



**WELCOME  
TO  
DURRINGTON HIGH SCHOOL**

**Year 6 to 7  
Induction Handbook  
2024 – 2025**

**Name .....**      **Form .....**

Kindness | Aspiration | Perseverance | Pride

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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 all of you 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. These values 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 get involved with as many extra-curricular activities and events as possible. This will help them to meet new people, make friends and build a sense of confidence. The key thing for us is that every student is fully engaged in their learning during lessons and takes full advantage of everything else on offer outside of lessons. By doing this, students 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 with many other 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 please don't hesitate to contact us as, from experience, we know they are often quickly answered and resolved.

We look forward to welcoming you to Team Durrington.

Kind regards,



**Mr S Allison**  
**Co-Headteacher**



**Mr C Woodcock**  
**Co-Headteacher**

## Welcome from Our Student Leadership Team

### **Who are the SSLT?**

As a group of elected senior students (The Student Senior Leadership Team) we are proud to be responsible for helping to make the school an even better place. We do this through listening to our peers, creating and supporting charity events and regular meetings with the school's senior leadership team and co-headteachers. We listen to all voices (big and small) and, similar to head students and prefects in year 6, we work every day to make the school a safe and happy place for all. We understand how the transition to secondary school may initially feel scary but we are here to support you too. Look out for us (there are 10 of us) and we are the students that wear the grey blazers.

### **What can you achieve here at Durrington?**

As a team, we aim to continue building the bridge between students and teachers, allowing a better experience and choices for everyone. We always want to make sure we listen to you and take your ideas and suggestions forward. We plan to continue to develop the diversity and inclusion in our school community to ensure all students from different backgrounds are represented within our school. You will also be rewarded with some amazing awards for all your incredible achievements here at Durrington.

### **What makes Durrington High School a great place to be?**

We believe that what makes Durrington High School a great place to be are the opportunities that all students at Durrington have. No matter what you are passionate about, our school offers so many different ways for you to "get involved" and express yourself. The social aspect of our school is incredible! You will quickly meet new people, make new friends and create memories that you will cherish forever.

### **How can you make the most out of your time here?**

We believe the best way to make the most out of your time here at Durrington is to get involved. Whether you like sports, dance, science, writing, reading, acting or music, there is a club out there for you. We have so many extracurricular opportunities for you to attend, from chess, to rounders, to our whole school musical and loads more!

You'll also make the most out of your experience at Durrington if you try your best in lessons and always push yourself to go beyond your best. The teachers are friendly and willing to help, so there's no need to be afraid to ask questions. We expect all students to put high effort into every lesson, regardless of whether it's your favourite subject or not. Although you may find a lesson difficult, the worst thing you can do is give up! Always have a smile on your face and persevere no matter what because when you have a positive attitude and you believe in yourself you will find that you will succeed. Make sure to embrace all the amazing opportunities you get and try new things. Welcome to Team Durrington!

**"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 house, 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 from the Year 7 Team

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.

## 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 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.

### **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.

## 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.

### **Issues children may experience and who to contact**

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 house tutor in the first instance.

As well as speaking to their tutor, students can also speak to any anti-bullying ambassador (who all wear badges), a member of the senior student leadership team (in grey blazers or ties), put a note in the red box outside the LRA with their name on it or email [ABC@durring.com](mailto:ABC@durring.com) and a trained member of staff will get back to you.



## The School Senior Leadership Team 2024 - 2025

<b>Co-Headteachers</b>	Mr S Allison and Mr C Woodcock
<b>Deputy Headteachers</b>	Mrs L Allison Mr J Fuller
<b>Assistant Headteachers</b>	Mrs K Blight Mr J Crane Mr B Crockett Mr J Frost Mrs S Temple
<b>Assistant Headteacher and Director of Research School</b>	Mr C Runeckles
<b>Director of Safeguarding</b>	Mr L Tunbridge-Adams
<b>School Business Manager</b>	Mr J Dommett
<b>Director of Operations</b>	Mr M Angell

### Year 7 Contacts

<b>Head of Year 7</b>	Miss S Vaughan
<b>Assistant Head of Year 7</b>	Miss E McDonald
<b>Year 7 Pastoral Manager</b>	Mrs K Fullwood

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. Shirt 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 Year 7 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.

<b>T-Shirts:</b>	Only plain white T-shirts can be worn beneath school shirts. In colder weather we encourage students to wear plain white underlayers.
<b>Tights:</b>	Plain black or neutral shades only. Leggings are not tights and should not be worn as an alternative.
<b>Socks:</b>	Plain black only, with no visible branding or writing on the sock must be worn no higher than the bottom of the knee.
<b>Footwear:</b>	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.
<b>Coats:</b>	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.
<b>Hair:</b>	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.
<b>Hair colour:</b>	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.
<b>Jewellery:</b>	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.
<b>Badges:</b>	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.

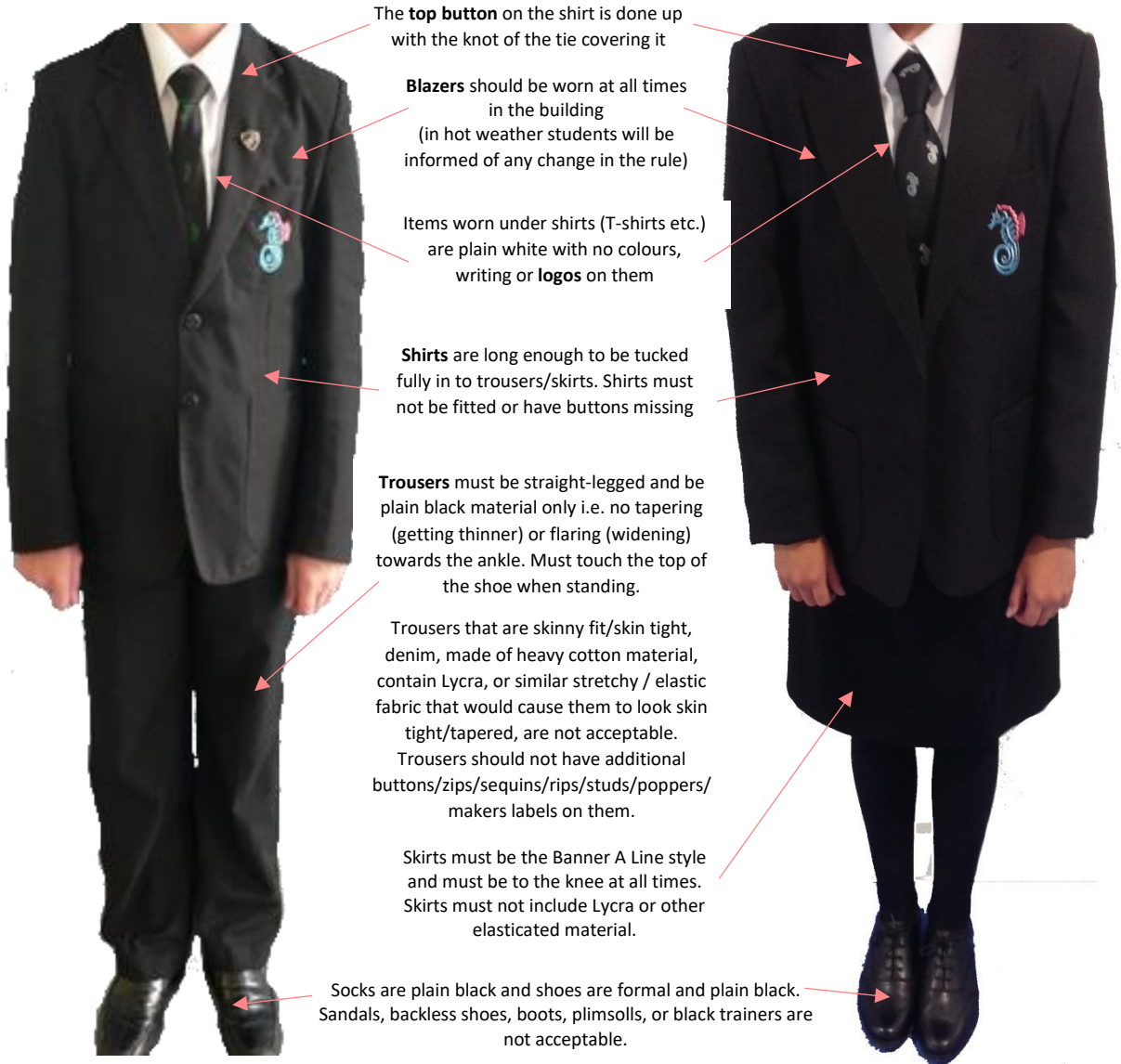
**Outdoor (all students):** Sky-blue polo shirt with school logo  
Navy blue reversible rugby shirt with sky blue band  
Navy-blue sweatshirt with school logo or DHS PE hooded top with school logo (optional)  
Base layer – navy blue / black only  
Navy-blue tracksuit bottoms may be worn over shorts for 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 labels on them.

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)



## Our Usual School Day

Timings for Monday, Tuesday, Wednesday, Thursday & Friday	
8.35	WARNING BELL
8.45	Period 1 (with your house tutor)
9.15	Period 2
10.15	Period 3
11.15	BREAK 1
11.35	Period 4
12.35	Period 5
13.35	BREAK 2
14.05	WARNING BELL
14.10	Period 6
15.10	END OF SCHOOL



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

**Darcie, Year 7**

## School Catering Arrangements

### **BREAKFAST**

The canteen in the main hall is open from 8:00am - 8:40am serving a range of hot and cold breakfast items. Free porridge is available daily for all students.

### **BREAK TIMES**

Students in year 7 and 8 have sole use of the pavilion. 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.

Details of our caterers and menus can be found on our school website:

<https://durringtonhighschool.co.uk/catering/>.

### **PACKED LUNCH**

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

### **PARENT MAIL PMX**

We encourage parents/carers to use Parent Mail PMX (<https://pmx.parentmail.co.uk>) 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 £2.52 a day or £480 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, please contact [FSM@westsussex.gov.uk](mailto:FSM@westsussex.gov.uk).



## 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 house 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.



## Here to Help You

### MEDICAL ROOM

**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.

#### **Students:**

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.

Students are not allowed to carry tablets or other medicines around with them in school. The exceptions to this are if you use emergency medication e.g.: an inhaler (for asthma), an Epi Pen (if you have a severe allergy) or you have diabetes, then you should carry this medication with you at ALL times. That includes 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).

Never take anyone else's medication, as this could be a danger to your health.

#### **Parents/carers:**

- If your child needs to take regular medication or a course of antibiotics in school, this will be kept in the medical room for safe keeping and the student will be allowed to come to the medical room to take this.
- For any emergency medication, please provide a spare, that will be kept in the medical room for safekeeping.
- If your child had an Individual Health Care Plan in their previous school or they are diagnosed with a medical condition during your time at Durrington High School for which they may need to have one put in place. Examples include:
  - Emergency medication, for example an Epi Pen (severe allergies)
  - A long-term medical condition, for example diabetes, epilepsy
  - Acute/Chronic medical needs

If you have any questions, information or concerns you can contact the medical room via [medical@durring.com](mailto:medical@durring.com).

*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 your clothing and equipment has your 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.

### **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.

### **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.

### **BICYCLES AND SCOOTERS**

It is the responsibility of parents/carers to ensure that students are competent to ride and bicycles are 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 where bicycles and scooters must be locked.

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

### **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. 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!

## 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 to 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 and Who to Contact

### **Attendance/Absence**

School Attendance Line: 01903 705644 (24 hour answering service)

Email Address: [absence@durring.com](mailto:absence@durring.com) (for all absence)

Pupil Entitlement Team: 03302 228200 or [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  
or  
Director of Subject

#### **Other issues, for example:**

- general behaviour
- bullying
- attendance/punctuality



Form Tutor



Pastoral Manager  
or  
Deputy House Leader



Head of House

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**

## **FAQs**

### **How will my child know where to go on the first day?**

Plenty of staff will be on hand to meet your child and direct them to the appropriate place.

### **Will they need PE kit on the first day?**

No, the first PE lesson will not involve changing into kit.

### **Will they get lockers?**

Yes, they will get a locker in or near their tutor room at some point in the first 2 weeks. You will need to provide the lock for this and your child will need to keep hold of the key/know the code.

### **How will my child find their way around school?**

Staff will direct children to their classroom; Year 7 are easily identifiable by their tie and we will give them 5 minutes extra for the first 2 weeks to be able to find their lessons.

### **Will they make friends?**

There will be many opportunities to make friends at DHS, as children mix in classes and during breaktimes, but the best idea is to join in with lots of the clubs offered, where your child will meet likeminded students. If a child is struggling with friendship issues, they can come to the Year 7 House office.

### **What if my child forgets something?**

Teachers will be understanding in the early weeks of the term. If they need something important, the Year 7 Office can contact home for it to be sent in.

### **Can my child use their phone in school?**

Students cannot use phones on school premises before and during school hours. If they need to contact home, they can go to the Year 7 office. If a phone is seen or heard by a member of staff, it will be confiscated.

### **What are the expectations for uniform?**

Your child is expected to wear their new school uniform. If they do not have the correct uniform e.g. incorrect shoes, the house team will ring home to request the correct uniform or offer a pair to borrow (where possible) in exchange for an item, such as a phone, for the day. Uniform worn incorrectly will result in an expectation card signature. 3 of these signatures result in a house detention.

### **What if my child loses something at school?**

Please ensure all clothing and equipment is clearly named. Lost properly goes to the library where students can go to claim items.

**What if my child is ill before school / during the school day?**

If your child is ill before school, you may decide to send them in. If you do not, you can ring and leave a message at the office. You may still receive a call from our pastoral manager/attendance team to check how your child is getting on. If they become ill during the school day, they should go to medical. They will then be assessed and you will be contacted if it is necessary.

**What colour tie does my Year 7 child wear?**

In Year 7, children wear a tie with pink seahorses on, when they 'graduate' into Year 8, they will be assigned a new house and therefore a new tie.

**What happens in Year 8?**

In Year 8, children will move out of the Year 7 house and into one of our other 6 houses: Attenborough, Pele, Turing, Malala, Seacole or Angelou. They will stay in this house until Year 11.

**Why is Year 7 an individual house, rather than mixed like the other Year groups?**

At DHS we aspire to make the transition process as smooth as possible, as we recognise that the transition from primary to secondary can be a difficult one. We therefore feel that keeping the Year 7s in a house together helps us build a strong Year 7 team. Being a Year 7 house enables us to get to know each other well, navigate and discuss being at a new school and reinforce key messages. Our Year 7 house team are also familiar with the transition process and the needs of children moving from primary to secondary.



## Checklist for Your First Day

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

On your first day, please remember to bring:



Pens and Pencils	
Ruler and Rubber	
Scientific Calculator	
Reading Book (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.



**Notes**

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 01903 244957

[dmat.education](http://dmat.education)  
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**#Kindness**

**#Aspiration**

**#Perseverance**

**#Pride**

**#TeamDurrington**

**#proudofDHS**