



# WELCOME TO DURRINGTON HIGH SCHOOL

## YEAR 6/7 INDUCTION HANDBOOK 2022-2023

Name..... Form.....

Understanding  
Giving  
**KINDNESS**  
Helping  
Caring  
Empathy  
Considerate  
Giving your time

Dream  
**ASPIRATION**  
Goal  
Success  
Future  
Aim high  
Ambition

Overcome  
**PERSEVERANCE**  
Commitment  
Never giving up  
Working hard  
Never stopping  
Digging deep

Triumph  
**PRIDE**  
Achievement  
Personal best  
Success  
Winning  
Celebrating

Going Beyond Our Best

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## Welcome from Mr Allison and Mr Woodcock, Co-Headteachers

Dear Parent/Carer and future year 7 Durrington Student,

We are delighted to welcome you to our brilliant school and look forward to meeting you all over the coming months. We have both been at Durrington for many years and can honestly say to you there has never been a better time to join our team. As a strong and caring school community, we have the very highest expectations not just of our students but ourselves as well. Central to our approach are our school values of Kindness, Aspiration, Perseverance and Pride which permeate all that we do.

Although Durrington will be a new (and bigger) school for you we know that you will find our school a welcoming environment full of new opportunities to get involved with beyond your great subject lessons. We expect every year 7 joining us to give their best and try out/take part in as many extra-curricular activities and events as possible. This will help them meet new people, make friends and build a sense of confidence. Beyond the clubs there are many other events and activities on offer to students. The key thing for us is that every student actively gets involved both in their learning and our wider school; by doing this they will make the very best of the next 5 years with us and leave in year 11 not just with a great set of GCSE results but also many fantastic memories.

Please take the opportunity to read through this handbook carefully. It is set out to provide answers to many of the common transition questions. If you have any further questions (or worries) please don't hesitate to contact us as, from experience, we know they are often quickly answered and/or resolved.

Kind regards



**Mr S Allison**  
Co-Headteacher



**Mr C Woodcock**  
Co-Headteacher

## Welcome from our Head Students



Hi, I'm Olly Mangoro and I've been appointed as one of your head students for 2022-23. I'm happy to be a part of the team that gets to welcome you to be a part of the Durrington community because I get to show you how simply amazing our school is. Some of the things I've loved about my time here at school is that I get to be a part of a team, whether it's being a member of the athletics club or being part of some of the fantastic musical productions done here at Durrington, but there is also such a diverse range of incredible school trips and extracurricular activities to choose from and so many opportunities that you will be offered. A bit of advice I would offer you as the new year 7's is take advantage of the things that are offered to you, but also take some time to not stress too much in your first year. I'm so excited for your arrival and can't wait to meet you all!



Hi, I'm Thea Tate and I will be one of your head students for 2022-23. I cannot wait for you to become a part of team Durrington, and to help you start your journey at our school. This school has given me so many brilliant experiences and opportunities across all 4 years I've been here, some including DofE, being a part of whole school musicals, and going on many fun school trips. The help and support along the way has really helped me grow as a person and I hope we can do the same for you. If I had one piece of advice, as you join us in September, it would be to genuinely enjoy your time at Durrington, and really embrace anything and everything you are offered. I am really excited to welcome you all this year.

**"All the staff are great and the teachers teach their subjects very well. Also, the school is big, but when you get used to it it's easy to navigate."**

**Isabel, year 7**

## Going Beyond Our Best...

Here at Durrington, we are really keen to recognise and reward all your achievements. We have four main principles that we want you to embody and display as part of TeamDurrington. These are known as **K**indness, **A**spiration, **P**erseverance and **P**ride (**KAPP**).

Kindness to us means giving to and caring for others. This is not just within our school building but within our community as a whole. At the heart of things, and what is most important, is people caring for one another; being kind. Kindness grows trust, friendship, and a common sense of community. Through a range of activities, we nurture those conditions that grow kindness to build a more caring and equitable community.

Aspiration is so important for students to be able to achieve their potential. Within our school, we provide a range of opportunities, both within and outside of the classroom for students to go beyond their best. We truly believe the possibilities for our students are endless, if they work hard and aim high. We encourage students to aspire to achieve through their tutor time and academic studies but also through activities within the community.

Perseverance is digging deep and never giving up. We believe in challenging our students and have the highest of expectations for them. By persevering, our students are able to learn important life skills that they take with them into all areas of their lives. Three times a year, students from each academic class are recognised and rewarded for their outstanding effort, resilience and hard work.

Pride; we are incredibly proud of all of our students. We believe that in being a Durrington student, they are part of their company, school and community. Students are recognised and rewarded for representing #TeamDurrington in a range of areas; from sporting success to external competitions.

You begin with the bronze award aiming to earn the 4 KAPP badges. This results in the seahorse, the ultimate accolade of recognition. Once you have the bronze seahorse, you work your way towards silver and then gold!



# **Welcome to parents/carers from Mrs Bridgeman-Sweeney**

## **Transition Co-ordinator**

Moving from primary to secondary school is an exciting and significant event in the life of your child.

It is an important milestone which, for many parents and teachers, marks a change in expectations regarding crucial life-skills such as independent working and self-organisation.

The top two worries that year 6 children express are social concerns. Although common, most children report that they are no longer worried about these after just one or two weeks at school! If your child expresses these worries, it is useful to tell them this, and to emphasise that everyone else will also be feeling anxious. As there will be many more children in year 7 than there were in year 6, everyone has a good choice of friends, and even children who move up with several children from their class tend to make new friends at secondary school.

The remaining worries are nearly all to do with the new organisational demands that they know will be placed upon them. Luckily, these are the areas in which you can help the most.

Time spent early on in establishing habits of work and independence is an investment that will save endless time, battles and heartache in the long run. The habits and routines that children develop in year 7 are those that will stay with them throughout their working lives. It is worth the effort of getting it right to start with (so much easier than putting things right when they've gone wrong). If you can help your child to do this, you will really be making a difference.

## **So what is different about secondary school?**

- For the first time children, may be fully responsible for ensuring that they have the correct books and equipment for various different lessons, PE equipment etc.
- There will be new lessons (such as modern foreign languages) and new variations on familiar ones (science in a laboratory for example).
- Teaching and learning styles may be very different. Children will be expected to write more frequently and for longer. Homework will be set regularly, to be completed outside of school hours.

In general, students are expected to be more independent, self-reliant and self-organised – a welcome development for many students but a challenge for most!

We know that students develop differently during their time at secondary school and, with the support provided by teachers and pastoral teams and regular communication with parents/carers, we can make their journey a successful and happy one.

### **Key tasks for students**

- Knowing the school rules regarding uniform and mobile devices
- Making sure everything is ready to put on the evening before (including shoes and underwear)
- Making sure a full PE kit is taken to school on the day it is needed.

## **Tips for Parents**

### **Before your child starts**

- Check the uniform requirements including rules regarding make-up and jewellery. A list of regulations regarding uniform is included in this booklet and places where it can be obtained are on the school website.
- Name everything, even shoes – you would not believe what children lose! A permanent marker pen is as good as labels.
- Reassure your child that they will quickly get to know their way around (most have it mastered within a couple of weeks), and that they move around as a group to start with. Teachers are very understanding about children getting lost to begin with and help is always at hand if it is needed. A map will be issued to students when they arrive.
- Help your child organise their living space so that they have a place for everything to do with school. Try to make sure they have access to a desk, good light and storage space for their school books.

### **When they start**

- Encourage your child to put everything out (including shoes, socks or tights, and underwear!) the night before. There's much more time in the evening for finding odd socks!
- If you have a timetable displayed for your child (a good idea) colour the days when your child has PE so they can see each day if they need to take their PE bag.



- Get your child a watch. They won't be allowed to use their phones in school to check the time.

## **Homework**

Research has clearly shown the positive impacts of homework on student achievement and outcomes and, as such, it is important that students engage and complete their homework to a high standard. To support this, we recommend that:

- Students have a home 'tool kit' consisting of pens, rubbers, pencils, ruler, maths equipment, glue sticks and both lined and plain paper.
- Students have an A4 plastic or card folder in which homework can be stored once completed. This folder should remain in their school bag so that homework is not forgotten on hand in day.
- Students complete homework on the day (or as close as possible) it was set, therefore enabling them to stay in control of their workload.
- Students establish a routine and study space (free of distractions such as mobile phones and TVs if possible) to complete their homework.
- Students regularly use the Arbor system to see what homework has been set and when it is due. Students can download the Arbor App to their phones to make access easier, and as parents/carers you will also be provided with log-in details to a parent account that allows you to see your child's homework.

We are aware that students are most successful when school and home work together and, as such, encourage you to invest time at the beginning to support your child in establishing homework routines so that this becomes habitual. If your child becomes stuck, or doesn't understand a task, please do offer to support them but don't do it for them.

Please note that if there are any issues with homework, please encourage your child to speak to their teacher prior to the hand in date or contact the subject teacher by email so they can provide guidance/clarification.

## **Problems children may experience and what to do about them**

The hallmarks of bullying are intentionality (a deliberate attempt to make someone unhappy); persistence (i.e. an ongoing 'campaign', not isolated incidents or arguments about specific issues) and an imbalance of power (if the perpetrators are older, bigger, more powerful or if they are operating as a gang against an individual). If you feel that bullying is taking place. Please contact your child's company tutor in the first instance.



## **The School Senior Leadership Team 2022-2023**

<b>Co-Headteachers</b>	Mr C Woodcock & Mr S Allison
<b>Deputy Headteachers</b>	Mrs L Allison Mr Fuller
<b>Assistant Headteachers</b>	Mrs A Ward Mrs S Dedman Mrs S Temple Mr B Crockett Mr J Crane
<b>Assistant Headteacher and Director of Research School</b>	Mr C Runeckles
<b>Assistant Headteacher and Program Leader SCITT</b>	Ms F Haynes
<b>Director of Safeguarding</b>	Mrs L Tunbridge-Adams
<b>School Business Manager</b>	Mrs J Dommett
<b>Director of Operations</b>	Mr M Angell
<b>Company Leaders</b>	
<b>Coubertin</b>	Mrs L Poole
<b>Da Vinci</b>	Mr N Poole
<b>Franklin</b>	Miss A Hewett
<b>Mercator</b>	Ms C Wayne (Y7-9) Mrs D Savage (Y10-11)
<b>Roddick</b>	Miss B Clarke
<b>Shelley</b>	Mrs B Woodall-Jones

**Contact details for all staff can be found on the school website:**

**[www.durringtonhighschool.co.uk/dmat.education](http://www.durringtonhighschool.co.uk/dmat.education)**



## School Uniform

All students are expected to be in full uniform each day. Students will be removed from lessons if they are not wearing the correct uniform or their hairstyle, makeup or jewellery does not meet with school expectations. Parents/carers and/or students should check with the school before purchasing items or colouring/styling hair if they are unsure of whether the item/hairstyle/hair colour will meet with school expectations. The Headteachers' decision is final.

- Skirt:** The **exclusive skirt** is a black knee-length Banner "A" line Salisbury style only. The hem of the skirt should lie / remain on the knee at all times and can be purchased from Broadwater Sports. [schooljumpers.co.uk](http://schooljumpers.co.uk) and First 4 Uniform. [First4uniform.com](http://First4uniform.com). This is the only acceptable skirt.
- Trousers:** Trousers must be straight-legged and be plain black material only, i.e. no tapering (getting thinner) or flaring (widening) towards the ankle. Trousers that are skinny fit/skin tight, denim, made of heavy cotton material, contain Lycra, or similar stretchy / elastic fabric that would cause them to look skin tight/tapered or with logos are not acceptable.  
Trousers should not have additional buttons / zips / sequins / rips / studs / poppers / makers' labels or names on them.  
Trousers should be worn to the waist and not be worn in a low-slung manner. They must also be long enough to reach the top of the shoe when standing.
- Belt:** Belts must be plain black only. Belt buckles should be discreet and plain; specifically, they must not be coloured, displaying a logo or be any larger than the width of the trouser waistband.
- Shirt:** Plain white shirt with collar (not fitted, tailored or blouses). Both long-sleeved and short-sleeved are acceptable. No logos are allowed on shirts. Shirts should be worn with all buttons (including the top button) done up at all times. They must also be long enough to fully tucked into trousers/skirts.
- Tie:** Durrington High School company tie. Ties should be worn with the knot covering the collar button of the shirt and a minimum of 7 complete seahorses should be visible below the knot.
- Blazer:** Black with school badge.
- T-shirts:** Only plain white T-shirts can be worn beneath school shirts. In colder weather we encourage students to wear plain white underlayers.
- Tights:** Plain black or neutral shades only. Leggings are not tights and should not be worn as an alternative.
- Socks:** Plain black only, with no visible branding or writing on the sock must be worn no higher than the bottom of the knee.
- Footwear:** Formal black shoes only. Sandals, backless shoes, boots, plimsolls, or black trainers are not acceptable. Sports branded footwear is not acceptable at any time as a school shoe.
- Coats:** Coats/ other jumpers/scarves are not permitted to be worn within the school building during the school day. Students are expected to be in full uniform from 8:40am each morning.
- Hair:** Extreme styles of hair are unacceptable. Where hair is shaved in style, it should be of a grade 1 or longer. Styles such as Mohicans, Mohawks, long spiking up of hair on top of the head or similar are classed as extreme styles and not permitted. Shaved lines and/or patterns are not acceptable.
- Hair colours:** Unnatural colours (for example red/plum/purple/pink tinted), distinctly two tone/dip-dye hair are not acceptable. If you are in any doubt please contact the

school **before** getting hair cut/styled. If hair is braided the braids must also be of a natural colour, this means no non-natural colours can be weaved into hair.

The school's decision on what constitutes an extreme style, acceptable hair colouring is final. We actively encourage a discussion with us before any significant change of style is made.

**Jewellery:** For safety reasons, only one pair of small (<3mm) plain metal (silver or gold) stud earrings can be worn. No other jewellery is allowed. If worn, this will be confiscated by staff and returned at the end of the day. Nose studs/piercings and all other forms of body modification are forbidden in school.

**Badges:** School issued badges (e.g. KAPP badges) form part of the school uniform. If/when awarded it is expected that all students will wear their badge(s) with pride, badges being worn on either lapel of their blazer. No other badges/flags or similar items are allowed to be added to any item of school uniform.

### **Religious**

**Observance:** Head coverings should be plain black.

### **Personal Presentation:**

Makeup should be discreet.  
Nail varnish, nail polish, acrylic or false nails and/or nail art are not to be worn.  
False eyelashes, if worn, must be discrete. Themed makeup (examples being looks associated with Anime and Gothic) is not permitted. No pen or other drawing on the skin is permissible, neither are any temporary tattoos.

### **P.E. Kit:**

#### **Indoor (all students)**

Sky-blue polo shirt with school logo  
Plain navy-blue shorts only. (Black shorts are not acceptable)  
White sports socks  
Non-marking trainers (N.B. no skateboard shoes or flat-soled trainers)  
Navy-blue tracksuit bottoms may be worn over shorts for outdoor lessons to warm up  
Leggings – plain black with a logo no bigger than thumb size maybe worn for dance and gymnastics only. They should have no additional writing, stripes or branding on them.

#### **Outdoor (all students)**

Sky-blue polo shirt with school logo  
Navy blue reversible rugby shirt with sky blue band  
Navy-blue sweatshirt with school logo or DHS PE hooded top with school logo (optional)  
Base layer – navy blue / black only  
Navy-blue tracksuit bottoms may be worn over shorts for outdoor lessons to warm up  
Navy blue shorts  
Navy blue socks  
Football boots

**For information:** In **every** PE lesson, students are required to **remove** all items of jewellery. This includes earrings and watches. Earring tape is not considered acceptable to cover piercings; the piercing must be taken out. Please note that students will not be permitted to sit out of PE whilst any form of piercing heals.

On the rare occasion where a student doesn't meet basic uniform/personal presentation expectations they will be removed from lessons. Thus, we strongly encourage parents/carers and/or students to "check first" with the school before purchasing items or colouring/styling hair. The Headteachers' decision is final.

We thank you for support that parents/carers give in relation to our basic expectations and ensuring their child attends school and is ready to learn each and every day.

We expect all students to wear their uniform the following way:



The **top button** on the shirt is done up with the knot of the **tie** covering it.

**Blazers** should be worn at all times in the building (In hot weather students will be informed of any change in the rule)

Items worn under shirts (T shirts etc.) are plain white with no colours, writing or logos on them.

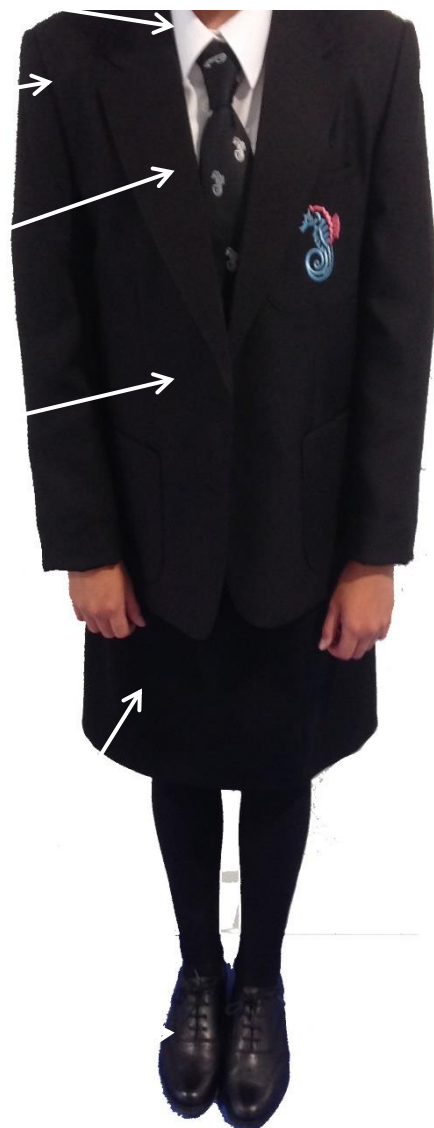
**Shirts** are long enough to be tucked fully in to trousers/skirts. Shirts must not be fitted or have buttons missing.

**Trousers** must be straight-legged and be plain black material only i.e. no tapering (getting thinner) or flaring (widening) towards the ankle. Must touch the top of the shoe when standing.

Trousers that are skinny fit/skin tight, denim, made of heavy cotton material, contain Lycra, or similar stretchy / elastic fabric that would cause them to look skin tight/tapered, are not acceptable. Trousers should not have additional buttons / zips / sequins / rips / studs / poppers / makers

**Skirts** must be the **Banner A Line style** and must be to the **knee** at all times. Skirts must not include Lycra or other elasticated material.

**Socks** are plain black and **shoes** are formal and plain black. Sandals, backless shoes, boots, plimsolls, or black trainers are not acceptable.



**These are not acceptable**



**Jersey skirt**



**Pleated/skater skirt**



**Pencil skirt**

**Banner Salisbury A-Line only**



## Suitable Trousers

Trousers must be black, straight-legged and must not have any tapering or flaring. Trousers must be long enough to reach the top of the shoe when standing.

Please note that any detachable key fob etc will need to be removed.



Trousers must be black, straight-legged and must not have any tapering or flaring.

Please note that any detachable key fob etc will need to be removed.

### Examples of styles that are NOT SUITABLE (images not exhaustive)



“It might be daunting but all you have to do is believe. If you’re stuck, don’t be shy; just ask.”

Darcie, year 7

## Our Usual School Day

Timings for Monday, Tuesday, Wednesday and Thursday		Timings for Friday	
8.40	WARNING BELL	8.40	WARNING BELL
8.45	Period 1 With your company tutor	8.45	Period 1 With your company tutor
9.15	Period 2	9.05	Period 2
10.15	Period 3	10.05	Period 3
11.15	BREAK 1	11.05	BREAK 1
11.35	Period 4	11.25	Period 4
12.35	Period 5	12.25	Period 5
13.35	BREAK 2	13.25	BREAK 2
14.05	WARNING BELL	13.55	WARNING BELL
14.10	Period 6	14.00	Period 6
15.10	END OF SCHOOL	15.00	END OF SCHOOL



# School Catering Arrangements

## BREAKFAST

The canteen in the main hall is open from 8:00-8:40am serving a range of hot and cold breakfast items.

## BREAK TIMES

Students in year 7 and 8 have sole use of the pavilion, but can go to the other catering outlets. A variety of hot food, snacks, sandwiches, pasta, salad, fruit and drinks is available. All food is prepared daily on site using fresh ingredients. As a year 7, you have sole use of the seating in the English area at breaks during the early part of the first term although you are welcome to go to the other areas of the school with your friends.

## PACKED LUNCH

Students can bring a packed lunch to school but are responsible for ensuring all packaging and leftovers are put in rubbish bins.

Details of our caterers and menus can be found on our school website  
<https://durringtonhighschool.co.uk/catering/>

## PARENT MAIL PMX <https://pmx.parentmail.co.uk>

We encourage parents/carers to use Parent Mail PMX which is an online payment facility to credit students' accounts with the money for them to spend in our catering outlets. Parents are able to track expenditure, food and drink items being purchased. For further information see the school website.

## FREE SCHOOL MEALS

**Does your family have a household income of less than £16,190? Are they in receipt of working tax credits?**

If your answer is YES, there is a good chance that you may be entitled to free school meals. They are up to the value of £2.35 a day or £460 a year. On top of this, the school would also receive further funding to help support you in your education.

Students on free school meals at Durrington High do not stand out as being different as everyone (including teachers) uses a biometric form of payment when getting their lunch. This means that everyone uses their 'fingerprint' which is turned into an algorithm which is then deleted so that no-one can recreate it.

It can be applied for on-line at [www.westsussex.gov.uk](http://www.westsussex.gov.uk) – Education, childcare and families – Schools and Colleges – Free School Meals – How to apply – Apply on-line.



For any enquiries about free school meals, forms are available from Student Services or alternatively please contact:

West Sussex County Council

Free School Meals

Pupil Support

2<sup>nd</sup> Floor

The Grange

County Hall

Chichester

West Sussex PO19 1RF

E Mail: [FSM@westsussex.gov.uk](mailto:FSM@westsussex.gov.uk)

Forms can be collected from main office if required.

If help is needed completing the forms, please contact Mrs Nanson via the school email.



**“Don’t be scared. Just try your best and everyone will appreciate it. Teachers and other staff are always here for you if you are having problems. Tell the school and they will support you.”**

**Kaycee-Mae, year 7**

## Mobile Phones and other electronic devices / accessories

At Durrington we want you to get the most out of each and every day at school. In line with the recommendations from the Department for Education, and following consultation with the Governors, requests from parents, we restrict the use of mobile phones & other electronic devices / accessories (for example portable gaming devices, music playing devices, tablets, headphones, Bluetooth speakers) on the school site. If a student is found to be communicating via a linked device this will be treated in the same way as the use of a mobile phone.

Specifically; this means that you **are** permitted to carry mobile phones / devices on your person. However, they **are not permitted** to be used or be visible/audible at any point when you are on the school site/during the school day\*. The exception to this rule would be if a you were directed, by a member of staff, to use a device in lesson for an identified educational purpose. At all other times, all devices should be switched off (not turned on and silenced) and not visible.

Should your parent / carer need to contact you during the school day, this should be done via the main school reception and any necessary message can be relayed to you. Equally, if there is a need for you to contact home, this can (where reasonable to do so) be facilitated by your company team.

The school accepts no responsibility for the loss of damage to any mobile ICT device or other expensive items that you choose to bring on site.

- The school day is defined as the moment students enter onto site in the morning to the moment they leave and remain outside the building at 3.10pm/3pm on Fridays.

**“High School is incredible. It may be huge but once you are used to it, it is amazing. If you get upset you can talk to pastoral managers. They won’t judge you. They’ll listen and try their best to help you.”**

**Abigail, year 7**



# Here to Help You

**The MEDICAL ROOM is next to Reception at the front of the school.**

The medical room staff are qualified First Aiders who are there to deal with medical emergencies that occur in school.

If you are feeling unwell, you must inform your teacher, who will give you permission to go to the medical room, where you will be looked after. You should NOT telephone your parent/carer yourself on your mobile phone OR ask them to come and pick you up. The medical room staff will contact your Parent/Carer if you are too unwell to stay in school or if you need to be taken to the Hospital Accident and Emergency department.

If you need to take regular medication or a course of antibiotics in school, this will be kept in the medical room for safe keeping and you will be allowed to come to the medical room to take this. You are not allowed to carry tablets or other medicines around with you in school and, you are reminded never to take anyone else's medication, as this could be a danger to your health. If you use emergency medication, for example an inhaler (for asthma), an Epi Pen (if you have a severe allergy) or have diabetes, then you should carry this medication with you at ALL times, including during PE activities (please do NOT leave your medication in the PE changing rooms, but give to your PE tutor for safekeeping during the lesson and remember to collect at the end). Spare emergency medication (provided by Parent/Carer) will be kept in the medical room for safekeeping.

Please contact the medical room if you had an Individual Health Care Plan in your previous school and/or if you are diagnosed with a medical condition during your time at Durrington High School, for which you may need to have one put in place. This may be the case if you have:

- Emergency medication, for example an Epi Pen (severe allergies)
- A long-term medical condition, for example diabetes, epilepsy
- Acute/Chronic medical needs

Individual Health Care Plans are developed in partnership between the school, parent/carer, student and the relevant healthcare professional who can advise on a child's case. Please contact the medical room for further guidance/advice.

**In order to keep your personal information up to date, we also need to know if there are any changes to your contact details, address and/or telephone number.**

## Reminders

### **MONEY**

If you need to bring money into school, do not bring any more money than you need. Keep small sums in a purse or inside pocket. If you do have to bring a large sum, give it to your form tutor for safekeeping. Use online payments wherever possible.

### **CLOTHING AND EQUIPMENT**

Make sure it has name on it and do not leave items lying around. Mobile phones, electronic devices and headphones are not to be used anywhere on the school site, at any time, unless with the permission of a member of staff.

### **BICYCLES & SCOOTERS**

It is the responsibility of parents/carers to ensure that you are competent to ride and that the bicycle is roadworthy. For safety reasons it is expected that parent/carers purchase and ensure students wear a cycle helmet.

There is cycle access at both the Rodmell Road and The Boulevard entrances. Both areas have cycle compounds inside of which bicycles and scooters must be locked.

Skateboards and roller boots are not allowed along with electronically powered devices such as hoverboards & powered scooters.

***We would emphasise that the school cannot accept responsibility for loss or damage whilst bicycles, scooters, phones or electronic equipment are on the school site and would advise all parents/carers to postcode them, provide strong locks and ensure they are fully covered by insurance.***

### **VALUABLES**

Do not bring them into school. Most jewellery, including body piercing, is not appropriate in school. All jewellery must be fully removable. Please see our uniform list for details.

### **BOOKS**

You will need a suitable bag to protect your books. Books are very expensive and you are responsible for taking good care of those entrusted to you.

### **ESSENTIAL EQUIPMENT**

You must always have the 3 Ps (pen, pencil, and paperback), a scientific calculator, a ruler and your expectations card with you when in school. Your tutor will check this regularly.

### **LOST PROPERTY**

Lost property is located in the Learning Resources Area (LRA). Please ensure all items are labelled clearly to best ensure we can return any lost items. If named, we will send a message via Form Tutors in registers. Lost property items will be held for collection until the end of each term only. All found items can be reclaimed from the LRA. If you lose something, report it at once. That way we have more chance of finding it!

**“If you are feeling anxious or nervous, it’s OK. It’s part of us. It’s OK to leave your friends behind because it is a chance to meet new people. Just remember you are not alone as lots of people do this.”**

**Gregory, year 7**





# Attendance and Punctuality

## Attendance

As a school we endeavour to work with parents / carers to ensure that students attend every day in order to make maximum progress and fulfil their potential. Durrington High School has very good levels of attendance which we aim to improve year on year. We thank parents / carers for their continued support with this. As a school we expect you to attend school on a regular basis. **We define the term ‘regular’ attendance as a minimum of 96%.**

Research shows that low attendance has a detrimental impact on progress, achievement and student well-being.

**90% attendance means a student is missing 5 hours of learning a fortnight**

**80% attendance means a student is missing 10 hours of learning a fortnight**

**We don’t want you to miss out!**

The information below outlines our systems and expectations in relation to attendance as well as the new government regulations relating to absence requests during term times.

## Absence from school

We request that if your son/daughter is absent from school you telephone the school on the morning of each absence on the dedicated absence line (01903 705644) leaving the student’s name, form and the reason for absence. Alternatively, please email [absence@durring.com](mailto:absence@durring.com).

Upon their return to school please provide a written note verifying the absence.

For longer or repeated absence, parents / carers may be asked to provide medical evidence from a GP / other relevant practitioner confirming that your child is / was not able to attend school and the reason for this. The school reserves the right to code absence as unauthorised where no such evidence is provided. In the most concerning cases where, in the school’s view, the student’s absence does not improve and / or evidence is not provided that legitimately and fully explains the need for absence, the school will refer to the Pupil Entitlement Team. A referral such as this is for consideration of a fixed penalty notice or legal action. The action determined by the Pupil Entitlement Team is solely their decision.

## Medical appointments

We request that, whenever possible, medical/dental appointments are made outside of the school day. Where this is not possible, it is expected that the student attends school before and/or after the appointment. If students attend medical appointments during the school day, this is counted as an absence from school.

## Requests for leave of absence in term time

As of September 2013, the Headteacher is no longer allowed to authorise absence for students from school except in “exceptional circumstances”. **Holidays are not considered “exceptional circumstances”.**

In “exceptional cases” parents can request in advance to take a leave of absence. Requests should be made on the standard school form (available on the school website) and should be sent into school at least 4 weeks in advance of the first day of the requested absence. The Headteacher will then consider the request and communicate the decision back to you in a timely way.

If the absence is not authorised, and the student is not present in school on one or more of the previously specified dates, the absence will be recorded as unauthorised. This may lead to a Fixed Penalty Notice being issued by the Local Authority.

### **Unauthorised absence**

The government has placed a priority on reducing all forms of absence and has introduced Fixed Penalty Notice (FPN) fines to parents whose children are absent without the school's authorisation. These are coordinated and issued by the local authority.

10 or more unauthorised sessions of absence (equivalent to 5 school days) across a 10 week period may result in an FPN being requested. The current fine is £120 per parent.

If a student has a serious illness / medical condition that creates a pattern of sporadic or sustained absence, we will request you provide evidence of this from a medical professional (GP or consultant). This will be necessary in order for us to code the absence as authorised.

### **Punctuality**

The school expects all students to be on time each and every day to registrations and lessons.

Registration times are below:

AM Registration Monday - Friday 8.40am

If a student arrives after 8.45am they will be marked as late.

If a student arrives to school late for an unauthorised reason, they will receive a 20 minute detention at social time that day.

Persistent lateness will, if not improved through support and/or sanctions, result in the lateness being coded unauthorised (see previous section).

### **Managing Attendance**

At Durrington High School we use Arbor to manage attendance. Should we have an unaccounted absence for your child, we will alert parents/carers by calling or sending a text message. Please respond to this message at your earliest convenience.



## **Useful links/ telephone numbers for help and support**

- School Attendance Line - 01903 705644 (24 hour answering service)
- Email Address: – [absence@durring.com](mailto:absence@durring.com) (For all absence)
- Pupil Entitlement Team – Contact No. 03302 228200 or alternatively email: [pei@westsussex.gov.uk](mailto:pei@westsussex.gov.uk)

## **Parents/Carers - Who to Contact?**

### **Subject specific areas**

- homework
- classwork
- a behaviour sanction relating to a lesson



**Subject Teacher**



**Head of Department /Director of Subject**

### **Other issues**

For Example:

- general behaviour
- bullying
- attendance/punctuality



**Form Tutor**



**Pastoral Manager/Deputy Company Leader**



**Company Leader**

Contact details for all staff and their roles are on the school website.  
We always aim to respond to queries within two working days. Please be patient.

**“When I started I was nervous but after the first day I loved it, so don’t be worried”**

**Alfie, year 7**



# CHECK LIST FOR YOUR FIRST DAY

Arrangements for the start of the Autumn term will be forwarded to you as soon as they have been confirmed.

When you first come to us, remember to bring:

PENS and PENCILS	
SCIENTIFIC CALCULATOR	
RULER and RUBBER	
READING BOOK (fiction rather than non-fiction)	
SCHOOL BAG	
DICTIONARY	

## UNIFORM

Check that you have the correct uniform, wear it correctly and check that it is **named**.

You will not need to bring your PE kit on the first day as you will not know your timetable.

**“Be yourself. We are all perfectly imperfect. It’s an experience that you won’t ever forget.”**

**Holly, year 7**





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**#Kindness**

**#Aspiration**

**#Perseverance**

**#Pride**

**#TeamDurrington**

**#proudoofDHS**

