



WELCOME TO DURRINGTON HIGH SCHOOL

Year 6 to 7 Induction Handbook 2026 – 2027

Name **Form**

Kindness | Aspiration | Perseverance | Pride

Contents

1. Contents
2. Welcome from Co-Headteachers
3. Welcome from Our Student Leadership Team
4. Going Beyond Our Best
5. Welcome from the Year 7 Team
6. Tips for Parents
7. Homework
8. Senior Leadership Team
9. School Uniform
14. The School Day
15. School Catering Arrangements
16. Mobile Phones and Electronic Devices
17. Here to Help
18. Reminders
19. Attendance and Punctuality
21. Useful Links and Who to Contact
22. FAQs
28. Checklist for Your First Day



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!

"This year has been amazing. All of the teachers are lovely and they are also so welcoming."

Victoria, 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 and a trained member of staff will get back to you.

The School Senior Leadership Team 2026 - 2027

Co-Headteachers

Mr S Allison and Mr C Woodcock

Deputy Headteachers

Mrs L Allison

Mr J Fuller

Assistant Headteachers

Mrs K Blight

Mr J Crane

Mr B Crockett

Mr J Frost

Mrs A Stutchbury

Mrs S Temple

Mrs K Fuller

Director of Safeguarding

Mrs L Tunbridge-Adams

School Business Manager

Mrs J Dommett

Director of Operations

Mr M Angell

Year 7 Contacts

Head of Year 7

Miss S Vaughan

Deputy Head of Year 7

Mr F Rahman

Year 7 Pastoral Manager

Mrs J Mustill

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

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.

Our uniform suppliers are:

Broadwater Sports

37 Broadwater Street West, Worthing, BN14 9BY

<https://broadwatersports.co.uk/schoolwear-2/durrington-high-school/>

First 4 Uniform

32, North Road, Lancing, West Sussex BN15 9AB

<https://www.first4uniform.com/school-uniform-category/durrington-high-school/>

- 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) and First 4 Uniform (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.
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 colour:	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.

PE Kit

The school PE kit consists of:

DHS PE top

DHS PE shorts

DHS PE ¼ zip jumper

DHS leggings (optional)

Non-marking trainers (N.B. no skateboard shoes or flat-soled trainers)

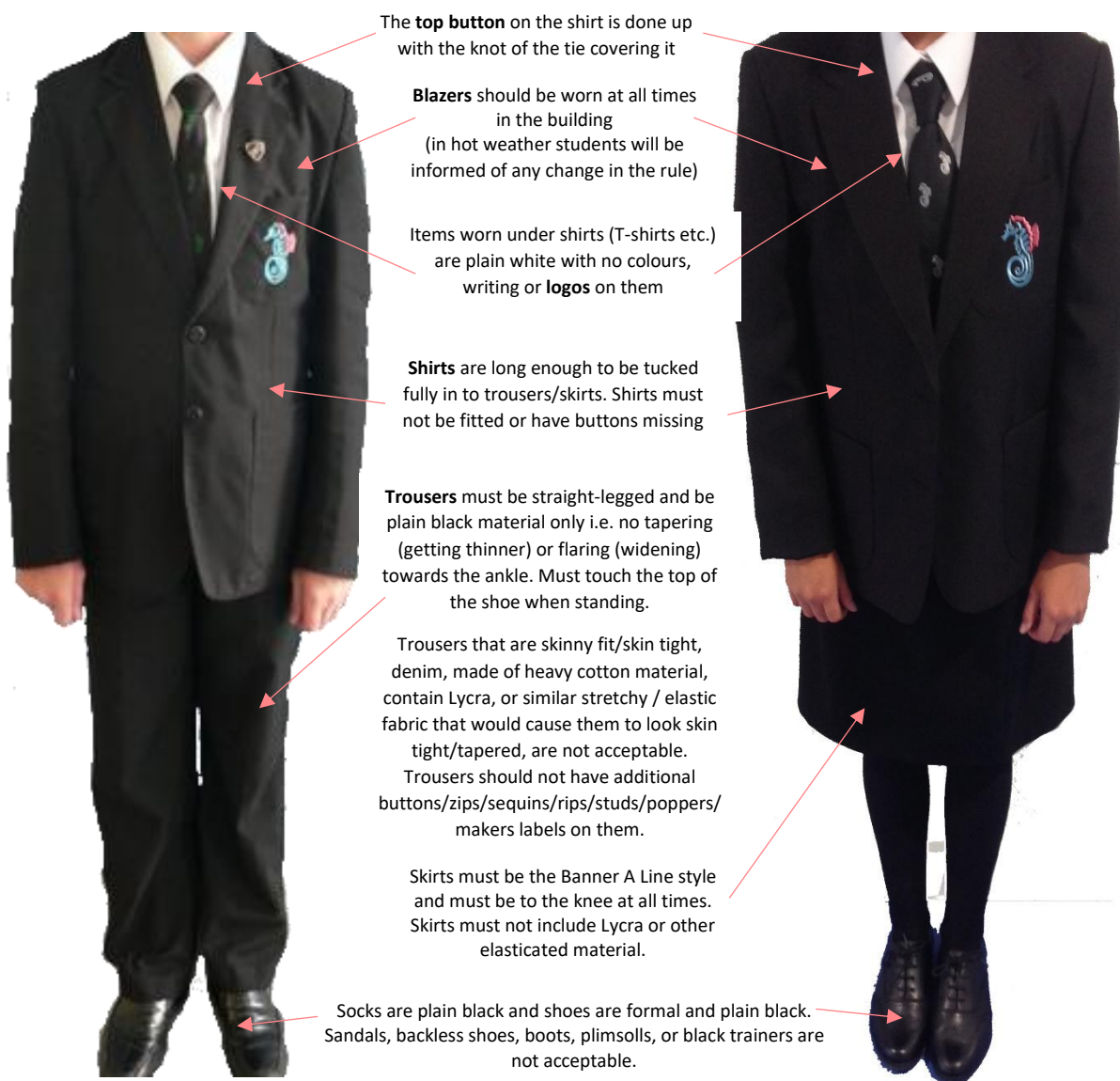
In every PE lesson – students are required to remove all items of jewellery. This includes earrings and watches. Earring tape is not considered acceptable to cover piercings; the earring must be taken out.

Equipment – All students are expected to bring the following pieces of essential school equipment on a daily basis:

School bag – a practical school bag should be brought to school each day by students. Pen, pencil and paperback. Ruler. Rubber. Protractor. Scientific calculator.

No student should bring (or be asked to bring) into school any items that are deemed to be inappropriate, illegal or dangerous to other students even if it is for an educational purpose. (See 'Behaviour Policy' for further clarification).

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



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.

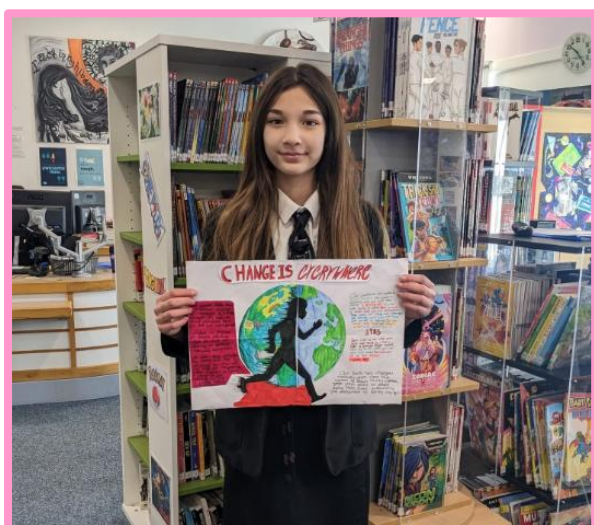
Please note that any detachable key fob etc will need to be removed.

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



"I was worried about the timetable and getting to every lesson on time, but all the classes are actually really close and people are really helpful!"

Noah, 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.

FREE SCHOOL MEALS

Does your family have a household income of less than £16,190? Are they in receipt of universal credit?

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 £2.65 (the price of a 'meal deal') a day. 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 > 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.

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 Children's Wellbeing and Schools Act 2026 and statutory guidance from the Department for Education, from September, students will not be permitted to have access to smart phones or any other smart device in school during the school day. Specifically, this means that students will not be allowed to bring a smartphone or smart device on to site, at any time. Students will be permitted to have 'brick' or 'simple' phones.

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.

Further information can be found in our Durrington High School Student Mobile Phone and Smart Device Policy, which can be found on our school website.

* The school day is defined as the moment students enter onto site at the school gates (front and back) in the morning to the moment they leave the school site at the end of their school day. Brick phones can be used by students after 3.10pm each day and only once students have exited the school building.



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.

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

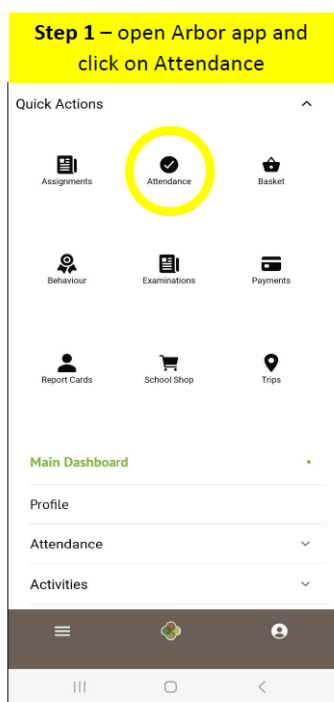
We don't want you to miss out!

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.

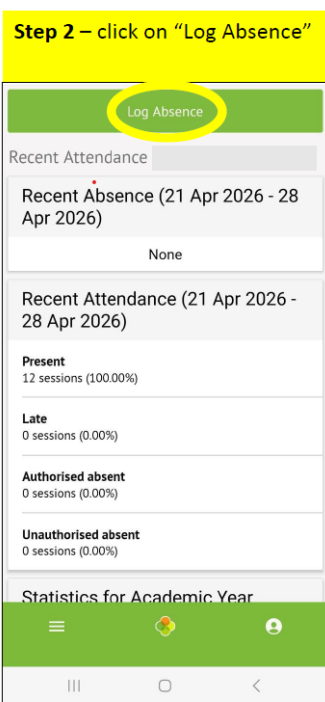
Absence from School

We request that if your son/daughter is absent from school you follow the instructions below to report on the Arbor app.

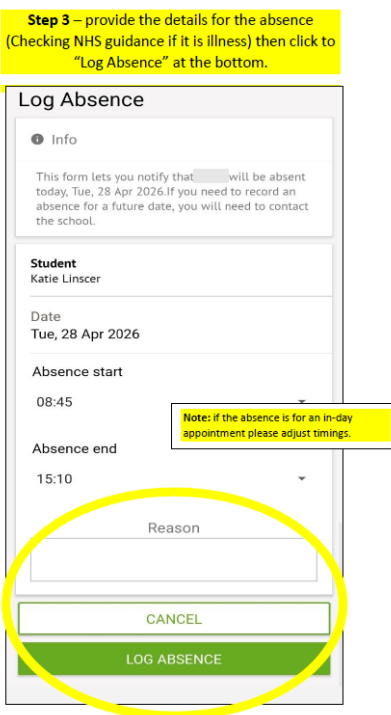
Step 1 – open Arbor app and click on Attendance



Step 2 – click on "Log Absence"



Step 3 – provide the details for the absence
(Checking NHS guidance if it is illness) then click to "Log Absence" at the bottom.



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 (for all absence)

Pupil Entitlement Team: 03302 228200 or 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.

FAQs

- **How long is the school day?**

Our school day runs from 8:45am to 3:10pm. You need to be in the building by 8:40am in preparation for the first bell for Period 1.

- **How long are lessons?**

All lessons are 1 hour long except Period 1 which is 30 minutes.

- **How many lessons are there?**

There are 6 lessons in a day. Durrington High School has a two week timetable – Week A & B. First break is 20 minutes and second break is 30 minutes

- **What lessons will I have?**

In Year 7 you will have lessons in the following subjects:

Art

Computer Science

Drama

English

Geography

History

Maths

Modern Foreign Languages (you will complete 3 lessons of French and 3 lessons of Spanish per fortnight)

Music

PE

Science

SME (Social & Moral Education)

Technology (Rotation of Product Design, Food Preparation & Nutrition & Textiles)

"I was the only person from my school coming here so I was really scared at first, but once I made friends, I realised that it's not as scary as you think."

Alfie, Year 7

- **What will I do in my first few days at DHS?**

During the first few days at Durrington, Year 7 students will attend all their normal lessons and:

- Get to know the school and the rooms they are in
- Meet their teachers and get to know their form tutors better
- Meet other students and make new friends
- Attend a whole year group assembly to begin to become part of the Year 7 house team

To help students be successful, for the first 2 weeks, we:

Let students leave lessons 5 minutes early, so that they can find their way around the school when it is quieter, with extra time.

Give students 10 extra minutes for breaks, so they can familiarise themselves with the food choices and find their friends more easily.

- **How much homework will I get in Year 7?**

Year 7 will receive homework in core subjects (Mathematic, English and Science) once per fortnight (equating to approximately to 45 minutes of work per piece). More information on this can be found here (link they can click on is as follows: <https://durringtonhighschool.co.uk/homework/>

- **What are the older students like?**

All of our older students are supportive of our younger students and are happy to guide you when needed. If you see a student with a grey blazer and tie, they are Year 11 and are a member of the Senior Student Leadership Team. They will be happy to help you.

- **What kind of food is there in the canteen?**

There is a mixture of hot meals, baguettes/sandwiches/wraps, salads, desserts and drinks. More information is available on our [catering page](#).

- **Am I allowed to wear 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.

- **How do I pay for my lunch?**

As our canteen is a cashless outlet, all students have their fingerprint taken in the first few days, which is then used to pay for anything from the canteen using a fingerprint reader. This is linked to their Arbor account which is topped up by parent/carers. Details of how to set this up will be sent to you.

- **Where can I get the uniform and PE Kit from?**

Our uniform suppliers are:
Broadwater Sports
37 Broadwater Street West, Worthing, BN14 9BY
schooljumpers.co.uk

- First 4 Uniform
32, North Road, Lancing, West Sussex BN15 9AB
first4uniform.com

Details about uniform and personal presentation expectations can be found [here](#). If you have any queries please don't hesitate to contact the school.

- **What do I need on my first day?**

Bring your school bag with a full pencil case and packed lunch if you would prefer it to canteen food. You will NOT need your PE kit on your first day.

- **Do I have a locker I can leave my items in?**

Lockers will be available to Year 7 students for use throughout their time at DHS. Students will need to provide their own padlock.

- **Do I wear my PE kit on the days I have PE?**

No, we have changing facilities for students to use for PE.

- **Can I use my phone in school?**

No. Phones should be switched off and in your bag.

- **What if I get bullied in school?**

If a member of our community behaves in an inappropriate way to you it is important that you tell somebody, whether that is a friend, parents/carers, your tutor, or member of staff. You must tell somebody to enable the problem to be dealt with as quickly as possible.

- **What do I do if I am not feeling very well?**

If you are feeling unwell during the school day, you must report to the medical room on the bottom floor next to reception. If staff in the Medical Room feel that you need to go home they will contact your parents or carers. Please do not contact your parents before you go to the Medical Room.

If you feel unwell and are unable to attend school, your parent/carer should notify us by email at: studentservices@durring.com or call the absence line on 01903 244957.

- **Where do I go if I need help?**

In the first instance you should go to your tutor. They are your initial support for all your questions and they can support you or direct you to the appropriate member of staff.

- **How many students are at Durrington High School?**

In your year group there will be approximately 330 students. There are just over 1600 students across the school in Years 7-11.

- **How do I find out what my homework is?**

Both you and your parent/carer will be able to set up a logon on Arbor where you can see all of your homework that has been set. Your teachers will also show you the homework in class when it is set and show you what to do.

- **Who do I speak to if I can't do my homework?**

If you cannot do your homework, you need to speak to your teacher who set it. You can choose to speak to them at the end of a lesson, breaktime, lunchtime or you can email them. All teacher emails are available on our website.

- **What happens if I'm late to school?**

You will be signed in by a member of entrance duty staff. If you are late, you will have a 20 minute detention in the second break. If you have a legitimate reason for being late i.e. appointment, please ensure your parent/carer has informed the school before 8.30am. If you arrive after 9:20am without an appropriate reason, you will be marked as an unauthorised absence which will impact your attendance.

- **What clubs are there?**

Please see our [extra-curricular page](#) for an up-to-date list of enrichment programme.

- **Can I learn a musical instrument?**

Yes, we have visiting teachers offering weekly lessons on a wide range of instruments. Please contact bmaughan@durring.com if you are interested.

- **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 property goes to the library where students can go to claim items.

- **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:



Pen x2	
Pencil x2	
Ruler and Rubber	
Scientific Calculator	
Reading Book (Fiction)	
School Bag	

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.

This image shows a full page of white paper with horizontal grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.



#Kindness

#Aspiration

#Perseverance

#Pride

#TeamDurrington

#proudoofDHS



 durringtonhighschool.co.uk

dmat.education

 [DurringtonHighSchool](https://www.facebook.com/DurringtonHighSchool)

 [@DurringtonHigh](https://twitter.com/DurringtonHigh)

[@DMATeducation](https://twitter.com/DMATeducation)

 [@DurringtonHighSchool](https://www.instagram.com/DurringtonHighSchool)

 01903 244957