



Junior School

Parents' Handbook

Academic Year 2022 / 2023



SHREWSBURY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

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Part I – Welcome to Shrewsbury High School

Aims and Ethos

Our core pillars - Character, Endeavour and Achievement.

Our core purpose - to build pupils of character and enable them, through their own endeavour to achieve beyond the bounds of expectation.

Our core vision – to provide an education, within an inclusive, caring and purposeful community, that is an exciting journey of discovery for each individual, opening doors to a world of possibilities.

Our values – moral integrity, respect for self and others, compassion, social responsibility and ambition.

Our qualities – confidence, kindness, curiosity, creativity, resilience and courage.

Our promise – to promote happiness, guide discovery, have fun, realise potential and deliver excellence – consistently and reliably – for all our pupils.

MISSION STATEMENT

Our core pillars of **character**, **endeavour** and **achievement** underpin everything that we do.

With a healthy sense of fun and adventure and a commitment to innovative teaching and learning, we aim to bring out the best in each and every pupil, regardless of their starting point or background. We ignite curiosity, foster a love of learning, hone independent study skills and grow an appreciation of what can be achieved through creative thinking, hard work and perseverance.

We seek to instil core values of *moral integrity, respect for self and others, social responsibility* and *ambition*. We want our pupils to be *compassionate* and value good friendship. The inculcation of these values helps our pupils develop a strong sense of self-worth and a determination to make a difference to the world in which they live.

Working in partnership with parents, we want to build pupils who are confident, kind and curious. By encouraging creativity and building resilience we help our pupils develop skills to solve problems and cope with setbacks so that when they leave the High School our pupils go out into the world seeking to be courageous rather than perfect.

Alongside pursuing excellent exam results it matters to us that our pupils pursue existing passions and discover new ones by taking part in a wide range of enrichment and co-curricular activities which promote physical and mental health, build character and further develop valuable skills for a successful life.

We strive for excellence in all that we do and seek to provide an environment where our pupils can thrive emotionally and academically because they feel safe to take risks. We seek to recruit and retain a talented team of teaching and support staff who place the wellbeing and success of all our pupils at the heart of everything they do.

We are proud to be part of the GDST family of schools and excited by the benefits the GDST network offers all of our pupils. With access to an alumnae network of over 70,000 brilliant women we can remain a small school and truly know every pupil whilst offering them a wealth of experience and support beyond Town Walls.

Our School is committed to the GDST ethos of girls first and we seek to reach as many talented girls as possible by providing bursaries (at Senior level) and running an active outreach programme. We value our heritage and are true to our GDST founding principles of helping every girl fulfil her potential and dreams.

Governing Body – from September 2022

Chairman of Governors	Dr Sara Short
Members	Mrs Sarah J Chaloner Brigadier Robin Anderton-Brown Mrs Victoria Handbury-Madin Mrs Jane Spiby

Staff overview at Junior School

Mrs Kate Millichamp	Head of Junior School
Mrs Sarah-Jane Blenkinsop* Mr Steven Blenkinsop	Junior School Teacher, Year 1 Form Teacher Assistant Head of Junior School (Pastoral & Co-curricular), subject champion for Maths and Computing, JLT
Mrs Adele Brown Mr Graham Carter*	Learning Assistant Junior School Teacher, subject champion for Languages and Culture
Ms Teresa Davies Mrs Elspeth Dixon	Early Years' Teaching Assistant Junior School Teacher, Year 4 Form Teacher, subject champion for History
Mrs Pippa Fox*	Junior School Teacher, subject champion of Art and Design Technology
Mrs Hannah Gill	Junior School Teacher, Year 3 Form Teacher, subject champion for Science
Mrs Felicity Griffiths Mr Ryan King Mrs Emma Lock	Learning Assistant Head of Early Years, Reception Form Teacher, JLT Junior School SENDCo, Head of Junior Learning Enhancement, Year 6 Form Teacher, subject champion for PSHE
Mrs Carolann Phillips	Junior School Teacher, Year 5 Form Teacher, subject champion for English
Mrs Jane Saxon* Mrs Gill Styles	Learning Assistant Junior School Teacher, Year 2 Form Teacher, subject champion for Music
Mrs Rosie Wakeley*	Junior School Teacher, Year 1 Form Teacher, subject champion for Geography
Miss Philippa Whittle	Junior PE and Sports Department Assistant

Support Colleagues

Please see below a summary of support colleagues in areas of the school whom parents and students may have contact with directly:

Mrs Fiona Fox	Director of Finance and Operations, SLT
Mrs Sally Edwards	Finance and Operations Manager
Mrs Sue Francis	Finance and Operations Assistant
Mrs Julie Humphreys	Head teacher's PA and Clerk to the Governors
Mrs Joanna Jepson	Director of Marketing, Admissions and Communications, SLT

Mrs Liz Farrow	Marketing Assistant
Mrs Davinia Evans	Office Manager
Mrs Julie Bayliss	Senior School Office
Mrs Gail Bywater	Senior School Office
Miss Grace Ward	Junior School Office
Mrs Tiffany Pardoe	Reprographics Manager
Miss Alex Hale	School Librarian
Mrs Susan Livesey	School Nurse
Mrs Rosalind Fraser-Andrews	School Counsellor
Mr Nick Jones	Head of Operations
Mr Peter Duckett	Catering and Domestic Services Manager
Mrs Liz Gosney	IT Development Manager
Mr Lee Hodgkinson	IT Network Manager
Mr Martin Amos	IT Technician
Mrs Charlotte Stevenson	Examinations and Data Officer

Peripatetic Music Teachers

Mr Reuben Alldridge	Trumpet, Trombone, French Horn
Mr Mark Baigent	Oboe
Mrs Harriet Ballantyne	Singing
Mr Paul Blackwell	Speech and Drama / LAMDA
Mr Simon Cresswell	Acoustic and Electric Guitar
Mr John Hargreaves	Bassoon, Piano
Mrs Julia Hargreaves	Violin
Mrs Kate Joyce	Drumkit, Percussion, Piano
Miss Sarah Lee	Singing
Mr Donny McKenzie	Clarinet, Saxophone
Mrs Jane Magee	Piano, Violoncello, Double Bass
Mrs Di Platts	Piano, Theory, ABRSM Co-ordinator
Mr Andrew Womble	Flute

The Friends of Shrewsbury High School

Committee Members are listed below. This membership may change in the Autumn Term 2022.

In order to contact the Friends Committee, please email this address directly:

friendsofshrewsburyhighschool@gmail.com

Members of the Committee:

Name	Role
Cath Shuttlewood	Chair
Emma Kay	Treasurer
Antonia Bowett	Secretary

Existing Members:

Name	Junior / Senior
Laura Hannah	Junior and Senior
Elodie Home	Junior and Senior
Sam Leese	Junior and Senior
Penny Davies	Senior
Clare Lloyd	Senior
Rachel Moelwyn Williams	Senior
Adam Pearson	Senior
Mike Perkins	Senior
Bev Sloane	Senior
Beth Taylor	Senior
Paul Weston	Senior

Staff Members include:

Name	Role
Ms J Sharrock	Headteacher
Mrs K Millichamp	Head of Junior School
Mrs E Brick	Extended Leadership Team, EVC and Co-curricular
Mrs T Pardoe	Reprographics

Expectations, Rights and Responsibilities for students at SHS

At Shrewsbury High School, we believe that good relationships are the key to the development and progress of all of our students.

The Student Council formulated these expectations for all students in our school to follow as a code of conduct below.

Our core values of character, endeavour and achievement are central to our code of conduct:

- We all aim to treat other people as we would wish to be treated ourselves
- Every pupil has the right to be safe and happy at school

For students:

- Every student is expected to be kind, inclusive and fair to one another
- Respect one another regardless of personality, sexuality, culture, race, religion or political beliefs
- Be respectful of other people's and school property
- Treat the school site, facilities and resources with care
- Follow the school uniform code
- Have a positive attitude to learning
- To collaborate, support and work together
- Take responsibility for their learning
- Carry out all tasks and homework to the best of your ability

Bullying, cheating, stealing, dishonesty and discrimination of any kind are serious offences against our code of mutual respect and will not be tolerated. Should this occur, students are encouraged to speak to a member of staff, particularly their form teacher.

Our staff:

- Treat all students fairly and as individuals, and have high expectations
- Encourage and support every student to achieve their potential
- Be understanding, listen to students and be professional at all times
- Be consistent with rewards and sanctions
- Offer pastoral support as class teachers and as form teachers

When travelling to and from school, and when out of school on a school trip/activity, pupils should aim to treat members of the public as they would wish to be treated themselves, and are always ambassadors both for our school and for the GDST.

Above all, we want our school to be a friendly, welcoming and happy place, where each girl can do her best and become confident about herself and where the staff and pupils feel happy to work.

Our SHS Expectations and the code of conduct will be linked to four areas of school life:

1. Rewards and celebration
2. Classroom discipline
3. Behaviour outside the classroom
4. Bullying and unkindness to others

Rewards and celebration of student success

We all know that students want meaningful recognition for their achievements, and that they are applauded and recognised within our school community. We aim to reward good behaviour informally and also to recognise and praise achievements of all different kinds through verbal commendation, assemblies and publications. Rewards at Shrewsbury High School recognise House Points, which are added up for specific rewards in School in addition to certificates and recognition through praise.

House Points are awarded by teachers to recognise any type of achievement deemed worthy of such reward. These achievements may include hard work, a series of excellent homework pieces, significant progress or improvement, high test marks, evidence of background knowledge, an outstanding piece of independent work, a notably good class presentation or debate, or a positive contribution to class discussion. They may also be rewarded for recognising good manners and courteous behaviour, school service, extracurricular participation and achievement or house contribution.

House points will be recorded by teachers in SIMS, and these will be shared with Parents via the SIMS Parent App and be logged as 'Achievements'.

Recognition of positive behaviour could be through:

- a) Celebratory calls, postcards or emails home
- b) Praise in assemblies, including Celebration Assembly
- c) Referral to JLT or the Head of Juniors for recognition
- d) Star student of the week / half term
- e) Certificates in Celebration Assembly including Head Teacher's Awards
- f) School awards for Character, Endeavour and Achievement
- g) House Point rewards
- h) News on SHS social media as recognition, or via School website or newsletters

House Point certificates will be awarded as below:

- o Bronze – 25 House Points
- o Silver – 50 House Points
- o Gold – 100 House Points
- o Platinum – 150 House Points
- o Head teacher's commendation – 200 House Points

Behaviour and conduct at SHS

These rules were recommended through student consultation.

Classroom discipline

Pupils should always...

<ul style="list-style-type: none">o Be respectful to teacherso Wear correct uniformo Have the correct equipment	<ul style="list-style-type: none">o Be punctual to lessons for a clean start to the classo Respect school facilities
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<ul style="list-style-type: none"> ○ Not call out or interrupt others, and respect other students ○ Arriving at school/lessons with a desire to learn and a good attitude 	<ul style="list-style-type: none"> ○ Limit off task chat to social times so that others can learn ○ Ensure homework is completed
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Behaviour outside the classroom

Pupils should always:

<ul style="list-style-type: none"> ○ Walk in corridors and around school sensibly ○ No littering – anywhere on school premises ○ Wear uniform correctly ○ Use appropriate language 	<ul style="list-style-type: none"> ○ Be kind and respect one another ○ Respect all staff ○ Clear away in the dining room after your lunch ○ No bullying of others ○ No chewing gum in school
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Bullying and unkindness to others

Any incidents of unkindness and lack of respect to others will not be tolerated. Threats, physical attack, name-calling, mocking, harassment, racism, sexism, cyber-bullying and all forms of victimisation are not acceptable.

The Anti-Bullying Policy has been reviewed to coincide with the review of the Behaviour and Good Conduct Policy. All staff will intervene and challenge students if they witness acts of unkindness or harassment.

All incidents should be logged on CPOMS as part of our Safeguarding and Pastoral records, to alert the class teacher and members of JLT, and recording the actions which were taken at the time, and will receive specific sanctions in line with the Behaviour and Good Conduct Policy. A copy of the school's anti-bullying policy can be obtained from the school office or via the school website. In addition, we run the initiative Girls on Board, more information can be found [here](#).

Uniform, make up and jewellery

We expect all students to wear the correct uniform. Hair should be of a natural colour, and long hair must be tied back in practical lessons for Health and Safety reasons.

Furthermore, pupils are only allowed one piercing in the lobe of each ear, and only studs should be worn for safety. No rings, necklaces or other jewellery should be worn, with the exception of a watch or those for religious reasons. We do not permit makeup to be worn in school and students should not have nail varnish, gel or nail extensions.

Personal Possessions

All belongings must be clearly marked with the pupil's name. If a pupil loses an item, this should be reported to their form teacher. Money should not be needed during the school day, but if it is brought into school, it should be carried or taken to the office for safekeeping. The School takes no responsibility for the loss or breakage of any items of value, which should be handed in to the office for safe keeping during the school day.

Clothing, sports gear, watches, pens etc must be clearly marked with the girl's name. Valuables (watches, money etc) should be handed to the PE staff during PE and Games.

Mobile Phones

Mobile phones **must be switched off during the school day and handed in to the school office for safe keeping.**

Exclusion

Pupils may be excluded for a fixed period of time and/or permanently excluded for breach of school rules or non-payment of fees. Exclusions will be made in accordance with the Trust's published procedure, a copy of which can be obtained from the school office.

Exclusions may apply to the following for example: assault or fighting; bringing alcohol into school; poor attendance that is not the result of illness; repeated bullying; failure to comply with school rules; a result of misconduct, or the non-payment of fees. This list is not exhaustive.

Health and Safety within the School environment

Entering and leaving the school site

Parents may walk their child into school via the gate into Hector's Garden (off Crescent Lane) or drop off on Town Walls outside the main Junior School entrance. Pupils arriving or leaving with an older sibling should enter and leave the school grounds through the black pupils' gate at the corner of Town Walls. Punctuality for registration at 8.40am and for all lessons is required. Pupils may not leave the school premises during the day except with permission from the Head of Juniors.

Pupils must walk when moving round the buildings, being mindful of those around them and being respectful of others. The school operates a door access system for which pupils will be given the relevant codes. These codes are changed on a regular basis and should not be shared with anyone outside of the school for safeguarding reasons. Pupils must follow any instructions given to ensure their safety, particularly in practical lessons or when using equipment, or in the event of an evacuation.

The car park is out of bounds, except for access. The Sixth Form areas are out of bounds to all students in other years.

Bicycles must not be ridden in the school grounds and there are specific locking areas for bicycles to be stored throughout the school day. All litter should be placed in bins around the site, or into recycling containers to look after our environment.

At break, snacks may be eaten in the grounds, provided that no litter is left. Lunches are eaten in the dining room unless they are a packed lunch option (providing by the school kitchen) for a student attending a lunchtime activity.

Evacuation Procedure

Pupils need to familiarise themselves with the school evacuation procedures available on Firefly. In the event of an evacuation, pupils should move in a quiet and orderly fashion to the designated meeting place following any instructions given.

Closure of the School

If this becomes necessary due to snow, floods or for any other reason, we shall send out a text message and email to parents. In addition, and if appropriate, the information will also go out on Firefly, the school website and social media channels and BBC Radio Shropshire.

Cigarettes, Alcohol and Drugs

Alcohol, cigarettes, tobacco, vaping products and drugs are not allowed on school premises. Infringement of this rule may result in temporary or permanent exclusion. All pupils are educated and counselled about the dangers of smoking, vaping, alcohol and drug abuse through the PSHE and Period X programme. Pupils are not allowed to smoke or possess cigarettes, tobacco or vaping products at school or on any school-related activity.

The school is committed to the health and safety of all pupils and will take action to safeguard their wellbeing. Any contravention of these rules is liable to lead to internal suspension or exclusion, dependent

on the nature of the incident. The possession of illegal drugs or drug-taking in a school-related activity is forbidden and would risk permanent exclusion from the school.

Policy Information

A comprehensive overview of school policies can be found on the school website here: <https://shrewsburyhigh.gdst.net/key-information/school-policies/> Specific information for parents is summarised below for quick reference.

Hard copies can also be obtained from the school office upon request. It is also school policy that parents, upon phoning the school office, can be given the exam results of the previous year and the number of complaints received by the school in the previous year.

Changes in Circumstances

Parents must notify the school in writing of any relevant changes in circumstances. These include change of address/phone number/email address, details of court orders, family ill health, financial difficulties or change in family circumstances. These will be treated in confidence. We are committed to working closely with parents in their child's interests and to providing our best levels of pastoral care. By using the Sims App, parents are able to amend and update personal information directly.

Comments and Complaints Procedure

We are keen to provide parents and pupils with high standards of service and would like to hear your comments, suggestions or complaints, so that improvements can be made. Initially, concerns are requested to be shared with the child's form teacher. However, should your complaint not be resolved to your satisfaction through the appropriate channels within the school, please put your complaint in writing to the Head of Juniors as soon as possible. The complaint will be dealt with in accordance with the Trusts' published procedure, a copy of which can be obtained from the school office or via the school website.

Equal Opportunities

All pupils have equal access to curricular subjects up to and including GCSE level, although some departments are required to set criteria for certain A Level subjects. Pupils also have equal access to co-curricular activities within any stipulated criteria. Furthermore, as a school we have a commitment to actively promoting equality within our community. Our whole school Equality Statement can be found [here](#).

Online Safety

Every student will be taught during their time at school about online safety, digital literacy, and awareness of how to conduct themselves online. As part of this programme, every student is expected to conform to the school online user agreement and code of conduct. Student use of software and devices within school will be monitored as part of our routine safeguarding procedures, with a report available to the Designated Safeguarding Leads. If students are concerned relating to an online safety issue, they can report this during term time to the Ihaveaconcern@shr.gdst.net email address or speak to their form teacher or Assistant Head, Mr Blenkinsop. Furthermore, a Digital Charter has been in place from Autumn 2020 to support our students' in developing their Digital Literacy.

Relationships Education (RE)

RE is a vital part of the school curriculum and supports the whole development of the child. The focus at junior level is on teaching the fundamental building blocks and characteristics of positive relationships, with particular reference to friendships, family relationships and relationships with other children and with adults. RE will be delivered through our Period X, assembly and our Climb pastoral programmes. Parents have the right to withdraw their children from this part of the programme if they inform the Head of Juniors in writing. A copy of the school's RSE policy can be obtained from the school office or via the school website.

Our Whole School Relationships Sex education policy (RSE) includes emphasis on the emotional, social and physical aspects of growing up, relationships, sex, human sexuality and sexual health. This includes emphasis on good health, the value of self-esteem in making choices and judgements, the nature of healthy and consensual relationships, and knowledge about how the body works, all within a context of moral issues and values.

Communication and Events

Communication is at the heart of our relationship with parents, and as a school we aim to make our communications as efficient and effective as possible. Therefore, many of our communications will be via 'paperless' routes, and we would ask to confirm your email with school as part of our parent contact information. For some parts of school life, specific apps or websites are used, which will require parents to log in. For further information, please contact [Mrs Jepson](#), our Director of Communications, Admissions and Marketing.

Newsletters

Our Whole School Weekly Newsletter is sent out via a link to parents each Friday, and can be found on the school website each week during term time: <https://shrewsburyhigh.gdst.net/newsletters/>

Sims Parent App

The SIMS Parent app is a convenient and easy to use way for us to share information with our parents about your child's school life. All parents are invited to sign up to the app, which can be accessed via a smartphone, tablet or PC, anytime, anywhere. School term dates, timetable, attendance and contact details are available at the click of a button, along with your child's school report and grade cards.

If you have more than one child at the school, you will have access to information for all your children, from the same app. Full information can be found here – [Sims Parent App link](#)

Database and Consent Forms

Parents are asked to keep the school notified of any changes to domestic circumstances regularly. This can be done in writing to the Enquiries email (enquiries@shr.gdst.net) or via contact with a student's Form Teacher. Changes may also be made via the Parent SIMS App.

A blanket consent form for trips within the school day is requested upon a pupils' entry to the school. *Residential trips, trips requiring payment, full day trips and activity-based trips will still require individual permission from parents.* Parents are asked to notify the school of emergency contact details for trips if they differ to information held on the database.

It is the responsibility of parents to inform the school of any changes in their children's medical condition.

School Events

It is hoped that parents will support school events, such as sports' days and Friends of Shrewsbury High School functions. These are held throughout the year, for fundraising and social purposes, and include quiz evenings, treasure hunts and fêtes. **Please note** that for some calendar events such as *school concerts and plays, and Open Days*, **pupils are expected to attend** as part of our community. All of these dates will be advertised in the weekly newsletter.

School Term Dates 2022-23

Autumn Term 2022

Monday 5th September to Thursday 15th December

Half-term

Staff Study Days

Monday 24th October to Friday 28th October

Thursday 1st September

Friday 2nd September

Monday 31st October

Spring Term 2023

Tuesday 10th January to Friday 31st March

Half-term

Easter Holiday

Staff Study Days

Staff Study Evening

Monday 20th February to Friday 24th February

Monday 3rd April to Friday 21st April

Monday 9th January

Wednesday 1st February

Monday 6th March

Summer Term 2023

Monday 24th April to Friday 7th July

Half-term

Bank Holiday

Staff Study Evening

Monday 29th May to Friday 2nd June

Monday 1st May

Monday 24th April

Wednesday 24th May

Monday 12th June

Please ensure that all holidays are taken entirely outside these term dates. A link to this information on our school website can be found [here](#).

Parents do not have the right to take children out of school during term time; the school will only allow it in exceptional circumstances. Permission in exceptional instances must be sought in writing to the Head of Juniors prior to any arrangements being made. Time taken for holidays will be considered unauthorised.

Part 2 – Details for students and parents

Overview of the school day

Pupils should be in school for 8:40am	EYs and Key Stage 1	Key Stage 2
Registration	8:40	
Assembly/form time/singing	8.45	
Period 1	9.05-9.30	9.05-10.00
	9.30-10.00	
Period 2	10.05-10.35	10.05-11.05
	10.35-11.05	
Break	11.05-11.25am	
Period 3	11.30-12.00	11.30-12.30
	12.00-12.30	
Lunch time	12.30-1.45	
Afternoon registration	1.45-1.55	
Period 4	1.55-2.25	1.55-2.55
	2.25-2.55	
Period 5	3-3.30	3.00-3.35
	3.30-3.35	
Form time/sign out	3.35-3.45	

**Pupils are allowed 5 minutes for organising and moving between lessons.*

Pupils are allowed into school from 8:00am onwards each day and will be supervised until they move to their classrooms from 8:30am.

Any pupils who remain on site after the end of the school day at 3:45pm should either be engaged in an official after-school activity or in the supervised After School Club:

After school supervision for all Junior pupils ends at 6pm. There is a member of the JLT alongside teaching assistants on duty until 6pm at the end of each day.

Attendance and Absence

When your child is absent due to illness, please telephone the school office before 9.00am on that particular day. This will be recorded by the office, removing the need for a retrospective note explaining the absence.

If the period of illness is extended, the office should be informed of this and a note or email sent in upon your child's return. Where medical/dental appointments must be made in school time, they should be notified to the form teacher in advance. Any requests for absence for other reasons must be made in advance to the Head of Juniors via email. This will be recorded in the school office.

Assemblies

A formal assembly takes place every Monday and Friday and these are taken by a variety of people, including the Head of Juniors, the JLT and teaching staff. Each class also takes an assembly once during the school year for which parents are invited to join us and from time-to-time, outside

speakers are invited to take assembly. Once per week Junior pupils also take part in a singing assembly and there are regular opportunities for House meetings alongside weekly School Council meetings.

Parents' Evenings

Regular parents' meetings are held to discuss pupils' progress and wellbeing. There are two parents' evenings for Key Stage 1 and 2 with Early Years having three parents' evenings throughout the year, a full schedule is included on page 21. If you have any concerns, details about who to contact, please speak to your child's form teacher in the first instance.

School Uniform

All items to be named clearly and unless marked optional or recommended *SHOULD* be purchased. Items that do not specifically state 'SHS' can be non-branded provided they are plain.

We firmly believe that students should wear uniform that looks smart and professional to feel pride in our community and ready to learn.

Uniform – Reception to Year 2

Navy fleece/waterproof coat
Pinafore dress in SHS check or
Navy trousers
Summer dress in SHS stripe (Summer term)
or
Tailored/smart navy shorts (Summer term)
Pale blue polo shirt
Navy SHS jumper or cardigan
Plum tights or $\frac{3}{4}$ length socks
White socks (Summer term)
Black or navy shoes
Hair slides, bands etc. in plain navy or plum
Rucksack (SHS available)
Book bag (SHS available)
Showerproof trousers for Forest School

PE and Games – Reception to Year 2

Pale blue polo shirt
Navy shorts/jogging bottoms
White PE ankle socks
Navy SHS outer layer or
Plain navy sweatshirt
Trainers
Black swimsuit (Year 1 upwards)
Swim hat (Year 1 upwards)
Navy drawstring bag

Uniform – Year 3 to Year 6

Navy fleece/waterproof coat
Burgundy SHS Blazer
Pinafore dress in SHS check or
Navy trousers
Striped summer dress in SHS stripe (Summer term) or
Tailored/smart navy shorts (Summer term)
Navy SHS jumper or cardigan
Plum tights or $\frac{3}{4}$ length socks
White socks (Summer term)
Black or navy shoes
Hair slides, bands etc. in plain navy or plum
Blue Art/Science overall
Rucksack (SHS available but optional)
Showerproof trousers for Forest School
(Year 3 and 4 only)

PE and Games – Year 3 to Year 6

Navy SHS polo shirt
White PE ankle socks
Navy SHS outer layer
Indoor trainers
Outdoor trainers
Black swimsuit
Swim hat
Astroturf trainers (Year 3 upwards)
Football boots (optional)
Navy SHS kit bag
Navy base layers (optional)
Navy jogging bottoms (optional)
Shin pads
Gum shield

Purchasing Uniform

Shrewsbury High School uniform is available from School Shop Direct.

School Shop Direct
17-18 Sundorne Trade Park
Shrewsbury
SY1 4NS



If using a Sat Nav SY1 4YA

Telephone: 01743 440449
Email address: info@schoolshopdirect.co.uk
Website/on-line shop: www.schoolshopdirect.co.uk

Opening Times

Term-time Monday to Friday, 9am - 5pm
Saturday 9am – 4pm

Summer holidays Extended opening – please see the website link above

Appointments You are welcome to visit at any time during opening hours without an appointment. If you would like a set appointment, please telephone the shop to arrange.

Nearly New Uniform Shop

The second hand uniform shop is situated on the school site and it stocks a good range of second hand school uniform. All donated items can be dropped off at either junior or senior school offices. Items are only accepted for sale if they are current regulation uniform, clean and in a good condition. You can contact d.evans@shr.gdst.net to arrange a time to come in to have a look at the uniform (during school holidays only).

Schedule of Parents' Evenings, Assessments and Reports 2022-2023

Year Group	Autumn		Spring		Summer	
	1 st half	2 nd half	1 st half	2 nd half	1 st half	2 nd half
Early Years	Meet the team Coffee Morning <i>September</i> Baseline Assessment <i>September</i> Class teacher Parents' Evening <i>October</i>	 Short Report <i>December</i>	 Class teacher Parents' Evening <i>February</i>	 Short Report <i>March</i>	 	 Base Progress Assessment <i>June</i> End of Early Years EY Profile Parent Meeting <i>June</i> Full Report <i>July</i>
Years 1-5	Meet the team Coffee Morning <i>September</i> Class teacher Parents' Evening <i>October</i>	English and Maths end of term assessments <i>November</i> Short Report <i>December</i>	 Subject Parents' Evening <i>February</i>	English and Maths end of term assessments <i>March</i> Short Report <i>March</i>	Parents' Coffee morning <i>May</i> Progress testing in English and Maths <i>June</i>	 Full Report <i>July</i>
Year 6	Meet the team Coffee Morning <i>September</i> Class teacher Parents' Evening <i>October</i>	English and Maths end of term assessments <i>November</i> Short Report <i>December</i>	 Subject Parents' Evening <i>February</i>	English and Maths end of term assessments <i>March</i> Short Report <i>March</i>	Parents' Coffee morning <i>May</i> Progress testing in English and Maths <i>June</i>	 Full Report <i>July</i>

Wellbeing and Pastoral Care – ‘Climb’ at SHS

Knowing every girl is central to our pastoral approach, and it is imperative to us that each and every student has the best experience that she can, during her time with us at Shrewsbury High School. Our wellbeing and pastoral care programme is known as ‘Climb’, which encompasses all aspects of our provision throughout your daughter’s journey with us.

At the heart of Climb, we know that happy students perform better, and for our girls to perform to their full potential, they need to feel secure and be heard. We aim to create a climate that promotes moral integrity, character, and kindness to others.

In terms of fostering this sense of Wellbeing – we believe that:

- Effective communication is central to the success of our pastoral work, and therefore this is a priority to us. We will always endeavour to be prompt in our contact with you.
- The form teacher is the first point of call; able to help with day-to-day queries in addition to being the key person to nurture and support.
- The junior teaching team are here to provide that “spark” – so that all our girls are known and helped to be the best they can be.
- Every student has access to and time with their form teacher – who will guide and mentor every student within their class, instilling a sense of excitement, adventure, and supportive challenge during each girls’ time with us.
- We have several initiatives that run-in school, including Girls on Board and the Positive Project for example, information relating to these can be found on the school website or via contacting your child’s form teacher.
- We have our School Counsellor on site to support students.

Contacting the Pastoral Team

Our school front office are always available to help you to find the right person to answer your query, and can be contacted via the main telephone number – 01743 494200, or via email to junioroffice@shr.gdst.net

For the form teacher team, their contact information is listed as below:

Mr King	Head of Early Years and Reception teacher	r.king@shr.gdst.net
Mrs Wakeley	Year 1	r.wakeley@shr.gdst.net
Mrs Blenkinsop		s.blenkinsop@shr.gdst.net
Mrs Styles	Year 2	g.styles@shr.gdst.net
Mrs Gill	Year 3	h.gill@shr.gdst.net
Mrs Dixon	Year 4	e.dixon@shr.gdst.net
Mrs Phillips	Year 5	c.phillips@shr.gdst.net
Mrs Lock	Year 6	e.lock@shr.gdst.net

You may wish to discuss any family matters, which may have a more serious effect on the work, behaviour or emotional wellbeing of your child with the Assistant Head of Juniors, Mr Steve Blenkinsop or the Head of Juniors, Mrs Kate Millichamp especially if they are of a confidential or sensitive nature. Please call the front office or email s.j.blenkinsop@shr.gdst.net or k.millichamp@shr.gdst.net

In all cases an appointment should be made by ringing the school office.

Should there be occasion on which you wish to contact the School Governors, their names are provided on page 4 of this handbook. We are happy to pass on, in confidence, any correspondence that is left for them with the Clerk to the Governors, Mrs Julie Humphreys (Head's PA).

Induction for new students

It is vital that for our new students that there is a comprehensive Induction process which supports their start at SHS. Form teachers take a lead role in providing this support and all new students are assigned a 'buddy'. For year 6 into 7 transition, a comprehensive programme of support and a number of initiatives, including Six and Sixth begins in the Autumn Term of Year 6. In addition, please see the area on the school website here [Induction Documents and Information](#) for full details and links.

Our wellbeing and pastoral care structure

Form Teacher care

The form teacher is the first port of call for each of the students and will work with their form to get to know each individual, and to build positive and supportive relationships which are respectful, friendly and encouraging. The teacher is responsible for the academic and personal welfare of their form.

Assistant Head

The Assistant Head leads the work of form teachers and liaises with academic co-ordinators to maintain an overview of student progress, and to support and nurture their year. The Assistant Head will respond to pupils' needs as they arise.

The School Nurse

Pupils may be referred, and for pupils in Year 6, may independently make an appointment to see the School Nurse, Mrs Livesey (s.livesey@shr.gdst.net). If a student feels unwell during the school day she should speak to the class teacher or school office who will arrange for them to see the school nurse who will assess the pupil's condition, and if necessary, make arrangements to send the pupil home. The nurse will also conduct health checks during school time.

The School Counsellor

Mrs Fraser-Andrews is our School Counsellor and students will be offered appointments with the School Counsellor via the Assistant Head or Head of Juniors. If you would like further information, please contact Mrs Millichamp directly.

All staff have a pastoral role

All staff share an interest in their students and encourage them to achieve their full potential, and we firmly believe that all our staff share our pastoral care and approach towards our students.

Period X and Personal, Social, Health Education (PSHE)

We are both proud of and excited about our innovative Period X and PSHE program. This program widens, extends, and supports the academic curriculum, enabling pupils to consider other areas of life in a sensitive and informed way. Our Junior School PSHE and RE (Relationships Education) co-ordinator is Mr King who can be contacted on r.king@shr.gdst.net

Period X takes place one period per week for all students across the whole school. The programme has been designed to enhance whole school enrichment and is dynamic, engaging and motivational so that it is eagerly pursued by our students; creating a challenging and meaningful experience that prepares our students for whatever their future throws at them. It is designed to broaden and deepen the mind and body of our students, foster skills to differentiate our students from others, where they develop values,

capacities and interests beyond the classroom. Period X enables our students to build self-efficacy, make informed decisions when facing risks, challenging and complex contexts and develop resilience, encouraging them to become confident and well-rounded individuals at school and in society.

The programme incorporates our PSHE programme but will extend way beyond this by providing students with a huge range of opportunities to develop skills that will not be taught in our academic curriculum. The programme will have some optional aspects and will be dynamic in the sense that it will change each year and over time. For further information, please contact the Head of Period X, Mrs Reece (m.reece@shr.gdst.net)

Academic Information

Please see our Curriculum Guide for further academic information

Homework

Homework in the Junior School is used to carefully complement curriculum work in addition to supporting our pupils' organisation and time-management skills at an age-appropriate level. Each year group has a specific homework timetable, which form tutors will share at the beginning of the academic year. Homework is set primarily in English and Maths with some additional subjects also being allocated homework time. We appreciate that home-life can be busy, so we use considered time-frames for homework, and welcome an open dialogue with both pupils and parents alike.

Homework tasks are set on MS Teams, and we encourage pupils to take increasing ownership over their tasks and use of their student planner as they get older. We strongly encourage students to use their planner or OneNote to record any additional information they may need about a task.

Pupils and parents should also use their planner to record when homework could not be completed within the allotted time. Form tutors will review planners on a regular basis and they are an excellent way for parents to communicate with form tutors in addition to face-to-face, email or 'phone conversations.

IT and Digital Literacy

Technology is seamlessly integrated within the Junior School Curriculum in order to complement pupils' education and prepare them for an increasingly digital future. Each junior pupil is allocated their own school iPad, which remains in school and can be used across all curriculum subjects. Pupils also have use of our IT department for computer science lessons and tasks which require the use of Windows.

Alongside their use of MS Teams accounts, pupils can also use their school e-mail and Office account which is linked to their own OneDrive cloud storage. Due to online safety reasons, the use of external e-mail providers has been removed across the whole school.

The use of the Internet is monitored within school and we have software in place to block inappropriate Internet sites. Before pupils are allowed to use the Internet and e-mail at school, our ICT Code of Conduct and Acceptable Use Agreement must be signed by themselves and by parents. The Code of Conduct will be shared with you online to complete for the Autumn term/the point at joining the school.

Specific Learning Needs and Difficulties

Please inform the school if your child has a specific learning difficulty and send us a copy of any report or assessment. If, during your child's time at Shrewsbury High School you suspect that your daughter may have a specific learning difficulty, or any potential barrier to learning, please discuss the matter with the form tutor in the first instance.

We cannot offer a diagnostic service but our SENDCO and Head of Learning Enhancement, Mrs Emma Lock, can work with pupils, observe their attainment and administer tests which can then be discussed with parents.

During the first half term, the Head of Learning Enhancement will carry out a series of observations and assessments for new starters from Y1-Y6. These will help to inform teachers of any particular learning styles a pupil may benefit from. They may also provide a baseline for any intervention which may be considered beneficial.

English as an additional language (EAL)

Please inform the school if your child speaks English as an additional language. Children identified as EAL will have an initial assessment with a member of the Learning Enhancement Team. This is to help us to provide any additional support, if needed.

Co-Curricular Activities

There is a very wide range of co-curricular activities and opportunities for leadership available during the year, both at lunchtime and after school. These can include:

- Archaeology
- Art Extension
- Badminton
- Book Club
- Brass Ensemble
- Calligraphy
- Chamber Choir
- Chemistry
- Chess Club
- Choir
- Craft & Create
- Cricket
- Cross Country
- Dance
- Drama
- Eco Club
- Endurance Swimming
- Football
- Gymnastics
- Harry Potter Club
- High-Intensity Running
- Hockey
- Hockey Goalkeeper Training
- Indoor Fitness
- Learn a Language
- Lego Construction
- Maths in Motion
- Mindfulness
- Multi-Sports
- Netball
- Orchestra
- PE Skills
- Recorder Club
- Rock Band
- Rounders
- Rowing
- Scholarship Club
- School Council
- Sketchbook Club
- STEAM
- Table Tennis
- Tennis
- Wellbeing Club
- Whole-School Singing
- Yoga

A schedule of activities is published for the pupils each term and emailed home to parents.

Co-Curricular Music Lessons

Music lessons are available in all orchestral instruments, piano, singing, guitar and drumkit. They are arranged in ten-week terms of half hour lessons. Contracts are made with individual peripatetic teachers, and payment must be made in advance at the start of each term. ***A term's notice in writing (or a term's fees in lieu) is required if a pupil wishes to cease having lessons. This includes transfers to other staff within the department.***

The fees are as follows:

Piano, strings, woodwind, brass, singing, guitar and percussion

Ten 30 minute individual lessons	£180 per term
Ten 20 minute individual lessons	£117 per term
Ten 30 minutes shared lessons	£116 per term

Wherever possible, younger pupils are also fitted into break times and before/after school, but most popular instruments are arranged on a rota system with times, and sometimes days, changing each week. It is the pupil's responsibility to check the timetables regularly. Learning targets are agreed between pupil and teacher each term, and it is the parent's responsibility to ensure that regular practice sessions are maintained in order to gain maximum benefit from the financial and time investment in

lessons. Pupils are strongly encouraged to participate in ensembles of various types for enjoyment and to improve their performing standards.

Co-curricular Sport

The PE department's main aim is to offer as many students as possible the opportunity to improve their skills further and to have an opportunity to represent school. Whilst there are occasions when winning is the main aim e.g. county tournaments, fixtures are also to give students the opportunity to compete for school at a level that suits their ability and that will help them to continue to develop.

Co-curricular sports clubs and fixtures run at lunchtimes, after school and occasionally at weekends; a few involve an overnight stay. There are opportunities for students to take part on a recreational basis where the emphasis is on fun, fitness and friends or to train as part of a team to represent Shrewsbury High at a local, regional or national level.

Each term a co-curricular timetable is published with times and days of sporting activities.

London Academy of Music and Dramatic Art (L.A.M.D.A)

Visiting Teacher: Paul Blackwell LLAMhons LALAM ALAMhons LSCdip Former LAMDA Examiner

Shrewsbury High School for Girls is pleased to offer tuition in Speech and Drama. Taught in small groups, the LAMDA Speech and Drama classes aims to build an individual's self-confidence, develop presentation skills and hone an ability to communicate effectively in pressured situations such as the spoken examination or live interview.

Supported by the LAMDA international examination board and associated syllabus, students gain access to a wide and diverse spectrum of literature inspiring an appreciation of poetry, prose and drama through a vocational application – that of a practically driven live, spoken and interactive performance platform.

The Speech and Drama work helps a student engage with their imagination, gain practical skills in speaking in public, develop stage craft and acting techniques and will, inevitably, encourage and foster an appreciation of poetry, prose and drama.

The LAMDA work aims to provide for the creative, intellectual and social development of the individual as a whole whilst supporting the main school curriculum.

Our visiting LAMDA Teacher, Paul Blackwell has over twenty years of experience as a drama teacher and is a former examiner with the London Academy of Music and Dramatic Art. If you are interested in your child taking part in the LAMDA Speech and Drama lessons, or would like any further information, please contact Paul Blackwell directly via email at - lamdaman@live.com - or via telephone on 07970 790609.

School Lunches

School lunches are compulsory for all pupils and are charged termly by Trust along with tuition fees for Years 3 and above. Lunches for Reception to Year 2 are included in the tuition fees. There is a wide variety of items on offer at lunch to meet all dietary requirements including hot main dishes with vegetarian and vegan options, homemade soup, a sandwich and pasta bar offering a wide selection of ingredients to build your own, a selection of freshly made sandwiches, a salad bar, hot and cold desserts and a selection of drinks.

Any pupil food allergies declared will be input on the pupil database and the information shared to the catering system so that the catering staff can help to monitor food allergies. Should pupils have any specific dietary requirements, please speak to the Head Chef (p.duckett@shr.gdst.net) so that arrangements can be made to meet these.

Pupils are permitted to bring in healthy snacks for break time and a named water bottle for use throughout the day. This can be re-filled from any of the cold water stations around school.

Full details are included in the School Lunch Policy 2022-23.