

DEBENHAM HIGH SCHOOL



Information Guide For Parents 2017-2018



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ABSENCE FROM SCHOOL

The school operates a first-day absence check. This means that if your child is absent at morning registration without the school's prior knowledge, we will telephone you to check the reason for non-attendance. Similarly, we will telephone you if your child signs out at the office at lunchtime but doesn't return after lunch as expected. If we cannot contact you by telephone we will send you a letter. The system is designed to ensure that all pupils who have left home arrive safely in school.

Please telephone the school each morning on the days that your child is absent. Messages should be left on the school answering system which is available 24 hours a day. Please give the name and form of pupil, details of reason for absence and expected date of return to school.

I am sure you will appreciate the value of the system, but for it to work effectively we must have up-to-date contact addresses and numbers. Please e-mail the office as soon as you have any new contact information or change of circumstance.

AFTER SCHOOL CLUBS

We provide a wide and varied out of school hour's service for our pupils.

The school provides a wide range of services to meet the needs of pupils, their parents and the local community, beyond the normal school day.

Activities include Athletics, Squash, Cricket, Warhammer and ICT. A Homework Club is available in Room 2 after school until 4.45pm for quiet study from Monday to Thursday supervised by a member of staff.

If you would like more information, please check our website, under the parents section for termly activities or speak to Miss Sandall in the PE department.



BAD WEATHER

In the event that the school has to close early, the following plan of action will be implemented:

- The Home page of the **school website** will be regularly updated with all details, including the time of closure and school transport arrangements, if any.
- Details will also be available on the school's answering service option 3. **Please avoid phoning** the school if possible as the switchboard capacity is very limited.
- As soon as the decision to close is made, **the parent/carer marked as the first contact for each pupil will be sent a text and an email.**
- **If you have given advance authorisation for your child to leave early and you are happy for him/her to return home by his or her normal means, please do NOT reply.**
- **If you have NOT given advance authorisation for your child to leave early, please reply by text or email giving your child/ren's name and form to authorise the school to release them before 3.50pm.**

- **If your child is to be collected from school, please include in your reply the name of the person who will collect them and the approximate time. This person will be responsible for signing your child/ren out. Pupils must be collected from the Covered Way.**
- Providing authorisation has been received, pupils walking home will be released at the early closure time. Pupils travelling by school transport will be supervised until buses are available.
- Pupils who are to be collected will wait in the Covered Way. They will be signed out from there by the person collecting them.
- Pupils whose parent/carer has **not** given authorisation for them to leave early, either in advance or on the day, will remain in school until 3.50pm.
- **To give advance authorisation** (if you have not already done so) for your child to be released if school closes early, please complete the slip enclosed in the Induction Pack and return to the school office. You will still be notified of early closure by text and email but you do NOT need to reply.

If our name is **not** included in any lists of closed schools, please assume that we are open.

We advise children that they should wait a “reasonable” time for a bus which fails to arrive; what is reasonable depends on circumstances and conditions, but we would normally think that twenty minutes would be appropriate before alternative methods of getting to school are sought. If school remains open it is parents’ responsibility to get their children to school though they need to be mindful of conditions in their immediate locality and the need for children to get home again after school. If children are not able to attend school, parents are asked to inform us in the usual way so that we know all our pupils are safe.

BULLYING

Bullying is unacceptable and is not tolerated at Debenham High School. Instances of bullying are comparatively rare but the school takes a determined and proactive stance to deal with these quickly and effectively, whether verbal or physical intimidation. All teachers are prepared to listen sympathetically but children are also able to report instances on a note or by completing a form on the school bullying page on the website.

It is emphasised that it is the responsibility of everyone in the community to prevent bullying and the issue is raised regularly in assemblies and in PSHE lessons.

Bullying can take different forms and may be directed at an individual because of their race, religion, gender, sexuality, disability or culture; discrimination of this sort is an example of bullying and it is important that it is reported to the Head of Year or Assistant Headteacher with responsibility for Pastoral Care whenever it occurs.

BUS PASSES

School buses and bus passes are administered by School Transport, Suffolk County Council Education Department, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX. Telephone 0345 606 6067. **All enquiries should be made directly to them.**

Eligibility and applications

All children living more than 3 miles from school and within the Debenham High School catchment area are entitled to free school transport.

If your child is at a Suffolk County Primary School, the Headteacher will have notified the Education Department and you need do nothing. **A bus pass will be sent to you direct.** If you do not receive one by the end of August, you should contact School Transport, Telephone 0345 606 6067.

If your child has attended a fee-paying school or a school outside the county, you yourself must apply to School Transport www.suffolkonboard.com or tel 0345 606 6067 for a bus pass.

If you live outside the catchment area and wish your child to travel on a school bus, you must apply to School Transport – www.suffolkonboard.com . **If there is a vacant seat** you will be sent a bus pass and invoiced each term by School Transport.

If you live outside the catchment area and wish your child to travel on public transport you must pay the standard child fare each day. Concessionary bus passes are not issued for public transport buses.

School bus passes will be sent direct to parents/carers towards the end of the Summer Holidays. If you have not received yours before the start of term, please telephone School Transport on 0345 606 6067.

Pupils travelling on school buses must have their bus pass with them **every day**. The driver may refuse to allow the child to travel if they cannot show their pass.

Pupils must arrive punctually at their picking-up point. Pupils who miss their bus must make alternative arrangements to attend school and must report to the school office for registration upon arrival. If the designated bus does not arrive within a “reasonable” time (ie; 30-45 minutes), pupils should return home and, if possible, make alternative arrangements to get to school.

If the bus pass is lost, a temporary bus pass can only be issued by SCC Transport Department. You must apply direct to School Transport – www.suffolkonboard.com for a replacement.



CALENDAR

The annual School Calendar is given to each pupil in the first few weeks of every academic year and is also available on our website. It contains extremely important dates for you to note in your diaries, such as term dates, exam dates, effort grades and reports, Parents' Evenings, trips and visits and other meetings and events. Additional calendar dates will be notified during the school year.

COMPLAINTS

In the first instance, particular problems should be referred to the Headteacher who will endeavour to achieve a satisfactory outcome by informal means. If necessary, unresolved problems may be referred to a panel of Governors of the school for formal consideration, and, as a last resort, to a Local Authority panel. Further details about the Local Authority's procedures may be obtained from the Headteacher or the Area Director.

CONTACT THE SCHOOL

Telephone Number	01728 860213
E-Mail	office@debenhamhigh.co.uk
Post	Gracechurch Street, Debenham, Suffolk, IP14 6BL
Member of Staff	initialsurname@debenhamhigh.co.uk



DAILY EQUIPMENT

To enable your child to fully participate in all lessons, please ensure that they start the school year in September with everything required, and that lost or used up items are replaced as necessary throughout the school year. Equipment they will require includes correct school uniform, PE kit (as outlined elsewhere in this booklet) and the following items:

Pencil case	Pens
Pencils	Coloured pencils
30cm Ruler	Rubber
Pencil sharpener	Protractor
Pair of compasses	Highlighter pen

DESIGN TECHNOLOGY PROJECTS

During Art and Design Technology lessons through the year, your child will produce a variety of projects in Food, Textiles, Construction and Art. The pupils have the choice whether to take home what they make or for the articles to remain in school to be recycled. If they choose to keep the articles they, or you, are asked to pay a small charge towards the costs of the materials they have used. No pupils will be disadvantaged in lessons by not buying the items produced, but they will not be able to take them home unless they have been paid for. A separate letter will be sent out by the DT Faculty at the beginning of the Autumn Term.

DINNER MONEY

The school operates a cashless catering system that is managed through the School Gateway. It is recommended that pupils be allocated up to £4.00 each day for school break and dinner; this will allow them a snack and full two course meal and drink. All food items, however, are individually priced.

DRAMA

During their years at Debenham High School all pupils will be taught Drama. Classes take place in the hall, which has a wooden floor. In order to protect this, but equally importantly in order to facilitate ease of movement, we would request that your child has a pair of plimsolls or lightweight trainers which she/ he can wear specifically for Drama classes. For the same reason we recommend that girls wear black trousers so that they can work in comfort.



ELECTRONIC EQUIPMENT

Students are discouraged from bringing any mobile phones, music players or other electrical equipment to school. The school recognises that some parents, for reasons of safety, may wish their daughter or son to bring a phone to school. Any device remains the responsibility of the student and the school cannot be held liable for any loss, breakage or theft.



If students and parents chose to bring any such device to school the following expectations will be enforced.

All mobile phones, music players or other electrical equipment must be kept switched off and out of sight at all times on the school premises. Any use of phones is prohibited – this includes making or receiving calls / text messages / photographs / videos; listening to music; using as a calculator / conversion software; and checking the time.

In case of emergency, or where there is a particular need, students should ask a senior member of staff for permission to use the phone in an office.

The use of personal musical devices anywhere on the school site is not permitted.

If a student is seen using a device at school it will be confiscated. Multiple offences will result in an after school detention and parents will be asked to come to school to collect the device from school.

E-MAIL

When using e-mail facilities, pupils are to communicate with respect for others. They are ambassadors for the school and should observe the standards expected within school. They should avoid including material that may cause offence or nuisance to any person and should immediately report any similar mail received by them.

The school also sends letters by e-mail; paper correspondence is only sent to pupils without an e-mail address. This ensures that parents see all letters. Please notify the school office of your e-mail address, if you haven't already done so.

To contact any member of staff by email, please use initialsurname@debenhamhigh.co.uk

EXCLUSIONS

Serious violation of the school rules or lack of response to previous interventions will result in an internal exclusion or short fixed term exclusion. Fixed term exclusions should be short enough to avoid serious effect on a child's education whilst clearly emphasising the seriousness of the unacceptable behaviour displayed.

Internal exclusion

When a pupil incurs an internal exclusion they are isolated for ½ or 1 day from all their peers, not able to mix or talk to them even at break or lunch times. They are set work to do on their own in a separate room.

Fixed term exclusion

Short term exclusion from school is a sanction rarely used but, if utilised, it will conform to Government requirements and recommendations. Only the Headteacher (or in his absence, the Deputy Headteacher), after consultation with senior relevant staff, has the authority to suspend pupils. Offences for which suspension may be considered include:

- Swearing and threatening behaviour towards a member of staff. (This will always lead to suspension, the length of which varies according to circumstances)
- Unprovoked attacks on pupils or staff
- Behaviour likely to cause danger to others, including vandalism on school property
- Bringing and/or using weapons or illegal substances (including alcohol) to school
- Refusals to obey instructions from staff
- Disobedience, defiance or refusal to co-operate
- Serious occurrences of theft
- Where the learning of others is detrimentally affected by the disruptive behaviour of an individual or group despite several attempts to change and improve behaviour and after warnings are given
- Racism or any other discriminating behaviour

Pupils on fixed term exclusion will receive work set by subject teachers, which will be marked on their return to school. On their return to school, a suspended pupil will be given help and advice on how to reintegrate back into school life. A Pupil Support Framework will be set up with the Head of Year to support their successful re-integration into school.

The final sanction used is permanent exclusion and is very rare at Debenham High School. However the safety of the community is of paramount importance and achieving this may necessitate immediate exclusion.

Permanent exclusion

Normally after two previous fixed term exclusions (in a period of 3 years), a pupil is permanently excluded. However there are circumstances where a pupil could be excluded as a first offence – where a particularly serious transgression of school rules and common sense merit such action. Examples of this may include:

- An unprovoked violent attack on a pupil or member of staff
- Serious incident of bullying
- Supplying and trading in illegal substances
- Generally, however, exclusion is used where many other methods have been tried, and failed, and it is felt that a new start in a different school is in the best interests of the individual and/or the school community

Where laws of the land have been broken the Headteacher will consider, with some care, the possible effects of involving the police on a formal basis.



FREE SCHOOL MEALS

To claim free school meals, or to discuss your needs, please follow this link www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals/. Although applications can also

be processed throughout the summer holiday, they should not be left until September as it is difficult to process them for the start of term.



HAIRSTYLES

Pupils should not have an exaggerated hairstyle or hair colouring whilst in school. For Health and Safety reasons, hair should be tied back in lessons of a practical nature, for example, PE, Design Technology, Science.

HOLIDAY

The school strongly discourages parents/carers from taking their child out of school for a holiday, especially during Years 10 and 11 as G.C.S.E. coursework is undertaken throughout these years.

Family holidays should, wherever possible, be taken during school holidays. If, in exceptional circumstances, you need to request permission for your child to accompany you on an **annual family holiday** during term time, you should obtain a form from the school office and complete and return it to Mr Martin, Deputy Headteacher at least **six** weeks in advance. The form must be accompanied by a letter clearly stating the reason why the holiday cannot be undertaken in school holiday time. **Financial / economic reasons, availability of accommodation, ease of travel would not be considered acceptable reasons to grant leave of absence.**

The Headteacher has the right to refuse permission and absence for holidays will not normally be authorised unless: -

- The holiday is a single, annual, family holiday which cannot be taken in school holiday time.
- The number of school days missed does not exceed 10.
- The attendance of the child/children has exceeded 95% in the previous 12 months.
- The child/children will not miss major public exams eg. GCSE, or be absent during the important final preparation time for the examination.

If pupils miss work as a result of a holiday taken in term time, responsibility for catching up on missed work lies with the child and parents/carers not their teachers.

HOMEWORK

Pupils in Years 7, 8 and 9 should expect to have between 5 and 7 hours of homework per week.

Pupils in Years 10 and 11 should expect to do 10 hours per week. (This may consist of extension to class work, preparation for GCSE controlled assessments, GCSE projects, etc.)

Please check that homework details are entered properly in the Log Book. There is a space for your regular signature. Try to help your child to organise his or her time to best advantage so that homework is not left to the last minute or even forgotten. It is often best, however, to give children

a short period to “unwind” after school before they start their homework. Try to provide suitable working conditions at home if you can.

It is really important for you to take an active interest in your child’s work rather than just insisting that it is done. This sustained, active interest can make a huge difference to the quality of work produced and the attitude towards homework.

Give help if required, but please do not do the work for your child.

Don’t let your child do too much or get upset about a piece of work he or she is finding difficult. Please use your judgement as to when to intervene and say it is time to stop working on a piece of homework. Please make a note of this in the Log Book.

Let us know if there is a problem with homework, if there is too much, too little or if it is all coming at once. We all want what is best for the children. **Please** tell us if there is a problem.

At an appropriate time before examinations we will provide guidance with respect to revision techniques and planning.



INTERNET

The Internet access provided by the school is an additional learning resource and all use should be of an educational nature. The computer equipment provided by the school should be treated with respect and not tampered with. Parents’/Carers’ permission is required for Internet use and it is assumed that both parents/carers and pupils will honour the agreement forms they have signed.

In order to protect themselves and others students should never reveal their complete name, address or other personal information, including photographs, which might identify them on the Internet. When using e-mail facilities, students are to communicate with respect for others. They are ambassadors for the school and should observe the standards expected within school. They should avoid including material that may cause offence or nuisance to any person and should immediately report any similar mail received by them. Pupils cannot assume that information found on the Internet is necessarily correct and should check the validity of the information or the site with a member of staff before using in work. Pupils must not actively seek unsavoury material on the Internet or via email, and should report any they find to a member of staff immediately.

Failure to comply with these rules will result in the following measures:

- First Offence: Letter home and a ban from the Computer Room at lunch times and from Internet use for up to half a term.
- Second Offence: Letter home, ban for half a term and internal suspension
- Third Offence: Letter home, fixed term exclusion



LOCKERS

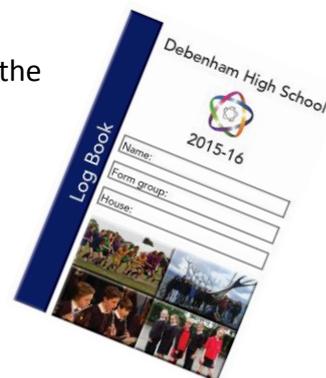
Pupils may hire a locker for the duration of their time in school at a cost of £5.00 a year. As lockers are allocated on a ‘first come, first served’ basis, you should log onto the School Gateway at your earliest convenience to reserve a locker. In addition, where appropriate, Musical Instrument lockers are available on the same basis. If a locker key is lost, it costs £5.00 to replace it.

LOG BOOK

The school Log Book is more than just a homework diary. It has been specially designed to help your child to plan their work, manage their time, record achievements, review progress and set targets for improvements

It is also an important means of communication between you, your child and the school.

Using a Log Book well can make your child more efficient and can save a great deal of time and trouble. Your child is responsible for having their Log Book with them in every lesson, writing homework in carefully at the time that it is set, asking for help if they are not sure what has to be done, checking homework off as it is done and keeping a record of achievements both in and out of school as this will be most useful to when it comes to creating a CV.



If the Log Book is lost, it will cost £2.50 to replace it and this can be done at the school office.

Finally; please ensure you see and sign your child's Log Book every week.

LOST PROPERTY

An increasing amount of equipment and clothing is being mislaid or lost at school. In order to try to match lost property with rightful owners and to find lost belongings, the office staff have agreed to act as a collection centre for uniform. Please telephone as soon as you know something is missing.

WE WOULD BE MOST GRATEFUL IF YOU COULD ENSURE THAT EVERYTHING IS MARKED WITH THE PUPIL'S NAME, INCLUDING TRAINERS AND PE CLOTHING.

CLOTHING: Most school uniform is now made with a name tag to complete – please do so. If you don't have name tapes, write initials or name in BIRO or INDELIBLE INK on the maker's label or washing instructions or on the inside of a shoe.

EQUIPMENT: A sticky label or initials painted on in nail polish, white correction fluid or felt pens helps to identify equipment.

We are sure you will appreciate that pupils often have identical equipment and that school uniform clothing all looks much the same. Pupils may think they will recognize their jumper, but the office staff need to read a name tag in order to return it to its rightful owner.

Un-named Lost property will be kept in school until the end of term, when it will be displayed in the school hall. If it hasn't been claimed, it will be disposed of, so please would you urge your child to ask IMMEDIATELY if they have lost something. This system will only work efficiently if you support us by ensuring that your child's belongings are clearly marked with his/ her name.

LUNCH

Children use up a great deal of energy during a full school day. They need to concentrate during lessons and recharge their batteries for the afternoon. Eating a school lunch helps to achieve this and provides:

- a hot, healthy, nutritionally balanced meal
- a high proportion of traditionally prepared, homemade dishes that provide choice and variety to suit all tastes
- value for money
- convenience – saving you time preparing packed lunches
- improved learning abilities – studies have shown that children concentrate better in lessons if they have had a balanced lunchtime meal
- teaches children the social skills involved with eating with others and how to make choices
- allows children to relax in a safe, supervised environment with friends.

Please feel free to discuss any dietary requirements your child may have, ie; vegetarian, diabetic, etc. Telephone or call and see the Catering Manager, Mrs Pink, who will be pleased to help.

LUNCH PASS

If your child takes part in a lunchtime activity within school, they can ask the member of the teaching staff organising the club for an Early Lunch Pass which enables them to attend the club on time. Passes are handed out from the staff room or through the Form Tutor.

LUNCHTIME CLUBS

The school provides lunchtime clubs which any child can attend. These clubs vary, but can include: Orchestra, Chess, Rounders, Fitness, Choir, Graphics and Art & Craft. Clubs are advertised in Form Rooms and around the school on notice boards. There is no maximum number and your child can just turn up and take part. A termly programme is available to view and download on our website



MEDICAL PROCEDURE

If your child feels unwell during the school day, they must, in the first instance, report to the school office. A member of the school office will then direct them to the medical room. All pupils that are directed to the medical room will be seen by a trained first aider from the office. At no time must the pupil contact their parent directly by mobile telephone. If it is deemed necessary, parents will be contacted for further information or advice, or asked to collect the child from school.

MESSAGE TO YOUR CHILD

If you need to get a message to your child during the school day, please contact the school office before morning break (11.05am) or before 1.50pm so that a note can be put in the register. In an **emergency** a member of the office staff will visit a class to find your child.

MOBILE TELEPHONES

School policy does not allow the use in school of mobile telephones. Any such items are brought to school entirely at the owner's risk. The School cannot be held responsible for any loss or damage, however caused. Mobile phones must be switched off during the school day and stored securely in pupils' lockers. Parents are reminded that they should contact their child through the school and not contact the child directly by mobile. The School reserves the right to confiscate any personal equipment used during lessons, form periods or exams, or at other inappropriate times, including break and lunchtime. Confiscated mobiles will be returned directly to your child or for repeat offenders directly to you.

MUSIC LESSONS

At Debenham High School children have the choice of instrumental lessons in addition to their normal music lessons. Pupils come out of their normal lesson each week on a rotation basis for about 20 minutes and are expected to catch up on the work on their return. Lessons are available on flute, clarinet, saxophone, oboe, bassoon, French horn, trumpet, trombone, euphonium, tuba, violin, viola, cello, classical guitar and percussion / drums and will be charged by your personal tutor directly.

If your child would like to learn an instrument would you please contact the Head of Music. Lessons are heavily subsidised by the school and children who are receiving instrumental lessons will be expected to attend extra-curricular activities as reasonably requested. Sight reading, aural and ensemble playing skills are fostered by playing with others, so joining in as soon as possible is very important.

Should there be more demand than we can accommodate, a waiting list will be used. It will obviously be an advantage if children have their own instrument. If you would like advice about suitability of instruments, hire schemes or best instruments to purchase, we would be pleased to try to give advice.



OPENING TIMES

All pupils are expected to be on time to all registrations and lessons (particularly lessons 3 and 5).

Pupils should not enter any part of the school before 9.05am in the morning, other than the covered way.

9.05	Registration
9.15	Assembly
9.25	Lesson 1
10.15	Lesson 2
11.05	Break
11.20	Lesson 3
12.10	Lesson 4
13.00	Lunch
13.55	Registration
14.05	Lesson 5
14.55	Lesson 6
15.45	End of school



PARENTS' EVENING

Dates for parents' evenings are shown in the School Calendar and on the back of the logbook. In your child's first term you will receive a written report containing brief comments on your child's work and progress. The consultation evenings take place in the school hall between 5.00pm and 7.45pm; appointment sheets are in the back of the logbook for them to make bookings with their teachers at times that are most suitable for you. The Headteacher and Deputy Headteacher will be available during the evening to discuss any problems you may have.

PASTORAL

The school considers its relationship with parents to be of utmost importance in ensuring the educational progress and wellbeing of all its pupils. Pastoral care at Debenham High School is overseen in each year by each Head of Year. Parents may telephone or arrange to visit the school to discuss a concern, initially, with the Form Tutor or for more serious and/or persistent concerns, to the Head of Year. Specific concerns about coursework or homework may be directed to the Faculty Head or subject teacher. A Head of Year or members of the S.L.T. are always available to discuss any serious concerns that you may have, please contact the school office, in the first instance, to arrange a mutually convenient appointment. Parents of pupils with special educational needs who have any concerns about their education should contact the Special Educational Needs Coordinator. Please refer to the staff list for names of the relevant members of staff.

PE KIT

You can order named or unnamed items of PE kits at any time of the year from – www.pbparentsonline.co.uk/debenhamhigh

All PE kit worn (other than shoes) must be school specific items. Compulsory items of PE uniform are:

- polo shirt
- shorts or skort
- reversible long sleeved sports shirt
- DHS socks
- training shoes (preferably white) with non-marking soles

Optional items of PE uniform are:

- tracksuit top and bottoms
- base skins
- Girls leggings must be school supplied version
- Football boots are strongly recommended for use in wet and muddy weather
- For all rugby and hockey lessons, the wearing of a gumshield is strongly recommended.

Named items of uniform must be surname only, no abbreviations or nicknames.

Please note that **NO** jewellery may be worn during PE lessons for health and safety reasons.

ALL items of clothing and belongings **MUST** be clearly labelled with the pupil's name. Any unidentified clothing found in the school will be returned to lost property and held for a term. Parents who have difficulty financing school uniform are invited to contact the Head of Year, in confidence, for assistance.

PEER MENTORING



The school operates a peer mentoring scheme which offers support to pupils in the following ways:

Older pupils are attached to Year 7 forms;

Peer mentors are available around the school at lunchtime should your child need assistance in any way.

Pupils may be matched to an individual peer mentor

PHOTOGRAPHS

We may from time to time take photographs for use in the press or on our website. Please inform us if you do not agree to your child being photographed, either by telephone, on the pupil information form or data collection sheet.



Race Equality

Debenham High School is committed to the elimination of unlawful racial discrimination and to the promotion of race equality. Diversity is valued within this school. For more information, please either ask for a copy of our policy from the school office or visit our website.



SAFEGUARDING CHILDREN

Debenham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, pupils, parents, governors, visitors and volunteers to share this commitment. For more information, please either ask for a copy of our policy from the school office or visit our website.

SICKNESS

The school operates a first-day absence check. If any pupil is absent at morning registration without the school's prior knowledge, the school will telephone the parent/carer to check the reason for non-attendance. Parents/carers will also receive a telephone call about any pupil who signs out of school at lunchtime but does not return after lunch as expected. The purpose of this system is to ensure that all pupils arrive safely in school after leaving home.

To facilitate this process, we ask parents or carers to telephone the school **EACH** morning on which a child is first absent. Messages may be left on the 24 hour answer phone up to 9.30am or parents may speak to a member of the office staff from 8.30am. The name and form of pupil, details of reason for absence and expected date of return to school are required.

If the school is unable to contact parents/carers by telephone on the first day of absence, a letter will be sent home. It will include a reply slip asking you to confirm details of your child's absence. Parents/carers must confirm every absence in writing in the Log Book or by separate letter as soon as a pupil returns to school



TELEPHONE SYSTEM

If your child is unwell or will not be in school, leave a message on Option 1 of the telephone system.

Alternatively, you may press the extension number of the person you wish to speak to, details can be found directly on school correspondence.

Popular extensions are:

Mrs Keeble, Student Support Office	Ext 207 or 01728 862912
Mrs Hughes, Examinations Office	Ext 212 or 01728 862914
Ms Smart, Learning Support Office	Ext 227
PE Office	Ext 214
Finance Office	Ext 305

TERM DATES

These can be found on our website and in the school calendar.

TRIPS

The school operates many organised trips to different locations throughout your child's time at Debenham High School. These will include both daily and residential trips. You will be notified of any trips and visits by letter and e-mail (if provided). You will then be given the option to partake in the trip/visit and acknowledge your acceptance by logging onto ParentPay or if you do not have access to a computer, by returning a reply slip via the school mailbox.

If you wish to discuss the details of any trip or visit, please contact Mrs Johnson in the schools Learning Resource Centre on Ext 218.



UNIFORM

All uniform can be purchased from - www.pbparentsonline.co.uk/debenhamhigh

It can delivered either to the school for free and handed out via the register or directly to your home for a nominal charge.

Girls

- All students must at all times wear a school branded jumper and shirt.
- White revered blouse with collar (not a T-shirt) or white shirt and House tie. (Blouse/shirt should not be tight fitting, and should be long enough to remain tucked into waistband.)
- House ties are available from our uniform supplier Price and Buckland. They can be bought as a traditional tie or as a clip on tie, either style must be worn with the tie and top button fully done up.
- Plain black skirt – we have a specific school skirt. This is available through our school supplier, Price and Buckland. Please note that this skirt is branded with the school logo. No other skirt is permitted.
- or Full length plain black trousers, as per the Price and Buckland website. Trousers worn that do not conform to this specification will not be permitted. The bottoms of the trousers must not completely cover the shoe, nor should the ankle be visible.
- Plain black belt (optional), plastic or leather with no studs or decoration
- Plain socks or black/natural tights must be worn (not trainer socks)
- Black smart flat shoes (not trainers, boots, sandals, sling backs or canvas).
- Black blazer with the school logo (optional)
- No make-up.

Boys

- All students must at all times wear a school branded jumper and shirt.
- White shirt (not a T-shirt) and House tie. (Shirt should be long enough to remain tucked into waistband.)
- House ties are available from our uniform supplier Price and Buckland. They can be bought as a traditional tie or as a clip on tie, either style must be worn with the tie and top button fully done up.
- Full length plain black trousers as per the Price and Buckland website. Trousers worn that do not conform to this specification will not be permitted. Plain black belt (optional), plastic or leather with no studs or decorations.
- Black smart shoes (not trainers, sandals or boots)
- Plain socks must be worn (not trainer socks)
- Black blazer with the school logo (optional)

All students

- Plimsolls or light-weight trainers for Drama lessons FOR INDOOR USE ONLY.
- Plain white T-shirts may be worn under the school shirt during the winter months, but should not be visible at the neckline or cuffs.
- Hair styles should not be exaggerated or attract undue attention and colours should be natural.
- Visible tattoos are not permitted
- We discourage the wearing of jewellery, but the following are acceptable:
a single plain stud or small hoop per ear in lower lobe; one fine gold or silver chain necklace, with no pendant or decoration; one narrow, discreet bracelet or charity band. No rings and no other piercings are permitted. Excess jewellery will be confiscated. On the first occasion this will be returned to the student at the end of the school day. After multiple confiscations the items will only be returned to a parent or carer.



WEBSITE

Our website is designed to give up to date school information, including a weekly blog from the Headteacher and any supporting information documents from information evenings. It has a wealth of information available on it, so in the first instance, have a look here. The address is www.debenhamhigh.co.uk

Debenham High School

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