PIONEERING GIRLS' EDUCATION SINCE 1878

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

Welcome to Northampton High School

2020-2021

NORTHAMPTON
HIGH SCHOOL

GDST

A warm welcome to you and your family

Dear Parents and Guardians,

I would like to extend a very warm welcome to you and your daughter. We are delighted that you have chosen Northampton High 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 and your daughter 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.

In Junior School, your first port of call for day-to-day advice and issues is your daughter's class teacher.

There are many students and staff on hand to support your daughter through this transition. For parents, in Senior School and Sixth Form, your first port of call for day-to-day advice and issues is your daughter's Form Tutor.

I look forward to getting to know your daughter well and accompanying her 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
Head of Junior School	Mr Christopher Bailey
Director of Admissions and Marketing	Mrs Amanda Wilmot
Director of Finance and Operations	Mrs Anne Headley
Director of Sixth Form	Mrs Julia Cantwell

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
Head of Year 7	Miss Anna Chapman
Head of Years 8 & 9	Miss Sonia Fraser
Head of Years 10 & 11	Miss Rebecca Kneen
Head of PSHEE	Miss Charlotte Hurst
Deputy Director of Sixth Form	Mr Anton Viesel
School Nurse	

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

Other Key Contacts

Trip Payments	Mrs Anita Leonard-Gray
Other Finance Queries	Ms Bozena Kuzniewska
Catering Queries	Mrs Helen Maskey
School Transport Queries	Mrs Amanda Cox

Term Dates 2020 - 2021

Autumn Term 2020

Thursday 3 September	INSET
Friday 4 September	INSET
Monday 7 September	Term begins for pupils
Monday 19 October to Friday 30 October	Half Term
Tuesday 18 December	Term ends

Spring Term 2020

Friday 8 January	INSET
Monday 11 January	Term begins for pupils
Monday 15 February to Friday 19 February	Half Term
Friday 26 March	Term ends

Summer Term 2020

Wedneday 14 April	INSET
Thursday 15 April	Term begins for pupils
Monday 31 May to Friday 4 June	Half Term
Friday 16 July (day finishes at 12noon)	Term ends

**** Pupils do not attend school on INSET days.***

Bank Holidays: Fri 25 & Mon 28 Dec 2020, Fri 1 Jan, Fri 2 & Mon 5 Apr, Mon 3 & Mon 31 May 2021

Autumn Term 2021 (provisional):
INSET: Thu 2 & Fri 3 Sept 2021. Pupils return to school Mon 6 Sept.



Uniform

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

School Equipment

This list of equipment is for pupils from Year 7 (Upper Third) upwards.

STANDARD EQUIPMENT	• 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 (ISBN-13: 978-0199692637)
ART	• 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	• 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	• A basic scientific calculator • 30cm Ruler • Protractor, clear plastic • Maths compass • HB pencils
P.E.	• Hockey stick for the autumn term • Tennis racket for the summer term

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. A bus pass 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, via **www.northamptonhigh.vectare.co.uk** or by contacting the Office Manager (**via nhsadmin@nhs.gdst.net**).

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 girls are accompanied by a member of staff to their buses. Senior School girls 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, leaving at 3.45pm. We also operate additional buses leaving at 5pm, 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.



The School Day
Junior School

08:35	Assembly/Registration
08:55	Period 1
09:33	Period 2
10:10	Morning Break
10:30	Period 3
11:08	Period 4
11:45	Period 5
12:20	Lunch
13:20	Assembly/Registration
13:45	Period 6
14:20	Period 7
14:55	Period 8
15:30	End of the School Day

Mornings
Girls may come into school from 7.30am. They may have breakfast in school and prepare for the day ahead. All girls are supervised from arrival, and are engaged in activities and games until the Registration period/Assembly commences.

Morning break
Pupils may bring into school a healthy snack to be eaten at break. The 'Big Blue Café' is open to Junior School pupils on Fridays in the dining room, where pupils can purchase a healthy snack.

Lunchtime
School meals are eaten in one sitting. All pupils eat a school lunch. There is always a wide range of hot and cold food on offer, including chef's specials, meat/fish and vegetarian options, freshly made soup, jacket potatoes, a salad bar, a range of hot and cold desserts as well as fruit and yoghurts.

The catering team can cater for a range of dietary requirements and allergies so it is important to ensure this information is up to date on forms completed for your daughter. Please contact our Catering team via **nhsadmin@nhs.gdst.net** should you have any questions about school meals.

The menu for this each week can be found in the 'Lunch Menus' area of FireFly.

Late Prep (Homework Club) and After School Clubs
Pupils from Year 3 to 6 may attend Late Prep from 3.30pm to 4.30pm. This is supervised homework club and pupils have access to computers during this time.

There is a range of extracurricular clubs on offer to girls each term. Parents will be sent details of the clubs on offer for the term ahead by the Junior School Office.

GAP Club
Girls At Play (GAP) Club runs daily during term time from 3:30-6:00pm. Pupils from Reception to Year 2 can attend from 3:30 onwards and pupils from Year 3 to 6 come to the GAP Room at 4.30pm-6.00pm, after Late Prep or a club.

In consultation with the pupils, we offer a creative activity each day, based on a weekly theme. Activities can vary from painting to making puppets. Pupils are given the opportunity to take charge of the activity with the support of one of our staff. Our aim is to give each pupil attending GAP Club an enjoyable and enriching experience in a happy, safe and stimulating environment.

The older pupils are given a chance to use the computers to finish their homework if they have not managed to complete it in Late Prep or have returned from a club.

There is a quiet area where the girls can relax if they wish.

We serve a nutritious snack during the GAP Club session that is prepared by our school Catering team. The menu runs on a two-weekly cycle. We use snack time as one of our ongoing activities and, when appropriate, pupils will help to make their own snack.

A small charge is made for the use of GAP Club on a usage basis. Please see our Extras fees for further detail.

Making a Booking
Places for GAP Club can be booked by either using a termly or weekly booking form.

Termly Bookings:
These can be made via Firefly before or during the first full week of each term and need to be emailed to junioradmin@nhs.gdst.net. Alternatively, you may use one of the booking forms available from the pillar by the main entrance. The completion of a termly form will guarantee a place on your selected sessions for the term.

Weekly Bookings:
If you require more flexibility, you can book using a weekly booking form. These must be received by 9.00am on the first day of the week. Bookings received after this will incur a £2 surcharge. These may be booked by using the forms available from the pillar by the main entrance. Please complete and return to Reception or email your request to Junior Admin.



The School Day
Senior School

08.30	Registration
08.35	Assembly/Form Period
08.55	Period 1
09.33	Period 2
10.10	Morning Break
10.30	Period 3
11.08	Period 4
11.45	Period 5
12.22	Period 6
13.00	Lunch
13.45	REC period
14.20	Period 7 including registration
14.57	Period 8
15.35	End of the school day

Mornings
Pupils in Senior School should, where possible, arrive after 8am to ensure adequate supervision, however the school is open from 7.30am. Girls can have breakfast in the Breakfast Club (in the dining hall) from 8am to 8.15am if they wish. There is a small charge for breakfast, which will be added to your school Extras invoice. Pupils who regularly have breakfast, should see the Office staff to obtain a pass. One-off passes can also be obtained from Office staff as needed.

Registration is at 8.30am in form rooms, and pupils should ideally arrive by 8.20am to organise their books before registration.

Pupils usually return to their form room at break and reorganise their bag for periods 3-6. Likewise, books for Period 7 and 8 can be organised just before afternoon school begins.

Morning break
Pupils may bring into school a healthy snack to be eaten at break. The 'Big Blue Café' is open every day at break time to Senior School and Sixth Form pupils in the Sandwich Bar, where pupils can purchase a healthy snack.

Lunchtime including REC Period
School meals are eaten in one sitting during the first half of the lunch break. All pupils eat a school lunch. They may choose to eat in the dining hall or Sandwich Bar. There is always a wide range of hot and cold food on offer, including chef's specials, meat/fish and vegetarian options, freshly made soup, jacket potatoes, a salad bar, a range of hot and cold desserts as well as fruit and yoghurts.

The Catering team can cater for a range of dietary requirements and allergies so it is important to ensure this information is up to date on forms completed for your daughter. Please contact our Catering team via **nhsadmin@nhs.gdst.net** should you have any questions about school meals.

The menu for this each week can be found in the 'Lunch Menus' area of FireFly.

In the Radically Enriched Curriculum (REC) period after lunch (1.45-2.20pm) pupils will:
- have their weekly timetabled PSHEE lesson or
- have their weekly timetabled Games lesson or
- go to a study room to complete Prep or
- go to an organised activity or
- socialise with friends

After School
Pupils can return to form rooms at the end of the school day, to collect books for homework and sort out their bags and lockers. All pupils should be clear of form rooms by 4pm to enable us to adequately supervise the pupils still in school.

From 4pm there are a number of options:

Late Prep (Homework) Club, 4.00-5.00pm
Pupils must go to Late Prep if they need to stay in school after 4pm and are not in another supervised activity. They do not need to book this in advance, and may simply sign up for Late Prep each morning. They must sign out with the Late Prep staff when they leave.

Late Prep is supervised, in the eLearning Centre and the Library, and pupils work quietly during the session. Computers and desks are available. Sixth Form pupils can study in the Sixth Form Common Room and the Sixth Form Quiet Study Room, and A Level Art and Textiles students may also work in the Sixth Form Studio, and must sign out when they leave.

There is no additional charge for Late Prep. At 5.00pm, any pupils remaining go to Late Stay.

Late Stay
Late stay is a supervised session for pupils from 5.00-6.00pm. Pupils can talk, work, play games and socialise during this session. Snacks are provided.

Girls may remain in Late Stay until 6.00pm. There is no additional charge for Late Stay however, regrettably we must make a charge for staff time if pupils are collected after this time. If you are unavoidably delayed, please contact Senior School reception to notify them before 6.00pm.

Senior School REC, Clubs and Activities
Pupils may choose from a wide range of extracurricular activities, clubs and societies, which take place before school, in the REC period (from 1.40pm) and after school. There is something for everyone, and pupils are encouraged to join at least one or two clubs per week and many girl attend more.

There will be a Clubs Fair at the beginning of the autumn term. Pupils will be invited to find out about the clubs, activities, sports training and practice sessions, and sign up for those of interest.

As part of the Confidence and Challenge (COaCH) programme, we strongly encourage all Upper Third and Lower Fourth pupils to develop their skills and challenge themselves to try something new by joining at least two clubs or activities and attend them each week. This participation is recorded in their Confidence and Challenge booklets.

If your daughter would like to join a club, she should speak to the member of staff who runs it, and she will be made welcome. For the first couple of weeks, most staff accept pupils on a 'taster' basis until they have tried out a variety of clubs and have made their choices. Normally pupils are expected to make a commitment to attend the chosen clubs for a whole term.

Rehearsals for school productions can take place at lunchtime, after school or at weekends. The Music Department offers a wide variety of extracurricular activities; some will be dependent upon levels achieved, whilst others are open to all.

Pupils who are staying after school for a club, play rehearsal or music lesson, etc. should sign in with the person running the club or activity. When the activity is finished, they should sign out on leaving the premises.

Leaving the premises – during the school day
Sixth Form students only may go out of school when they have study periods (no timetabled lessons).

Should pupils need to leave the site for medical appotinments, for example, a request should be made to the class teacher (Junior School) or form tutor (Senior School). Pupils may not leave the premises without gaining permission from a senior member of staff.

Any girl, including a Sixth Former, who has permission to go out of school, should sign out on leaving the site and then sign in again on their return. It is essential that girls sign in/out to maintain correct listings at all times.

Communications

Your daughter'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 daughter'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 daughter's teacher or form tutor, as they will be teaching. They will always respond by email or return a telephone call when they are free or after school. 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.

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

In addition to School Comms, we use Firefly as a method of communication between school and pupils/parents. You will find details about trips posted on our Firefly trips pages, for example. Instructions for accessing Firefly is in appendix ii at the end of this booklet. Parents and pupils will be able to access Firefly once they have started with us.

Junior News and High News
Junior News (for the Junior School) and High News (for the Senior School/Sixth Form) are our weekly newsletters sent via email to all parents each Friday.

Notices of a general nature are passed on via this route. Many school and individual achievements are celebrated included 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
SportsCentre@NorthamptonHigh

twitter
Northampton High
NHSNursery
NHS6F
DeputyHeadNHS
HeadmistressNHS
NHSJuniorSchool
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 should regularly check the SIMS Parent to ensure the information is up to date. This is especially important in relation to parent and other emergency contact information and medical details that are used for trips and, for obvious reasons, should remain up to date. More information on the SIMS Parent is enclosed in appendix iii.

Educational Trips and Visits
The administration of Educational Visits and Trips is managed by a piece of software 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.

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 ill to attend school, please telephone the Junior School reception on **01604 667979** or Senior School reception on **01604 765765**.

Appointments
Please notify your daughter's class teacher or form tutor by email should your daughter need to attend a medical appointment during the school day. You can also let either Junior or Senior School reception know.

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.



The Curriculum

Information about your daughter's school curriculum will be outlined to parents, according the pupil's year group.

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

Assessment and Reporting
Each term you will receive information about your daughter's progress. The method of contact will depend on the age of your daughter 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 parents directly; likewise please do contact us if you have any concerns.

Special Educational Needs
We also have a dedicated Special Educational Needs Coordinator in the Junior School, Mrs Duck who supports girls with specific needs, and a Learning Enhancement Coordinator, Mrs Beezley, in the Senior School.

If your daughter has a special education need already diagnosed, please liaise with Mrs Duck (Junior School) or Mrs Beezley (Senior School).

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

All girls are screened on admission to ensure that any signs of dyslexia are picked up early and support is offered.

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, Miss Eborall.

Other Learning Needs
We recognise that many pupils may need support to access the curriculum and get the most out of their time at school. Our team offers a range of support to pupils who need support with study skills, revision or organisation. This could be on a short or long-term basis.

Some pupils may also benefit from being stretched and challenged beyond the curriculum. We have a range of ways to meet these needs and ensure all pupils can reach their own potential. All teachers in Junior and Senior School are able to refer a pupil to Mrs Beezley for further assessment if they are concerned about any aspect of their learning needs.

Individual and Group Music lessons

We offer a full range of individual and group music lessons as an optional extra from Year 7 upwards. Pupils wishing to have music lessons in school may choose from the following

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

Tuition is given by teachers employed by the Northamptonshire Music and Performing Arts Trust, or 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. Director of Music, Mr Nathan, is very happy to discuss lesson choices and arrange trial lessons for the girls 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.

A letter inviting your daughter to take up individual and/or group lessons will be sent to you directly to make arrangements for your daughter's start at Northampton High.

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.

Mrs Windsor and Mrs Jones, both professional peripatetic dance teachers, offer these lessons, and parents liaise directly with them to organise lessons.

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.

A letter inviting your daughter to take ballet lessons will be sent to you directly to make arrangements for your daughter's start at Northampton High.

LAMDA
We offer pupils additional classes in speech and drama via the LAMDA programme.

A letter inviting your daughter to take ballet lessons will be sent to you directly to make arrangements for your daughter's start at Northampton High.

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 pro-active 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 also be unsettling. Our staff work hard with parents and pupils to support them 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 girls 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 6 up to Year 9 to embed the principles and support the pupils throughout their time with us.

Mental Health
As a school 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. 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 GDST, 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 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 for half a day per week and pupils can access 6 sessions with the counsellor 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 full time School Nurse who offers day-to-day first aid and ongoing medical condition support, as well as support in to pupils and parents for medical needs. If your daughter has an ongoing medical condition (or, indeed, develops an illness at any point), let us know via **nhsadmin@nhs.gdst.net** to discuss your daughter'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 Mrs Hawkins for further information.

Wellbeing and Counselling
Our pupils are able to access the services of our Wellbeing Officer and a Counsellor. The Wellbeing Officer is avaiable to help pupils with serious concerns with which they would like support and help.

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 school 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 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.



Wider School Life

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

Houses comprise pupils from across all year groups. In the Junior School, House activities are planned in the calendar. In the Senior School, pupils meet fortnightly on a Thursday morning 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.

Each House nominates a charity to support for the year and plans one large event as well as smaller events. Money raised is given to the charities at our Celebration of Giving at the end of autumn term. In addition, each year group nominates a charity to support for the year, raising funds through various activities.

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 such as International Women's Day.

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. In the Junior School, the Student Council has regular meetings, and the Student Voice Committee in the Senior School meets twice per term to 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.

In the event of a **Fire or Fire Drill**, pupils must immediately leave the building calmly and in silence, congregating as instructed for a full roll call.

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 Miss Hurst, Head of PSHEE (via **nhsadmin@nhs.gdst.net**), if they wish to discuss the programme in any way.

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 daughter 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:

- Encourage greater independence, such as putting away their own clothes and having opportunities to organise their belongings
- Ensure they can come 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 they 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 and might be tetchy!

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



Appendix i
Uniform Policy

School Uniform Policy

This policy relates to all phases of the school; EYFS, Junior School, Senior School and Sixth Form

All GDST schools require pupils to wear a uniform. 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 and is part of the Parents' Handbook. 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 a 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, will result in sanctions under the Rewards and Sanctions Policy.

Pupils with hair colour that does not meet the rules outlined below 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.

Junior School Uniform (Reception-Year 6)

All items in italics should only be purchased from our uniform stockists, Schoolblazer.
Please go to: http://www.schoolblazer.com and click on the crest for Northampton High School.

Please go to: http://www.schoolblazer.com and click on the crest for Northampton High School.

Winter uniform (October half term–May half term)	
2 year olds	
Leggings – navy	Compulsory – can be purchased locally
Polo shirt - white	Compulsory
Sweatshirt - navy	Compulsory
3 & 4 year olds to Year 2	
Tartan pinafore	Compulsory
Polo shirt - white	Compulsory
Cardigan - navy	Compulsory
Years 3 to 6	
Tartan kilt	Compulsory
Long-sleeved open-neck blouse - white	Compulsory
Sleeveless v-neck	Compulsory
Cardigan - navy	Optional

All Year Groups	
Socks/Tights	Navy knee-length socks/tights
Coat	Navy, fleece lined water-proof coat with hood and embroidered with school crest
Shoes/Boots	Plain black shoes with a low heel Plain black boots/Wellingtons may be worn to and from school, but not indoors
Fleece hat – navy	Compulsory
Fleece scarf – navy	Compulsory
Fleece gloves - navy	Compulsory

Summer uniform – all years from age 3 (May half term-October half term)	
2 year olds	
Dress	Compulsory
Purse belt (Years 3 to 6)	Optional
Cardigan - navy	Compulsory
Socks	White ankle or knee-length socks
Legionnaires cap – Nursery, Reception & Year 1	Compulsory
Baseball cap	Compulsory
Shoes	Plain black sandals (not open-toed or sling back) or plain black shoes

Other Items	
Art overall (Years 1 to 3)	Compulsory
Art wrap-over overall (Year 4-6)	Compulsory
Backpack	Compulsory for Nursery to Year 4
Book bag	Compulsory for Nursery to Year 2

Physical Education & Games	
Leggings – navy	Compulsory – can be purchased locally
Polo shirt - white	Compulsory
Sweatshirt - navy	Compulsory
Royal blue crested PE polo	Compulsory Nursery to Year 2
Cobalt blue polo shirt	Compulsory Year 3 and up
Games polo shirt – navy	Compulsory Year 4 and up
Jogging bottoms - navy	Compulsory Nursery to Year 2
Sweatshirt - navy	Compulsory Nursery to Year 2
Tracksuit top - navy	Compulsory Year 3 and up
Tracksuit bottoms - navy	Compulsory Year 3 and up
Shorts – navy	Compulsory Nursery and up
Skort – navy	Compulsory Year 3 and up
PE drawstring kit bag	Compulsory Nursery to Year 2
Sports bag	Compulsory Year 3 and up
Shin pads	Compulsory Year 2 and up
Gum shield	Compulsory Year 3 and up
Hooped games socks	Compulsory Year 2 and up
Navy base layer top	Compulsory Year 3 to Year 6
Soft Shell Jacket	Optional Year 3 to Year 6
Navy thermal base layer leggings	Optional Year 3 to Year 6
Socks	White ankle sports socks
Footwear	Trainers for outdoor use (Year 1 to Year 3) Trainers for use on the artificial pitch (Year 4 to Year 6) Plimsolls for indoor use – no black soles (Nursery to Year 2) Trainers for indoor use (Year 3 to year 6)
Swimwear	One-piece costume (black or navy) and swimming hat (black or navy)

BALLET – Ballet is part of the curriculum for Nursery and Reception. Nursery girls only require shoes; Reception girls need ballet kit as below, which is available from A Dancers World in Northampton Tel: 01604 634068. For girls in Years 1 to 6 ballet is optional	
Shoes	Pink satin or leather (satin preferred for examinations) Black character shoes from Grade 1
Reception to Year 3:	
Leotard	Pale pink, short sleeved RAD regulation leotard
Socks	Short pink ballet socks
Skirt	Pale pink chiffon wrap-over skirt (Reception and Year 1) Character skirt (from Grade 1)
Year 4 upwards:	
Leotard	Lavender sleeveless RAD regulation leotard
Socks/tights	Short pink ballet socks or tights

Jewellery: The following are permitted: a watch, plain ear stud or sleeper (one in each ear). **No jewellery of any kind may be worn during any PE, Games or Swimming lessons.**

Senior School Uniform (Years U3 to U5)

All items in italics should only be purchased from our uniform stockists, Schoolblazer.

Please go to: http://www.schoolblazer.com and click on the crest for Northampton High School.

Uniform	
Kilt*	Kilt – plain navy. This should sit on or only just above the knee (no more than 2" above the knee) or navy trousers
Blouse*	Blouse - long sleeve or short sleeve, navy NHS stripe
Jumper*	Sleeveless v-neck or long sleeved navy v-neck
Socks/Tights*	Navy or black tights or navy, black or white knee-length/ short socks (no trainer socks)
Fitted jacket*	Dark navy with school crest Pupils are expected to wear their fitted jacket in school, but may remove in lessons if it is too warm
Shoes	Plain black leather shoes with flat heels giving adequate support Canvas shoes, ballet style pumps and trainers are not allowed – they do not provide appropriate support and do not fit the smart style of our uniform.
Optional items	Navy fleece scarf with embroidered crest Navy fleece gloves Navy fleece ski-style hat with embroidered crest Coat (any style and colour is acceptable)

*These items are compulsory

Jewellery	The following items are the only items of jewellery permitted: a watch, small gold/silver religious symbol (necklace or bracelet), plain ear stud or small sleeper (no more than one in each ear). No body piercings, other than in the ears(as above) are allowed in school. No visible tattoos.

Physical Education & Games	
Footwear	Trainers with laces for outside use Trainers with laces for indoor use (non marking)
Shirt	School white PE polo shirt and school navy games shirt
Shorts	Plain navy (not long cycling shorts)
Skirt	School navy skort
Socks	Hooped hockey socks White ankle sports socks
Sweatshirt	School hooded jumper
Swimwear	One-piece costume (navy or black) and swimming hat
Tracksuit	School tracksuit bottoms

Physical Education – Optional Items
School tracksuit – Top
Navy thermal base layer top
Navy thermal base layer leggings
School fitness vest and leggings
Swimwear
Sports Equipment
Kit bag
Goggles (optional)
Hockey stick (for the autumn term)
Shin pads, gum shield and Astroturf trainers for hockey
Tennis racket (for the summer term)

Students are required to wear their uniform with pride, as smart representatives of the school, whilst at school and when out and about.

Mufti Days
From time to time we hold mufti days to raise money for charity or for school trips. On these days, we expect the following points to be noted:
- Jeans should not have holes in them
- All clothing should cover under garments, cleavage and midriff
- Shorts and skirts should cover thighs when sitting down

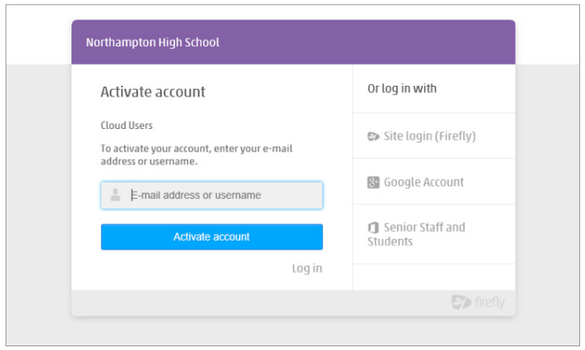
Acceptable Uniform Standards for All Age Groups

- All articles of clothing and personal possessions must be clearly marked with the name of the pupil
- Flat or low-heeled formal leather/leather-look shoes should be worn to avoid accidents. Canvas shoes, trainers and high heels are not acceptable. In Junior School, shoes should be flat
- Tights should be plain, in the colours specified in the uniform list and should not be patterned, laddered or contain holes
- No visible tattoos are permitted
- No jewellery of any kind may be worn during any PE, Games, Swimming or Food Technology lessons
- Make-up may only be worn by Sixth Form pupils
- Hair longer than shoulder length should be tied back when required, for health & safety reasons including for Science, Food and PE/Games lessons. Hair should be styled neatly
- Hair accessories should be simple and in keeping with the uniform
- Unnatural hair colours, such as pink, green and purple, are unacceptable, as are dramatic differences, such as bright blond highlights in very dark hair. Whilst extensions, braids and weaves are permitted, they must also meet the rules on colour as set out above.
- No nail varnish, including gel overlays, acrylics or similar, is permitted unless clear in colour.

Students or parents who would like further guidance should consult with class teachers, tutors, Heads of Year, Deputy Head (Junior School) or the Deputy Head Pastoral Care and Guidance. The Head of Year's decision on what consitutes acceptable uniform is final.

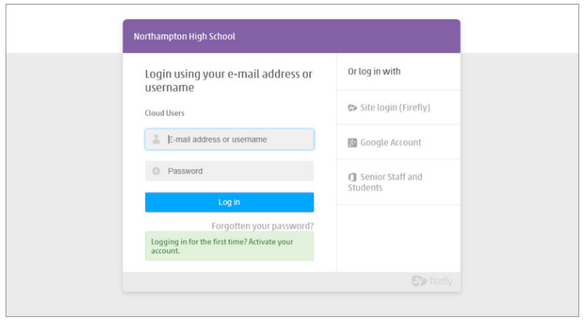
Appendix ii
Accessing Firefly

Go to https://northamptonhigh.fireflycloud.net



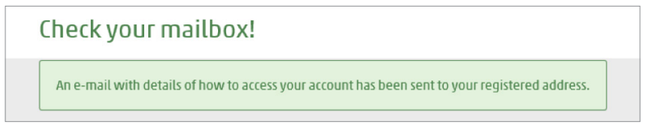
You can activate an account once your daughter has started at Northampton High. If it is your first time logging on to Firefly, click on the green button that says 'Logging in for the first time? Activate your account.'

You will then see the screen below.



Enter the email address that you have provided the school and then click on 'Activate account'.

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



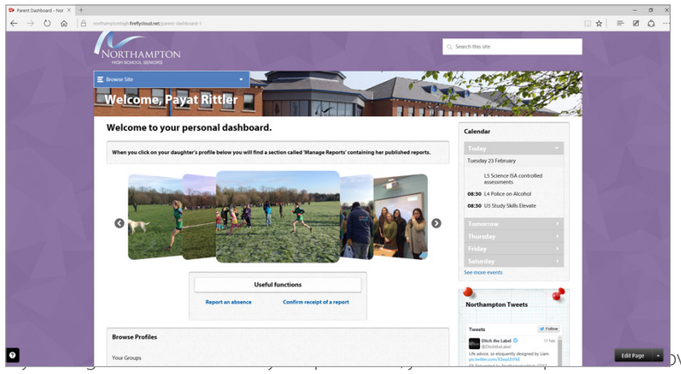
Go to your inbox and look for a message from Northampton High School and 'Activate account for Northampton High School' in the subject. Open the message and this is what it should look like.



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



Clicking on the 'Activate account' button will take you to the Parent's Dashboard which will look similar to the screen shot below.



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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



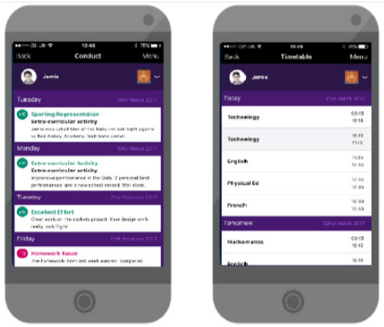
School Details - Displays the school address and logo, a parent can tap on:
- the phone number to call the school
- the email address to email
- the URL to open the school website

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.

Appendix iii
Accessing SIMS Parent



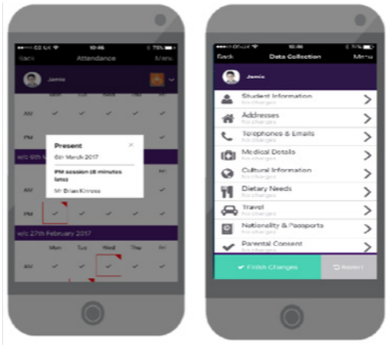
Conduct - Displays total achievement points for the term and a count for the number attained during the week and detail for the achievements given.

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 wi 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 daughter; 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.

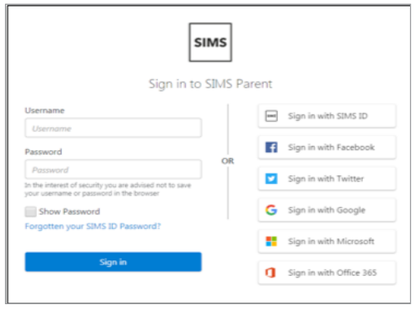
Submitting Data Collection – for parents living at the same address as the pupil

After logging on to the Parent App, please check and submit the Data Collection return for your daughter(s). 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 Co lection 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 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**.

NORTHAMPTON
HIGH SCHOOL

GDST

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Version 2.0/SS