensure your child comes to our Welcome Events so they get used to the school and get to know other new pupils
- Be understanding of their worries, however minor they may seem to an adult
- Make this time of their life feel important and exciting
- Minimise criticism at this crucial time where confidence can easily be dented
- Keep this booklet in view so they can look at it regularly to answer any questions
- Reassure them that all of the other pupils will feel the same as them

When school starts:

- Get into a good routine so that your child get a good night's sleep (the first few weeks and all of the new experiences will be tiring)
- Help them to learn techniques to become organised (but try not to do it all for them)
- Show an interest in what they are doing at school but...
- Try not to focus on friendships – these will take time to develop for many pupils
- Be tolerant – they will have periods of worry and tiredness

We look forward to getting to know your child really well and to supporting her along every step of her journey.



Pupil Support

We are committed to supporting all our pupils both academically and pastorally in a variety of ways. Our approach to pupil support is proactive and our experienced staff aim to advise and support pupils before problems arise. We believe that pupils learn better and achieve when they are happy.

Friendships change enormously during various stages of Junior School and in the early stages of Senior School and, whilst this is very normal, it can sometimes be unsettling. Our staff work hard with parents and pupils to support students through these changes and adapt and develop as many different friendship groups as possible. Building resilience to change is key. We subscribe to the Girls on Board programme, designed to support pupils in navigating the sometimes-choppy waters of friendships. In order for Girls on Board to be successful, we ask parents, staff and pupils to all work together. We deliver Girls on Board sessions to pupils from Year 5 up to Year 9 to embed the principles and support the pupils throughout their time with us.

Mental Health

We believe that supporting young people in developing healthy minds is a vital part of our work. We do this in a range of ways.

For younger pupils we have staff trained in delivering a No Worries programme, to which pupils can be referred if they are struggling with anxieties. Pupils in Year 5 and 6 are introduced to the Girls on Board programme. Each class also follows a structured PSHEE curriculum. Activities to promote mental health such as mindfulness and breathing techniques are built into each weekly session. Junior School pupils can also be referred to a local Play Therapist (in consultation with parents and charged separately) who can work with pupils on school premises or by private arrangement with parents.

As part of the Girls Day School Trust, we all work with the Positive Project, a resilient minds programme for both staff and pupils. The Positive Project is embedded in all of our pastoral work and our PSHEE programme rather than being a discrete programme. The Positive Project helps us to empower everyone in our school community to challenge negative thoughts and develop a positive and empowering approach to looking after their own mental health.

All of our teaching staff are trained in basic Youth Mental Health First Aid as part of their induction programme and approximately 20 teaching and support staff are fully trained Level 3 Youth Mental Health First Aiders. This training helps staff to understand the needs of young people and respond in measured and appropriate ways to the needs they may have through any difficult patches.

We have access to the services of a School Counsellor and pupils can access 6 sessions with her free of charge. We strongly recommend that any pupils suffering severe mental health difficulties should see their GP for a referral to the Child and Adolescent Mental Health Service, however the School Counsellor can be a much-needed stop-gap whilst awaiting a referral to other services.

Medical Needs

We have a School Nurse and Nurse Assistant who offer day-to-day first aid and ongoing medical condition support, as well as support to pupils and parents for medical needs. If your child has an ongoing medical condition (or, indeed, develops an illness at any point), let us know via nhsadmin@nhs.gdst.net to discuss your child's needs.

Prescribed medication can be administered by the School Nurse or any other designated trained member of staff, provided the relevant form has been completed by parents. Please speak to reception staff for further information.

Wellbeing

Our pupils are able to access the services of our Wellbeing Assistant and a Counsellor. The Wellbeing Assistant is available to help pupils with day to day worries. She also offers group workshops to support pupils dealing with issues such as anxiety.

Pupils and parents can obtain the Counsellor's details from any member of staff.

Confidentiality

In accordance with the Nurse’s professional obligations, medical information about pupils will remain confidential in most circumstances. However, there may be exceptions to this rule when the Nurse considers it to be in the best interest of the pupil or necessary for protection of the wider school community to pass on information to third parties (e.g. senior leaders in school). The pupil’s medical information form is held by the Nurse as their medical record and would accompany a pupil to hospital in the event that emergency treatment was needed. It is vital, therefore, that parents keep this information up to date.

Counselling is generally a highly confidential service. In line with the recommendations of the Gillick scale of competence, all pupils under the age of 13 who wish to see the School Counsellor must return a form signed by a parent, giving permission to access the service.

Pupils over the age of 13 are assessed for ‘Gillick competence’ and in most cases would not require parental permission. We strongly encourage all pupils to discuss counselling with their parents, as it can be extremely helpful to their therapy for those close to them to be aware however, we do not routinely notify parents of a counselling request unless we become concerned about the pupil’s safety or wellbeing as a result of a disclosure made during counselling.



Appendix i

Uniform

School Uniform Policy

All GDST schools require pupils to wear a uniform until the end of Year 11. School uniform gives a sense of community and can instil pride in the school. It contributes to our ethos and sets an appropriate tone, supporting positive behaviour and discipline. It also supports pupils in learning how to dress properly.

Our uniform has been developed in consultation with pupils, parents, staff and local governors. Pupil voice is listened to when developing additions and changes to the uniform. Cost is considered carefully when deciding on designs and suppliers.

Communication of Policy

This policy is available on request by any member of the school community. A short version of this policy is publicised in all form rooms for easy referral by pupils and tutors.

Equal Opportunities

We will seek to make appropriate arrangements to reflect requirements of pupils regarding acceptable variations. We are sensitive to and respect the needs of different cultures, races, medical conditions, gender and religions. Any variations to the uniform must comply with Health and Safety requirements.

Procedures in the Event of Non-Compliance

Non-compliance with the uniform policy will be dealt with on a case-by-case basis and in an age-appropriate way. Sanctions may be imposed for breaches, particularly repeated breaches which will be dealt with by the Class Teacher (Junior School), Form Tutor (Senior School), Head of Year, Junior School Deputy Head or Deputy Head Pastoral Care and Guidance, as appropriate.

We may ask pupils to go home to change their clothes if appropriate. Parents will be notified and may be asked to attend a meeting to discuss issues if uniform breaches are regular. Pupils wearing jewellery that does not conform to standards, including in PE and Food Technology, will be asked to remove the items and put them somewhere safe. Refusal to do so, for any reason, may result in sanctions under the Rewards and Sanctions Policy.

Pupils with hair colour that does not meet the rules will be asked to ensure it is corrected at the very earliest opportunity. This may include being required to dye hair back to a natural colour or remove brightly coloured extensions or braids.

Purchasing Uniform

Our uniform can be purchased through our online ordering service at [schoolblazer.com](https://www.schoolblazer.com).

Welcome to schoolblazer

Your school uniform is now ready to order!

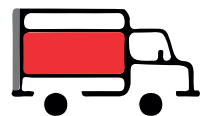
Simply log in at www.schoolblazer.com

Why not order early and relax this summer with **FREE UK P&P from 5th July - 18th July 2021**. We have extended our returns period to 120 days, meaning that you can return your items for free if you find that something you've ordered at the start of the summer holidays doesn't fit at the end of the summer holidays!

Enjoy our simple, easy-to-navigate website for straightforward shopping - we even feature a How to Shop video. Plus, you can shop easily on your phone and tablet.

Fully name-taped orders dispatched within 3 days, FastTrack delivery also available.

Free UK returns with 120 days to return your item



We are committed to making your preparations for the new term as easy and pain-free as possible. If you have any questions or require help, please do not hesitate to contact our Helpline on 0333 7000 703, Mon-Fri 9am-8pm, Sat 9am-5pm or email [Schoolblazer at customerservices@schoolblazer.com](mailto:customerservices@schoolblazer.com)



Call: 0333 7000 703

www.schoolblazer.com

Email: customerservices@schoolblazer.com



schoolblazer

Schoolblazer.com was founded by parents for parents to take the chore out of shopping for school uniform.

Our secure online ordering service allows you to shop for uniform and sportswear at your convenience, and we even offer to sew all of the nametags into the garments for free – so throw out the sewing box and enjoy the summer!

Frequently Asked Questions

How do I know what sizes to order?

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

What if I need to return an item?

We offer a free returns service so please return any item unsuitable using our online returns tool, and we will either refund or exchange as required.

Do I have to pay for name tags?

We only charge for the cost of the name tags and sew them in free of charge.

How long will my order take to be despatched?

We promise to despatch orders within 3 working days, and more swiftly than this wherever possible.

I need an item that is showing as out of stock on the website, what should I do?

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

What if I need further information or help with my order?

Our Schoolblazer website features lots of useful information including a How to Shop video and more Frequently Asked Questions. Alternatively you can call our Customer Services Team on 0333 7000 703 and they will be happy to help.



www.schoolblazer.com

Email: customerservices@schoolblazer.com

Call: 0333 7000 703

Junior School Uniform

Please kindly note that the * denotes that the item should be purchased from the Schoolblazer website: www.schoolblazer.com. All other items on the Schoolblazer website are optional. Items without an * can be bought elsewhere.

Pre School to Year 2

| |
|--|
| Compulsory Winter Day Uniform: |
| Tartan Pinafore* |
| White Polo with Royal Tipping* |
| Navy Cardigan* |
| Navy Tights or Navy Long Socks |
| Navy Crested Reversible Stormproof Jacket* |
| Navy Fleece Gloves |
| Navy Crested Fleece Beanie* |
| Plain Black Shoes |

| |
|---------------------------------------|
| Compulsory Summer Day Uniform: |
| Summer Dress* |
| Navy Cardigan* |
| White Ankle or Long Socks |
| Navy Crested Baseball Cap* |
| Plain Black Shoes |

| |
|--|
| Compulsory sportswear: |
| Navy Crested Sweatshirt* |
| Navy Jogging Bottoms |
| Royal Crested PE Polo* |
| One Piece Navy or Black Swimming Costume (Reception upwards) |
| Swimming Hat (Reception upwards) |
| Trainers |
| White Ankle Sports Socks |
| Navy/Cobalt Games Socks* (Year 2) |

| |
|-----------------------------|
| Optional sportswear: |
| Navy Cycling Shorts |

| |
|-------------------------------------|
| Compulsory sports equipment: |
| Small Kit Bag* |
| Shin Pads (Year 2) |
| Gum Shield (Year 2) |

| |
|--------------------------------------|
| Compulsory additional item: |
| Navy Art Overall (Year 1 and Year 2) |
| Black Embroidered Rucksack* |
| Navy Crested Book Bag* |

Year 3 to Year 6

| |
|--|
| Compulsory Winter Day Uniform: |
| Kilt* |
| Navy V Neck Slipover* |
| White Reverse Collar Blouse* |
| Navy Tights or Navy Long Socks |
| Navy Crested Reversible Stormproof Jacket* |
| Navy Fleece Gloves |
| Navy Crested Fleece Beanie* |
| Plain Black Shoes |

| |
|---------------------------------------|
| Compulsory Summer Day Uniform: |
| Summer Dress* |
| Navy Cardigan* |
| White Ankle or Long Socks |
| Navy Crested Baseball Cap* |
| Plain Black Shoes |

| |
|---|
| Compulsory sportswear: |
| Navy Crested Training Pants* OR Navy Full Length Leggings* (available to purchase from Summer 2021) |
| Cobalt/Navy Crested PE Polo* |
| Cobalt Crested Midlayer* |
| Limitless Navy/Cobalt Skort with White Piping* |
| Navy/Cobalt Games Socks* |
| White Ankle Sports Socks |
| Trainers |
| One Piece Navy or Black Swimming Costume |
| Swimming Hat |

| |
|--|
| Optional sportswear: |
| Navy/Cobalt Crested Games Polo* |
| Navy Base Layer Top |
| Astro Turf Trainers |
| Cobalt Crested Soft Shell Jacket with Navy Pipe* |
| Waterproof* (available to purchase from Summer 2021) |

| |
|-------------------------------------|
| Compulsory sports equipment: |
| Navy Crested Duffel Bag* |
| Shin Pads |
| Gum Shield |

| |
|-----------------------------------|
| Optional sports equipment: |
| Hockey stick |
| Tennis racket |

| |
|--|
| Compulsory team kit (for those that are selected to represent the school): |
| Navy/Cobalt Crested Games Polo* |
| Limitless Navy/Cobalt Skort with White Piping* |
| Cobalt Crested Soft Shell Jacket with Navy Pipe* OR Waterproof* (available to purchase from Summer 2021) |

| |
|---|
| Compulsory additional items: |
| Navy Art Overall (Year 3) |
| Navy Overall (Year 4 to Year 6) |
| Black Embroidered Rucksack* (Year 3 and Year 4) |

| |
|---|
| Ballet - Ballet is part of the curriculum for girls in Nursery, Pre School and Reception. For girls in Year 1 to Year 6, ballet is optional. |
| Pink Satin or Leather Ballet Shoes (Satin is preferred for examinations) |
| Black Character Shoes (Grade 1 upwards) |
| Pale Pink, Short Sleeved RAD Regulation Leotard (Reception to Year 3) |
| Short Pink Ballet Socks (Reception upwards) |
| Pale Pink Chiffon Wrap-Over Skirt (Reception and Year 1) |
| Character Skirt (Grade 1 upwards) |
| Lavender Sleeveless RAD Regulation Leotard (Year 4 upwards) |

Senior School Uniform

Please kindly note that the * denotes that the item should be purchased from the Schoolblazer website: www.schoolblazer.com All other items on the Schoolblazer website are optional. Items without an * can be bought elsewhere.

Year 7 (Upper Third) to Year 11 (Upper Fifth)

| |
|---|
| Compulsory day uniform: |
| Senior Fitted Jacket* |
| Long Sleeve Navy/White Striped Blouse OR Short Sleeve Navy/White Stripe Blouse* |
| Navy V Neck Slipover OR Navy V Neck Jumper* |
| Navy Kilt OR Navy Classic Fit Trousers* |

Year 7 (Upper Third) to Year 10 (Lower Fifth)

| |
|---|
| Compulsory sportswear: |
| Navy Crested Training Pants* OR Navy Full Length Leggings* (available to purchase from summer 2021) |
| Cobalt/Navy Crested PE Polo* |
| Cobalt Crested Midlayer* |
| Limitless Navy/Cobalt Skort with White Piping* OR Navy Running Shorts |
| Navy/Cobalt Games Socks* |
| Navy or Black One-piece Costume and any Swimming Hat |
| White Ankle Sports Socks |
| Trainers |

| |
|--|
| Optional sportswear: |
| Navy/Cobalt Crested Games Polo* |
| Navy Base Layer Top |
| Astro Turf Trainers |
| Cobalt Crested Soft Shell Jacket with Navy Pipe* |
| Waterproof* (available to purchase from summer 2021) |

| |
|-------------------------------------|
| Compulsory sports equipment: |
| Navy Crested Duffel Bag* |
| Shin Pads |
| Gum Shield |

| |
|-----------------------------------|
| Optional sports equipment: |
| Hockey Stick |
| Tennis Racket |

| |
|--|
| Compulsory team kit (for those that are selected to represent the school): |
| Navy/Cobalt Crested Games Polo* |
| Limitless Navy/Cobalt Skort with White Piping* |
| Cobalt Crested Soft Shell Jacket with Navy Pipe* OR Waterproof* (available to purchase from summer 2021) |

Year 11 (Upper Fifth) to Year 13 (6.2)

| |
|---|
| Compulsory sportswear: |
| Navy Crested Training Pants* OR Navy Full Length Leggings* (available to purchase from summer 2021) |
| Cobalt/Navy Crested PE Polo* |
| Cobalt Crested Midlayer* |
| Trainers |

| |
|---|
| Optional sportswear: |
| Limitless Navy/Cobalt Skort with White Piping* OR Navy Running Shorts |
| Navy/Cobalt Games Socks* |
| Cobalt Crested Soft Shell Jacket with Navy Pipe* |
| Waterproof* (available to purchase from summer 2021) |
| Navy/Cobalt Crested Games Polo* |
| Navy Base Layer Top |
| Astro Turf Trainers |
| Waterproof* (available to purchase from summer 2021) |

| |
|-------------------------------------|
| Compulsory sports equipment: |
| Gum Shield (for Hockey) |
| Shin Pads (for Hockey and Football) |

| |
|-----------------------------------|
| Optional sports equipment: |
| Navy Crested Duffel Bag* |
| Hockey Stick |
| Tennis Racket |

| |
|--|
| Compulsory team kit (for those that are selected to represent the school): |
| Navy/Cobalt Crested Games Polo* |
| Limitless Navy/Cobalt Skort with White Piping* |
| Cobalt Crested Soft Shell Jacket with Navy Pipe* OR Waterproof* (available to purchase from summer 2021) |



Appendix ii

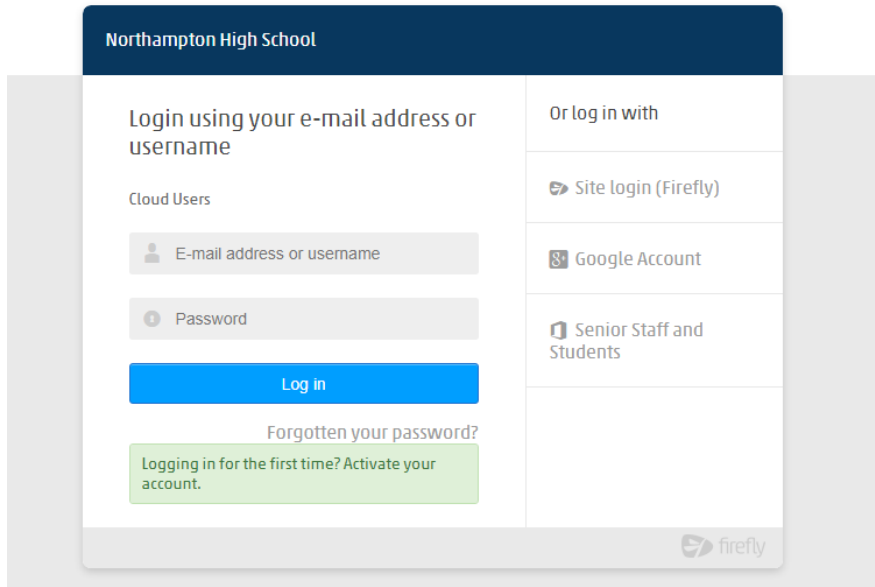
Accessing Firefly

Firefly is Northampton High School's VLE (Virtual Learning Environment). It contains a huge range of resources for students, including functions for setting PREP (tasks) and information about timetables and other vital elements relating to each pupil's school life. For parents it has links to pupil details, learning resources, surveys and other useful information about the school.

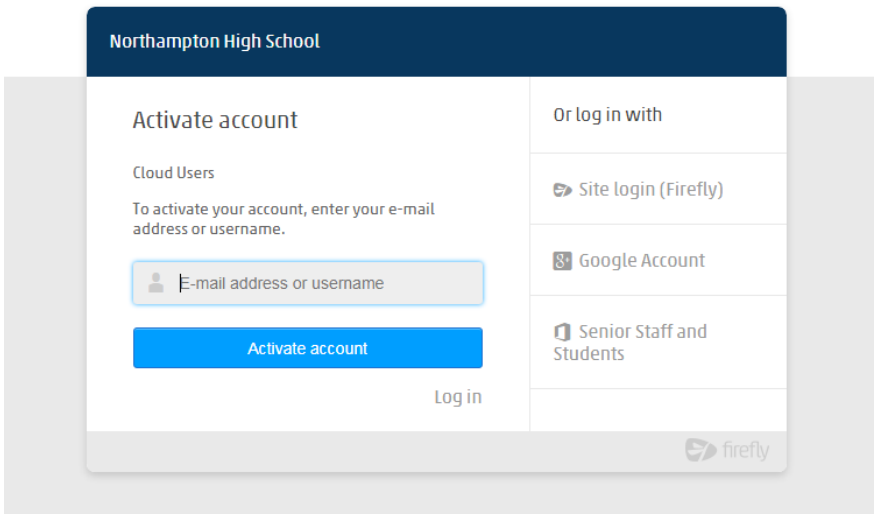
To access Firefly, please follow the link below or copy and paste it into your browser's address bar.

<https://northamptonhigh.fireflycloud.net>

Then you'll see the login screen.



If it is your first time logging on to Firefly, click on the green button that says 'Logging in for the first time? Activate your account'.



Enter the email address that you have provided as your main and primary contact to the school and then click on 'Activate account'. It is important that you use the same email address that we have on our systems for you.

If Firefly recognises the email address, you will see the message below.

Check your mailbox!

An e-mail with details of how to access your account has been sent to your registered address.

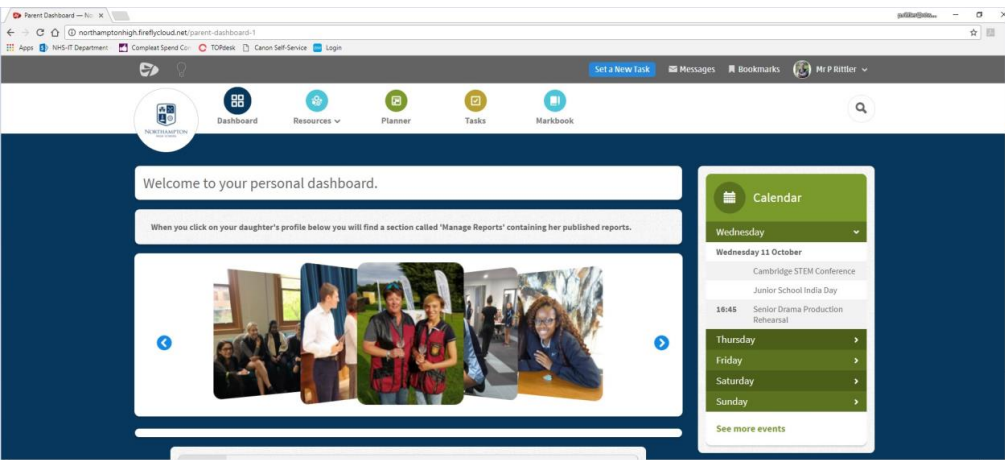
Go to your inbox and look for a message from Northampton High School and 'Activate account' for Northampton High School' in the subject. Open the message and this is what it should look like.



Clicking on the 'Activate Account' link will take you to where you can enter a password.



Put in a password of your choice and confirm it. Clicking on the 'Activate account' button will take you to the Parent's Dashboard which will look similar to the screen shot below. The Junior School version will be green.



If you forget or want to reset your password, please click the links on the login page and follow the instructions.

For any questions, please contact the school on nhsadmin@nhs.gdst.net and state 'Firefly' in the subject line.

Appendix iii

Accessing SIMS Parent

The SIMS Parent App is a new accessible and convenient solution for schools to communicate with parents on many aspects of school life. The app uses a secure single sign-on function which is chosen and managed by the parent.

Key features

School Details - Displays the school address and logo, a parent can tap on:

- the phone number to call the school
- the email address to email
- the URL to open the school website

Messages - System generated notifications are shown.

Calendar - Populated with term dates, training days and the issue dates for pupil reports.

My Children - Displaying the children and links to their individual dashboard. A parent can move between children via the drop down. If the children are from multiple schools, the school logo will be displayed next to the child's photo and name.

Conduct - Displays total achievement points for the term and a count for the number attained during the week and detail for the achievements given.

Timetable - Gives a quick and simple drill through to the child's timetable. If your child is absent from school, you can see the lessons they will have missed.

Reports - Termly curriculum summaries and pupil reports will be published and made available for the parent to download and view at their convenience.

Attendance - Displays AM & PM % attendance for the term. A parent can see Lates or missed lessons. Lates are shown with a red box and an unexplained absence is shown by a red block.

Data Collection - Allows a parent who lives with the pupil to simply and easily request an amendment to any information for their child or themselves. The amendment request is written back to the school administrator to approve before making the change permanent. This helps reduce administration costs at school and saves on the cost of printing and posting data collection forms. Parents can also give their permission for various Parental Consents required by the school.

How Do I Register?

1. You will receive an invitation email from noreply@sims.co.uk containing a unique registration code to activate your Parent App Account. The link is valid for 14 days so it is important that you set up your account as soon as possible. If you do not receive a registration email, please check your spam/junk folder before contacting the school.
2. Click on the link shown in the email to be directed to the Sign In page

IMPORTANT NOTE: To sign in to the Parent App, you will need to have an existing account for one of the following: **Microsoft, Office 365, Google, Facebook or Twitter.**

Parents must not attempt to register using the SIMS ID option as this is for use by school staff only.

3. Click one of the icons to select the type of third party account you want to register with. To use Twitter or Facebook you need to click on **'Use another provider'** and then select the correct icon.

IMPORTANT NOTE: If you do not already have a third party account you can click on **'Use another email account'** to launch the Microsoft Create Account page at <https://signup.live.com/> from where you can create a new Hotmail account.

4. You will be directed to the sign in page and asked to enter your login information i.e. if you select Facebook, you will need to enter your existing Facebook username and password.
5. You will be asked to confirm identity by entering the Date of Birth of your child; this must be entered in the same format as the example shown on screen.
6. You will be asked to confirm your name, email and the invitation code given in the original email. If the details are all correct, click on 'Verify' and the Parent App will be loaded in the web browser.
7. After this process has been successfully completed you can log out and download the Parent App (Capita) from Google Play Store for android devices or from the iOS Apple App Store for iOS phones or iPads.
8. The app is meant for portable devices but if you want to access via a computer you can go through your browser at <https://www.sims-parent.co.uk> and log in using the same details that you registered with.

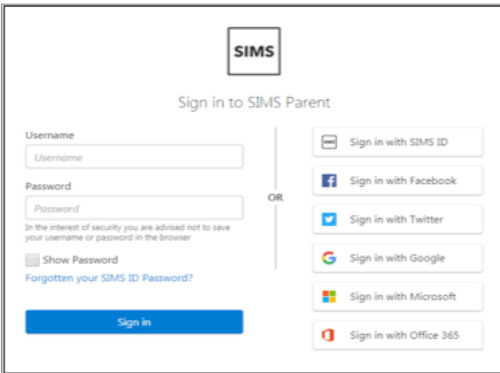
Submitting Data Collection – for parents living at the same address as the pupil

After logging on to the Parent App, please check and submit the Data Collection return for your child(ren). The Parental Consent section requires authorisation for Medications, Publishing Photo & Video, Visits and Food Technology. This data will continue to be used, so please make sure it is updated regularly. The school will contact you annually to remind you to check the data and submit the changes required.

1. Select Data Collection
2. Select Parental Consent
3. You will be presented with tick boxes or slider buttons for each consent – Tick or Turn on the individual options that you wish to give your consent for.
4. Go to the bottom of the page and click on SAVE.
5. Click on Finish changes – you will see a message to indicate the changes are pending.
6. Finally Submit the changes. The Data Collection area will be locked until the changes have been approved.
7. You can follow the same procedure to check and amend the other areas of the Data Collection for example: Addresses, Telephone & Emails and Medical Details etc.
8. The amendments you make will be written back to the school administrator who will check and approve them before making the change permanent. You will receive a message when the changes have been approved and the Data Collection area will be available again for you to make further changes.

How Do I Register?

1. Do not try to enter your third party log on details (Microsoft, Office 365, Google, Facebook or Twitter) in the **SIMS ID Username and Password fields**. **SIMS ID should only be used by authorised members of school staff.** Select the correct icon (Facebook, Twitter, Google, Microsoft or Office 365) from the list of third party account providers.



2. Check that you are not already logged into a third party account when you try to register. If you are already logged in, please log out of any accounts and try again.
3. If you have forgotten your password, please contact your third party account provider, e.g. Microsoft, Office 365, Google, Facebook or Twitter and request a new password.
4. If you have forgotten which account you used to log on with please contact Northampton High School to request a new invitation on **01604 765765** or via nhsadmin@nhs.gdst.net.
5. If the registration email from noreply@sims.co.uk has expired, please contact Northampton High School to request a new invitation on **01604 765765** or via nhsadmin@nhs.gdst.net.

Appendix iv

Parent Pay & Cashless Systems

Cashless Systems - Northampton High School is a cashless school, we use online payment systems for all aspects of school life. You can find out more below, if you have any questions, please email the school on nhsadmin@nhs.gdst.net.

ParentPay - Parent Pay is a system that enables you to pay for additional items that are billed directly by the school. It is a highly secure payment service that records your full history of payments, as well as automatically emails you receipts, and displays all the pending payments relevant for pupils for whom you have parental responsibility. There is also a function that will send email or SMS reminders about payments to you.

Parent Pay is used for:

- School trips (larger trips can be paid in instalments)
- GAP club
- Foundation+ holiday provision for Reception to Year 2
- Enterprise needed for some classes (such as cool bags)
- And any other extras

Swipe Card - As part of the ParentPay service, pupils can obtain a swipe card. This card can be 'topped up' by using your ParentPay account. You will see the option labelled "Breakfasts/Tuck Shop Cashless System".

Once topped up, this card can then be used to pay for breakfast and tuck shop purchases. You can top up any amount of money, and any money spent on food & drink will be deducted on a daily basis. A daily 'spend limit' of £10 will be programmed into the system. This can be increased or decreased for an individual student by making a written request. If needed a 'lend' can be given, the overdraft limit is set at £5.10.

If required, the School can produce a report of what has been purchased with a swipe card.

If you would like to obtain a swipe card, change the limit on the swipe card or ask for a report on a swipe card's use, please email nhsaccounts@nhs.gdst.net with the pupil's full name and year group.

To Get Started - You will receive a letter containing your activation details to enable you to set up your ParentPay account.

If you have more than one child at a school using ParentPay then you can assign them to a single account, providing a single login for all children using the system.

Bus - You can book a bus space using the Vectare website, you will pay for the service using this website when you book. You will be able to use any debit or credit card. The Vectare website will also show you the most up-to-date bus routes available. <https://www.northamptonhigh.vectare.co.uk/>.

Lunch - Lunches are included in your payment to the Girls Day School Trust. Pupils may help themselves to a lunch each day from a wide variety of options.

Fees - Fees are taken by the Girls Day School Trust either monthly, termly, or yearly, depending on the option indicated on the Direct Debit Form completed when you accepted your school place. If you have any questions, please email the admissions department on nhs.admissions@nhs.gdst.net, or contact the fees department at the Girls Day School Trust directly on feesdepartment@wes.gdst.net.

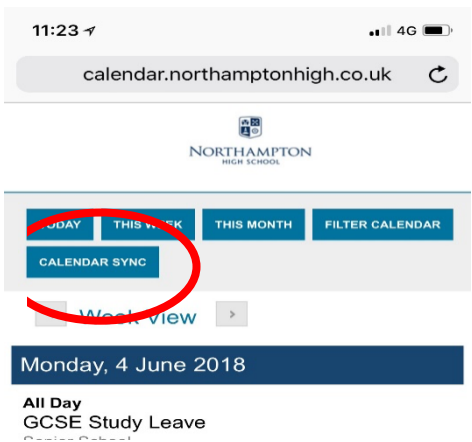


Appendix v

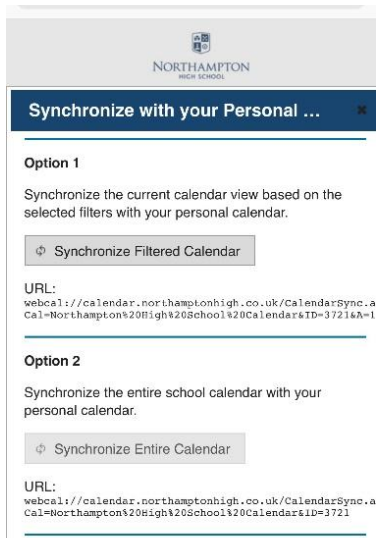
School Calendar

Synchronising SOCS Calendar with a mobile device

1. On your device, go to <http://calendar.northamptonhigh.co.uk> which will open the school calendar.
2. Press Calendar Sync



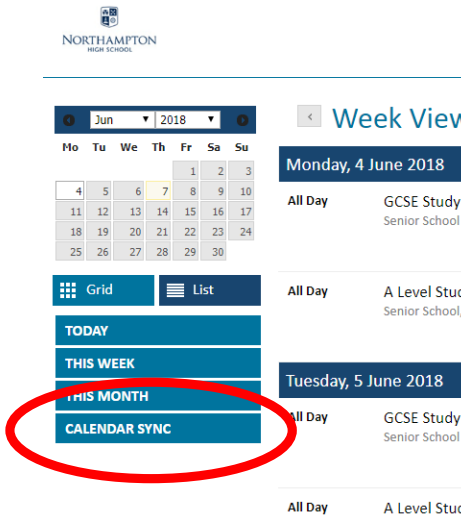
3. Click either 'Synchronise Filtered Calendar' or 'Synchronise Entire Calendar' depending on which you want.



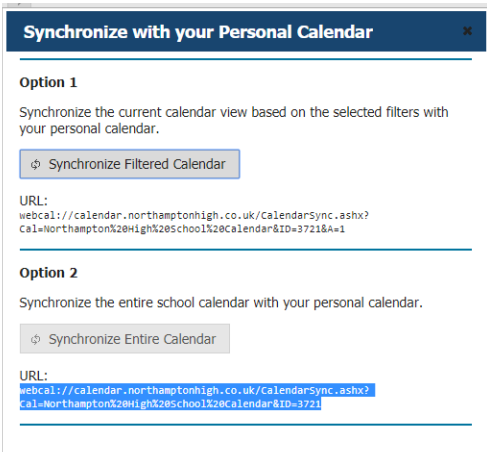
4. Follow the instructions on your device.
5. When you look in your device calendar after this you will have the option to see the school calendar events in it.

Synchronising the SOCS Calendar with Outlook

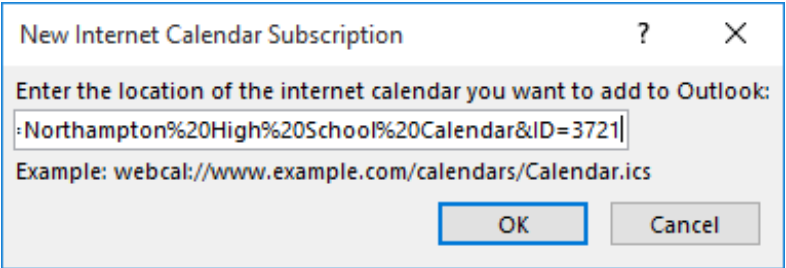
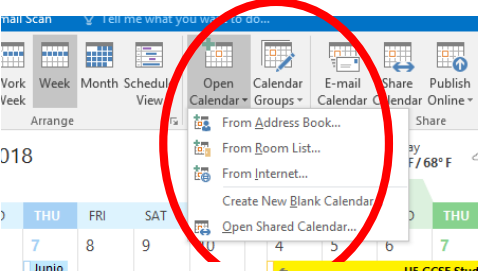
- 1. Open http://calendar.northamptonhigh.co.uk in your browser.
- 2. Click on Calendar Sync



- 3. Select and copy the URL for either the filtered or whole calendar as required



- 4. Open Outlook and go into your Calendar page
- 5. Go to Open Calendar from the Internet and paste the URL you copied previously, into the box.



- 6. Click OK and follow instructions to complete the synchronisation.

Appendix vi

Recommended Reading List

Year 7 / Year 8

| War | | The Supernatural/Fantasy | |
|-------------------------------------|-----------------------|----------------------------------|-------------------------|
| The Boy in the Striped Pyjamas | John Boyne | The Looking Glass Wars | Frank Beddor |
| Letters From the Lighthouse | Emma Carroll | Atremis Fowl | Eoin Colfer |
| Hitler's Daughter | Jackie French | Inkheart | Cornelia Funke |
| Once, Now, Then and After | Morris Gleitzman | Tinder | Sally Gardner |
| Hero on a Bicycle | Shirley Hughes | Cuckoo Song | Frances Hardinge |
| When Hitler Stole Pink Rabbit | Judith Kerr | The Girl of Ink and Stars | Karin Millward Hargrave |
| Goodnight Mister Tom | Michelle Magorian | Skulduggery Pleasant | Derek Landy |
| The Skylarks' War - Y8 | Hilary McKay | The Ghost of Thomas Kempe | Penelope Lively |
| Run Rabbit Run | Barabara Mitchelhill | The Wind on Fire Trilogy | William Nicholson |
| The Amazing Story of Aldophus Tips | Michael Morpurgo | Sabriel | Garth Nix |
| Five Children on the Western Front | Kate Saunders | Chronicles of Ancient Darkness | Michelle Pavier |
| The Foreshadowing - Y8 | Marcus Sedgewick | Johnny and the Dead | Terry Pratchett |
| Hitler's Canary | Sandi Tosvig | The Shepherd's Crown | |
| My Name is Victoria | Lucy Worsley | His Dark Materials Trilogy | Philip Pullman |
| | | Mortal Engines | Philip Reeve |
| | | Railhead | |
| | | The Percy Jackson Stories | Rick Riordan |
| | | The "Harry Potter" Books | JK Rowling |
| | | The Hobbit | JRR Tolkien |
| | | Tanglewreck | Jeanette Winterson |
| Fables, Fantastic Tales and Legends | | Adventure/Miscellaneous | |
| Aesops Fables | | The Wolves of Willoughby Chase | Joan Aitken |
| Wolves of Willoughby Chase | Joan Aitken | Pig-Heart Boy | Malorie Blackman |
| Fairy Tales | Hans Anderson | Noughts and Crosses - Y8 | |
| The Various | Steve Augarde | The Name of This Book is Secret | Pseudonymous Bosch |
| Alice's Adventures in Wonderland | Lewis Carroll | Bloodchild | Tim Bowler |
| | | Millions | Frank Boyce |
| | | Cogheart | Peter Bunzl |
| | | The Ruby Redfort Series | Lauren Child |
| | | After Tomorrow - L4 | Gillian Cross |
| | | The Search for Wondla | Tony DiTerlizzi |
| | | A Place Called Perfect | Helen Duggan |
| | | Ingo | Helen Dunmore |
| | | The Children of Castle Rock | Natasha Farrant |
| | | The Graveyard Book | Neil Gaiman |
| | | Belly Flop and other titles | Morris Gleitzman |
| | | Echo Boy - Y8 | Matt Haig |
| | | The Lie Tree | Frances Hardinge |
| | | Young Sherlock | Andrew Lane |
| | | Young James Bond series | Charlie Higson |
| | | Alex Rider books | Anthony Horowitz |
| | | Trash | Andy Mulligan |
| | | Mike - Y8 | Andrew Norris |
| | | A Ghost Story | Michelle Pavier |
| | | Holes | Louis Sachar |
| | | Treasure Island | Robert Louis Stevenson |
| | | Listen to the Moon | Michael Morpurgo |
| | | The Boy at the Back of the Class | Onjali Rauf |
| | | The Explorer | Katherine Rundell |
| | | My Sword Hand is Singing | Marcus Sedgewick |
| | | Dead Man's Cove | Lauren St John |
| | | Murder Most Unladylike | Robin Stevens |
| | | Lockwood & Co: The Screaming | Jonathan Stroud |
| Animals | | | |
| Watership Down | Richard Adams | | |
| The Sight | David Clement-Davies | | |
| The Wind in the Willows | Kenneth Graham | | |
| Lassie Come Home | Eric Knight | | |
| Sky Hawk | Gill Lewis | | |
| Where the World Ends - Y8 | Geraldine McCaughrean | | |
| Born to Run | Michael Morpurgo | | |
| Mrs Frisby and the Rats of Nimh | Robert O'Brien | | |
| Flambers | KM Peyton | | |
| Black Beauty | Anne Sewell | | |
| The One Dollar Horse | Lauren St John | | |
| Dreaming the Bear | Mimi Thebo | | |

| Short Stories | |
|---------------------------------------|--------------------|
| Seasons of Splendour | Madhur Jaffrey |
| War Girls—A collection of First World | |
| War Stories through the Eyes of Women | |
| Paws and Whiskers | J Wilson Ed. |
| Mystery and Mayhem | Katherine Woodfine |

Biographies and Autobiographies

| | |
|---------------------------------|-------------------|
| Boy | Roald Dahl |
| Hope in a Ballet Shoe | Michaela DePrince |
| Zlata’s Diary—A Child’s Life in | Zlata Filipovic |
| Sarajevo | |
| Falling Leaves | Adeline Yen Mah |
| Malala: The Girl Who Stood Up | Malala Yousafzai |

Growing Up/Family Relationships

| | |
|--|------------------|
| Little Women | Louisa M. Alcott |
| The House with Chicken Legs | Sophie Anderson |
| Artichoke Hearts | Sita Brahmachari |
| Jane Eyre | Charlotte Bronte |
| The 10pm Question: A Novel | Kate De Goldi |
| The London Eye Mystery | Siobhan Dowd |
| A Greyhound of a Girl | Roddy Doyle |
| Nest | Esther Ehrlich |
| The Tulip Touch | Anne Fine |
| The Bubble Boy | Stewart Foster |
| Journey to the River Sea | Iva Ibbotson |
| Sophie Someone | Hayley Long |
| The Boy With Two Heads | Andy Mulligan |
| A Monster Calls | Patrick Ness |
| The Icarus Girl | Helen Oyeyemi |
| Wonder | RJ Palacio |
| My Sister Lives on the Mantlepiece - Y8 | Annabel Pitcher |
| I Capture the Castle | Dodie Smith |
| When You Reach Me | Rebecca Stead |
| Mud - Y8 | Emily Thomas |
| Finding Violet Park - Y8 | Jenny Valentine |
| Time Travelling With a Hamster | Ross Welford |

Year 9

The Year 9 should see a transition stage in reading as they try books with increasing complexity, both in terms of language and the ideas that they are exploring.

The following are suggestions which students might like to try, both teenage titles and ones aimed at adults.

All have been read and enjoyed by girls your age in previous years.

All books are available in the Library.

If students would like more information about the plot check on the Library catalogue or Amazon which is full of useful views and opinions.

(in A-Z order of author).

| | |
|--|--------------------|
| The Poet X (T) | Elizabeth Acevedo |
| The Power (A) | Naomi Alderman |
| Pride and Prejudice (C) | Jane Austen |
| Emma (C) | Jane Austen |
| Transcription(A) | Kate Atkinson |
| All the Truth That’s In Me (T) | Julie Berry |
| Boys Don’t Cry (T) | Malorie Blackman |
| Jane Eyre (C) | Charlotte Bronte |
| The Bunker Diary and other titles (T) | Kevin Brooks |
| The Miniaturist (A) | Jessie Burton |
| The Night Manager (A) | John Le Carre |
| Girl with a Pearl Earring (A) | Tracy Chevalier |
| The Perks of Being a Wallflower (T) | Stephen Chobosky |
| Sad Cypress and other titles (A) | Agatha Christie |
| One (T) | Sarah Crossan |
| Bogchild (T) | Siobhan Dowd |
| My Cousin Rachel (A) | Daphne Du Maurier |
| The Mill on the Floss (A) | George Eliot |
| Silas Marner (A) | |
| The Bone Sparrow (T) | Zana Fraillon |
| The Shock of the Fall (A) | Nathan Filer |
| The Snow Goose (C) | Paul Gallico |
| Memoirs of a Geisha (A) | Arthur Golden |
| Turtles All the Way Down (T) | John Green |
| The Curious Incident of the Dog | Mark Haddon |
| In the Night-time (T) | |
| How to Stop Time (A) | Matt Haig |
| About a Boy | Nick Hornby |
| The Lie Tree (T) | Frances Hardinge |
| Deeplight (T) | |
| Tess of the d’Urbervilles (C) | Thomas Hardy |
| Far From the | Madding Crowd (C) |
| The Dry (A) | Jane Harper |
| Across a Nightingale Floor (T) | Lian Hearn |
| The Talented Mr Ripley (A) | Patricia Highsmith |
| The Enemy Series (T) | Charlie Higson |
| The Woman in Black (A) | Susan Hill |
| Eleanor Oliphant is Completely Fine (A) | Gail Honeyman |
| The Private Patient (A) | PD James |
| Death Comes to Pemberley (A) | |
| The One Hundred Year Old Man Who | Jonas Jonasson |
| Climbed Out the Window and Disappeared (A) | |

To Kill A Mockingbird (A)
Everybody Jam (T)
The Doll Factory (A)
Where the World Ends (T)
Lark (T)
All My Secrets (T)
Black Swan Green (A)
Gone With the Wind (A)
The Tattooist of Auschwitz (A)
The Chaos Walking Trilogy (T)
More Than This (T)
The Rest of Us Just Live Here (T)
Things a Bright Girl Can Do (T)
The Wind on Fire Trilogy (T)
Becoming (A)
Animal Farm (A)
Tamar (T)
The Colour of Magic (A)
Northern Lights Trilogy (T)
Gloves Off (T)
Long Way Down (T)
How I Live Now (T)
There Is No God (T)
Catcher in the Rye (A)
The Ghosts of Home (T)
She Is Not Invisible (T)
Salt to the Sea (T)
I Capture the Castle (C)
Swing Time (A)
The Light Between Oceans (A)
Of Mice and Men (C)
The Help (A)
The Secret History (A)
The Hate U Give (T)
Brooklyn (A)
The Lord of the Rings (A)
Code Name Verity (T)
The Buccaneers (C)
The Age of Innocence (C)
The Martian (A)
The Art of Being Normal (T)
A Sky Painted Gold (T)
Day of the Triffids (C)

Harper Lee
Ali Lewis
Elizabeth MacNeal
Geraldine McCaughrean
Anthony McGowan
Sophie McKenzie
David Mitchell
Margaret Mitchell
Heather Morris
Patrick Ness

Sally Nicholls
William Nicholson
Michelle Obama
George Orwell
Mal Peet
Terry Pratchett
Philip Pullman
Louisa Reid
Jason Reynolds
Meg Rosoff

JD Salinger
Marcus Sedgwick

Ruta Sepetys
Dodie Smith
Zadie Smith
ML Stedman
John Steinbeck
Kathryn Stockett
Donna Tartt
Angie Thomas
Colm Toibin
J.R.R. Tolkien
Elizabeth Wein
Edith Wharton

Andy Wier
Lisa Williamson
Laura Wood
John Wyndham

Year 8 to Year 11

As students move up the school, they should be reading more widely to support their English studies and literacy skills.

This list is not definitive but includes a selection of 20th Century titles from the Waterstones top books of the century.

The 21st Century titles based on Waterstones books of the decade 2000-2019 Classic British titles.

| 20th Century Titles | |
|--------------------------------|------------------------|
| Brick Lane | Monica Ali |
| The Handmaid’s Tale | Margaret Atwood |
| The Wasp Factory | Iain Banks |
| The Crow Road | |
| Regeneration | Pat Barker |
| Clockwork Orange | Anthony Burgess |
| The Outsider | Albert Camus |
| Girl With a Pearl Earring | Tracey Chevalier |
| 2001 A Space Odyssey | Arthur C Clarke |
| Rebecca | Daphne Du Maurier |
| Birdsong | Sebastian Faulks |
| The Great Gatsby | F. Scott Fitzgerald |
| 100 Years of Solitude | Gabriel Garcia-Marquez |
| Memoirs of a GBrighton Rock | Graham Greene |
| Catch 22 | Joseph Heller |
| Dune | Frank Herbert |
| Brave New World | Aldous Huxley |
| The Remains of the Day | Kazuo Ishiguro |
| On the Road | Jack Kerouac |
| To Kill a Mockingbird | Harper Lee |
| Cider With Rosie | Laurie Lee |
| Animal Farm | George Orwell |
| Nineteen Eighty-Four | |
| All Quiet on the Western Front | Erich Maria Remarque |
| The Catcher in the Rye | J D Salinger |
| White Teeth | Zadie Smith |
| The Lord of the Rings | J R R Tolkien |
| The Color Purple | Alice Walker |

Books of the Decade 2000-2019

| | |
|--------------------------------|--------------------|
| The Power | Naomi Alderman |
| Noughts and Crosses | Malorie Blackman |
| The Boy in the Striped Pyjamas | John Boyne |
| Milkman | Anna Burns |
| The Miniaturist | Jessie Burton |
| Ready Player One | Ernest Cline |
| The Binding | Bridget Collins |
| All the Light We Cannot See | Anthony Doerr |
| Inkheart | Cornelia Funke |
| Girl, Woman, Other | Bernadine Evaristo |
| Never Let Me Go | Kazuo Ishiguro |

| | |
|---|--------------------|
| The One Hundred Year Old Man Who Jumped Out of the Window And Disappeared | Jonas Jonasson |
| Small Island | Andrea Levy |
| Wolf Hall | Hilary Mantell |
| Life of Pi | Yann Martell |
| A Girl is a Half Formed Thing | Emer McBride |
| Atonement | Ian McEwan |
| Cloud Atlas | David Mitchell |
| The Night Circus | Nicola Morgenstern |
| Suite Francais | Rene Nemirovsky |
| Wolfbrother | Michelle Pavier |
| The Book of Dust: La Belle Sauvage | Philip Pullman |
| The Suspicions of Mr Whicher | Kate Summerscale |
| The Hate U Give | Angie Thomas |
| The Martian | Andy Weir |

| Classic Titles: British | |
|-----------------------------|------------------|
| Emma | Jane Austen |
| Pride and Prejudice | |
| The Tenant of Wildfell Hall | Anne Bronte |
| Jane Eyre | Charlotte Bronte |
| Wuthering Heights | Emily Bronte |
| The Woman in White | Wilkie Collins |
| Great Expectations | Charles Dickens |
| The Mill on the Floss | George Eliot |

The following are contemporary suggestions which you may enjoy as well:

| | |
|-------------------------------------|--------------------|
| The Confession | Jessie Burton |
| Tinker, Tailor, Soldier, Spy | John Le Carre |
| The Danish Girl | David Ebershoff |
| The Shock of the Fall | Nathan Filer |
| Carol | Patricia Highsmith |
| Eleanor Oliphant is Completely Fine | Gail Honeyman |
| Go Set a Watchman | Harper Lee |
| The Tattooist of Auschwitz | Heather Morris |
| Normal People | Sally Rooney |
| Dissolution | C.J. Sansom |
| How To Be Both | Ali Smith |
| Brooklyn | Colm Toibin |

| Non-Fiction and Biography Titles: | |
|--|-----------------|
| Everyday Sexism 305.42 N/F | Laura Bates |
| Women and Power—305.42 N/F | Mary Beard |
| A Short History of Nearly Everything 500 N/F | Bill Bryson |
| The Body 612 N/F | Bill Bryson |
| Selfish Gene 576.8 N/F | Richard Dawkins |
| This Is Going to Hurt (Autobio) | Adam Kay |
| Freakonomics 330 N/F | Stephen Levitt |
| Long Walk to Freedom (Autobio) | Nelson Mandela |
| H is for Hawk (Autobio) | Helen Macdonald |
| Dreams From My Father (Autobio) | Barack Obama |
| Becoming (Autobio) | Michelle Obama |
| The Chimp Paradox: Mind Management | Steve Parker |
| No One is Too Small to Make a Difference | Greta Thunberg |



Appendix vii

Digacy 1 to 1 Devices

What kind of devices can be used?

We ask all pupils from Year 5 to Year 13 to bring a computer to school. Pupils can bring any device from an iPad or tablet, to a Chromebook, a Windows laptop or a MacBook. If you are considering a tablet, the screen size should be around 10 inches or larger. The ‘mini’ sized iPad is too small (7.9 inches). This guide may be of some help: <http://screensiz.es/tablet> Devices must have a physical keyboard, a camera for scanning work or recording video, be able to run the latest Chrome browser and have an up-to-date operating system. The school uses Google Drive and Google Classroom as its default storage and electronic teaching and learning platforms. The standard Google applications must be available on any digital device in use at school. A hard drive with a minimum size of 64 GB is recommended. In terms of RAM, 4GB or more would be recommended.

Suitable devices

There are many suitable devices available and, ultimately, choice of device is a family matter, although it is worth considering a possible shortlist in case there are issues with availability.

The most versatile devices are ‘2 in 1’ laptops. These have a touch screen so they can be used as a tablet as well. Examples include the Surface Go, which is a Windows device with a 10-inch screen and a good battery life. There are some other similar devices at this price, for example the Lenovo Ideapad C340. There is then quite a big price jump to the next level of 2 in 1 laptops, including the Surface Pro, with larger screens, higher processing speed and more internal memory storage. With laptops, the key is to check battery life and we would also recommend a manufacturer with a good reputation for building robust devices. The MacBook Air is popular amongst older students, but they are quite expensive. The Lenovo Yoga series are a range of 2 in 1 laptops that are also worth considering.

Android devices such as Chromebooks or tablets (with external keyboards) are increasingly popular. The advantages are that they are generally less expensive than other devices, robust, and have long battery life. If considering a Chromebook, it is important that it can access the Google Play store (rather than the Chrome web store) as this will allow downloading of the Microsoft Office mobile apps if these are needed.

iPads are popular and are suitable as long as they are teamed up with an external keyboard (the virtual keyboard takes up too much space on the screen). There are a wide range of options available with iPads, with different screen sizes and memory. If buying a new device, the iPad Pro would be the best of the tablets.

How will devices be kept safe?

It is vital that all devices have a rigid carry case to protect them on the way to and from school, and while they are transported on the site. Pupils should always use the case to transport their devices, no matter how short the distance. When not in lessons, in Senior School, pupils will be able to store their devices safely in their lockers, which should be secured with a padlock. In Junior School, devices will be kept safely in classrooms when they are not needed.

Devices must be named (ideally etched or engraved).

Will devices be insured?

Pupil devices are not covered by school insurance and we strongly recommend arranging this as part of your home insurance. If purchasing a new device, it is worth looking at the availability of extended warranties and selecting a supplier carefully, in case the device needs to be returned for any reason.

Can devices be charged at school?

We ask that devices be brought to school fully charged each day. In addition, pupils may bring a power bank (portable charger) to top up their devices. These are available in a variety of capacities and should also be named, please, to avoid confusion with similar products in school. If all else fails, we have a designated charging cabinet in school for pupils to use, with lockable drawers.

Will the school offer technical support for mobile devices?

Some technical support from our IT team will be available. This will mainly be in terms of helping pupils to get online or for troubleshooting connection problems etc. However, technicians will not be able to set up, access or control the operating systems or software installations on the devices.

Do pupils need headphones?

Pupils should bring small in-ear headphones, such as ear buds, so that if they need to listen to audio, they can do so without disturbing others. Large over-ear headphones are not suitable unless there is a specific issue that might necessitate their use.

What applications will be used?

Beyond the main Google applications we use on a day-to-day basis, teachers will use a range of internet-based applications that are available to all and that have been through the GDST vetting process to ensure they are suitable for use in school.

How will you help pupils to understand how to file work digitally?

Pupils are shown how to develop a range of key IT skills including sharing, filing and how to develop effective documents, spreadsheets and presentations. In their Transferable Skills lessons in the Senior School they also look at building websites. Using Google Classroom provides a natural order to lessons and, because all notes are available electronically, teachers can help pupils to plug any gaps easily.

Are all lessons held using digital devices?

The range of lesson types and styles in place varies hugely, with electronic devices forming just part of the overall tapestry. Written work is still important, of course, and tasks can be scanned to Google Classroom so that teachers can comment on written work.

How is feedback managed electronically?

One of the major advantages of Google Classroom is that feedback is always linked directly to the work set, so teachers can engage in a meaningful dialogue with the students. For example, a piece of work can be edited directly by the teacher, or comments used to annotate the answers and offer advice. Group feedback can easily be given for each assignment too.

Will pupils be able to print in school?

In most cases, work will not need to be printed as it will be delivered to teachers electronically. In some cases, however, it may be useful to print certain pieces of work and there is a way for pupils to access the printers from their own devices. Teachers can help with this if it becomes necessary.

What Security is in place when pupils use the internet at school?

The school subscribes to the GDST-wide filtering and monitoring systems offered by Lightspeed. Not only does the software prevent access to unsuitable sites and social media sites (filtering), it also monitors activity on devices, alerting staff if unsuitable content is written or shared in a range of applications. All devices that connect to the school wifi will be subject to the filtering and all devices, with the exception of iPads, will also be subject to monitoring. Pupils can report possible online safety concerns quickly and confidentially via a link on the Firefly dashboard. Lightspeed does not need to be downloaded onto devices and the GDST will not control the operating system, or be able to access the local filing systems on any devices (beyond the cloud-based systems used for school work).

How does the school monitor digital communication between pupils in school time?

Teachers talk regularly with pupils about the use of devices and the importance of communicating appropriately. This topic is dealt with under the banner of online safety in PSHEE lessons and, as part of the Digacy programme, pupils learn how to use digital tools effectively for communicating in a professional manner. Pupils will be expected to adhere to the school's acceptable use policy and will only need to send messages to others as a part of learning collaboration if this is appropriate, under the guidance of their teachers.

How can we avoid issues related to excessive screen time?

There is no expectation that teachers will require pupils to use devices at all times. We are committed to maintaining a wide range of pedagogical approaches which stimulate and encourage students to learn in different ways.

Whilst research on screen time has drawn many different conclusions, what is certain is that the accessing of social media is the most detrimental aspect to teenage girls. We advise that pupils should take a break from all screens at lunchtimes and breaktimes and after school too. It is also advisable to keep away from screens for 2 hours before bedtime. We strongly encourage parents to charge mobile devices away from bedrooms or apply restrictions which limit use at certain times.

What are the best points of contact if I have any questions?

If you have a technical question about compatibility or setting up a device, please contact Mr Rittler, IT Operations Manager p.rittler@nhs.gdst.net.

If you have any general questions about the use of devices please contact Mr Rickman h.rickman@nhs.gdst.net.

During the school holidays, please contact the school reception so that your queries can be sent on to the relevant person nhsdmin@nhs.gdst.net.

Notes

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