

# Welcome to Taverham High School

## Parent / Carer Guide



**enrich**  
learning

**Taverham  
High School**  
An 11-18 Academy  
Inspire | Empower | Achieve

# Headteacher Welcome

We are really looking forward to having your child/ward join us in September. We recognise the move from primary to secondary school is significant for all young people and their families, and we will do what we can to support all children and look forward to working with you during this transition period.

Taverham High is a fantastic place to learn, and we pride ourselves on providing exceptional opportunities for the community we serve, helping to develop independent, well-informed, respectful and successful young people who will go on to contribute positively to the communities they choose to live in. We are an unapologetically ambitious school, and we hope to have the support of all parents, carers and students in creating an environment where everyone can be the very best version of themselves. We understand that underpinning this are excellent relationships between staff, students and parents/carers. Good communication, trust and respect provide the basis on which we nurture and develop the unique gifts and talents of our young people.

Overarchingly, our aim is for all children to enjoy coming to school, to feel rewarded for their efforts and achievements, to feel challenged and supported everyday through engaging and inspiring tasks and activities, and to develop their social and communication skills by collaborating with their peers in productive and positive ways. We know those are ambitious aims, but we believe they are the very least that all children deserve from their education.



**Mr G Yassin - Headteacher**

# Head of Year Welcome

Hi! My name is Miss Birkin, I am the Head of Year 7 and will be responsible for everyone within the year group regarding their wellbeing and pastoral care. I also teach PE and Drama and I am the Lead for Girl's Football. My aim for the upcoming few months is to ensure all current year 6 students feel comfortable and relaxed during their transition from Primary to Secondary School.



I am very much looking forward to meeting everyone in the year group and watching everyone find their feet and create new friendships at Taverham High School, as well as trying new things! We have plenty of opportunities to get involved within the school community, whether this is attending clubs, getting involved in our Here To Help scheme or generally being actively involved in school life!

The 'Miss Birkin's Top Tips' are: Get involved in as much team building activities as possible (especially on transition days and the first week of school), Do not worry if you are late within those first days- everyone is in the same boat! Venture outside of your current friendship group to get to know others... and Remember, everyone is new, so they will all feel quite overwhelmed in some capacity... And that is ok! If you need to talk to anybody, your tutor is your first point of contact, pastoral support are there to help as well as myself as your Head of Year.

At Taverham High School, we have ELFs, Prefects and Here to Helpers ready to support you along your new journey... we look forward to seeing you all soon!

# Welcome

## The Year System

There are seven year groups in the school – Year 7 to Year 13. Within each year group students are divided into form groups with a Form Tutor. Form Tutors are one of the most important people in the school for all students. They will see them daily for registration. If they have any problems, worries or questions they should see their Form Tutor first, speak to an **ELF (Everybody's Listening Friend)**, a member of our student **Here to Help (H2H)** team or their Head of Year.

## The Curriculum

During Years 7, 8 and 9 students will be working at Key Stage 3, continuing directly from their work at junior school. At this time all students study almost the same subjects, including art and design, design technology (including food and nutrition), English, drama, French, German or Spanish, geography, history, ICT, maths, music, personal development, PE, religious studies and science.

## Atmosphere / Teachers / Students

It is lovely to see the number of comments that refer to the happy and friendly atmosphere that exists within Taverham High School. Many students state how kind and helpful they find the teachers and other students, and how surprised they are at the ease and speed with which they make many new friends. Most of the students comment on how much they like being treated in a more adult manner and appreciate the extra respect, trust and responsibility that go alongside this.

# Communication

All letters, reports and announcements are emailed home. It is therefore important that you **keep your email address information up to date** with the school.



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## Parents' Evening

There will be **one Parents' Evening a year** to meet with your child/ward's teachers. This will be conducted either **face to face or via TES Parents' Meetings**.

## Keeping in Contact

**MyChildAtSchool (MCAS)** is an online portal which enables you as parents/carers to view your child/ward's academic performance as and when you like. **The first named parental contact on the admissions form will be provided with a login and password at the start of the year.** If you require a second set of login details, please contact Reception and this can be arranged for you. In order to access MCAS you will require an active email account. Taverham High School will use the provided primary contact's email address.

**MCAS can be accessed via the school website** – the link can be found on the top right-hand corner of the home page. The link and further details, including a user guide, can also be accessed under the parent section of the school website. This facility allows access to your child/ward's **attendance, behaviour, reports, timetable and exam timetable** (where applicable). In addition to this, letters and correspondences will also be sent to you through MCAS. Should your contact details change you can amend them through this portal, enabling us to maintain contact with you.

# Leaving School & First Aid

If a student needs to leave school on any day, they must **report to Reception and sign the signing-out book before they go**. They will not be allowed to leave school if you have not contacted the school prior to them leaving. You can ring the school, email or send a letter in with the student. For the safety of our students, if we feel evidence is not legitimate, we will not let them leave.

You must send a letter in with the student, or have emailed the school if:

1. Your child/ward has been absent from school (even if a telephone message has been left).
2. Your child/ward needs to leave school during the day for an appointment with a doctor or dentist, or for some other reason.
3. Your child/ward needs to be excused from PE.
4. Emails can be sent to Reception at ***office@taverhamhigh.org*** marked for the attention of the **Head of Year**.

## First Aid

If a student is unwell or hurts themselves, they should go to Reception for medical staff to check if they are okay. One of the first aiders may contact parents/carers if they feel it is necessary. However, we are trying to develop their independence and resilience.

***Students are not to contact parents/carers themselves as this creates potential safeguarding concerns***



# Illness & Homework

## Illness

There is clear evidence that regular attendance and high achievement are linked. However, there may well be times when your child/ward is too unwell to attend. If your child/ward is unwell and therefore unable to attend school, it is essential to **telephone the school every day of absence, by 8:30am.**

Please leave a message with the reason for absence on our dedicated absence line: **01603 860505 option 1** or send an email to **attendance@taverhamhigh.org** For absences of more than one day, parents/carers are asked to send an absence note with their child/ward, even if a telephone call has already been made.

The logo for SatchelOne, featuring the word "satchel" in white and "one" in orange, set against a dark blue rectangular background.

## Homework

We use SatchelOne which is an easy to use online homework calendar for schools. When teachers set homework this will appear on a student's personal homework calendar with all the relevant details such as deadlines and resources needed. Students and parents/carers can access this at any time via the web or their mobile phone, making homework accessible for everyone. Students will be issued with login details when they start school. We always encourage discussions at home about school and homework in order to support students' learning.

Some homework will be put on Teams (Office 365) for students to access; there is no need to buy Office 365 as students access it via their school login. If you are considering purchasing a laptop for your child/ward we would suggest not using Apple as there are issues with the different applications causing access difficulties.

# Punctuality & Attendance

## Punctuality and Attendance

Punctuality is an important part of self-discipline and is essential to good time management. We would encourage your child/ward to **be at school from 8:10am onwards**.

Please note:

- **If students arrive at school after 8:30am**, they are classed as late and will be expected to sign in at Reception.
- **If students sign in after 9:00am**, the absence will be unauthorised.

We expect all students to strive for **100% attendance**. If there are any circumstances that will affect your child/ward's attendance please contact the **Attendance Officer, Mrs Dalglish**, or the appropriate Head of Year.

It is important that your child/ward is in school. You can help by making sure whenever possible that appointments for your child/ward are made out of school hours and that you arrange to take your holiday during school holiday periods.

**For any queries regarding attendance, please contact Mrs Dalglish.**

Please refer to the school term dates as these dates may differ to county term dates and/or feeder schools.



# What happens in a school day?

You will follow a **two-week timetable**, which means your timetable will **alternate each week**.

|                             |                      |
|-----------------------------|----------------------|
| Movement time               | 8.25 - 8.30          |
| <b>Period 1</b>             | <b>8.35 - 9.35</b>   |
| <b>Period 2</b>             | <b>9.35 - 10.35</b>  |
| <i>Break</i>                | <i>10.35 - 10.55</i> |
| <b>Period 3</b>             | <b>10.55 - 11.55</b> |
| <b>Period 4</b>             | <b>11.55 - 12.55</b> |
| <i>Lunch</i>                | <i>12.55 - 13.35</i> |
| Movement time               | 13.35 - 13.40        |
| <b>Assembly / Form Time</b> | <b>13.40 - 14.00</b> |
| <b>Period 5</b>             | <b>14.00 - 15.00</b> |

On your first day you will **meet your form tutor** who will be able to answer your questions and explain how our rewards system works. You will have your **fingerprint taken** so that you can use the canteen and your **photo will be taken too**.

We will show you around the school during your **orienteering session** and you will receive your **planner and timetable**, keep these safe.



**The ELF's, Y8 and Y9 helpers** will be on hand to help you navigate your new school.

You will be put into a house and each house is linked to a colour and a core value: **Earth** - Compassion, **Jupiter** - Opportunity, **Mars** - Resilience, **Neptune** - Discovery. **Earn house points** for great work and behaviour - house points are rewarded with **end of term treats, certificates and badges**.



# Taverham High School Uniform



# Taverham High School Uniform

**All students in Years 7-11 are expected to wear full uniform:** on the way to school, at school, on the way home and during school visits. Failure to wear correct uniform is a barrier to learning and sanctions will apply. If for any reasons a student is not able to wear the full correct uniform, parents/carers must contact the relevant Form Tutor or Head of Year.

**Sixth Form students** have no designated uniform but are required to dress as a role model to younger students.

Failure to wear correct uniform is a barrier to learning and sanctions will apply. Failure to adhere to the general information above and/or the specific details set out below could result in loss of social time or responsibilities, detention, internal exclusion, fixed term exclusion or being sent home to rectify the issue. If for any reason a student is not able to wear the full correct uniform, parents/carers must contact the relevant Form Tutor or Head of Year.

**Note:** When weather forecasts give warning of hot, sunny weather, it is advisable for students to use suncream and they may wear suitable caps during outdoor lessons.

**Protective Clothing** - For design and technology and some science lessons, protective clothing will be provided.



# PE Kit

- **Sweatshirt** - Navy with school logo, optional.
- **Polo shirt** - Navy with royal blue panel with school logo.
- **Shorts/Skort** - Navy with royal blue panel with school logo, optional.
- **Tracksuit bottoms** - Navy with school logo or plain navy.
- **Socks** - Royal blue.
- **Leggings** - Navy with school logo or plain navy thick material sports style type.
- **Trainers** - Ensure they offer suitable grip and support. Converse are not PE trainers.



**PE Equipment** - The PE Department highly recommends the use of studded boots and shin pads for football lessons and the use of a gum shield and shin pads in hockey lessons. During rugby lessons studded boots are highly recommended and gum shields are compulsory in all contact situations. We would expect you to supply shin pads and gum shields.

**Fixtures** - We supply the bigger pieces of protective gear, hockey goal keeping kit, cricket pads and helmets.

**Make-up and Jewellery** - The following items are acceptable in school:

- All piercings should be studs only - no hoops or drop earrings.
- Discreet, natural make-up



# What is needed on the first day?

- A refillable water bottle.
- A suitable bag for books and other equipment.
- Basic stationary such as pen, pencil, ruler, eraser in a pencil case.
- Snack / lunch from home if not purchasing from the canteen.



If using the canteen, the cashless account on the WisePay App where parents/carers can pay money in. Once the account has credit in it, students 'pay' for food using their fingerprint.

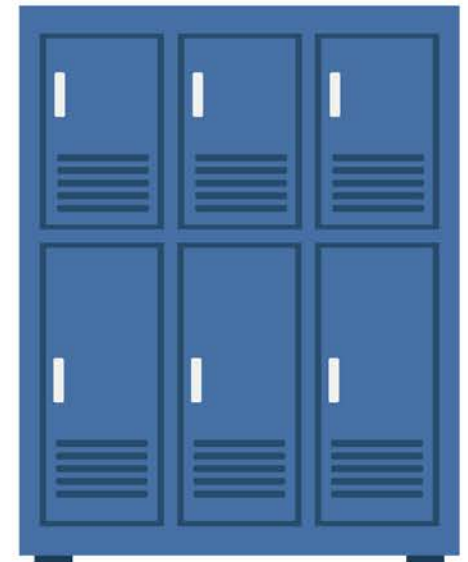
## Lockers

The school has a limited number of lockers available for students to use during their time at Taverham High School. These are available at a cost of £10 which covers the whole time that the students are at school.

£5 will then be refunded back to parent/carers at the end of Year 11, if the locker key is handed back.

The lockers are distributed around the school and will not necessarily be placed near your child/ward's form.

If you would like your child/ward to obtain a locker, these will be available on a first come first served basis and will be secured by making your payment online through WisePay.



# Mobile Phones & Lunchtimes

## Mobile Telephones

**Mobile telephones are not allowed in school.** However, if you allow your child/ward to bring their mobile telephone with them to school it is entirely at their own risk. **Mobile telephones must be out of sight and switched off** during school hours which includes break and lunchtime. If it is seen it will be confiscated for later collection.



## Lunchtime

The canteen operates a cafeteria system which allows students to choose a meal from a large variety of items. You will be given details of the **cashless catering system so your child/ward does not need to bring cash into school.** A meal deal costs £2.60, whilst a main meal costs £2.15. Menus and tariffs are available on the website and are updated as needed.

If your child/ward is entitled to a **free school meal** the value of the lunch (currently £2.60) will be uploaded daily to their cashless catering account. If unused it is removed daily so does not accumulate.

Students can also bring a **packed lunch** to school; they can eat this in the canteen, hall or outside. Eating is not allowed in classrooms or corridors.

If students forget their lunch or lunch money, it can be brought in and left at Reception. They should then check at Reception to see whether it has been brought in for them – we cannot guarantee it will be delivered.



# Subjects & Extra-Curricular Activities

**In Years 7, 8 and 9, students will study:** English, Maths, Science, History, Geography, a Modern Foreign Language, Music, PE, Drama, Art, Design Technology, Computing, Personal Development, Religious Studies and Classics. **In Years 10 & 11 students will study:** English, Maths, Science, History or Geography and PE alongside their GCSE options. If they decide to stay on to Sixth Form (Years 12 & 13) they will choose from a range of subjects for their A-Levels.

Students will have the opportunity to join a wide range of clubs or societies and to take part in a variety of sporting activities. The timetable for sporting activity does not come out until a couple of weeks into the start of term. In addition, there will be opportunities to participate in visits and trips both at home and abroad. Previous examples include visiting Berlin, Avignon, Nottingham Castle and First World War battle fields.

## What Extra-Curricular Activities do we offer?

- |               |                                |                         |                        |
|---------------|--------------------------------|-------------------------|------------------------|
| • Athletics   | • Trampolining                 | • Creative Writing Club | • Pride Group          |
| • Badminton   | • 5K Runners                   | • Debate Club           | • School Magazine      |
| • Basketball  | • Alotment Garden Club         | • Drama                 | • SEN Club             |
| • Handball    | • Art Club                     | • Duke of Edinburgh     | • Slot Car Racing Club |
| • Couch to 5K | • Career Cafe                  | • E-Sports              | • Textiles Club        |
| • Cricket     | • Chess Club                   | • F1 Club               |                        |
| • Football    | • Carnegie Book Club           | • Glee Club             |                        |
| • Hockey      | • Code Club                    | • Greenforcer Challenge |                        |
| • Netball     | • Community Ambassador Project | • MFL Film Club         |                        |
| • Rounders    | • Computing Catch-Up           | • Musical Theatre Club  |                        |
| • Tennis      | • Cooking Club                 | • Music Clubs           |                        |



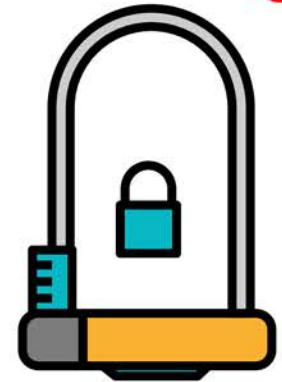
# Travelling Between Home & School

## Cycling

Students should take great care when cycling to and from school. Both Fakenham Road and Taverham Road will be busy, especially in the morning. Extra care is required at the Beech Avenue/Fakenham Road junction. Please note that there is a 5mph speed limit in the car park and students should not be riding their bikes on the pedestrian areas around the school.

If your child/ward does cycle to school, their bicycle must be in a roadworthy condition. All bicycles should be fitted with lights and Taverham High School strongly supports the wearing of helmets. For students' safety the permission to cycle may be withdrawn if it is found that your child/ward's bicycle is badly maintained, ridden dangerously or they are not wearing a helmet.

Bicycles are kept in the bicycle sheds. Students should provide their own locks and must ensure that their bicycles are locked while on school premises. If they arrive at school late or need to leave during the day, please check with Reception staff to find out the arrangements for accessing the bicycle sheds.



# Travelling Between Home & School

## Norfolk County Council Services Transport

Only students in possession of a Norfolk County Council travel pass may travel on Norfolk County Services transport. You can view all the guidance and apply for a Norfolk County Council funded travel here <https://www.norfolk.gov.uk/applyfortransport>.

You can view the timetable information for these buses here: <https://maps.norfolk.gov.uk/schoolbustimes/>

## Queen's Hill Bus Service

The school runs a daily bus service to and from Queen's Hill. The transport has limited spaces, so we do hold a waiting list if we have more students than places. The cost of the bus is currently £3.40 a day. This must be paid in advance on a half-termly basis on WisePay. Please contact school Reception to enquire about a space.

The following timetable gives pick-up points and approximate times. However, please be aware there may be minor alterations of bus stops and/or timings which will be notified directly to parents/carers.

Please be aware that the bus stops listed are not official bus stops and therefore buses cannot wait for students to arrive. To ensure students arrive at school on time, they must be at the bus stop promptly. The school suggests they arrive at least 10 minutes before the departure time to allow for variable traffic patterns.



# Travelling Between Home & School

Arrives at school at 08:10 and departs at 15:10 - timetable below as of June 2025

| AM Departure | Bus Stop                               | PM Arrival |
|--------------|--|------------|
| 07.40        | Queen's Hill Primary School            | 15.58      |
| 07.45        | Sir Alfred Munnings Way                | 15.54      |
| 07.48        | Sainsburys (next side of the road)     | 15.42      |
| 07.50        | Roundwell Medical Centre, Dereham Road | 15.35      |
| 07.55        | Cherry Tree pub on Dereham Road        | 15.30      |



Please note for all buses:

1. Students must carry their passes at all times and show them when boarding the bus. No pass means no travel. Temporary passes can be requested from Reception if students lose or forget their pass.
2. Only students in possession of a Taverham High School travel pass may travel on the school transport.
3. Only the stops shown in the timetables will be used.
4. All times stated are approximate and based on normal traffic and road conditions.
5. All students travelling on the bus must adhere to the School Transport Agreement.

## Public Transport

Please check the Firstbus website for Firstbus/Yellow Line – buses 28/29/X29 run from the city centre through Drayton and Thorpe Marriott to Taverham: Beech Avenue.

<https://www.firstbus.co.uk/norfolk-suffolk/routes-and-maps/network-norwich/yellow-line-2829x29>

# School Expectations & Help Available

**Compassion** – We expect all members of our school community to show kindness, consideration and understanding towards each other.

**Opportunity** – We want our community to appreciate the transformative power of education and seize their chances to improve their learning.

**Resilience** – We expect all members of our community to work together to develop the skills needed to learn from mistakes to increase their chances of success.

**Discovery** – We want all members of our school community to nurture a keen sense of curiosity, encouraging them to want to do and learn more, independently as well with peers and teachers in lessons.

## What if I need help?

Starting secondary school is exciting, but students might also have some worries. We have a wonderful group of older students called **ELFs (Everybody's Listening Friend)** who will look after new students and help answer any questions. Our dedicated **Student Support Team** are on hand to provide emotional support and the **Head of Year** is there for students to turn to if they are upset, worried or have fallen out with friends, for example.



## **Taverham High School**

Beech Avenue  
Taverham  
Norwich  
NR8 6HP



**Taverham  
High School**  
An 11-18 Academy

Inspire | Empower | Achieve

**Main Office** - 01603 860505

**Sixth Form** - 01603 861758

**Absence** - 01603 860505

**Email** - [office@taverhamhigh.org](mailto:office@taverhamhigh.org)

**Absence** - [attendance@taverhamhigh.org](mailto:attendance@taverhamhigh.org)

**Website** - [www.taverhamhigh.norfolk.sch.uk](http://www.taverhamhigh.norfolk.sch.uk)

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