



# Welcome to Northampton High School

2023/2024



NORTHAMPTON  
HIGH SCHOOL

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GDST  
GIRLS' DAY SCHOOL TRUST

# A warm welcome to Northampton High School



Dear Parents and  
Guardians,

It is a great pleasure to welcome you as a parent to Northampton High School. I am delighted that you have chosen our school for your daughter, and I am looking forward to getting to know you better.

We are keen for your daughter to excel and always feel part of an exciting and inclusive community so that she reaches her full potential. As such, Northampton High School will always be small enough to ensure that we have a deep and valuable knowledge of every individual pupil but large enough to create meaningful communities and provide a wide and varied academic, pastoral, enrichment, and extracurricular offer.

We believe that close partnership between the school and home is of vital importance in ensuring the progress of your daughter during her time with us.

This booklet is designed to give the essential information that you need to help your daughter through her first few weeks at the school and answer any questions you may have about the routines and practicalities of school life. General information about our School is followed by details of the curriculum which your daughter will study during this academic year.

All new pupils are welcomed to our community with a 'buddy' to help them navigate the more informal aspects of school life and, as parents and guardians, there are the Senior Leadership Team and the wider Pastoral Team 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](mailto:nhsadmin@nhs.gdst.net).

We look forward to working with you in providing the highest standard of education for your daughter which will ensure she is happy and successful.

With best wishes,

**Dr May Lee**  
**Head**

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# Key Staff

## Contacting Staff By Email

Please contact all staff via [nhsadmin@nhs.gdst.net](mailto: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.

Head	Dr May Lee
Deputy Head Pastoral Care & Guidance	Miss Rebecca Kneen
Deputy Head Academic	Mr Henry Rickman
Head of Junior School	Miss Emily Hair
Director of Sixth Form	Mr Anton Viesel
Director of Admissions and Marketing	Mrs Amanda Wilmot
Director of Finance and Operations	Mr Alex Hume

Please see full staff list on the School Website ([www.northamptonhigh.gdst.net](http://www.northamptonhigh.gdst.net)) for further information on staff.

## 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	Mrs Karen Fordham
Head of Years 8 & 9	Miss Sonia Fraser
Head of Years 10 & 11	Mrs Alex Down
School Nurse	Mrs Katie Dunkley
Wellbeing Practitioner	Mrs Sarah Giordano
Nurse Assistant	Mrs Sarah Brown

## Other Key Contacts

Trip Payments	Mrs Anita Leonard-Gray
Finance Queries	Ms Bo Kuzniewska
Catering Queries	Mr Luke Smith
School Transport Queries	<a href="mailto:contact@vectare.co.uk">contact@vectare.co.uk</a>

# Term Dates

Autumn Term 2023	
Tuesday 5 September	First day of term
w.c. Monday 23 October	Half term (2 week duration)
Friday 15 December	Term ends (day finishes at 12 noon)

Spring Term 2024	
Monday 8 January	First day of term
w.c. Monday 19 February	Half term (1 week duration)
Wednesday 27 March	Term ends (day finishes at 12 noon)

Summer Term 2024	
Monday 15 April	First day of term
w.c. Monday 27 May	Half term (1 week duration)
Friday 12 July	Term ends (day finishes at 12 noon)

# 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 / PSHE	Period 1	Period 2		Period 3	Period 4	Lunch & 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 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. All pupils must arrive for 8.25am at their classrooms to allow for a prompt registration at 8.30am

**Morning and Afternoon Breaks:** Pupils may bring a healthy, nut-free snack to be eaten at break times. 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 which they choose when in the dining room. We offer 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.northampton-high.co.uk/lunch-menus](http://www.northampton-high.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](mailto:nhsadmin@nhs.gdst.net) should you have any questions about school lunches.

**Extracurricular Clubs:** Pupils from Reception to Year 6 will be able to book spaces on a vast range of clubs which change each term. Club sessions run from 3.30pm until 4.15pm. Some sports clubs finish later at 4.30pm or 4.45pm.



**Wraparound Care:** All children from Reception to Year 6 are welcome to attend our wraparound care that runs daily from 3.30pm until 6pm. There is no charge for this provision, apart from if you wish your child to have a light meal with us during this time.

These sessions include creative activities, opportunities for the children to study or read quietly, socialise with peers all in a happy, safe and stimulating environment, supervised by familiar school staff.

# 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 / PSHE	Period 1	Period 2		Period 3	Period 4	Lunch & 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, which can be purchased using a swipe card; this can topped 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, which they choose when in the dining room. We offer 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.northampton-high.co.uk/lunch-menus](http://www.northampton-high.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](mailto:nhsadmin@nhs.gdst.net) should you have any questions about school lunches.

**Late Prep, 4.00pm – 5.00pm:** Pupils may attend Late Prep, a supervised session, in the library. 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. Pupils are able to complete work and socialise with their friends, and light refreshments are provided. There is no additional charge for those joining the Late Stay session



# Cocurricular Programmes

## Junior School

Pupils may choose to participate in a wide range of cocurricular activities, clubs and societies taking place before the school day, during the lunchtime period and after the school day. Lunchtime clubs in Junior School generally take place between 12.20pm and 1pm

Parents will be sent details of the clubs on offer for the term ahead, and spaces are then booked through the online programme; SOCs.

Please see opposite an example of cocurricular clubs recently offered in the Junior School; clubs vary depending on the year group and school term:

Choir	LAMDA
Construction Club	Maths Games and Puzzles
Cricket Club	Netball Club
Cross Country	Recorder Club
Debating Club	Science Club
Digital Leaders	Story Club
Gymnastics	Swimming Club
Hockey Club	Tennis Club
Jazz Club	Wind Ensemble

## Senior School

Pupils may choose to participate in a wide range of cocurricular 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 cocurricular activities on offer and sign up for those they are interested in.

As part of the Confidence and Challenge (COaCH) Programme, we strongly encourage all Year 7 and Year 8 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.

Lunchtime clubs usually take place from 11.45am - 12.20pm in Senior School. Pupils attending a club or activity after the end of the school day must ensure that they are signed out before leaving the premises.

Please see below an example of cocurricular 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
Cafe Sci	Charity Committee
Choir	Clarinet Group
Current Affairs Club	Debating and Public Speaking Club
Digital Leaders	Eco Team
Drama Club	Fashion and Textiles Club
Engineering Society	Foodies
Femsock	Flute Quartet
Football Club	Global Languages and Linguistics
GameDev. Club	Gymnastics
Guitar Ensemble	Indoor Cricket
Hockey Club	Language Leaders
Knitting Club	MFL Clubs

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 Anne Buxton, compiles reading lists for each year group to help guide any readers who are unsure where to start.

For the full list of book 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 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.

<b>Reception to Year 2</b>	A book bag is required for carrying reading books/library books to and from school. These are available to purchase from Schoolblazer. Girls who have attended our Nursery may already have a book bag. Students will also require Ear bud type earphones or small headphones for use with devices.
<b>Year 4 to 6</b>	All pupils in Years 4 to 6 will need to bring in a suitable electronic device (laptop, tablet). See appendix vii.

<b>Year 3 to 6</b>	<ul style="list-style-type: none"><li>• Clear plastic 30cm ruler</li><li>• Handwriting pen</li><li>• Small pencil case (approximately 20cm x 10cm)</li><li>• HB pencils</li><li>• Coloured pencils</li><li>• Glue stick</li><li>• Rubber</li><li>• Pencil sharpener</li><li>• Ear bud type earphones or small headphones for use with devices</li><li>• A highlighter pen</li><li>• Whiteboard pens</li></ul>
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<b>Year 6 only</b>	<ul style="list-style-type: none"><li>• Fountain pen with blue cartridges</li><li>• Fine liners</li><li>• A calculator (we suggest the CASIO fx-85GTX as this is recommended in Senior School)</li></ul>
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### Senior School

<b>Standard Equipment</b>	<ul style="list-style-type: none"><li>• A sturdy bag; preferably black or navy</li><li>• An inexpensive cartridge/fibre tip pen (not a ballpoint pen)</li><li>• A ruler</li><li>• A rubber</li><li>• HB pencils</li><li>• Coloured pencils</li><li>• A glue stick</li><li>• Scissors (snub-nosed only)</li></ul>
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<b>Art</b>	<ul style="list-style-type: none"><li>• 2B, 4B, 6B pencils, set of short handled sable or nylon paintbrushes</li><li>• Black fine liner</li><li>• White eraser</li><li>• Coloured pencils</li><li>• Small set of watercolours</li><li>• For Art GCSE students only – Etching Tool</li></ul>
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<b>Food Tech</b>	<ul style="list-style-type: none"><li>• Hessian bag</li><li>• Small cool bag for meat, fish and dairy (lunch box size to fit inside hessian bag)</li><li>• Hair tie/band</li></ul>
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<b>P.E.</b>	<ul style="list-style-type: none"><li>• Hockey stick for the autumn term</li><li>• Tennis racket for the summer term (both optional)</li></ul>
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<b>Science</b>	<ul style="list-style-type: none"><li>• White lab coat, front buttoning</li><li>• Safety glasses</li><li>• Hair tie/band</li></ul>
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<b>Other</b>	<ul style="list-style-type: none"><li>• All Senior School pupils will need to bring in a suitable electronic device (laptop, tablet). See appendix vii.</li></ul>
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# Transport



We run a full transport programme for pupils to travel to and from school with routes stretching from Kettering, Daventry, Brackley, Towcester, Milton Keynes, Olney, Rushden and Northampton serving over 150 bus stop locations. In addition to the regional services, we also offer local services from nearby areas such as Grange Park, Wootton Fields, and Collingtree Park as we know that many parents like their children to experience the independence of travelling to school themselves. Our School Transport vehicles are used exclusively by our pupils and are a popular choice, ensuring children arrive at school safely and prepared for the day.

Bookings may be made in advance for regular fixed termly passes for all 10 journeys a week, or for specific regular journeys to fit around your specific family requirements. We also offer a flexible premium ticket for ad-hoc usage, and this can be booked online in advance of travel as and when required (should capacity allow).

All of our School Transport routes are operated by a team of dedicated drivers employed by the school, and we are proud to own our own fleet of minibuses and MPVs. Each driver drives a specific route and is able to see a 'live' passenger list for each journey. Our online system also features a vehicle tracking facility for parents so you can see the location of the vehicle enroute, with an option to view confirmation that your child has boarded/alighted the vehicle safely.

**We allow pupils to use our school bus service from Year 3 upwards.**

Pupils from Year 3\* and above are permitted to use the School Transport service, and we try to offer as close a convenient pick-up point as possible to make this experience positive.

For our younger pupils we expect that a responsible adult or older sibling be able to care for the child when boarding/departing at external bus stops. Junior School pupils are escorted into the school building by their driver each morning, and are collected in the afternoon from the Junior School so parents can be reassured there is a familiar face to greet them at the end of a busy day.

\*Special arrangements can be made for those below Year 3 who require School Transport – please get in touch to discuss further.

Senior School pupils assemble at the front of the school and are greeted by their dedicated driver who books them onto the system. This allows parents the reassurance to remotely confirm that their child has boarded the bus safely.

We operate a late service which runs Monday – Thursdays at a later departure time, allowing for a safe return journey to any students wishing to make the most of our extensive after-school clubs/activities. This is booked a week in advance so that the routes and drivers can be arranged to meet the demand as required, and can be booked to all locations on the main transport network.

To book a place on our School Transport service please visit Vectare (<https://northamptonhigh.vectare.co.uk>). For all queries (such as requests for additional pick up points), Vectare can also be contacted via email at [contact@vectare.co.uk](mailto:contact@vectare.co.uk) and by telephone at 0115 777 3035.





# 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 and they

## SchoolPost

We use a communication system called SchoolPost to keep in touch with parents and guardians, with messages 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), Firefly, and details of how to do this can be found in appendix ii. Parents' evenings are held face to face, and you will be sent details of these in advance.

## 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:** @NorthamptonHigh @NHSNursery @NHS6F @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.

## Calendar

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

will always respond as soon as possible. Please use this email address to reach staff [nhsadmin@nhs.gdst.net](mailto:nhsadmin@nhs.gdst.net) for the Senior School and [junioradmin@nhs.gdst.net](mailto: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.

## Junior News and High News

Junior News (for the Nursery, Preschool 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.

## 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 your daughter is invited to attend. 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](http://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 unwell to attend school, please telephone the Junior School reception on **01604 667979** or Senior School reception on **01604 765765** before 8.30am. To report an absence in both areas of the school, you can do so by calling the Senior School line.

**Appointments:** Please notify the school by calling or emailing [junioradmin@nhs.gdst.net](mailto:junioradmin@nhs.gdst.net) (for Junior School) or [nhsadmin@nhs.gdst.net](mailto: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](mailto:junioradmin@nhs.gdst.net) (for Junior School) or [absence@nhs.gdst.net](mailto: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](http://www.northamptonhigh.co.uk).

## The 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 to 5	Year 6
<ul style="list-style-type: none"> <li>• Ballet</li> <li>• Communication and Language</li> <li>• Expressive Arts and Design</li> <li>• Forest School (weekly)</li> <li>• Literacy</li> <li>• Mathematics</li> <li>• Physical Development</li> <li>• PSED (Personal Social and Emotional Development)</li> <li>• Swimming</li> <li>• Understanding of the World</li> </ul>	<ul style="list-style-type: none"> <li>• Art</li> <li>• Computing</li> <li>• Design and Technology</li> <li>• English</li> <li>• Forest School (weekly)</li> <li>• French</li> <li>• Games</li> <li>• Humanities (Geography, History and RE)</li> <li>• Mathematics</li> <li>• Music</li> <li>• Physical Education</li> <li>• PSHE (Personal, Social, Health and Economic Education)</li> <li>• Science</li> <li>• Swimming</li> </ul>	<ul style="list-style-type: none"> <li>• Art</li> <li>• Computing</li> <li>• Design and Technology</li> <li>• English</li> <li>• Forest School (twice a term)</li> <li>• French</li> <li>• Games</li> <li>• Humanities (Geography, History and RE)</li> <li>• Mathematics</li> <li>• Music</li> <li>• Physical Education</li> <li>• PSHE (Personal, Social, Health and Economic Education)</li> <li>• Residential experience (2 nights)</li> <li>• Science</li> <li>• Swimming</li> </ul>	<ul style="list-style-type: none"> <li>• Art</li> <li>• Computing</li> <li>• Design and Technology</li> <li>• English</li> <li>• Forest School (twice a term)</li> <li>• French</li> <li>• Games</li> <li>• Humanities (Geography, History and RE)</li> <li>• Mathematics</li> <li>• Music</li> <li>• Physical Education</li> <li>• PSHE (Personal, Social, Health and Economic Education)</li> <li>• Residential experience (4 nights)</li> <li>• Science</li> <li>• Swimming</li> </ul>

# The Curriculum

## Senior School

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

**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 next steps.

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 language choice 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>.



# The Curriculum

**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 of the A Levels on offer, as well as details of the other aspects of the Sixth Form, please see the Sixth Form Programme Guide. This guide can be found on the multimedia page of the website: <https://www.northamptonhigh.co.uk/prospectuses/>.

**PSHE:** As part of the curriculum, we have a wellbeing programme for all pupils that is delivered through our PSHE 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 PSHE. It includes an emphasis on good health, self-esteem and making sound decisions and judgements in relationships of all kinds. It also includes education of how the body works.

Parents have the right to withdraw their daughter from these parts of the PSHE 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](mailto: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 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 in an holistic manner within an inclusive approach. 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 our Learning Enhancement Coordinator, Mrs Beezley, by emailing [nhsadmin@nhs.gdst.net](mailto: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 in-class support and differentiation. All teachers are trained to support SEND pupils.

**COaCH:** 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 in the Senior School 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.

**Reach:** Our Reach Programme ensures that pupils have a full range of cocurricular opportunities at school, encompassing the extracurricular clubs and other areas such as scholarship programmes and focus groups for academic success.

**English as an Additional Language (EAL):** If you have any questions about EAL provision please contact the school. Mr Rickman, Deputy Head Academic, oversees these arrangements and specialist provision can be arranged, if required.



# Music, Dance and LAMDA

**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 below options. 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. Our self-employed peripatetic staff invoice parents directly for instrumental and vocal tuition fees. To find out more about booking Music tuition, please email Mr Paul Nathan, Director of Music, on [p.nathan@nhs.gdst.net](mailto:p.nathan@nhs.gdst.net), with information regarding termly clubs and ensembles available in our Clubs & Activities list. Instrumental tuition is available for the following:

Bass Guitar	Percussion
Cello	Piano
Clarinet	Recorder
Classical Guitar	Saxophone
Double Bass	Singing
Drums	Trombone
Electric Guitar	Trumpet
Euphonium	Tuba
Flute	Viola
French Horn	Violin



**Dance:** Dance is an art form that enhances the wellbeing of our students whilst promoting a healthy form of exercise. We teach a wide range of subjects including RAD Ballet and ISTD syllabus classes in modern and tap, working towards examinations in these disciplines. This is offered at all levels from Nursery to Senior School.

We also offer Musical Theatre which combines a mix of dancing, acting and singing working on a variety of Musicals and popular films with a Musical Theatre theme, such as West Side Story, Mamma Mia and many more.

We hold the lessons in the lunch hour with the duration of the lessons being 30 minutes, which increases for the more senior students, who may require more time. Dance also forms part of our enrichment programme for Senior School and Ballet is offered to our Nursery and Reception students as part of their curriculum.

Whatever the talents and preferences of your child, we encourage and nurture them as young dancers to achieve the best of their potential whilst developing their love and enjoyment of dance and music.



We believe it is vital that young dancers not only work hard but also have fun whilst they are learning.

If you require further information or would like your daughter to participate please contact Sinead Jones on [s.jones@nhs.gdst.net](mailto:s.jones@nhs.gdst.net) or 07711 320341.

**LAMDA:** London Academy of Music and Dramatic Art (LAMDA) lessons are offered by Mrs Gemma Seafood. To find out more about booking LAMDA lessons, please email [gemma25@hotmail.co.uk](mailto:gemma25@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 pupils from across all year groups. In the Junior School, activities are planned in the calendar. In the Senior School, pupils meet fortnightly for House Assembly, led by the Student 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 yours or your daughter's pocket, and encourage care and support for others in the school and local community.

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

## Junior School

Trip	Year Group
2 night residential	3 and 4
2 night residential	5
4 night residential	6



## Senior School

Trip	Year Group
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

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

## Senior School (Optional Trips)

Trip	Year Group
Various musical and theatre performances	All
Netball Weekend in Shropshire	7 and 8
Ski and Snowboard trip (biennial)	7 - 11
Art Trip to London Art Gallery	10 - 13
Language trip (recent destinations include Montellpier and Berlin amongst others)	10 - 13
Bronze Duke of Edinburgh Expeditions	10
Silver Duke of Edinburgh Expeditions	11
Gold Duke of Edinburgh Expeditions	12
Amsterdam trip	12 - 13
Trip to Europe and/or beyond	12 - 13
World Challenge trip (biennial)	12 - 13

# Starting at a new school

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 gets 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 when 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 the other pupils will feel the same as them

## When school starts:

- Get into a good routine so that your child gets a good night's sleep (the first few weeks and all 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 more 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 to support the pupils throughout their time with us.





# Pupil Support

**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.

As part of our wider pastoral care, we may occasionally deal with incidents that fall under the category of Safeguarding. Ensuring the wellbeing and safety of our students is at the heart of all that we do and so in these cases, it may also not be possible to guarantee confidentiality with students as it is sometimes necessary to involve external agencies. However, information shared is on a strictly 'need to know' basis.

We are also lucky enough to work with a Counsellor who sees our students outside of school when necessary. These conversations are kept confidential, except in the very rare case where a safeguarding concern is raised. We are lucky to also have a range of pastoral support staff in the wider Pastoral and Wellbeing team, and students have multiple options for discussing issues that they might be experiencing, with staff, on a private basis. The Pastoral and Wellbeing team covers the entire school, so all students have access to these staff in school.

**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](mailto: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.

**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. Pupils in Year 5 and 6 are introduced to the Girls on Board programme. Each class also follows a structured PSHE curriculum. Activities to promote mental health such as mindfulness and breathing techniques are built into each weekly session.

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 PSHE 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 have a high level of knowledge and understanding of excellent pastoral care. They are supported by the wider pastoral team, who also have training in mental health first aid, and are able to offer support at different levels to pupils. This training helps staff to understand the needs of young people and respond in measured and appropriate ways to the needs of our pupils.

We have access to the services of a School Counsellor and pupils can access six 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.

**Wellbeing:** Our pupils are able to access the services of our Wellbeing Practitioner and a Counsellor. The Wellbeing Practitioner is available to help pupils with day-to-day worries. She also offers group workshops to support pupils dealing with issues such as anxiety, resilience, self esteem and confidence. To access our Wellbeing Practitioner, please speak to your child's form tutor or head of year. Pupils and parents can obtain the Counsellor's details from any member of staff.

# 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 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://schoolblazer.com). Details of how to purchase via School Blazer can be found by scanning the below QR code:



All Nursery to Year 6 students will need to bring in to school 'home clothes' for their Forest School sessions. This should include long sleeves, long trousers and suitable footwear so that they are prepared for being outdoors in all weathers. Wellington boots may be kept in school, clothing can be brought in when needed for Forest School.



# Uniform: Preschool & Junior School

Please kindly note that the \* denotes that the item should be purchased from the Schoolblazer website: [www.schoolblazer.com](http://www.schoolblazer.com). All other items on the Schoolblazer website are optional. Items without an \* can be bought elsewhere. Between starting school in September and the October half term, students can choose to wear either the summer or winter uniform. After the October half term students should be in the winter uniform until the summer term where, again, winter or summer uniform is optional until the May half term. After the May half term, girls should be in the summer uniform.

## Preschool to Year 2

Compulsory winter day uniform:	
Tartan Pinafore*	Navy Crested Reversible Stormproof Jacket*
White Polo with Royal Tipping*	Navy Fleece Gloves
Navy Cardigan*	Navy Crested Fleece Beanie*
Navy Tights or Navy Long Socks	Plain Black Shoes (no slip ons) or Boots

Compulsory summer day uniform:
Summer Dress*
Navy Cardigan*
White Ankle or Long Socks
Navy Crested Baseball Cap*
Plain Black Shoes (no slip ons) or Boots

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

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)
Navy Embroidered Rucksack*
Navy Crested Book Bag

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

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*

# Uniform: Junior School

## Year 3 to Year 6

<b>Compulsory sportswear:</b> Navy Crested Training Pants* OR Navy Crested Fitness Leggings* Cobalt/Navy Crested PE Polo* Cobalt Crested Midlayer* Limitless Navy/Cobalt Skort with White Piping* Navy/Cobalt Games Socks* White Ankle Sports Socks Trainers Navy or Black One Piece Swimming Costume Swimming Hat House T Shirt	<b>Optional sportswear:</b> Navy/Cobalt Crested Games Polo* Navy Base Layer Top Astro-Turf Trainers Cobalt Crested Soft Shell Jacket with Navy Pipe* Navy Crested Waterproof*	<b>Compulsory winter day uniform:</b> Kilt* Navy Crested Reversible Stormproof Jacket* Navy V Neck Slipover* Navy Fleece Gloves White Reverse Collar Blouse* Navy Crested Fleece Beanie* Navy Tights or Navy Long Socks Plain Black Shoes (non slip) or Boots	<b>Compulsory summer day uniform:</b> Summer Dress* Navy Cardigan* White Ankle or Long Socks Navy Crested Baseball Cap* Plain Black Shoes (no slip ons) or Boots	<b>Compulsory additional item:</b> Navy Art Overall (Year 3) Navy Overall (Year 4 to Year 6) Black Embroidered Rucksack* (Year 3 and Year 4)	<b>Optional sports equipment:</b> Hockey stick Tennis racket
<b>Compulsory sports equipment:</b> Navy Crested Duffel Bag* Shin Pads Gum Shield	<b>Compulsory team kit (for those that are selected to represent the school):</b> Navy/Cobalt Crested Games Polo* Limitless Navy/Cobalt Skort with White Piping* Cobalt Crested Soft Shell Jacket with Navy Pipe* Astro Turf Trainers				

# Uniform: Senior School

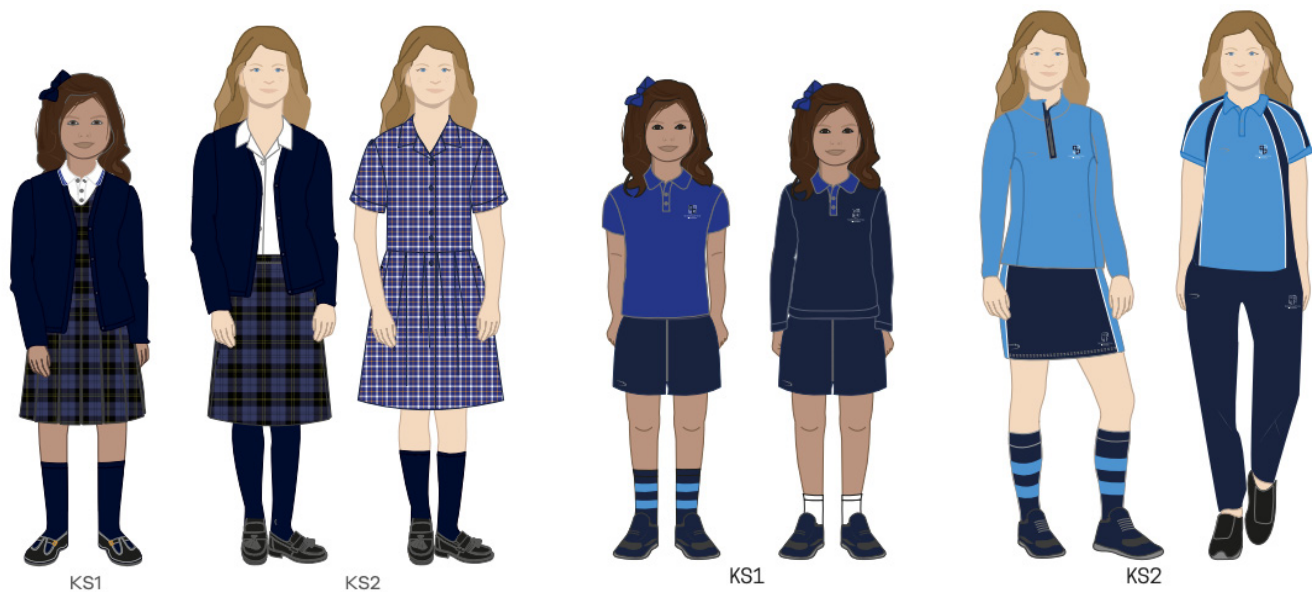
Please kindly note that the \* denotes that the item should be purchased from the Schoolblazer website: [www.schoolblazer.com](http://www.schoolblazer.com). All other items on the Schoolblazer website are optional. Items without an \* can be bought elsewhere.

## Year 7 to Year 11

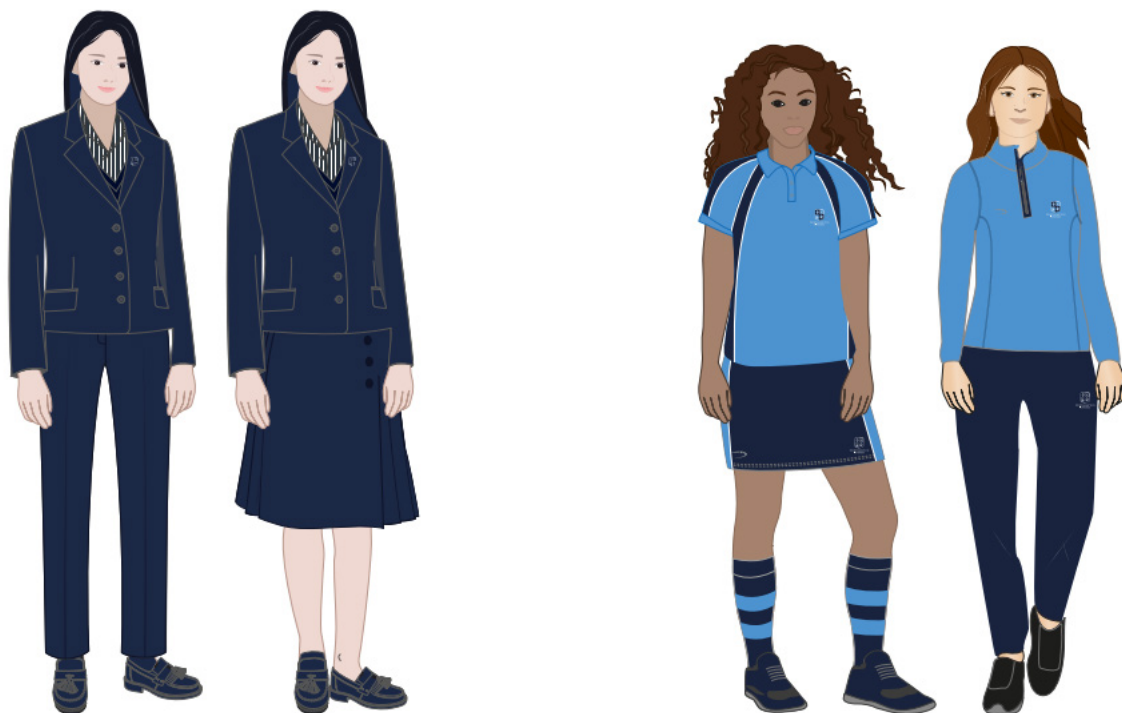
<b>Compulsory day uniform:</b>	
Senior Fitted Jacket*	Navy V Neck Slipover OR Navy V Neck Jumper*
Long Sleeve Navy/White Striped Blouse OR Short Sleeve Navy/White Stripe Blouse*	Navy Kilt OR Navy Classic Fit Trousers*



# Uniform: Junior School



# Uniform: Senior School



# Uniform: Senior School

## Year 7 to Year 10

Compulsory sportswear:	
Navy Crested Training Pants* OR Navy Crested Fitness Leggings*	Navy/Cobalt Games Socks*
Cobalt/Navy Crested PE Polo*	Navy or Black One-piece Costume and any Swimming Hat
Cobalt Crested Midlayer*	White Ankle Sports Socks
Limitless Navy/Cobalt Skort with White Piping* OR Navy Running Shorts	Trainers

Compulsory team kit (for those that are selected to represent the school:	
Navy/Cobalt Crested Games Polo*	Cobalt Crested Soft Shell Jacket with Navy Pipe* OR Waterproof*
Limitless Navy/Cobalt Skort with White Piping*	Astro Turf Trainers

Optional sportswear:	
Navy/Cobalt Crested Games Polo*	Cobalt Crested Soft Shell Jacket with Navy Pipe*
Navy Base Layer Top	Navy Crested Waterproof*
Astro Turf Trainers	

Compulsory sports equipment:
Shin Pads
Gum Shield

Optional sports equipment:
Hockey stick
Tennis racket
Navy Crested Duffel Bag*

## Year 11 to Year 13

Compulsory sportswear:	
Navy Crested Training Pants* OR Navy Crested Fitness Leggings*	Navy/Cobalt Games Socks*
Cobalt/Navy Crested PE Polo*	Trainers

Compulsory sports equipment:
Shin Pads
Gum Shield

Optional sports equipment:
Navy Crested Duffel Bag*
Hockey stick
Tennis racket

Optional sportswear:	
Limitless Navy/Cobalt Skort with White Piping* OR Navy Running Shorts	Navy/Cobalt Crested Games Polo*
Navy/Cobalt Games Socks*	Navy Base Layer Top
Cobalt Crested Soft Shell Jacket with Navy Pipe*	Astro Turf Trainers
Navy Crested Waterproof*	

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

# Appendix ii: 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. Firefly will only be accessible once your child has started Northampton High.

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

<https://northamptonhigh.fireflycloud.net>.

2) Then you'll see the log in screen:

4) Enter the email address that you 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, you'll see the below:

## Check your mailbox!

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

3) 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'.

5) Go to your inbox and look for a message from Northampton High School and 'Activate account for Northampton High School' in the subject. The message should look like the below:

6) Put in a password of your choice and confirm. Clicking on the 'Activate account' button will take you to the Parent's Dashboard, which will look similar to the 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](mailto:nhsadmin@nhs.gdst.net) and state 'Firefly' in the subject line.



# Appendix iii: SIMS Parent App

The SIMS Parent App is an 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.

**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, as well as being a secure method of updating data. Parents can also give their permission for various Parental Consents required by the school.

**How to register:** 1) You will receive an invitation email from [noreply@sims.co.uk](mailto: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. Then 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.**

2) 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.

continues overleaf

# Appendix iii: SIMS Parent App

3) 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.

4) 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.

5). 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.

6) 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.

7) 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 Photos & 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 any 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.

## Need help registering or logging in?

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](mailto:nhsadmin@nhs.gdst.net).

If the registration email from [noreply@sims.co.uk](mailto: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](mailto:nhsadmin@nhs.gdst.net).

# Appendix iv: ParentPay and 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](mailto:nhsadmin@nhs.gdst.net).

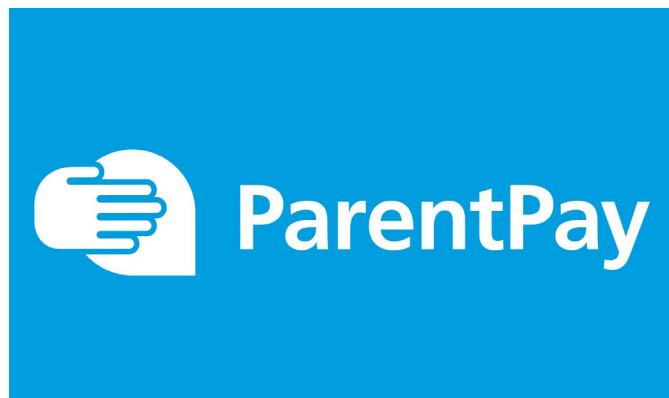
**ParentPay:** ParentPay is a system that enables you to pay for additional items that are billed directly by the school. It is a highly secure payment service that records your full history of payments, as well as automatically emailing you receipts, and displaying all the pending payments relevant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

**ParentPay is used for:**

- School trips (larger trips can be paid in installments)
- Vectare
- Reception to Year 2 Holiday Club
- Items 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 and 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 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](mailto: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.

**Lunch:** Lunches are included in your payment to the Girls' Day School Trust. Payment for lunches is collected termly.

**Fees:** Fees are taken by the Girls' Day School Trust either monthly, termly, or annually, 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](mailto:nhs.admissions@nhs.gdst.net), or contact the fees department at the Girls Day School Trust directly on [feesdepartment@wes.gdst.net](mailto:feesdepartment@wes.gdst.net).

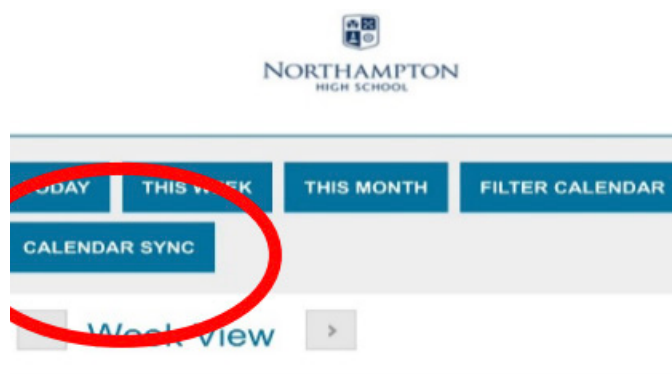
# Appendix v: How to synchronise the school calendar (SOCS)

The school calendar can be found on Firefly and on the school website, located in the footer of the website pages. You may like to synchronise all, or part, of the school calendar with you mobile device or your outlook calendar. This guide explains the processes you will need to follow to do this.

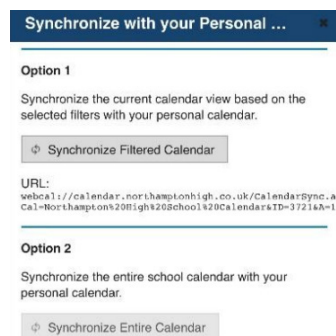
## Synchronising SOCS Calendar with a mobile device

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 your need.



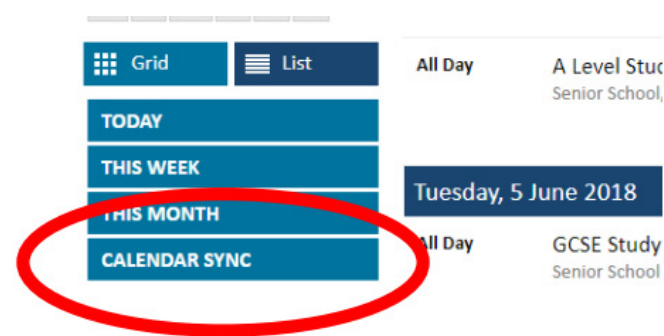
4) Follow the instructions on your device.

5) When you look in your device calendar after this you will have the option to view school calendar events.

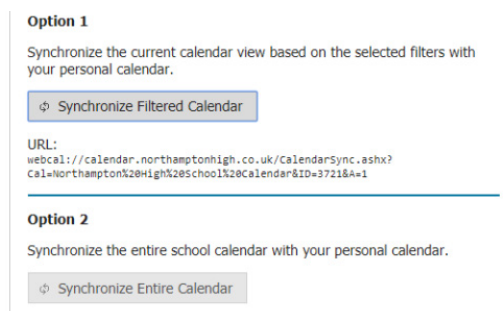
## Synchronising the SOCS calendar with Outlook

1) Open <http://calendar.northamptonhigh.co.uk> in your browser

2) Click on Calendar Sync

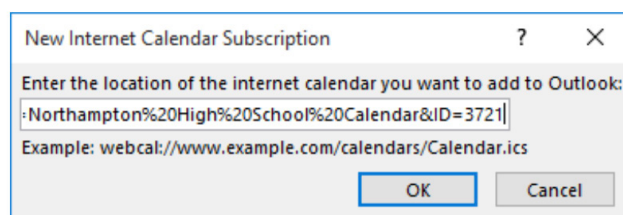
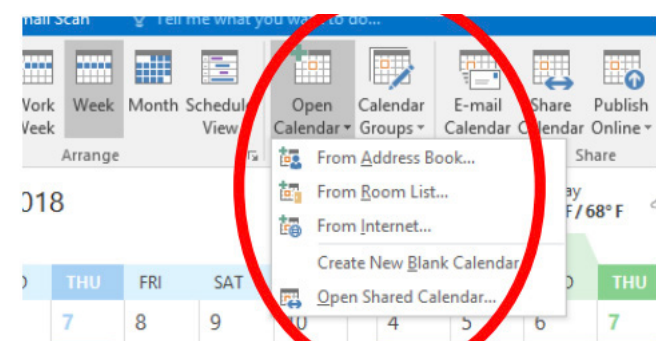


3) Select and copy the URL for either the filtered or whole calendar as required



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: Reading Lists

To view our recommended reading lists carefully selected by our School Librarian, Miss Buxton, please scan the relevant QR code below. If you have any questions about any of the suggested titles, we would be happy to discuss them with you.



Year 7 and 8 Reading List



Year 9 Reading List



Year 10+ Reading List

# Appendix vii: Digacy 1 to 1 devices

**What kind of devices can be used?** We ask all pupils from Year 4 to Year 13 to bring a computer to school. We do not insist on a specific device, but Chromebooks are proving very successful, being fully compatible with all our systems and having a good battery life. Other suitable devices can be Windows laptops or MacBooks (only recommended for older students in Senior School). We do allow tablets, but this is not a preferred option for a number of reasons which are dealt with later in this document. If you do wish to use one though, the screen size should be around 10 inches or larger. The 'mini' sized iPad is too small.

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 and a touch screen (with a stylus), where possible. The school uses Google Drive and Google Classroom as its default storage and electronic teaching and learning platforms, alongside the Google Chrome browser. The standard Google applications must be available on any digital device in use at school. A hard drive with a minimum size of 64GB is recommended. In terms of RAM, 8GB or more would be ideal.

**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. While a larger screen can be beneficial, the weight of large devices can be an issue and, for younger pupils, a smaller, lighter version of the device might be best.

**continues overleaf**



# Appendix vii: Digacy 1 to 1 devices

Chromebooks with touch screens are increasingly popular and come in a variety of sizes. 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 mobile apps if these are needed.

Other versatile devices are '2 in 1' laptops running Windows software. These have a touch screen so they can be used as a tablet as well. Examples include the Microsoft Surface range, or Lenovo Ideapad or Yoga series. 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.

iPads and other tablets can be 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, but it is worth noting that not all applications run on tablets. A notable one is Kami, software we use to help pupils access PDFs for editing, and while this will work in Chrome, there are one or two functions that are not available on iPads in particular.

**How will devices be kept safe?** It is vital that all devices have a rigid carry case to protect them. 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. Pupils may bring a power bank (portable charger) to top up their devices if they wish. These are available in a variety of capacities and should also be named, please. If all else fails, we have a designated charging cabinet in Senior 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.

**How do devices connect to the internet?** This links to the previous question. Pupils connect to the GDST protected wifi network via 'GDST-Guests' in school. Rather deceptively, this is not an open wifi network and can only be accessed by pupils and staff with a GDST account. It brings up a log-in window (also known as a 'captive portal') which asks for the pupil's school IT credentials to be entered.

There are occasionally issues with accessing this service if parents and guardians have set up screening or sharing services such as Google Family Link. We can help if this becomes a problem, but as an initial step we ask parents and guardians to 'whitelist' the GDST captive portal address, which is <https://guest-portal.gdst.net>. In addition to the whitelisting above it might be necessary to clear the browsing history on some devices if they will not connect. This can be done via the settings function under privacy and security.

**Do pupils need headphones?** Pupils should bring small in-ear headphones, such as ear buds, so that if they are instructed to listen to audio by teachers, 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. Headphones should not be used to listen to music or for watching videos etc. in school unless instructed by teachers.

**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. Teachers will support students in accessing these and common examples might include Kami, Mote and Screencastify. These are sometimes called add-ons or extensions and will upload automatically to the Chrome browser in most cases. Whitelisting is not normally needed, but we will contact parents and guardians if there are any issues.

**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

# Appendix vii: Digacy 1 to 1 devices



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, via Kami, for example.

**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. Oral feedback can be offered via Mote software through Google Classroom, while group feedback can easily be given for assignments 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 will also be subject to monitoring, with the exception of iPads. 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 PSHE 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 in lessons. 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. Mobile phones are not allowed during the school day (except for very limited educational reasons under the supervision of teachers) and these are the main sources of social media contact for young people. Pupils in Senior School seen accessing phones without express permission will be sanctioned under the school code of conduct. This will generally involve the phone being held at reception for the rest of the day, but further sanctions may be considered as appropriate. 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.

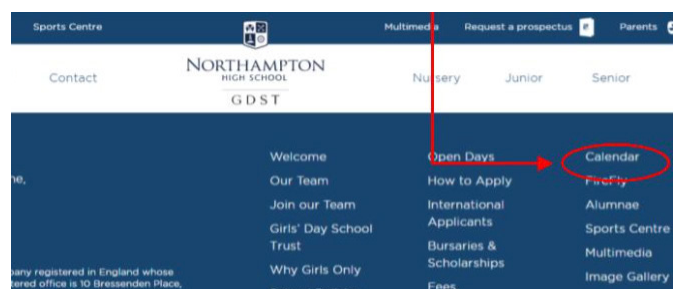
**What are the best points of contact if I have any questions?** If you have a technical question about compatibility or setting up a device, please contact Mr Rittler, IT Operations Manager [p.rittler@nhs.gdst.net](mailto:p.rittler@nhs.gdst.net). If you have any general questions about the use of devices please contact Mr Rickman [h.rickman@nhs.gdst.net](mailto: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](mailto:nhsdmin@nhs.gdst.net).

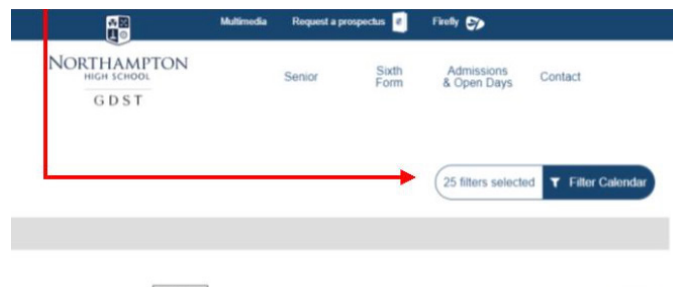
# Appendix viii: Viewing sport fixture details on the school calendar

If your daughter is representing the school at sports fixtures, you will be able to view the most up to date information on the matches on our school calendar (SOCS). This includes match locations and team sheets. This guide explains how to view these details using the calendar on the school website.

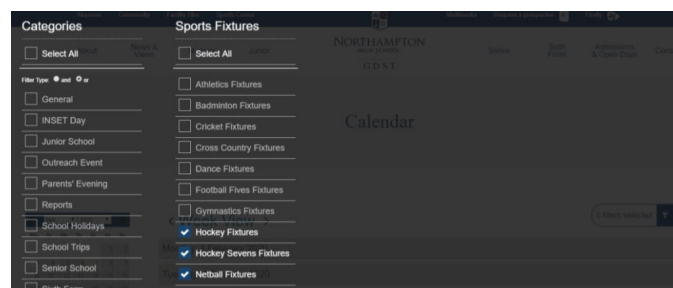
1) Visit the school website, [www.northamptonhigh.co.uk](http://www.northamptonhigh.co.uk), scroll to the bottom of the homepage and select calendar.



2) Here you will see the entire school calendar. There are many options that will help you to find what you are looking for. For sports, using the filters helps narrow the search and highlight particular activities.



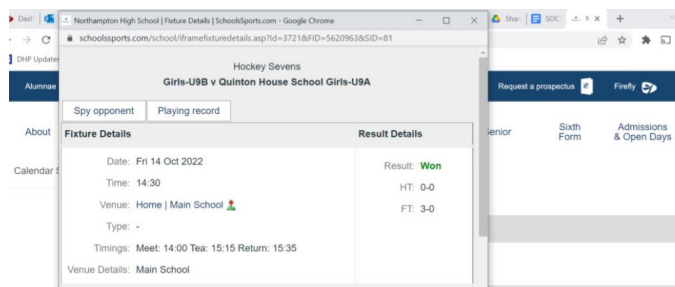
3) Click Filter Categories. For sport only deselect everything on the Right Hand Side and select the sports you are interested in seeing the teamsheets for.



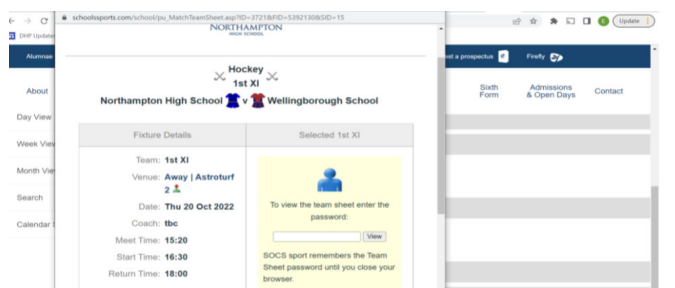
4) Select close filters. You will then have a week view of all the relevant fixtures.



5) Click details and information such as the venue and times will appear as a new window. For fixtures that have been played you will also see the result.



6) For the teamsheet click the 'Teamsheet' icon and type in the password NHSsport. The teamsheet will open in a new window.



01604 765765  
nhsadmin@nhs.gdst.net  
www.northamptonhigh.gdst.net

Newport Pagnell Road  
Hardingstone  
Northampton NN4 6UU

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