NORWICH
HIGH SCHOOL
For Girls aged 3-18

GDST
GIRLS' DAY SCHOOL TRUST

Parent Handbook

On our website

On our website at https://www.norwichhigh.gdst.net/parents-hub/ you will find information about:

- **The School day**: including timings and details about wraparound care
- **School uniform and equipment list**: our regulations, access to our provider Schoolblazer.com and details about our second hand uniform shop
- **Girl's health**:
  - The School Nurse and Counsellor
  - Health support in school
  - Medication and immunisations
  - Health screening and checks
- **Meals and nutrition** including current menus
- **Policies and reports**
- **Travelling to school**
- **Who's who?**
  - Our staff
  - Senior Leadership Team
  - Governors
- **Term dates**
- A link to our **Parents' Portal**: for access to email communications from school and the school SOCS events calendar

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Welcome

Dear Parents

I warmly welcome you and your daughter to Norwich High School for Girls. Our aim is to make the transition to this exciting new chapter in her educational journey as smooth as possible. We want your daughter's time with us to be fulfilling, enriching and inspiring. This is a very joyful school and we want each student to be happy and to reach her full potential both academically and personally. She will be encouraged to grasp all opportunities that allow her to achieve this.

On our website and in this booklet you will find an overview of how things work and answers to many of the questions you will have before starting. Your daughter will be assigned a Form Tutor and will also have a Head of Year looking out for her so these will be useful contacts for any queries.

We pride ourselves on the strength of our relationships with parents, and there will be many opportunities for you to come into school to hear more about our programmes and to give us your valued feedback.

We are very much looking forward to welcoming you into the Norwich High School for Girls community.

Alison Sefton
Head of Norwich High School for Girls

Our values

We put girls first

Our girls are known and valued as individuals.

Our girls benefit from the fact that everything is designed and developed to meet their educational and pastoral needs, so they can be their very best whilst here at school and beyond.

We are ambitious for every girl

Our girls are intellectually curious, equipped to meet academic challenge and innovate.

They benefit from the opportunities of our pioneering curriculum.

Our education is about more than exams

Our girls fulfil their potential.

They become outstanding scholars, sportswomen, musicians, actors and are inspired to explore a wide range of pursuits.

Community matters to us

Our girls contribute to and benefit from the unique community fostered by staff and students.

They positively support the lives of others in the school and the wider community; they are outward looking and networked.

Form groups and Pastoral support

Form Tutors

Form Tutors have direct pastoral responsibility for your daughter, supporting her academically and socially in the first instance, meeting their group for morning and afternoon registration.

Lower School (Key Stage 3):

Upper 3 (Year 7)
Lower 4 (Year 8)
Upper 4 (Year 9)

At the beginning of Upper 3, each year group is divided into forms made up of an equal mix of students from our own Prep School and from other schools so everybody makes new friends. **Mrs Karen Eagle** is Head of Upper 3.

Form groups will be mixed up again for Lower 4. **Mrs Rachel Gaul** is the Head of Lower 4.

At the end of Lower 4, new forms will be established for Upper 4 which remain through to the end of Upper 5, giving students a greater degree of continuity during a period of transition when they are choosing their GCSE options.

Mrs Rachel Magee is the Head of Upper 4 with oversight of the lower school.

Upper School (Key Stage 4):

Lower 5 (Year 10)
Upper 5 (Year 11)

Due to the GCSE options they have chosen, students will be taught with girls from other forms for approximately 80% of the time.

Mrs Rebecca Musson is Head of Year for Lower 5 with oversight of the upper school, and **Mrs Marie Hood** is Head of Year for Upper 5.

Sixth Form (Key Stage 5):

Lower 6 (Year 12)
Upper 6 (Year 13)

In the Sixth Form, students are allocated to smaller tutor groups containing both Lower 6 and Upper 6 students.

Mrs Hazel Packer is Director of Sixth Form responsible for the pastoral care of Sixth Form students and preparation for university and life after school. She is supported by Assistant Director of Sixth Form, **Mrs Sam Tea.**

Pastoral Support

Mrs Helen Dolding is our Deputy Head: Pastoral and Co-Curriculum. In addition to the Form Tutors, she will help your daughter to settle into life at Norwich High School for Girls; monitoring attendance, social development, academic progress and any specific needs your daughter may have.

Please contact the appropriate Form Tutor or Head of Year if there is anything you feel we should know, or if you have any questions or concerns about your daughter's progress.

To contact a member of staff by email please use the formula initial.surname@nor.gdst.net

Heads of Year offices are situated close to the relevant form rooms so that students can visit them easily to discuss any issues arising.

Additional Pastoral Support

Teachers who are not Form Tutors offer support to girls as either academic or pastoral mentors.

There are several opportunities for older students to mentor, volunteer and provide support to others. Examples include:

- Lower 3 'Friendship Buddies'
- Upper 5 'Form Assistants' to Upper 3 tutor groups
- Upper School subject mentors
- Mental Health Champions
- Sixth Form 'Big Sisters'

Our pastoral care and personal development mission

KNOW YOURSELF
Know yourself, be happy with who you are. Flourish and grow.

LOOK AFTER YOURSELF
Look after yourself and your mental health.

MAKE IT HAPPEN
Be connected, explore horizons and be bold!

Houses

We have a vertical house system in the whole school, from Nursery to Upper Sixth. The four houses are organised, in the Senior School, by student House Captains and their Deputies, who are members of the Sixth Form.

Inter-House sports, music, drama, chess competitions, challenges and festivals occur during the year. If you have a family connection with one of the Houses, please inform us so we can allocate your daughter to the same one.

Our Houses are:

Cavell - yellow
Fry - red
Julian - blue
Martineau - green

Our approach to learning

We are confident that the wide range of subjects and co-curricular experiences in Year 7 mean that every student will find opportunities to learn new skills, develop their confidence and enjoy their lessons every day. Our education is about more than exams; we want students to think about how they learn, be curious about what they are learning, and contribute to our community in what they do. That is why we are focusing on our **ACTIVE approach to learning**.

These six elements represent how we want the students to develop as learners through their time at Norwich High, ultimately becoming **highly independent, resourceful students**. Understanding how to enhance your approach to learning new content and skills, and how to grow more confident in facing assessments and examinations is crucial to reaching your full potential and progressing to the next stage of your education, whatever and wherever that may be.

Our approach to learning

Being prepared

One of the key features of becoming a more effective independent learner is organisation:

- Make sure your daughter has all the equipment she needs for school (the NHS toolkit includes a fully-charged iPad and a set of headphones!)
- Name as much as possible (mislaid property, uniform or PE kit needs to find its way back!)
- Get your daughter into an evening routine in terms of packing for the following day (the correct books, any tasks due for school, uniform, charged iPad, drink and snack, musical instrument etc)
- From Upper 3, a rucksack is the best way for students to transport their school equipment

iPads and technology

In the Senior School, all students are issued with their own iPad. We encourage the girls to make use of these devices to support and enrich their learning experience; they play an ever more integrated role in lessons and independent study. The girls are able to take them home with them, having made a commitment to follow the school's Code of Conduct - an 'Acceptable Use Agreement' which states that they will be a responsible user and stay safe when using the internet and other digital technology. Computers are also available in IT suites around the school.

Confidence in the use of technology is a clear advantage to students and teachers alike. Google Classroom is the school's chosen platform for all types of daily interaction with the students (sharing instructions, messages, resources, independent tasks, submitting work etc) and making sure the girls are familiar with it is one of our key aims when the girls begin Senior School.

Teachers recommending the use of certain subject-specific apps, online resources or digital courses which complement the programmes of study will be a regular feature of daily learning for all students.

We have also found that students greatly appreciate the features of technology to support guided revision and preparation towards assessments.

Independent study

Independent study is an integral part of the curriculum where it supports the students' understanding and progress, and promotes their approach towards effective independent learning. We will introduce independent study gradually so that students get used to developing sustainable strategies towards organising their time outside of lessons. Teachers will not set a task for the sake of it; primarily, independent study is recommended to reinforce concepts and skills learnt in school, to introduce learners to upcoming material, and to provide opportunities for research, and revision and consolidation towards assessments.

Assignments are available via Google Classroom, so the students can always make reference to tasks, resources and instructions from home - they can be found in the 'To Do' section of the app. Equally, the girls all have a student planner where they can keep notes, record targets and log due dates. We encourage parents to support their daughter in keeping up-to-date with deadlines and her workload in general.

In the early years of Senior School, all students will be guided on how to use Google Classroom; the ability to see what is due when really assists the students to manage their own time, and maintain a healthy balance between school work and much-needed downtime, hobbies and other weekly commitments. By the Fifth and Sixth Forms, students are usually very adept at managing their increased workload - but support is always there, should it be needed.

Google Classroom has a feature called **Guardian summaries** which sends out an email summary of the work set for your daughter to you on a regular basis; you can choose whether this is daily or weekly. You will receive an email from 'Salamander Services' which will allow you to sign up for this optional service.

Our approach to learning

Guardian summaries allow you to see:

- Upcoming work—work that's due today and tomorrow (if you opt for daily emails) or that's due in the upcoming week (if you opt for weekly emails)
- Missing work—work not turned in when the summary was sent
- Class activities—announcements assignments, and questions recently posted by teachers
- It is essential that you read the document 'What to do when you receive your invitation' on the school website before clicking on the link in the email

We very much encourage an open dialogue with parents regarding independent study; we realise that it can be an area of concern for students and parents alike. Please keep us informed if you feel that there is a pattern of too much or too little!

Parental support

It is of huge benefit when parents are actively involved in their daughter's daily school routine, whether it be helping organisationally, checking on upcoming deadlines and assessments, or promoting a healthy balance between evening work and play: all of these areas could be where your daughter needs support. You can:

- Familiarise yourself with the school planner and the structure of Google Classroom - try to revisit these on a regular basis so that you are in-the-know! (e.g checking the 'To Do' area on Google Classroom)
- Be there to act as a sounding board for ideas, or as a willing audience for answers or problems she wishes to share
- Encourage her to engage with wider issues surrounding a topic or just to keep abreast of current affairs
- Encourage her confidence and independence – she may not appreciate your intervention or suggestions as she once did – this is usually a good sign!
- Establish a suitably quiet and focussed environment for your daughter to work in where she will not be disturbed or distracted when she wants to get her school work done
- Make sure that IT devices are used appropriately. We strongly recommend an evening cut-off for screen time, a central charging point and that no devices are taken up to bedrooms at night
- Let us know if you have any problems or concerns by contacting your daughter's Form Tutor or Head of Year - most communication between home and school is done via email (admin@nor.gdst.net)

In turn, we will be monitoring your daughter's progress as she moves through the year. More formal termly feedback to parents includes progress reports and parents' evenings, but there are always ongoing discussions and subject feedback for your daughter with teachers and Form Tutors. It is our priority that your daughter enjoys every aspect of her life at school: please do not hesitate to contact us with any questions, concerns or change of circumstances at home which might have an impact on her happiness or progress at school.

Getting involved

Norwich High School for Girls parents are very generous with their time and expertise and have often contributed in the following ways:

- Giving talks in the Personal, Social and Health Education (PSHE) programme
- Contributing to the Enrichment and Careers Programmes
- Attending A Level and GCSE art exhibitions
- Helping with mock interviews
- Assisting with costumes, transport, recording school shows and pantomimes and on some trips

Please approach us if you would like to be involved in these ways or in another capacity. We are always pleased to hear your ideas.

Keeping in touch

Email

We send parent communications using a system called SchoolPost which allows us to directly email letters and news to you, keeping you up-to-date and informed about school events and trips. Please email admin@nor.gdst.net if you do not receive emails in the first few weeks of term.

Parent Portal

Our Firefly Parent Portal aims to provide you a one stop solution. From the dashboard you have access to school emails, the calendar, our online parents evening booking system, information about sports fixtures and lots of useful shortcuts such as the school's lunch menu. You can also see your daughter's attendance, timetable, behavior, school reports and homework.

Activating Your Account

- Navigate to https://norwichhigh.fireflycloud.net/
- Click 'New to FireFly? Activate your account.'
- Enter your email address and click 'Activate account'. Please note that this email address has to match the one the school has on record.
- You will then receive an email from FireFly (The sender may be shown as Gateway-Client). This will instruct you on how to activate your account and set a password.

Signing Into Your Account

- You can sign into Firefly from your PC/Laptop by navigating to https://norwichhigh.fireflycloud.net/ and entering your email address and password.
- There is also an app available for both Android and iOS. This will require you to enter the school code (NORWICHHIGH) to link it to the school. After this the sign in process is the same as on a PC/Laptop.

Email newsletters

Each week in term time, usually on a Friday, we will email you a newsletter that shares some stories of activities in school that week.

Social media

Our Twitter, Facebook, Instagram and LinkedIn accounts also carry news stories to keep you right up to date with what's happening in school.

School calendar

SOCS is our school events calendar where, once your daughter has joined us, you will find all forward dates, searchable by year group, event type and sports fixtures.

Accessing the calendar:

- Directly via https://calendar.nor.gdst.net/
- Via the News and Events page of our website here: https://www.norwichhigh.gdst.net/news-and-events
- Via your Firefly Parent Portal log in

You can also sync the calendar to your personal calendar by clicking 'Calendar Sync' on the left hand side of the page and choosing to either sync the entire calendar or just to sync your current filtered calendar. Please contact servicedesk@nor.gdst.net with any questions.

Keeping in touch

Face to face communication:

Year group meetings

At the beginning of the autumn term each year, you will be invited to the school to meet other parents and staff and begin to put faces to names. It is also an opportunity for us to tell you a little about the programme your daughter will follow during the academic year.

In addition, we are pleased to welcome you to a variety of social functions, sports fixtures, concerts, services and displays during the year including the November Market, our Sports Award Ceremony, the Choral Concert and a variety of other charitable events. We are always delighted to have enormous support from parents for all of these events. You will receive invitations to these during the year. Refreshments are usually served and we welcome your extended family and friends when possible. There are frequent opportunities for our girls and parents to attend talks and other events.

Parent lanyards

All parents are issued with lanyards which are to be worn whenever you are on site – for example, when attending parent meetings and sports fixtures.

School office

The school office and switchboard are open from 8.00am to 5.00pm, Monday to Friday in term time, and 8.30am to 4.00pm during school holidays. You can contact the school office by calling 01603 453 265 or emailing admin@nor.gdst.net.

You can also use these contact details to inform us about any changes to your addresses (both postal and electronic) and telephone numbers.

Your contact details: Please let us know about any changes to your addresses (both postal and electronic), telephone numbers, etc by emailing the school at admin@nor.gdst.net.

Correspondence

Please email your daughter's Form Tutor or put a note in their planner with details covering:

- Absence of one day.
- Request for permission to be excused from games due to illness.
- Request for permission for a medical or dentist appointment.

Where possible, we encourage parents to make these appointments out of school hours but also realise the necessity for accepting emergency appointments in school time.

Permission for absence is granted for nationally recognised examinations for which a student has worked towards over a period of months, such as the Associated Board graded examinations for music or speech and drama, or for the Ministry of Transport driving test.

We do not expect holidays to be taken in term time. Your support in these matters is greatly appreciated. When requesting permission for a future absence, the school should be given at least three days' notice in order to be able to inform the appropriate staff. Other than for medical appointments, parents will receive an emailed reply to their request.

Extraordinary requests (eg, absence to attend a family event, wedding or holiday) should be sent to Miss Reed (Attendance Officer) via absence@nor.gdst.net

Action on school absence

It is the parent's responsibility to telephone the school concerning the reason for a student's absence on the first day of absence and to provide such further information as may be required. If the school is not notified of a student's absence a call will be made to parents. Schools are expected to remain in contact with parents on a regular basis until the student returns.

If an absence occurs, it is the responsibility of the student to make up any lost work. If an absence is known in advance, the student must approach individual members of staff for guidance.

Urgent telephone messages

In an emergency, please telephone the school office on 01603 453 265 with a message for your daughter. If she needs to contact you urgently, she may phone you from the school office, or use her mobile with a teacher's permission.

Mobile Phones

Girls below the Sixth Form may not use mobile telephones in school during the working day without permission from a member of staff. Your daughter should keep her phone and any other electronic devices in her locker during the school day.

PHSE

Personal, Social and Health Education (PSHE) is an opportunity to learn about and discuss organisational and study skills, homework, revision techniques, relationships and health issues.

The Personal, Social and Health Education (PSHE) programme aims to respond to the needs of girls of your daughter's age and takes into account feedback from current students.

Our PSHE Curriculum is taught through a spiral curriculum - a revisiting of the same topics with greater complexity as students get older along the themes of Health and Wellbeing, Relationships and Living in the Wider World. For further details, please contact the relevant Head of Year.

Made by Girls
Made by Girls.
Made by girls
Made by Girls
Made by Girls
Made by Girls
made by Girls
Made by Girls

Co-Curriculum

Music
We are very proud of our wonderful musical heritage. With over 20 different musical ensembles rehearsing weekly across both the Senior and Prep Schools, we are confident that every girl has a chance to share and participate in a wide range of musical styles.

Drama and Dance
In the drama department we are able to offer each girl in the Senior School the opportunity to perform in a production. Over the course of the school year, the department will produce a variety of performances including a whole school musical with a live band, summer plays, a Senior play, an Intermediate play and the Winter Arts Finale.

Sport
Sport is an integral part of the education at Norwich High School for Girls. Weekly games afternoons ensure an elite sport focus, as well as a broad and varied programme. Our breakfast, lunchtime and after school sports clubs also cater for a wide range of physical activities.

Matches take place during games afternoons, after school or occasionally on Saturdays. We are always very pleased to welcome parents to support their daughter's team at matches and to enjoy refreshments afterwards with the staff.

The Duke of Edinburgh's Award Scheme
Girls have the opportunity to undertake Bronze (in Upper 4), Silver (in Lower 5) and Gold Award (in Lower 6) in school. They design their own balanced programme, tailored to suit their personal circumstances and choices, and aimed at development of the whole person: mind, body and soul.

Visits and trips
A broad range of day and residential trips are organised every year to extend and enhance the cultural, academic and social experience of our students. Any trips which are more far-reaching will be communicated well in advance to help you plan ahead.

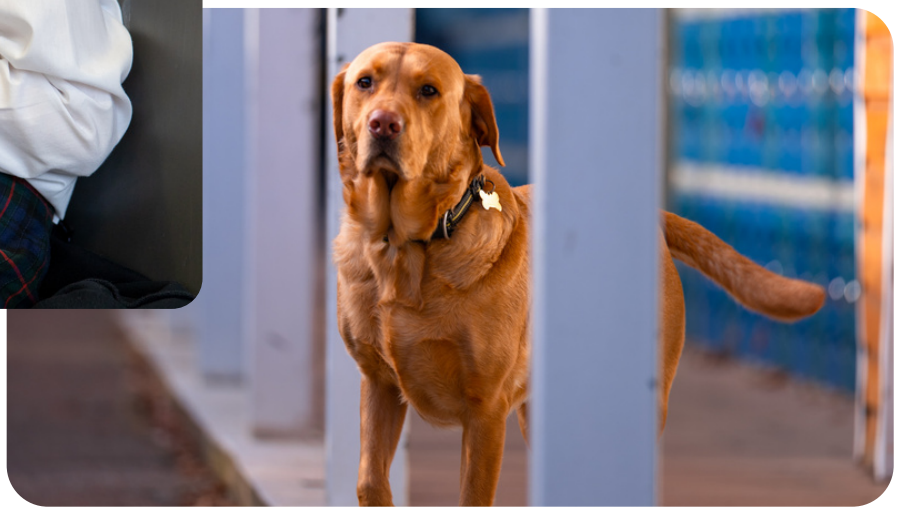
Societies
Our Societies programme is designed to give girls the opportunity to explore their subjects beyond the confines of the daily curriculum. Girls will be asked to choose a different Lower School Society (U3-U4) or Senior School Society (L5-U6) each term. These will meet weekly during the second half of lunch times, from 1.25pm to 1.55pm. Through this, the students will develop wider interests and make links between their subjects and future career opportunities.

Clubs
We have a rich variety of clubs which also take place at lunchtime or after school. At the beginning of the autumn term, there is a Club Expo during which girls can sign up to the clubs they choose. Current clubs include numerous Sports and Music clubs, Art, DT, Bookworms, Writers' Circle, Dance, Chess, Christian Union, Amnesty International, Maths and Science clubs. Our School Rowing Club runs on Saturday mornings for Lower 4 and above, at an extra cost.

Opportunities for service
Within the two-year Activities programme for Lower 6 girls, there is an emphasis on service in the community, as well as active and creative pursuits. We encourage girls to think of others by raising money or giving their time for those less fortunate than themselves. Each form elects a Social Services Representative to the Social Services Committee which decides on a charity to be supported for the year.

Leadership opportunities
Girls are encouraged to undertake leadership roles from an early age. We elect Form Leaders and Deputies to sit on the school council from Upper 3 to Upper 5 and Form Representatives are voted on to committees to filter suggestions and initiatives. We also elect sports and eco reps within each form. All girls are encouraged to take on some extra responsibility during their time in the Sixth Form and there are a wide variety of positions available.

School pets



We have several school pets on site:

- Casper, a yellow labrador in the Senior School; Ivy the Portuguese Water Dog, our Sixth Form dog; and Oreo, our science bunny rabbit.
- In the Prep School at Stafford House we have guinea pigs called Pepsi, Cinnamon and Vanilla.

Some of the benefits to students from having school pets on site include:

- Reducing stress and calming anxieties
- Offering staff and students a good reason to go for a lunchtime stroll and get some fresh air
- Supporting relaxed conversations between girls and staff
- Fostering a sense of responsibility
- Teaching girls to nurture and respect
- Helping girls to build self-confidence
- Enhancing the family-feel of our school

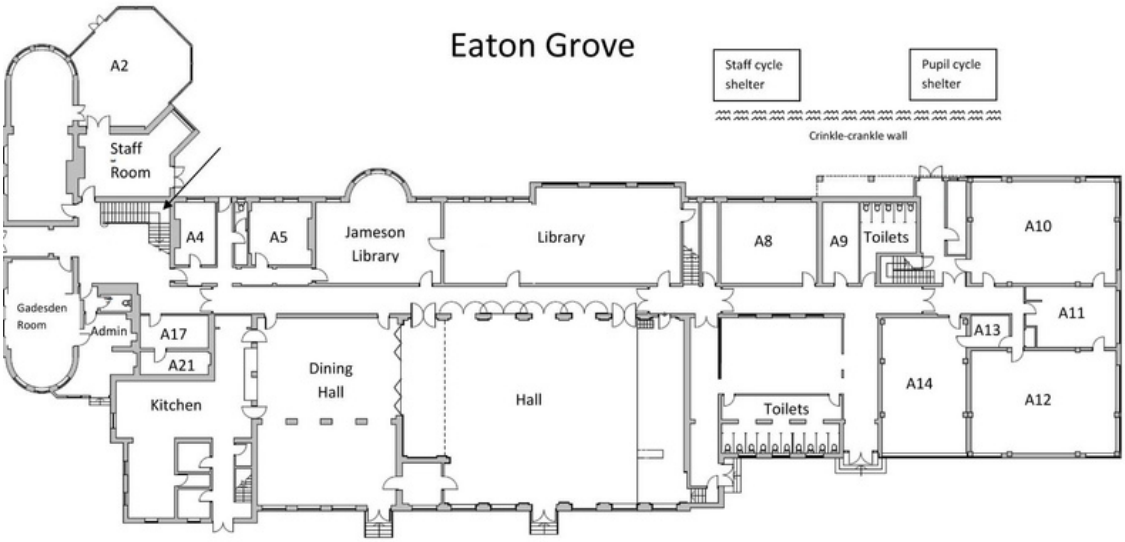
Pets are under the full control and supervision of a responsible adult at all times, when pupils are present. There are pupils on roll listed as having specific allergies to pet hair. Where issues with general animal hair have been disclosed, we would welcome an update for our records so that we are fully aware of any potential allergy concerns. A full risk assessment is in place and this is regularly reviewed.

Please note, should she not wish to, there is no requirement or obligation for any girl to have contact with our pets.

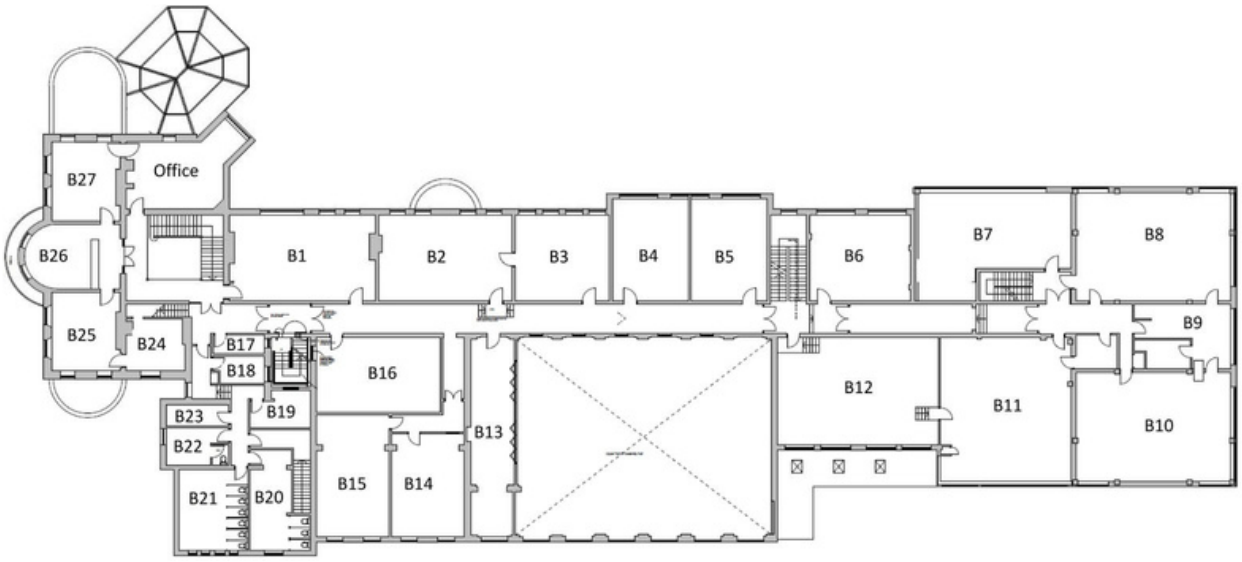
Norwich High School Association (NHSA)

Our parents' association organises social, educational and fundraising events throughout the year. We hope you will find something of interest and enjoy supporting many of its functions. You will be notified of these through the school, usually by email. You can see more of what our NHSA does by visiting our website at: https://www.norwichhigh.gdst.net/school-life/norwich-high-school-parent-association/

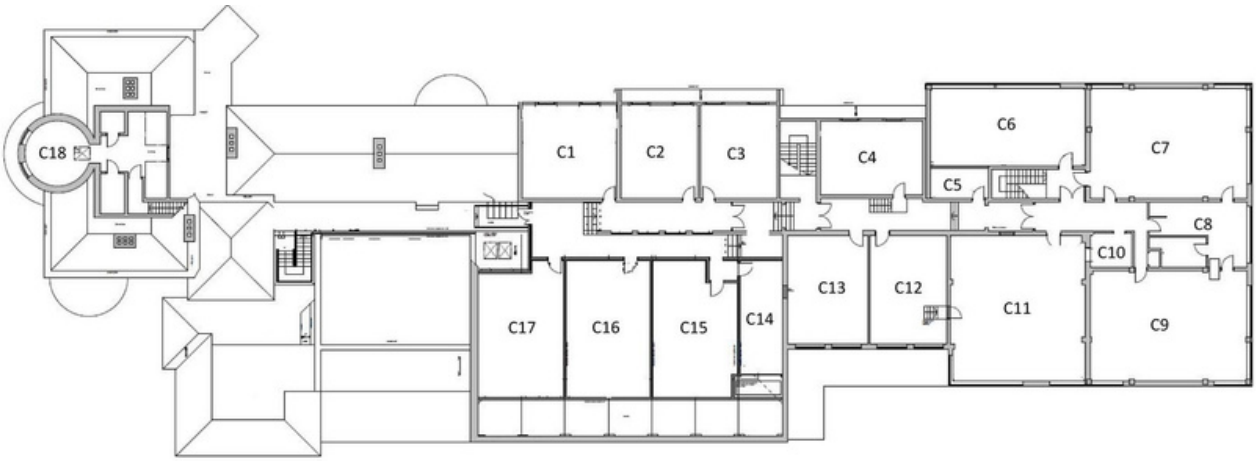
School plan



Ground Floor - A Corridor



First Floor - B Corridor



Second Floor - C Corridor

1. Eaton Grove Entrance/ Reception
2. Eaton Grove Hall/ Dining Hall
3. Science Block
4. Churchman Centre
5. DBS - Drama
6. Sports Hall
7. Lanchester House - Sixth Form
8. Music School
9. Fitness Suite
10. Stafford House - Prep School
11. Outdoor Theatre
12. Dingly Dell

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