Welcome to Spalding High School

We are a high-achieving, 11-18 academically selective state school for girls with a mixed sixth form. We pride ourselves on our happy, caring and well disciplined ethos and on our high standards of academic achievement. Our aim is to produce well rounded young adults who are empowered to achieve their best in a wide range of curricular and extra-curricular activities.

At the High School we expect the traditional values of hard work, good manners, smart appearance and of self-discipline, whilst we also prepare our pupils for their future lives in an ever changing world. We benefit from a dedicated and well qualified staff, from attractive surroundings and from a relaxed but purposeful atmosphere.

If you would like to know more about the School or are considering applying for a place, please contact me for any further information or to arrange a visit.

Tim Clark
Headmaster
SPALDING HIGH SCHOOL MISSION STATEMENT

At Spalding High School we seek to make education enjoyable, challenging, informative and wide-ranging. We aim to develop the whole person and to encourage respect for individuals and for the environment.

AIMS OF THE SCHOOL:

At Spalding High School we aim to:

- Value each individual member of the School community.
- Foster the personal and social development of each individual.
- Encourage all students to achieve their full potential in all areas.
- Encourage high academic standards.
- Make learning enjoyable and challenging.
- Provide an enjoyable and challenging environment for teaching and learning.
- Encourage all students to be sensitive to the needs of others and to respect their environment.
- Enable pupils to make informed decisions about their future and take responsibility for their lives.
- Encourage extra curriculum activities.
- Involve parents, governors and the community in the life of the School.
HEADMASTER: Mr T Clark

DEPUTY HEADTEACHER: Mrs D Bamford

CHAIRMAN OF GOVERNORS: Mr R Baggaley

VICE-CHAIRMAN OF GOVERNORS: Mr K Kennedy

GOVERNORS

L.E.A. Mrs D Williams
Dr P J Gorton
Mr R West

Staff: Teaching
Mrs L Ray
Mrs H Waldron

Non-teaching
Mr J Smith

Parents
Mrs M Arnott
Mr M Hale
Mrs T Quince
Mrs A Toal
Mrs C Turnell
Mr J Rathbone

Community
Mr R Baggaley
Mrs C Cunnington
Mr E Fragale
Mr K Kennedy

Clerk to the Governors Mrs R Oldfield

Spalding High School is a county grammar school for girls (aged 11-18), with boys in the Sixth Form. The present roll is 957 which includes 225 pupils in the Sixth Form.

The information contained in this document is correct at the time of publication but is subject to change.
Sports College Mission Statement

Spalding High School was granted specialist sports college status in 2002. Sports college status has helped us to generate additional excitement, enthusiasm and success and has definitely given School a real ‘buzz’. At Spalding High School we are fully committed to the mission statement for all specialist sports colleges, which is:

"Sports colleges will raise standards of achievement in PE and sport for all their students across the ability range."

As a sports college, we believe that PE and sport offer a unique pathway to enhance leadership opportunities, raise self-esteem and develop community cohesion.

At Spalding High, we provide sporting opportunities for pupils of all abilities, through extra-curricular clubs, sporting festivals, sports day, house matches, leadership opportunities and the JAE scheme.
# THE SCHOOL DAY

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<tr>
<th>MONDAY TO THURSDAY</th>
<th>FRIDAY</th>
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<tr>
<td>8.55 a.m.</td>
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<td>Registration</td>
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<td>9.15 a.m.</td>
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<td>Period 1</td>
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<td>10.15 - 10.35 a.m.</td>
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<td>Break</td>
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<td>10.35 a.m.</td>
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<td>Break</td>
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<td>Period 3</td>
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<td>12.35 - 1.35 p.m.</td>
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<tr>
<td>Lunchtime</td>
<td>Period 4</td>
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<td>1.35 p.m.</td>
<td>1.05 p.m. – 1.55 p.m.</td>
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<td>Registration</td>
<td>Lunch</td>
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<td>Period 4</td>
<td>Registration</td>
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<td>2.40 p.m.</td>
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<td>Period 5</td>
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<td>3.40 p.m.</td>
<td>2.50 p.m.</td>
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<td>End of lessons</td>
<td>Private study</td>
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<td>3.45 p.m.</td>
<td>3.40 p.m.</td>
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<tr>
<td>End of school day</td>
<td>End of lessons</td>
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<tr>
<td>3.45 p.m.</td>
<td>3.40 p.m.</td>
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<tr>
<td>End of school day</td>
<td>End of school day</td>
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# DATES OF SCHOOL TERMS 2013/2014

**Term 1:**
- Thursday 5<sup>th</sup> September 2013
- Thursday 17<sup>th</sup> October 2013

**Term 2:**
- Monday 28<sup>th</sup> October 2013
- Friday 20<sup>th</sup> December 2013

**Term 3:**
- Tuesday 7<sup>th</sup> January 2014
- Thursday 13<sup>th</sup> February 2014

**Term 4:**
- Monday 24<sup>th</sup> February 2014
- Friday 4<sup>th</sup> April 2014

**Term 5:**
- Tuesday 22<sup>nd</sup> April 2014
- Friday 23<sup>rd</sup> May 2014

**Term 6:**
- Monday 2<sup>nd</sup> June 2014
- Wednesday 23<sup>rd</sup> July 2014

*Bank Holidays: Wednesday 25<sup>th</sup> & Thursday 26<sup>th</sup> December 2013*

*Wednesday 1<sup>st</sup> January 2014*

*Good Friday 18<sup>th</sup> April & Easter Monday 21<sup>st</sup> April 2014*

*Monday 5<sup>th</sup> & Monday 26<sup>th</sup> May 2014*
ADMISSION AND VISITS

ADMISSIONS POLICY

Spalding High School is a Community School and our admissions policy is, therefore, determined by the Lincolnshire County Council. Admission is normally at age 11 and is a selective procedure. Your daughter does not have to participate in the selection process if you do not wish her to. Selection is by means of two written tests administered by the primary school, on its premises. Girls must attain the required standard in these 11+ tests.

If we are over-subscribed with girls reaching the required standard, preference will be given, first to those with a sibling in the School and then to those who live closest to the School (measured by the driving distance between home and school). There is an independent appeals procedure for those parents who wish to appeal against a decision not to offer a place. Details are available from the LCC. Girls who wish to be considered to join the School in subsequent years go through a similar procedure with age-specific standardised tests being taken to determine whether they reach the required standard.

The booklet ‘Going to School in Lincolnshire’ gives details of the County Council Admissions Policies (www.lincolnshire.gov.uk/schooladmissions).

In 2012/13, 370 pupils participated in the 11+ test at Spalding High School, a total of 169 pupils met the criteria and 150 were offered places for entry in September 2013.

VISITS OF NEW PARENTS

Parents who are considering the possibility of their daughter’s/son’s admission to the School may visit by arrangement with the Headmaster.

When pupils have been selected for admission to year 7, pupils and their parents are invited to visit the School on an evening late in June or early in July. There is an opportunity to see the buildings, meet the form teachers and hear details of the curriculum and the general arrangements for new entrants. The pupils also have the opportunity to attend the School for two separate days in July.
THE SCHOOL CURRICULUM

GENERAL

The aim of the school curriculum is to ensure that all pupils use and develop their potential and ability as fully as possible. Traditional, social, moral and academic education is provided and a wide variety of teaching methods and materials are used to ensure that the experience provided to pupils is broad and relevant to today’s world.

Pupils who enter year 7 are allocated to forms without reference to their ability. The following subjects form the curriculum for year 7 pupils:

English, mathematics, French* or German, science, religious education, physical education, history, geography, art & design, food technology, textiles technology, design and technology, music, information technology, personal social health & economic education (PSHEE), citizenship and personal learning & thinking skills (PLTS).

*All forms start German this year. Able linguists have the option to also study Spanish as a GCSE subject.

In year 8 all pupils begin the study of Latin. The other subjects studied in year 7 are continued with the exception of a specific Personal Learning lesson, although the use of these skills are incorporated into the curriculum of all subjects. Year 7 pupils are placed in sets according to their ability for mathematics. Additionally, they are ‘setted’ from year 8 for English and for science from year 9.

The compulsory subjects for year 10 pupils currently are English language, English literature, mathematics, science, either French or German, religious education, physical education, careers education & guidance, PSHEE and citizenship. The remaining course options for year 10 pupils are kept constantly under review but, in 2013-2014, are likely to include the following subjects:

Art and design, drama, French, geography, German, Spanish, history, Latin, music, religious studies, business & communication studies, health & social care, technology (product design), food, resistant materials or textiles.

In years 7 to 11 pupils have a total of 25 hours of teaching time in a week (the recommended minimum, set out in Department for Education Circular 7/90, for pupils in years 7 to 11 is 24 hrs per week.)
NON EXAMINATION SUBJECTS

CAREERS EDUCATION & GUIDANCE (CEG)


Careers education at Spalding High School is taught through the PSHEE Programme in lower school and through dedicated Careers Lessons in upper school and the lower sixth. The CEG programme aims to prepare young people for the opportunities, responsibilities and experiences of life, so that they can make and implement well-informed and realistic decisions about their future. From Y10 the programme is taught by the Head of Careers and supported through subject specialist advice and form tutors. Pupils are encouraged to take part in enrichment activities such as work experience, enterprise activities, careers fairs, university visits and attend talks by visiting speakers.

The Head of Careers is available to talk to parents and pupils during parents’ evenings to discuss option choices, higher education, further education and career options.

RELIGIOUS EDUCATION

In all years, religious education (which is non-denominational) and attendance at Assembly containing a collective act of worship, are compulsory, but if parents wish to exercise their right of withdrawing their daughter or son from either or both, then they should consult the Headmaster so that arrangements can be made in specific circumstances.

SEX AND RELATIONSHIP EDUCATION (SRE)

Spalding High School believes in the partnership between caring adults - governors, teachers and parents, to ensure sensitive support for children and young people as they grow and mature in a challenging world. The school provides a setting in which young people can be offered appropriate teaching about SRE. The purpose is to assist young people to prepare for adult life by supporting them through their physical, emotional and moral development, and helping them to understand themselves, respect for others, and form and sustain healthy relationships.

SRE is taught from Y7-13 and has been developed from the recommendations identified by the steering group report 'Review of Sex and Relationships’ (DCSF 2008). It is not taught in isolation but as part of the wider PSHEE and Citizenship programme. Aspects of the course are also taught in science and religious education lessons. It is further supported by visiting speakers such as the School Nurse and external theatre companies.

Parents have a right to withdraw their children from all, or part, of the SRE programme provided at the school, except for those parts included in the statutory national curriculum. Any parent who wishes to do so is asked to contact the Headmaster at the school. Parents can be reassured, however, that the SRE programme at Spalding High School has been designed so that it will complement and support their role as parents and that we offer opportunities for parents who wish to actively involve themselves in the determination of the school’s policy. Copies of the full policy are available from the school office. The policy is reviewed by governors.
**DRUGS EDUCATION**

Pupils are involved in a drugs education programme as part of their PSHEE.

**SPECIAL EDUCATIONAL NEEDS (SEN)**

We have developed and sustained a whole-school approach to provision for special educational needs. With the support of the SENCO, all teachers respond appropriately to the diverse learning needs of our pupils. Our commitment is to do all in our power to remove barriers to learning and participation.

Resources are used efficiently and effectively for the benefit of pupils thereby enabling them to move towards achieving their potential.

Parents are fully informed and involved in working with the school as programmes of study are implemented. When necessary, the SENCO maintains co-operative and constructive working relationships with a range of external agencies.

We follow the revised SEN Code of Practice which provides a clear framework for early identification, assessment and meeting of pupils’ individual needs. We also fulfil our responsibilities under the SEN Disability Act 2001 which secured improved rights for disabled children.

Parents who would like further details or feel any cause for concern about their daughter or son should, in the first instance, contact the Deputy Headteacher at the school.

**GIFTED AND TALENTED (G & T)**

*Definition*

Gifted learners are those who have exceptional abilities in one or more subjects in the statutory curriculum other than art and design, music, drama and PE. Talented learners have the ability to excel in practical skills such as sport, leadership and artistic performance.

The term ‘gifted and talented’ is not to be understood as referring to the most able pupils in the national population, but the term should be viewed as relative as it refers to the top 5-10% of any school, regardless of the ability profile of pupils at the school.

*Rationale*

- to help our pupils to develop their skills and abilities intellectually, socially, physically, aesthetically and emotionally
- to provide teaching which makes learning challenging, engaging and enables pupils to reach their potential

*Aims*

- the raising of aspirations
- high expectations of achievement
- greater enterprise, self reliance and independence
- lessons that stimulate, engage, challenge, inform, excite and encourage
- active participation of pupils in their learning through dialogue with teachers and other students
- an entitlement beyond subject teaching, including preparation for adult life and the world of work
Identification
More able, gifted and talented students are identified by making a judgement based on an analysis of various sources of information – quantitative and qualitative – such as: test scores, teacher nomination, recommendations from feeder schools, peer and self-nomination, predicted grades/results and specific criteria developed by subjects or their professional associations. This information is gathered initially by department heads on the instigation of the G&T Coordinator and added to the G&T database – a fluid system, enabling staff to add, suspend or remove students throughout the academic year and which incorporates notes on the reasons for either inclusion or removal. G & T pupils are also highlighted on SIMS.

Enrichment and Extension Activities
These are manifold, subject to change, respond to new directives and are therefore under constant review; however, at any one time, there is a rich variety of mentoring, activities and possibilities across and extra to the curriculum.

Responsibilities
The G&T Coordinator liaises with and advises Heads of Department, SLT and the Governors of the activities and requirements of the G&T cohort and promotes current and new strategies for engaging with this cohort.

To view the full G&T policy, please visit the School website.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)
It is acknowledged that pupils with an alternative language or cultural background do not have special educational needs in the accepted sense but may require additional provision. Pupils with EAL will be identified from the information gathered from primary school, parents and the student themselves. The Head of Lower School and EALCO will monitor all new entrants.

The name of any student identified as having English as an additional language will have their name placed on the EAL register. All staff will ensure teaching and learning appropriate to the student’s needs. The school is committed to the development of identification and tracking systems in order to ensure attainment at a level appropriate to ability and to prevent under-achievement.
GENERAL INFORMATION

SCHOOL EXAMINATIONS AND REPORTS

Examinations are held in May/June for all forms in the school. In January “mock” examinations are held for year 11 and for the lower and upper sixth in February. Monitoring of pupils’ progress takes place in the school year in the autumn and spring terms and grade sheets are issued as a result of this monitoring. A full annual report is distributed at the end of the school year for years 7 to 11. All reports are reviewed by form tutors and members of the pastoral team. Pupils who have received reports that show either particularly pleasing or disappointing results will be seen either by their tutor or a member of the pastoral team. If a student’s report indicates that some remedial action needs to be taken, this will be discussed and, if it is thought to be appropriate, parents will be contacted at this stage.

PARENTS’ MEETINGS

Each year group has an annual meeting at which parents are able to talk to the staff who teach their daughter or son. These meetings run from 4.20 p.m. to 7.00 p.m. and each is arranged at a point in the year when it can be most effective. A parent/tutor consultation for year 7 pupils is held in October to discuss ‘settling in issues’. The meeting for year 9 parents is held in early February when the pupils’ subject choices for years 10 and 11 can be discussed. A year 9 options information evening is also held in January to explain the process to parents and pupils. The pupils are invited to attend these meetings along with their parents.

Parents who have a concern about their daughter’s progress at other times in the year can always air this by contacting the relevant Head of Year, and should not feel that they have to wait for the parents’ meeting to discuss the problem.

HOMEWORK

The amount of homework increases from about 1 hour per day in year 7 to between 1½ hours to 2 hours in year 11. Each form has a homework timetable or schedule which parents see and sign at the beginning of the year. Homework planners are issued to all pupils to enable them to note down homework tasks and additional information. These are checked by sixth form prefects (overseen by form tutors) and are an essential aid to pupils’ organisation. We encourage parents to look at planners and to communicate with individual staff through notes written in them, if appropriate.

SOCIETIES

Pupils have the opportunity to take part in a wide range of activities including gym club, sports teams, drama productions, school choir, orchestra, public speaking, ICT and the Christian group.

HOUSES

When they enter the School, pupils are allocated to one of the five houses. All members of one form are placed in the same house. The houses are named after five famous women (Marie Curie, Amy Johnson, Florence Nightingale, Emily Pankhurst, Helen Sharman). Competitions in areas such as music, drama and sport are held on an inter-form basis and excellents, awarded for good work, are also totalled for each house and on an individual basis, leading to bronze, silver and gold awards.
COMMUNITY AWARDS

This scheme is aimed at encouraging and rewarding good citizenship within the school, fostering the community ethos and helping to raise pupils’ self-esteem. The award is to be given to pupils who consistently contribute to the life of the School, e.g. by voluntarily giving up time, by continually helping with school activities or by willingly helping others.

PASTORAL CARE

Form tutors form the basis of the pastoral care system of the school and they deal with the normal daily needs of the pupils in their care. When more difficult problems occur, pupils may be given advice from their pastoral head (Head of sixth form, upper or lower school). All telephone queries regarding student welfare are dealt with in the first instance by the pastoral heads. Parents are requested to inform the Deputy Headteacher or pastoral head if their daughter or son has any problem (including health) which should be known to the School. In addition, the Deputy Headteacher or pastoral head will contact parents if any serious incident occurs which causes concern. All parents are asked to give telephone numbers where they can be contacted in case of emergency during the school day and to keep these regularly updated.

When appropriate, senior staff from the school liaise with members of the support agencies who are responsible for providing help for young people. The School liaises with the following bodies as relevant: the Educational Welfare Service (dealing with problems of attendance or home conditions), the Educational Psychologist (advising on learning difficulties such as dyslexia) and Social Care (helping with some aspects of individual and family problems).

CONFIDENTIALITY

Where possible, school matters will be dealt with confidentially. It must be stressed, however, that in certain circumstances, such as matters relating to safeguarding or to illegal activities, no member of staff can guarantee to keep information confidential. Where necessary the School is legally bound to pass information to the Lincolnshire Safeguarding Children Board (LSCB), the school nurse, the police, etc. It is School policy to involve parents as much as possible in their child’s education, but the School reserves the right, where it is in the child’s best interest, not to inform parents but to pass details to another agency.

Students may request an appointment with the school nurse or our counsellor (Mrs Griffiths) if they wish to discuss personal issues. Students are encouraged to let parents know that they are doing this. If parents wish to request appointments on behalf of her daughter, they should contact the relevant year head or Deputy Headteacher to discuss this.

ACCESS TO PUPILS’ EDUCATION RECORDS

The Education Reform Act, 1988 provides access to a pupil’s educational record to entitled and responsible persons. Such access can be gained, if appropriate, by making a written request to the governors of the School. Under the regulations a response to such a request must be made within 15 school days. A fee not greater than the cost of supplying the information will be levied.
COMMUNICATIONS FROM THE SCHOOL (PARENTMAIL)

We try very hard to keep parents regularly informed about what is going on at the school. However, sending paper letters home can be rather ‘hit and miss’ with letters often going astray along the way. We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help improve these areas we have decided to use a service called ParentMail, which is used by over 3,500 schools across the UK to communicate with 2 million parents by email and text message.

ParentMail will be beneficial to you because:

- Messages will get to you quickly and reliably.
- You will quickly know about important or urgent messages by text, for example, about non attendance and enforced school closure (during bad weather).
- We can tell you more about what is going on at the school.

Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation. An application form is available from the School.

ON LINE PAYMENTS

Parents are encouraged to use the on-line payment system for trips, school meals and other activities. Access is via the School website, www.spaldinghigh.lincs.sch.uk, click on Parents and then the Internet Payments link. An internet payments user guide can be found on the Parents tab.

When accessing the on-line permission tick box for a trip/event, please be aware that you must double click onto the actual trip name itself, this will bring up a new page where the permission box can be ticked, and then continue with your payment as normal. The permission box will NOT show automatically if this is not done, therefore permission will not have been given and a paper slip will still need to be returned. For further details, please contact Mrs Somers the School Business Manager

LETTERS FROM PARENTS

The Headmaster should receive a letter from parents when a pupil intends leaving school – at least six weeks’ notice is preferable.

Form Tutors or teaching staff should receive letters from parents when:

- a student needs to be excused from games or from homework (for a good reason)
- a student needs to go into town (for a dental appointment, a visit to the clinic or hospital, or some other good reason)
- a student returns from a period of absence. “pre-printed books” of absence slips are available from the school office.
USE OF SURNAME

For internal purposes, e.g. the daily attendance register, the School is happy to use the student’s surname as requested by the parents. For all official purposes, such as public examination entries, however, the name which appears on the student’s birth certificate will be used. The only exceptions to this are if there has been an official name change (Deed Poll), a court order, or if both legal parents agree, in writing, to a change. In such cases, the School needs to have a photocopy of the legal document.

RACIAL EQUALITY POLICY

Action Plan

As part of Spalding High School’s Race Equality Policy:-

- The School will monitor admissions.
- The School will monitor attendance.
- The School will monitor attainment and progress.
- The School will monitor exclusions.
- The School will keep the curriculum under review.
- The School will monitor staff appointments.
- The School will deal fairly and firmly with any racially motivated incidents.

To view the whole policy, please contact the School office.

EQUAL OPPORTUNITIES AND GENDER EQUALITY POLICY

Action Plan

As part of Spalding High School’s Equal Opportunities and Gender Equality Policy:-

- The School will monitor admissions in the sixth form.
- The School will monitor attendance in the sixth Form.
- The School will monitor attainment and progress in the sixth form.
- The School will monitor exclusions in the sixth form.
- The School will keep the curriculum under review.
- The School will monitor staff appointments.
- The School will monitor staff promotions and pay scales.
- The School will deal fairly and firmly with any incidents of discrimination.

To view the whole policy, please contact the School office.

ATTENDANCE POLICY

Students should come to school every day.
All absence is at the discretion of the School and not of parents.

Spalding High School has a duty to make your daughter’s time at the school interesting and worthwhile. Parents have a duty to make sure that their daughter attends. The school is committed to working with parents as the best way of ensuring as high a level of attendance as possible.
Students should only be absent if it is unavoidable. Allowing a pupil to be absent from school without good reason is against the law and parents can be fined up to £1000. The school, not parents, is required to classify every half-day absence as either authorised or unauthorised. This is why written information about the cause of each absence is always required.

**Authorised absences** are those mornings or afternoons away from school for a good reason: illness or other unavoidable reason.

**Unauthorised absences** are those which the School does not consider reasonable and for which no “leave” has been given. This includes keeping pupils off school for trivial reasons, truancy, absences which have never been properly explained and pupils who arrive too late to get an attendance mark. Providing a note may not be sufficient if the reason given is not “unavoidable”. Pupils should never be kept off school for reasons such as shopping, concerts, caring or as a treat.

Occasionally, some pupils need encouragement to attend regularly. Any problems are best sorted out between the School, the parents and the pupil. It is never better to cover up an absence or give in to pressure to excuse them from school. This gives them the impression that attendance does not matter and may well make things worse. If problems do arise, the School would expect parents to contact the school at an early stage and to work with the staff in resolving the problem together. This is nearly always successful.

If problems cannot be sorted out this way, the school may refer the problem to Children’s Services at LCC. If other ways of trying to improve attendance fail, this service can use court proceedings to prosecute parents or to seek an education supervision order on the student. Any student with a level of absence in excess of 15% is regarded as a ‘Persistent Absentee’ by DfE.

Spalding High School has a legal duty to publish its absence figures to parents and to promote attendance. You will receive information about your daughter’s attendance in her annual report and at any other time when the school has concerns about her attendance rate. Excellent attendance is rewarded each year with certificates and a reward scheme supported by local businesses. Any suggestions from parents and pupils about how to encourage attendance are especially welcome.

Spalding High School applies the following procedures in deciding how to deal with individual absences.

**Illness and other legitimate reasons**

- If a student is unfit for school, parents should contact us on the **first day**, by telephone. When the student returns, she must bring a note from the absence booklet provided by the School explaining the reason for the absence, written and signed by a parent, for each period of absence. Absences will not be authorised without this procedure. Other reasons for absence must be discussed with the School each time.
- Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which are unavoidably in School time, provided a written explanation is received.
Holidays

- The School strongly discourages any absence, especially as a result of holidays.
- Where a holiday is absolutely essential during term time, permission is totally at the discretion of the Headmaster. Provided the request is made by the parent looking after the student, sufficiently in advance, and using the appropriate form, leave for up to 5 days per school year may be granted, providing the student’s attendance record is otherwise satisfactory. Leave may be refused where a student has already missed a lot of work.
- Any holiday taken during examination times (which are published and sent home with pupils), will be unauthorised, i.e. truancy. Requests for leave beyond 5 days a year will only be granted in exceptional circumstances on a case by case basis.

Lateness

- Pupils must attend on time to be given an attendance mark for a session, unless the lateness is unavoidable (e.g. a bus running late). Parents are expected to ensure that their daughter is present at registration. Arriving more than 15 minutes after the start of the session without good reason will be classified as unauthorised absence.

What your son/daughter can do during and after a period of absence

If a student has been absent from school it is his/her responsibility to catch up with the work that has missed. Staff will provide help and support when needed and it is important that your son/daughter approaches staff to find out what copying up is required.

Absence from school causes a number of problems for pupils. For example, she:
- will have missed vital explanations given in lessons,
- will have missed the instructions and advice offered when homework is set,
- may find lessons harder to follow when he/she returns to school because of gaps in his/her knowledge,
- will need to find the time to copy up in addition to doing her normal homework.

It is important that your son/daughter tries to keep in touch with school work even when he/she is absent. For example he/she could:
- telephone a friend who may be able to collect work on her behalf, make a note of the homework set, photocopy notes made in class or collect worksheets/handouts.
- ask someone to send the books she needs – his/her form teacher could arrange for this to be done.
- do some private reading/coursework – it is particularly important for Upper School and Sixth Form pupils to keep up to date.

Requesting work from school

In exceptional circumstances, when absence is for a prolonged period, it may be possible for the School to provide work in some subjects at parental request. This is a complex procedure as so many staff need to be consulted, so notice of at least three days is required to provide work.

In some subjects oral explanations are vital so meaningful work may be very difficult to set. It also becomes increasingly difficult to set work in any subject where new topics are covered.
When work is sent home in these situations, parents need to ensure that the completed tasks are returned to school for marking so that an element of continuity can be ensured.

**Absences known about in advance**

In the case of planned absence, the student is responsible for asking for work from the subject teachers concerned. **Notice of at least one week** should be given. Please note: Work will not be set for a student taking a holiday during school time.

**SCHOOL ROUTINE AND RULES**

**Travelling to and from School**, pedestrians and cyclists should be careful to observe the Highway Code and general rules of good manners.

Special attention is drawn to the following:

1. Pedestrian crossings - great care should be taken not to cross in front of fast moving traffic. Pupils should always cross quickly when the road is clear.

2. Cyclists should leave school by the Matmore Gate exit. They should not cycle two abreast, nor beside a pedestrian. They should dismount before crossing the road into the school grounds. Great care should be taken when carrying musical instruments. A cycle helmet should be worn and it must be left securely fastened to the bicycle during the day.

3. Most pupils waiting for buses should line up on grass in front of the main school building until they are given permission by a member of staff to proceed to the front pavement for their bus. If a student travels by bus it would be helpful to keep a record of the season ticket serial number. This is required if the ticket is lost.

**Punctuality** All pupils are expected to arrive punctually, i.e. pupils from town by 8.55 a.m. at the latest and those travelling by bus as soon as possible after the arrival of their buses. Students are not allowed in form rooms before 8.20 a.m. but are allowed to attend breakfast club in the canteen. Whenever possible, however, parents are advised not to send pupils to school before 8.40 a.m. each morning as members of staff are not on duty until that time.

The **front door** is used by staff and sixth form only.

In the **form room** students should hand in absence slips, which should be written entirely by parents. They should organise themselves for the school day and hand in homework. Mobile phones must be locked away in lockers for the whole of the school day.

**Lunchtime:** most of our pupils remain in school at lunchtime. However, if a student wishes to go home each day during the lunchtime break, a letter should be brought from parents confirming this arrangement. It is **not** permitted for students to use mobile phones at lunchtime. If there is an emergency and they need to contact parents, they should approach their form tutor or go to reception.

**Town Leave**  **(12.40 p.m. until 1.30 p.m. Monday-Thursday)**

Pupils in Years 8-10 may request town leave once per week. Pupils in Year 11 may request two town leaves per week. A parent’s note requesting town leave is needed for all pupils, except sixth formers. A town leave slip must then be obtained from form teachers.

At **3.45pm**. All belongings left in school should be in lockers, in sports bags or on pegs.
PUPIL BEHAVIOUR

Each pupil’s behaviour, both inside and outside school, is expected to be such as to bring credit to the school.

- Pupils should not loiter by the main gates.
- Litter must be put in dustbins.
- Smoking is forbidden on school property or at any time when a pupil is in uniform.

Generally form teachers and/or the heads of upper or lower school (in more serious cases the Deputy Headteacher or the Headmaster) deal with pupils who break school rules. There may be a loss of privileges, or a lunch time or after-school detention involved. Sixth form tutors and/or the Head of Sixth Form deal with sixth form pupils.

REWARDS 😊

- “Excellents”
- Certificates of Merit
- Academic prizes
- Special prizes
- Community Awards
- Congratulatory letters home
- Election to office (School Council, form captains, representatives, prefects)
- Attendance rewards

SANCTIONS 😞

- Incident forms/letters home
- Withdrawal of town leave/supervised lunchtimes
- Completion of set tasks
- Isolation within school
- Uniform detention (Tuesday)/School detention (Monday & Thursday)
- Headmaster’s detention (4 p.m. to 5.15 p.m.)

In the case of serious breaches of discipline (e.g. violence, bullying, theft, refusal to adhere to school rules, possession of illegal substances) the Headmaster reserves the right to exclude pupils from school.

THE INTERNET

No pupil should write anything on the internet about Spalding High School or about a pupil or member of staff at Spalding High School. Any pupil who does this will be automatically excluded from School.

PROHIBITED ITEMS

No pupil should bring any of the following items to School: knives, weapons, alcohol, illegal substances, stolen articles, tobacco, fireworks, pornographic images (including images on electronic devices such as mobile ‘phones) or anything to cause injury or damage to property. Should a pupil be suspected of carrying any of these items, the School reserves the right to search the pupil and his/her bags, electronic devices and locker, without the pupil’s or parents’ consent. Where it is deemed necessary, the School also reserves the right to call the police. The School has the right to destroy or delete such items, or to hand them to the police.
School will usually inform parents about such incidents. The penalties for carrying a prohibited item will be severe.

**PROPERTY**

Pupils are responsible for the security of their personal possessions.

1. Personal property, including uniform and other clothing, **must be clearly marked** with the student’s name and great care should be taken to look after it. Property, apart from uniform and games equipment, must be kept in lockers. Hand-held computer games must not be brought into school. **Items of great value should not be brought to school:** no responsibility can be accepted for them or for any property left on school premises. Illegal items must not be brought anywhere onto the school site. Personal devices to listen to music (such as an Ipod) which are **not** also ‘phones can be brought into school for use at lunchtime, but they are the responsibility of pupils – school insurance does not cover such items. They must be switched off at other times in the school day.

2. Money. This must be kept on the person, locked in the student’s locker or left in the school safe in the main office. It **must not** be left in form rooms or cloakrooms in bags.

3. School property must be treated with care. No apparatus or equipment must be touched unless a member of staff is present. Pianos must not be played except with the permission of member of staff. Computers on teacher’s desks in form rooms are not for use by students.

4. **Mobile phones must be switched off at all times during the school day – this includes lunchtime, before registration and after school whilst onsite. They cannot therefore be used as a device for listening to music whilst in school.**
   - Phones must locked in a locker during the day.
   - If a pupil is found using a mobile phone, or in possession of one which is switched on during the day, it will be confiscated for a 24-hour period (or the weekend, if it is confiscated on a Friday).
   - The pupil will also be put into the next school detention and parents will be informed of this by letter.
   - Office or lunchtime supervisory staff should not be questioned or challenged about these rules. Any pupil doing this will be reported to a member of senior staff.

**SCHOOL CANTEEN – ‘The Hub’**

‘Healthy lifestyles are encouraged through the provision in school menus’ (OFSTED 2009)

The school canteen provides a wide range of nutritional and tempting meals, drinks and snacks. It is open to all students and staff before school, at break time and at lunchtime. A typical 2-course meal would cost around £2. The main menu changes daily and caters for all tastes and most dietary needs. Also available at lunchtime are sandwiches/rolls, salad bar, pasta bar, jacket potatoes, homemade cakes, desserts and fresh fruit. A breakfast club starts at 8.30 a.m and serves hot breakfasts, cereals and toast to those early risers.
**Cashless catering using biometric recognition (finger scan)**

The cashless system has allowed for students to pay for their meals in advance and not have to worry about carrying money to school everyday. Parents are able to contact the School and request to see exactly what is being consumed each week. Alternatively, transactions can be viewed via the online payment system. A permission slip requesting parental consent for us to process biometric recognition data will be included in a pack given to parents prior to their child joining the School.

**Information for parents from Lincolnshire County Council – Personal accident insurance for pupils**

The insurance market offers personal accident cover for pupils 24 hours a day. Parents may not be aware of this and if they wish to avail themselves of this cover for their children, they should make enquiries with insurance brokers or companies accordingly.

**COMPLAINTS PROCEDURE**

We strive to deliver the best possible education to all our pupils and to care properly for their health, safety and welfare at all times. All the staff in this school, teaching and non-teaching, are dedicated to achieving this aim. From time to time, however, it is possible that you feel that we have not lived up to your expectations. If this is the case, please tell us at once.

The School has adopted a “complaints procedure” which gives helpful information on the best way of expressing any such concerns. Copies are available from the school office or any governor of the school.

**COMPLAINTS PROCEDURE (SCHOOL CURRICULUM AND RELATED MATTERS)**

Whenever possible concerns expressed by parents and others about the school curriculum or related matters will be dealt with, in the first instance, by informal discussion with teachers or Headmaster. However, there may be occasions when such concerns cannot be resolved informally and, under the terms of the 1988 Education Reform Act, the County Council has set up a formal complaints procedure which offers a readily accessible and clearly understood route through which complaints of this nature may be pursued further. A document setting out this procedure is available for inspection at the school and a copy can be given, if desired, to any person wishing to make a complaint under these arrangements.

**CHARGING FOR SCHOOL ACTIVITIES**

The Governors of Spalding High School have drawn up the following Statement of Policy in view of the Education Reform Act 1988 and the LCC’s Statement of Policy.

If students are in receipt of free school meals or are in care, pupil premium funding is available to support such costs. Parents/carers should contact the School.

The Education Act 1993 (par 280) enables charges to be made for ‘tuition’ in playing any musical instrument where the tuition is provided either individually or to a group of no more than four pupils. In accordance with LCC policy, the governors make this charge for tuition, except where families are in receipt of relevant state benefits.

Parents should pay for transport to work experience except statemented pupils where the statement refers to transport.
Charges will be levied for “optional extras” i.e. activities taking place outside school time not related to statutory duties.

Charges will be made for board and lodging on residential visits. Where families are in receipt of relevant state benefits, no charge will be made for residential visits during school hours or if the visit is an essential part of the curriculum.

The cost of a rescrutiny of the examination results will be paid by the parents unless the school wishes to have the papers of a number of pupils rescrutinised.

Charges will be made for an examination entry if (a) the pupil has not been prepared for the examination by the school (b) the examination is not on a prescribed list (c) the preparation for the examination takes place outside school hours.

Charges will be made for all retakes except in exceptional circumstances and by prior arrangement with the Headmaster.

Parents will be charged for “wasted” examination fees (see the policy for Payment of Fees for Public Examinations for more details).

Parents will be asked to pay a small levy to those subject departments which use consumables and which produce work that pupils wish to take home and keep, e.g. food, textiles, DT.

Parents will be asked to pay for damage or breakages which result from a pupil’s poor behaviour.

No compulsory charge may be made for any activity which occurs for more than 50% of the time within normal school hours. The Governors, therefore, will ask for voluntary contributions from parents so that sufficient funds are raised to enable the activity to take place. Should sufficient funds not be forthcoming then the school reserves the right to cancel the activity.

**Pupil Premium Information**

The government introduced a pupil premium payment in September 2011 which aims to increase attainment and aspiration for pupils from disadvantaged backgrounds, specifically:

- To increase social mobility
- To enable more pupils to go to the top universities
- To reduce the attainment gap

**How the Pupil Premium Grant is used**

Parents who are eligible, may make individual requests to the School for financial support. Please note, however, that it is the School, and not parents, who decide how the pupil premium grant should be spent. The grant may be used for generic projects, as well as to fulfil individual requests.

Spalding High School receives a pupil premium grant for each child who is entitled to receive free school meals or who has been entitled over the last six years, and for Looked After Children. Our pupil premium grant for 2012-13 is in the region of £15,500. It is our belief that the most effective way to achieve the aims of the pupil premium is for students to achieve the best possible GCSE grades.
The High School has, therefore, decided that this grant should be spent as follows:

To support learning in the classroom by -
- Ensuring that class sizes are as small as possible, particularly in maths and English
- To provide pupils, where necessary, with classroom assistant support
- To staff the library after the end of the School day to provide a quiet, supervised and well resourced area for private study
- To create a fund for children entitled to free school meals for educational trips and visits, extracurricular activities and other opportunities to boost learning.
- To continue to track the progress of students eligible for the pupil premium and to provide additional intervention where necessary to ensure that they fulfil their potential.

All other requests received from parents will be considered on an individual basis.

Parents who have any questions about the pupil premium should feel confident to contact the Headmaster in the strictest confidence.

**COLLECTION OF MONEY**

The payment for a school visit can be made in three ways: cash, cheque or on-line. On-line payment is preferred and access is via the School website, [www.spaldinghigh.lincs.sch.uk](http://www.spaldinghigh.lincs.sch.uk), click on parents and the internet payments link. A user guide can be found on the ‘Parents tab’.

- Cash payments should be taken personally to the departmental technician by the student at the designated time and place.
- Cheque payments should be placed in the finance office letter box.
- All payments both cash and cheque along with the permission slip should be enclosed in a sealed envelope clearly marked with the name and form of the student concerned and the trip or visit title.
POLICY ON MEDICINES

Parents
- Will ensure that, on a daily basis, pupils only have limited and permissible medicines upon their person (e.g. an inhaler, two doses of paracetamol etc). Whenever it is necessary to bring other medicines to School, parents will always inform the School in writing.
- Will inform the school of any particular medical needs of their son/daughter before he/she enters the school.
- Will keep their children at home if they are acutely unwell or if there is a risk of infection.
- Are responsible for the disposal of medicines. They should collect them at the end of each term.

Pupils
- Will only bring the daily requirement of prescribed medicines to School, which should be handed to the office for safe keeping. The maximum of two doses of any non-prescribed medicines e.g. paracetamol, may be kept on their person at any time.
- Will not give ANY medicines to ANY other pupil.

Staff
- WILL NOT GIVE WITHOUT PARENTAL PERMISSION any non-prescribed medicine to a pupil.
- Will be given appropriate training for pupils with specific medical needs.
- Will not usually take pupils to hospital in their own cars; staff will always, wherever possible, call parents or an ambulance.

Member of staff in charge of medicine and First Aid
- Will not give any non-prescribed medicine to a pupil WITHOUT PARENTAL PERMISSION.
- Will notify parents of any head injury incurred during the school day.
- Will administer, where necessary, commercially produced antiseptic liquids or creams to minor external cuts, scratches and bites.
- Will only give prescribed medicine to a pupil with the written permission of the parents.
- Where medicine is administered, with the permission of parents, the member of staff should check: the child’s name, the prescribed dose, the expiry date and the written instructions on the container. They must be kept in the original container.
- Will keep medical information confidential, sharing it only with appropriate adults (although this may include all members of staff, staff on trips, pastoral staff etc).
- The member of staff i/c First Aid will keep all medicines in a locked non-portable container, to which only she will have access (or another designated person in her absence) and keep a record of medicine administered.
- If pupils are permitted to self-administer medicines, they should collect them from the person in charge of medicines and go to the medical room to take the medicines.
- Refrigerate medicines where necessary. They may be kept in a fridge with food, but must be stored in an airtight container and be clearly labelled.
- At the end of each term, any left over medicines which have not been collected by parents should be taken to a pharmacy for safe disposal.
- All needles are to be disposed of in a sharps’ box.
• Be responsible, along with the SENCO, for all SP’s (support plans) involving medical care. Such plans outline the level of medical support needed.

School Trips

• Medical information and contact details for each pupil to be taken on all visits.
• On visits, the party leader, or designated member of staff, assumes the role and responsibilities of the member of staff in charge of First Aid and medicines.

SCHOOL UNIFORM

Uniform Stockists:  Hills of Spalding, Broad Street, Spalding.
If uniform is bought elsewhere, care must be taken to see that it is of the prescribed colour and pattern.

• Full school uniform must be worn by pupils on their way to and from school.

• All uniform and equipment must be CLEARLY MARKED, with name tapes or marking ink, showing both names.

• The main school colours are dark navy blue, maroon and white. For some garments black is also permitted.

• Whenever the school uniform is worn, it must be worn smartly and properly. This includes on the way to and from school, on buses and in town

WINTER UNIFORM: To be worn from October holiday until after February half-term.

COAT:
Dark navy blue coat, raincoat, duffel coat or Spalding High School fleece. Black coats are also acceptable. Coats should be plain and not emblazoned with logos. Hooded sweatshirts are for use in games and PE only.

SKIRT:
Dark navy skirt of prescribed fabric and pattern and of suitable length for school.

Fabric: should be dark navy, twill or plain weave. Stretch and jersey fabrics are unsuitable.
Length: should be from just above the knee (about 2.5 centimetres) to mid-calf. Skirts with slits are not permitted. It is wise that skirts have a good pocket, zipped if possible, so that money may be kept safely.

TROUSERS:
Plain, dark navy, smart, tailored trousers may be worn as an alternative to the skirt. They should have no obvious flares. These should be in similar fabric and colour to the skirt and must be of school approved style, as available from Hills and other major school wear stockist. Stretch and jersey fabrics are unsuitable.

BLOUSE:
Plain long-sleeved white blouse. Shirts with button-down collars and large pockets are not suitable. Blouses must always be worn tucked into skirts or trousers.
**SCHOOL TIE:**
Separate styles of tie are available for the Lower School (Years 7-9) - plain maroon; the Upper School (Years 10-11) - navy with maroon stripes; the Sixth Form - navy with maroon and white stripes.

**PULLOVER**
Navy pullover with maroon band.

**TIGHTS/ SOCKS:**
Navy blue, black or beige tights or navy, black, white or maroon socks. (In plain, single colours only). A spare pair of socks should be kept at school for emergency wear.

**SHOES**
Plain shoes of formal low-heeled style, (not backless and not higher than 3.5 centimetres) in black leather (not suede). **NO** large platform soles allowed. It is **not** permitted to wear training shoes for everyday wear, nor to or from school. Warm boots may be used for travelling to school in very cold weather, but pupils must change into shoes for wear inside school.

**OPTIONAL:**
- **Hair tie,** in plain navy, black, white or maroon only.
- **Scarf and/or hat** in any colour, for use during extremely cold weather.
- **Cycle helmet**
- **Reflective bands** to be worn by cyclists during winter months.

**SUMMER UNIFORM:** *May be worn from February/March until the October holiday.*

**BLOUSE:**
A plain, short sleeved, white open neck blouse as available from the school’s suppliers of uniform (cotton/polycotton).

**CAGOULE OR PLASTIC RAINCOAT:**
In plain navy.

**TIGHTS OR SOCKS:**
**Must** be worn with shoes.

**JEWELLERY**
Jewellery is discouraged for reasons of safety and security. The **ONLY** items that pupils may wear are: one watch, one plain small ring and one small chain necklace (underneath the blouse).

**Rules:**
- Pupils with pierced ears may wear only one pair of identical metal small stud earrings in gold or silver (5mm diameter). **No looped earrings are allowed.**
- In PE lessons, however, **absolutely no jewellery, without exception,** may be worn. Any jewellery worn in school is entirely the owner’s responsibility and must be removed for practical lessons.
- Any breaches of the jewellery rules will lead to automatic confiscation of the jewellery and a School detention.
- **Body jewellery, including nose studs, tongue studs and upper ear piercings, are NOT to be worn.**
MAKE UP
It is not appropriate to wear makeup in school and it should not be worn, with the exception of small amounts of foundation which should not be visible. Eye shadow, eye liner and lip colour are NOT permitted. Any breaches of the rules will result in uniform detention or, in extreme cases, a pupil will be sent home. The Headmaster is the arbiter of what is appropriate.

HAIRSTYLES/HAIR COLOUR
Hairstyles should be neat and appropriate for the school environment, avoiding ornamentation and excessive styling or extreme haircuts, and must be within the bounds of normal hair colour, containing no obvious streaks. The Headmaster is the arbiter of what is appropriate in terms of hairstyle and colour. Long hair must be tied back for practical activities and sport. Any over-elaborate hairstyle, such as braiding, is strongly discouraged and it is not allowed to add any coloured beads, ribbons etc.

Games and PE requirements:
- White open neck school sports shirt.*
- Black or white trainers.
- White three-quarter length socks for hockey.
- Navy skirt for games (netball and hockey) or navy skirt.
- Plain navy shorts for summer activities.
- Plain navy shorts or plain navy leggings for dance and gymnastics (no ¾ length trousers).
- Navy hooded school sweatshirt.*
- Large navy PE bag with draw string.
- School sports shirt in house colours.*

Recommended items:
- Hockey, football or astro-turf boots
- Plain navy jogging bottoms.
- Spiked running shoes for athletics (keen athletes must have them).
- PE knickers to wear under navy skirt.

Optional items:
- Hockey stick.
- Tennis racket (summer).
- Leotard
- Plain navy baseball cap – summer only.
- Navy school fleece*
- Navy school tracksuit*

*The school badge and sports college logo are printed on these items which are only available from Hills of Spalding. House colours are: Curie – Purple; Johnson – Blue; Nightingale – Red; Pankhurst – Yellow; Sharman - Green

Please note:
Winter games equipment is required for September.
Summer games equipment is required for the summer term.
Any pupil may be selected for a school team or awarded school colours for any sport.
Pupils who wish to be members of school teams need to be committed to regular practices and matches.
The school will provide any additional clothing required by school teams.
In PE lessons absolutely no jewellery, without exception, may be worn.
Special Requirements

It is desirable that pupils should have the following items:

- An old shirt or overall to protect clothing in art and science.
- A bib-type apron for food technology.
- Mathematical instruments - a long perspex ruler, protractor, a pair of compasses, one set square (either variety will do) and a scientific calculator.
- English, French, German dictionaries, as recommended by the school.
- Headphones for use on computers.
- A fuller list of useful equipment will be given to new Year 7 pupils in June/July.

Neither aerosols nor Tippex should be brought into school.

Please ensure that only clothing which complies with these guidelines is purchased, as unsuitable uniform items will not be allowed. A new uniform list is sent to parents each year with the July report. This shows any changes which may have been made to the uniform for the following September. If you have any queries about uniform, please do not hesitate to telephone Mrs Schwarz, Head of Lower School (Years 7 - 9) or Miss Todd, Head of Upper School (Years 10 and 11).

Maintaining Standards of Appearance

The appearance of pupils on their way to and from school – and whilst on town leave – is one of the major ways in which the school as a whole is judged by the local community. Our many visitors also judge appearance in school. We ask all pupils and parents to help us to maintain high standards.

Within School our procedures for monitoring appearance and uniform, and for dealing with infringements of the Y7 – 11 uniform guidelines, are as follows:

- Form and pastoral staff monitor constantly the appearance of pupils as they move about the school. Occasional formal uniform checks are conducted in form time.
- Any pupil who fails to comply with uniform rules will receive a uniform detention usually on Tuesdays, at 1 p.m. This is for infringements such as blouse untucked, incorrect socks, too much jewellery etc.
- Pupils will copy out this uniform code TWICE. Three appearances in uniform detention per term will result in a school detention and town leave will be cancelled for 4 weeks.
- Ultimately, pupils who come to school appropriately dressed will be sent home.
- Unsuitable or additional jewellery will be confiscated by staff until the end of the term.
THE SIXTH FORM

Spalding High School sixth form is open to students of both sexes and offers a wide range of AS and A2 subjects. General entry requirements and those which are subject specific are listed clearly in the sixth form prospectus and on the School website. These requirements are not negotiable and apply to both internal and external candidates.

Students are also required to have a good reference from their present school which must show a clear commitment to academic study, a willingness to work hard and to contribute to the life of the school. For internal candidates, previous school reports will take the place of the reference. Our sixth form is not suitable for everyone, and the requirements are aimed at ensuring that students are suited to a formal and rigorous academic education.

The booklet ‘Going to School in Lincolnshire’ gives information about the County Council’s sixth form policies (or www.lincolnshire.gov.uk/schooladmissions).

The following examination subjects will be offered in September 2013, as one year courses for the Lower Sixth.

**Advanced Subsidiary (AS)**

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<td>Applied ICT</td>
<td>Art &amp; Design</td>
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<td>Biology</td>
<td>Business Studies</td>
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<td>Chemistry</td>
<td>Classical Civilisation</td>
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<td>DT Product Design (3-D)</td>
<td>DT Product Design (Textiles)</td>
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<td>Drama &amp; Theatre Studies</td>
<td>English Literature</td>
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<td>Food Technology</td>
<td>French</td>
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<td>Further Mathematics</td>
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<td>Religious Studies</td>
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<td>Spanish</td>
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Subject to demand, AS courses will be available as A2 options for the Year 13.

**SIXTH FORM TUTOR SYSTEM**

All pupils entering the Sixth Form become members of tutor groups. This year there are 256 sixth formers with 16 sixth form tutors, plus the Head of Sixth Form and Head of Lower Sixth. Regular meetings of each tutor group enable common problems to be discussed and each tutor is always available to see individual members of his/her group so that personal problems can be talked over. The tutors are able to help the new members of the sixth form to adjust to a different environment. Thereafter a tutor can give advice on such matters as the choice of career, or a course of further study, as well as practical help in making applications for training or for admission to higher education.