



Notley High School  
& Braintree Sixth Form

# Notley High School

## Year 6 Transition Book 2024

**Learning Together  
Succeeding Together**



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# Induction Days

Our Year 6 induction days will involve lots of student participation in fun filled, lesson-based activities which help the students to familiarise themselves with the surroundings and develop a range of skills across the school curriculum.

Day 1							
Time	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7
8.45 – 9.15	Introduction in theatre	Introduction in theatre	Introduction in theatre	Introduction in theatre	Introduction in theatre	Introduction in theatre	Introduction in theatre
9.15 – 10.30	Tutor/Photo	Tutor/Photo	Tutor/Photo	Tutor/Photo	Tutor/Photo	Tutor/Photo	Tutor/Photo
10.30 – 11.00	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
11.00 – 12.00	PE	PE	D&T	Computing	Maths	Geography	English
12.00 – 1.00	PER	D&T	PE	PE	PER	English	History
1.00 to 2.00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
2.00 to 2.25	Tutor	Tutor	Tutor	Tutor	Tutor	Tutor	Tutor
2.25 to Finish	Theatre	Theatre	Theatre	Theatre	Theatre	Theatre	Theatre

Day 2							
Time	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7
8.45 – 9.15	Introduction in theatre	Introduction in theatre	Introduction in theatre	Introduction in theatre	Introduction in theatre	Introduction in theatre	Introduction in theatre
9.15 – 10.30	Tutor/Thumbprint	Tutor/Thumbprint	Tutor/Thumbprint	Tutor/Thumbprint	Tutor/Thumbprint	Tutor/Thumbprint	Tutor/Thumbprint
10.30 – 11.00	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
11.00 – 12.00	D&T	English	English	English	PE	Maths	Maths
12.00 – 1.00	English	MFL	Computing	D&T	English	PE	PE
1.00 to 2.00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
2.00 to 2.25	Tutor	Tutor	Tutor	Tutor	Tutor	Tutor	Tutor
2.25 to Finish	Theatre	Theatre	Theatre	Theatre	Theatre	Theatre	Theatre

# Welcome to Notley High School

At Notley High School, we pride ourselves in the support and care we give throughout the transition. We understand how daunting the process of moving to secondary can be, for both students and their families. As part of this process, we have introduced our Buddy System and we will do everything we can to ensure no one misses out on all the exciting opportunities we have to offer.

This transition booklet will run through everything we will be offering you and your child during their primary transition. It contains information about our Buddy system, induction days and key Information you will need in order to ensure a smooth transition.

As a school we are incredibly lucky to have affiliations with external companies giving us the platform to enable our students to achieve their full potential. You will learn more about these affiliations within this booklet.

We can assure you that our students are always at the forefront of our minds. We will do everything we can to ensure they all have a smooth transition from Primary to Secondary School. We are available as a constant support for the students whenever they need us both during Year 6 and Year 7 and are contactable for parents to ensure we can support you too.

Our Primary liaison team will be meeting every student who will be joining us in September. We believe every child matters and we do not want anyone missing out. Our SENCO (Mr Haddon) will also be visiting the primary schools to speak with the SEND students and students that suffer with anxiety or other wellbeing issues.

If there is anything you feel we have not covered in this booklet, please feel free to contact Mrs Swan, Raising Standards Leader for Year 7 at [rebecca.swan@notleyhigh.com](mailto:rebecca.swan@notleyhigh.com)

We are looking forward to being able to meet you all very soon



Mr Barrow



Mr Cunningham



Mrs Swan

Primary Liaison Team

# Key Members of NHS Staff



## Headteacher

Mr M Barrow

pa@notleyhigh.com



## Raising Standards Leader: Year 7

Mrs R Swan

rebecca.swan@notleyhigh.com



## Assistant Headteacher

Mr A Cunningham

antony.cunningham@notleyhigh.com



**Designated Safeguarding Lead**

Mrs M Townsend

[melanie.townsend@notleyhigh.com](mailto:melanie.townsend@notleyhigh.com)



**Deputy Designated Safeguarding Lead**

Miss K Murdoch

[katie.murdoch@notleyhigh.com](mailto:katie.murdoch@notleyhigh.com)



**SENCo & Wellbeing**

Mr P Haddon

[peter.haddon@notleyhigh.com](mailto:peter.haddon@notleyhigh.com)



**Deputy SENCo**

Mrs C Walker

[catherine.walker@notleyhigh.com](mailto:catherine.walker@notleyhigh.com)



**Medical Administrator**

Mrs J Simpson

[julie.simpson@notleyhigh.com](mailto:julie.simpson@notleyhigh.com)

# School Year Dates

## Notley High School & Braintree Sixth Form

### Academic Year 2024-2025







September 2024							October 2024							November 2024							December 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1		1	2	3	4	5	6					1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
30																					30	31					

January 2025							February 2025							March 2025							April 2025							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5							1	2						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					
														31														

May 2025							June 2025							July 2025							August 2025						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

	= School days
	= school holidays
	= Bank Holidays
	= Weekends
	= Non-Student days
	= Open day for year 6s



# Timings of the School Day

8.40am	-	9.05am	Form Time
9.05am	-	10.05am	Period 1
10.05am	-	11.05am	Period 2
11.05am	-	11.30pm	Break
11.30pm	-	12.30pm	Period 3
12.30pm	-	1.30pm	Period 4
1.30pm	-	2.10pm	Lunch
2.10pm	-	3.10pm	Period 5
3.10pm	-	3.15pm	Form Time
3.15pm	-	4.15pm	Period 6 (Sixth Form only, Mon & Thurs only)

# NHS Buddies

Every Year 6 student is allocated a Year 7 or Year 8 student from our school to act as their buddy and help with the transition programme. The buddy programme offers a great support network for the new students and acts as a 'go to' person when they are unsure of something or have a question that they need to ask. The buddies are fully briefed on how to look after the new students and know to inform a member of staff of any concerns that are raised with them. Hopefully they will also become a new friend but more importantly will be a friendly face that they already recognise before their first day in September.

## A welcome from our buddies

I went to Notley Green Primary School. I am in Year 7, and I will be your buddy when you start Notley High School in September. I am very excited to be your buddy and I will help you settle in. You don't have to see me too often if you don't want to. I will be there to greet you and answer any questions you may have.

I am sure you will enjoy secondary school, you will be able to do lots of different subjects and go into different room, like art and science labs. My favourite subject is geography because I like learning about tsunamis, earthquakes and map symbols.

You might not know this yet but there is a huge field at the back of the school, where we play football, rugby and rounders, we also



have tennis courts and basketball courts and a massive sports hall too. There are also lots of after school clubs too you can do.

I hope you are looking forward to coming to Notley High. Thinking back now, I was nervous before I came to the high school

because it seemed so big, and I thought I would get lost. There are loads of nice teachers to help you if you can't find your way round, and me. I am sure you will love it.

Enjoy your last term of primary.

I went to John Ray Junior School. I am currently in Year 7, and I will be your buddy when you start High School in September. I am so excited to have asked to be your buddy. You don't have to see me often if you don't want to, but its nice to know you have someone to talk to.

You're going to really enjoy Secondary School. My favourite subjects are art, English and drama, where I feel I can be myself.

There is also a huge field where you can hang out and play football, rugby and other fun sports.

What are you excited about? Do you have any worries? When I first came to Notley High School, I was worried, but I made lots of new friends! I hope you are excited.

I hope you enjoy your last term in Primary.





# Extra-curricular Activities

Notley High School & Braintree Sixth Form provides an extensive range of extra-curricular activities. The aims of these activities vary, but include the idea of team building, personal development and forming close working relationships with staff and students. We encourage all students to take part and we believe that the activities on offer provide a wide range of interests.

They include Digital Media, Drama, Technology, Computing, Art, PE clubs, Music clubs and many more. Individual lessons on piano, keyboard, guitar, drums, woodwind and singing are available. The activities are organised either at lunchtimes or after school.

A full programme is published each term on the school website.

## School Awards

The Jack Petchey Award Scheme offers the opportunity to celebrate students' commitment and service to others. Friends, parents/carers and staff can nominate students for these awards.

Here are some clubs that ran in 2023-24

- Games club Year 7
- Revision club for French
- Chess club
- KS3 and KS4 Drama clubs
- KS3 and KS4 D&T Catch up sessions
- Science Bronze Crest Award
- Revision club for Spanish
- Dance Club
- Book club
- Construction club KS3
- Computing club for year 7
- Science Club
- Basketball KS3 and KS4
- Dungeons and Dragons club
- Eco-School Committee Drop ins
- Basketball for KS3, KS4 and KS5
- TreeHuggers
- Friday Lunch Club

# School Uniform

The wearing of full school uniform is expected as an integral part of the school ethos which promotes positive attitudes, high standards and a sense of personal pride. In our view, for a school uniform to be successful it must be:-

1. **UNIFORM** and not open to various interpretations
2. **DISTINCTIVE** and **SMART**
3. **EASILY** and **READILY AVAILABLE**
4. **REASONABLY PRICED**

Students are expected to wear the correct school uniform as listed below.

All uniform, including PE kit, can be acquired via Sportswear International's website

[www.swischoolwear.co.uk/parentguide](http://www.swischoolwear.co.uk/parentguide)

Should you wish to speak to a member of their Customer Service Team, please call 01928 752 610.



Blazer	Black blazer. School badge attached to the blazer (iron/stitch on year blazer Badges – woven embroidered logo onto fabric backing in relevant year group colour which is Yellow – only available from our supplier, SWI).
Pullover	Long sleeved ‘V’ neck black pullover (optional)
Skirt or Trousers	Blue knee-length Kelso Tartan Kilt – Royal Multi – only available from our supplier, SWI. Trousers should be plain black tailored trousers. The trousers must have a hem and not be frayed or have a wide or narrow bottom. Trousers should not be denim, cord, lycra material or hipster style. The bottom of trousers should sit on the shoe and not cling to the leg.
Shirt	White shirt with plain, undecorated collar. Not polo or lycra style.
Shoes	Plain black leather or leather look shoes (not open-toe design, trainers, trainer-style shoes pump or canvas shoes, no stilettos, mules or sling backs, a proper heel not greater than 4cm - no coloured laces or stitching). Trainers are only allowed if accompanied by a doctor’s note. Please note boots are not allowed.
Socks/ Tights	Plain white or dark socks or tights in black or natural/skin tone.
Tie	Ties with coloured House logo – only available from our supplier, SWI. The top button of the shirt must be fastened and the tie knot placed at the collar of the shirt. The school and House crests should sit just below the knot.
Belts	Only plain black belts are acceptable.
Protective Clothing	Craft apron and an old shirt for art.
Outdoor Coats	Most forms of sensible outdoor coats (preferably dark in colour and waterproof) are acceptable. Casual leisure wear is not regarded as suitable for school. Sweatshirts or hoodies of any description do not qualify as coats and are not acceptable.
Jewellery	One wrist watch is acceptable. Students with pierced ears will be allowed to wear two plain gold/silver small studs or small sleepers, one in the lobe of each ear. Diamanté, crystals, gemstones or other decorative styles are not acceptable. Plain gold or silver sleepers must be small enough to not allow a 5p piece to pass through them (a maximum of one per ear). The stud/sleeper is to be placed in the earlobe. Nose studs, other jewellery, piercings and badges are not allowed. Items that are not acceptable will be confiscated until the end of the half term when they can be collected from Student Services.
Hair	Students having long hair must fasten it back in laboratories and practical rooms and for PE. Extreme hairstyles will not be tolerated (no hair shorter than number 2, no shapes cut into hair, no unnatural colours or unnatural combinations). The school subscribes to the Halo Code. The school reserves the right to make the final decision on what constitutes an extreme hairstyle.
Make-up	Students are not allowed to wear make-up in Years 7, 8 and 9. Discreet make-up is permitted in Years 10 and 11. Nail varnish or false nails are not allowed..



## PE Kit

### Compulsory Kit

Red Aptus polo shirt

Black Milan Shorts

Black Coolmax Socks

Black/Red Aptus ¼ zip training top

Black/Red Aptus full zip training Top

### Optional PE Kit Extras

Black/Silver Aptus training pants

Black Amazon rain jacket

Black thermal base layer

Gum Shield: We recommend a gum shield fitted by a dentist.

Leggings are permitted providing that they are thick and plain black. Small logos are acceptable (no bigger than a £2 coin).



# PE Information

If a child is selected to represent the school at a tournament or a fixture, a text message or email with the details will be sent home prior to the event. We ask that students who are unable to play speak to the relevant teacher at least 24 hours before the game explaining why. If a student is injured and is unable to take part in the PE lesson the teacher will need to see a note from the parent/carer stating what the injury is and how long they are likely to be out. The student will be expected to bring their PE kit to the lesson and change for the lesson – the ONLY exception to this is broken limbs. Students will be encouraged to ‘try’ to take part in the lesson. If a child suffers from asthma they must have their inhaler with them for all PE lessons.

Students have one indoor and one outdoor lesson per week. Students will go outside for their outdoor lessons – wind, rain or shine – and should dress accordingly. Students are encouraged to wear warm clothing under their PE kit. Long sleeve t-shirts are acceptable, providing the top layer is the Notley PE kit. If a student wears a ‘base layer’ with their short sleeve t-shirt it must be the same colour as their polo-shirt. Students are not allowed to wear tights for PE lessons, but can wear plain black tracksuit trousers. Girls are permitted to wear leggings, providing that they are thick and plain black (small logos are acceptable but must be no bigger than a £2 coin). When the weather is particularly cold and wet, students are

encouraged to bring a towel and a change of underwear as it is likely the lesson will be outside. Students should always prepare for their lesson to be outside.

Students must have appropriate trainers, meaning no Converse or canvas trainers are worn by any students for any PE lessons. When students are outside on the field, they are encouraged to wear football boots or boots with studs. Jewellery is not permitted during any PE lesson for health and safety reasons, and we take this guidance from all national governing bodies. Students will be asked to remove any earrings that they may be wearing. For this reason we advise that any ear piercings take place at the start of the school holidays so that earrings can be removed during PE lessons.

Although the changing rooms are locked during PE lessons, the school cannot guarantee the safety and security of valuables so students are advised not to bring anything of value into school on the days they have PE.





# Eating Arrangements

At Notley we offer a wide selection of healthy food. Our food is locally sourced and follows government guidelines. Meal deals (comprising of a main meal, a snack and drink) can be purchased for £2.50, offering a variety of hot and cold options. The menu, which is updated each term, is on a three-week rotation and can be found on the school's website:

<https://www.notleyhigh.com/catering>

We have water taps in a range of locations on play areas where students can refill their water bottles. Students are allowed to drink water in most classrooms apart from those such as IT rooms and Science laboratories, with the permission of their teacher, but no other flavoured drinks.

Energy drinks are not permitted in school at all.

## Payment

A cashless catering system is in operation, based on fingerprint recognition technology. The system works by taking measurements of the fingerprints, although a complete image is not captured. This means that the original fingerprint cannot be reconstructed from the data.

There are two machines installed that can be used to check balances; these are linked to the server controlling the system. You will be issued with a ParentPay account where you can top up your child's account by credit card, debit card or a PayPoint card. If your child is entitled to free school meals, this will automatically be added to the account each day. Students will collect their food using their thumb print in the same way as for payment.

## Packed lunches

Packed lunches may be brought in to be eaten only in the food hall or at the picnic tables provided. Should your child leave his/her packed lunch (or any other item for school) at home, you may leave it at Campus Reception for collection. If this is not possible, your child should see their Raising Standards Leader.

Students are expected to remain on the school premises throughout their lunch break unless they have a lunch pass. Parents/carers should request a Lunch Pass Form to be completed and returned to the Raising Standards Leader for consideration. During the lunch break there are teams of staff on duty.

# Attendance

## School Attendance

At Notley High School & Braintree Sixth Form, we strongly believe that good attendance and punctuality are essential for our students' education, helping to develop a positive working ethos in early life, and is therefore essential for all students if they are to succeed academically and socially.

We attach great importance to our work on improving attendance across the school in line with targets set by the government. To this end, attendance is monitored very closely by our attendance team. The link

between attendance and attainment in school is clear. The more a student is in school the more they increase their opportunity to fulfil their potential. The expectation is 100% attendance. If a student has 90% attendance in an academic year, that actually means that they are away from school for half a day every week. It may come as a surprise that if a student has 90% attendance all through their time at high school and college they will actually miss half a year of schooling.

## Absence Procedures:

- Students should be in their tutor room ready to start the day at 8.40am each morning, which means that they should be in school by 8.30am. Students arriving after the bell at 8.40am will be marked late;
- Parents/carers are expected to message attendance before 8.30am, stating their tutor group, whenever their child is unable to attend school for any reason. This includes illness, medical appointments, college interviews, bereavements and funerals etc. Parents/carers are required to inform the school every day of the absence.
- Medical or similar appointments for a child should, wherever possible, be made outside of school hours;
- If this is not possible, written notification must be sent to the attendance team. Every attempt should be made to attend school prior to and/or following a medical appointment.
- To enable us to authorise absences due to medical appointments (hospital, doctor, dentist, orthodontist or physiotherapist), please provide evidence in the form of an appointment card or letter, as without this the absence may be unauthorised on your child's record.

**[www.notleyhigh.com/attendance-policy](http://www.notleyhigh.com/attendance-policy)**

If at any time the school feels that attendance and/or punctuality are a concern, we will contact you either by telephone or in writing. You may be invited in to school to discuss the matter. We believe that the school and parents/carers need to work together in promoting good attendance and punctuality.

Notley High School & Braintree Sixth Form work closely with the Local Authority to address attendance concerns. We will consider referrals to this agency if absence remains a concern. Please do not hesitate to contact the attendance team if you have any concerns or queries regarding attendance.

## **Attendance Compliance Team**

We work closely with the Attendance Compliance Team at the Local Authority, who have the responsibility of ensuring all

children attend school regularly and can issue Penalty Notices and take Court action if necessary.



### **Attendance Administrator**

Mrs K Willmore  
01376 556320

## **Absence Reporting Line**

**Dial 01376 556300**

and follow the instructions

# Child Protection Policy & Procedures

## Child Protection

Mrs M Townsend, Deputy Headteacher is the Designated Safeguarding Lead for Child Protection at Notley High School & Braintree Sixth Form. The link governor for Child Protection is Mr M Ager.

Notley High School & Braintree Sixth Form fully recognises its responsibilities for child protection.

## Senior Safeguarding Leads



Mrs M Townsend

Deputy Headteacher &  
Designated Safeguarding Lead



Miss K Murdoch

Deputy Designated  
Safeguarding Lead



Ms C Watson

Deputy Designated  
Safeguarding Lead

## Policy Aims

Our policy applies to all staff, governors and volunteers working in the school. We are committed to:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children.
  - Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
  - Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
  - Supporting students who have been abused in accordance with his/her agreed child protection plan.
  - Establishing a safe environment in which children can learn and develop.
  - We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
  - Ensure children know that there are adults in the school whom they can approach if they are worried.
  - Include opportunities in tutor time, assembly programme and the Personal, Social and Health Education (PSHE) curriculum (which we teach weekly in a lesson called PDT – Personal Development Time) for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board (LSCB) and take account of guidance issued by the Department for Education.

## Looked after Children

Every school has a designated teacher for looked after children. Foster carers, residential workers and social workers should make Mrs Townsend, Deputy Headteacher, their first point of contact for advice.

<http://www.notleyhigh.com/child-protection-policy>

# E-Safety

## Report a Concern - the School's Confidential Reporting Service

Students can sometimes find it difficult to speak if they are being bullied, if they are concerned, or if they are worried or frightened. Report a Concern enables students to report concerns, either about themselves or another student, to a member of staff.

## E-Safety

Information relating to e-safety can be found via the Thinkuknow website <https://www.thinkuknow.co.uk/>. It is an excellent site and we would recommend that you visit and view the video clips available online. We would advise that you refer to our Anti-Bullying and Behaviour and Discipline policies for potential consequences and sanctions for cyber-bullying and other forms of malicious communication and misuse of the internet in school.

Further details can be found on our website <https://www.notleyhigh.com/e-safety-2>

For practical advice on staying safe online, we recommend you visit the following websites.

### For parents/carers:-

CEOP - Child Exploitation and Online Protection Centre <https://ceop.police.uk/>

Childnet International - advice for parents/carers <http://www.childnet.com/>

### For students/parents/carers:-

CBBC – Stay Safe <http://bbc.co.uk/cbbc/curation/stay-safe>

## Kidscape

Provide advice and information for children, families and professionals to keep children safe. For example: digital content, guides, parent advice line.

<https://www.kidscape.org.uk/>

## Thinkuknow

Thinkuknow aims to ensure that everyone has access to practical information. It is a service to support with e-safety and digital concerns.

<https://www.thinkuknow.co.uk/>



# Working Together, Achieving Together

## Talk to Frank

For basic, simple and clear information on the A to Z of drugs and their effects, visit [www.talktofrank.com](http://www.talktofrank.com)

Telephone 0300 123 6600

email [frank@talktofrank.com](mailto:frank@talktofrank.com)

## Essex Young People's Drug and Alcohol Service

114 Springfield Road, Chelmsford, Essex, CM2 6LF      01245 493 311

<http://www.childrenssocietyeast.org.uk>

Essex Young People's Drug and Alcohol Service, or EYPDAS, works with children, young people and families affected by drug or alcohol use - either their own or their significant other's. EYPDAS is a project of The Children's Society.

## Open Road

Open Road provides services on behalf of a number of organisations including Essex Drug and Alcohol Partnership, Suffolk Drug and Alcohol Team, NHS North East Essex, NHS Mid Essex and NHS West Essex. They also work in partnership with local Crime & Disorder Reduction Partnerships and Community Safety Partnerships.

<https://www.openroad.org.uk/>

## Mid and North Essex Mind

Supporting and empowering young people with an emotional or mental health condition by building on their personal hopes and aspirations.

[www.mnessexmind.org](http://www.mnessexmind.org)

## Young Minds

Young Minds is the UK's leading charity championing the wellbeing and mental health of young people.

<https://youngminds.org.uk/>

# Anti-Bullying Policy & Procedures

At Notley High School and Braintree Sixth Form, we believe very strongly that all our students have the right to be taught in a secure, safe and caring environment, and our anti-bullying policy and procedures are vital to ensure this is the case.

## Anti-Bullying Policy

Bullying may be verbal, physical or indirect. In fact any action, which repeatedly makes a child feel uncomfortable, insecure or threatened, may be defined as bullying. The school will not tolerate bullying in any form and considers it a most serious offence. Students should understand that bullying is completely unacceptable at Notley High School & Braintree Sixth Form and they will be treated sympathetically if they tell someone if it has happened to them.

The Head of School and senior staff take the lead in creating a climate in which students

will be encouraged to report immediately any bullying incident in the expectation that it will be dealt with urgently and fairly. All staff are required to report incidents of bullying to the Tutor and Raising Standards Leaders of both bullies and victims. Raising Standards Leaders must then report any incident to senior staff. Please see our school website for our full Anti-Bullying Policy -

[www.notleyhigh.com/e-safety/anti-bullying-policy](http://www.notleyhigh.com/e-safety/anti-bullying-policy)

## Advice for your child

What helps?

- Tell your child: “If you’re being bullied, it’s not your fault”;
- Let your child give their account in their own words if they can;
- Be clear, it is important that the bullying stops and that school will have to be involved;
- Find out which teacher your child would like you to talk to;
- Give lots of reassurance to your child;
- Contact school as soon as possible.

Talking to the school:

- Be aware that teachers may not be aware that your child is being bullied or may have another account of the incident;
- If you can – give names, places, times and dates;
- Give the school time to thoroughly follow up your concerns;
- Ask to be kept well informed.

The school is there to help you and your child. Please try to work with school at all times.

You may find the following websites and contacts useful:-

### **Bully Free Zone**

[www.bullyfreezone.co.uk](http://www.bullyfreezone.co.uk)

### **Childnet**

[www.childnet.com](http://www.childnet.com)

### **The Children's Society**

The Children's Society is a children's charity which wants to create a society where children and young people are valued, respected and happy.

Visit [www.childrenssociety.org.uk](http://www.childrenssociety.org.uk)

Telephone: 0300 303 7000

### **ChildLine**

ChildLine is a counselling service for children and young people.

[www.childline.org.uk](http://www.childline.org.uk)

# childline

**ONLINE, ON THE PHONE, ANYTIME**

**[childline.org.uk](http://childline.org.uk) | 0800 1111**

# Useful Websites

## National organisations with expertise in supporting parents/carers

### **[www.family-action.org.uk](http://www.family-action.org.uk)**

A charity providing services to disadvantaged and socially isolated families.

### **[www.careforthefamily.org.uk](http://www.careforthefamily.org.uk)**

A national family charity running events and courses across the UK.

### **[www.relate.org.uk](http://www.relate.org.uk)**

Relate is a charity which offers relationship support, including parent/carer-child relationships.

### **[www.barnardos.org.uk](http://www.barnardos.org.uk)**

Barnardos is a children's charity which offers relationship support, including parent/carerchild relationships.

### **[www.coram.org.uk](http://www.coram.org.uk)**

Coram Family is a children's charity that aims to develop and promote best practice in the care of vulnerable children and their families.

### **[www.oneplusone.org.uk](http://www.oneplusone.org.uk)**

One Plus One works to strengthen couple and family relationships.

### **[www.actionforchildren.org.uk](http://www.actionforchildren.org.uk)**

Action for Children supports and speaks out for the UK's most vulnerable and neglected children and young people, for as long as it takes to make a difference in their lives.

### **[www.fpa.org.uk](http://www.fpa.org.uk)**

Family Planning Association.

### **[www.schoolhomesupport.org.uk](http://www.schoolhomesupport.org.uk)**

School-Home Support is a charity which

provides practical and emotional help for disadvantaged children, young people and families.

### **[www.bhwcab.org.uk](http://www.bhwcab.org.uk)**

Braintree, Halstead and Witham Citizens Advice Bureau.

### **[www.talktofrank.com](http://www.talktofrank.com)**

For basic, simple and clear information on the A to Z of drugs and their effects.

### **[www.childrenssociety.org.uk](http://www.childrenssociety.org.uk)**

A children's charity who help children of all faiths and none, including children at risk on the streets, disabled children, young refugees, young carers or those within the youth justice system.

### **[www.ofsted.gov.uk](http://www.ofsted.gov.uk)**

### **[www.bbc.co.uk/schools](http://www.bbc.co.uk/schools)**

A whole range of primary and secondary resources are available.

### **[www.childline.org.uk](http://www.childline.org.uk)**

### **<https://savvycyberkids.org/>**

### **[www.ncmec.org](http://www.ncmec.org)**

National Centre for Missing and Exploited Children.

### **[www.education.gov.uk](http://www.education.gov.uk)**

The Department for Education is responsible for education and children's services.

### **[www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)**

CEOP works with child protection partners across the UK and overseas to identify the main threats to children and co-ordinates activity against these threats to bring offenders to account.

### **[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)**

'The Parents' and Carers' Guide to the Internet' has been created by CEOP to provide a lighthearted and realistic look at what it takes to be a better online parent/ carer.

### **[www.livewellcampaign.co.uk](http://www.livewellcampaign.co.uk)**

All 13 Essex Local Authorities and our partners have come together to collaborate on the health and wellbeing agenda and work towards achieving better health outcomes for people across Essex.

The livewell campaign was created to promote healthy messages and support everyone in Essex (communities, families and individuals) to help improve their physical and mental wellbeing.

### **[www.giveusashout.org](http://www.giveusashout.org)**

Shout 85258 is a free, confidential, 24/7 text messaging support service for anyone who is struggling to cope. We've had more than 1,300,000 conversations with people who are struggling with anxiety, stress, depression or overwhelmed and who need immediate support.

### **[www.essexwellbeingsservice.co.uk](http://www.essexwellbeingsservice.co.uk)**

Delivered by an alliance of specialist organisations, Essex residents (excluding Southend-On-Sea and Thurrock) who are registered with a GP and are aged 16+, can receive health and wellbeing support.

Whether it's help to quit smoking, social isolation support, weight management, or help with day-to-day needs; EWS is here to help employers, families and communities to stay healthy, safe and well.

### **[www.notleyhigh.com](http://www.notleyhigh.com)**

Our school website with links to:-

### **[www.parentpay.com](http://www.parentpay.com)**

The web payments service that lets parents/ carers pay online by credit and debit card or in cash at PayPoint stores to school and school suppliers.

### **[www.kooth.com](http://www.kooth.com)**

A free, confidential, safe and anonymous way for young people aged 11 -26 to ask for help from a team of highly qualified and experienced counsellors and support workers.

### **[www.braintree-nhs-livewell-hub](http://www.braintree-nhs-livewell-hub)**

# Illness, Injury and Medication

With nearly 1500 students and 250 members of staff, it is inevitable that at some time whilst in school students may feel ill or be injured whilst participating in practical activities, although we do everything we can to try to prevent this happening. We have several members of staff who are trained in first aid, along with Mrs Simpson who is the main point of contact for anyone ill, injured, or needing medication. We support students with long term medical conditions, as well as temporary illnesses and issues.

Please DO NOT send your child in to school if they have vomited in the previous 24 hours, unless you know it is a result of a medical condition or medication, and they are not contagious. If you are sending your child in to school on crutches, or with a sling or brace please supply in writing the following details:

- the nature of the injury;
- if medical advice has been sought (doctor, hospital or specialist) and what advice was given;
- how long they will need support for, and any other information that will enable us to look after them whilst here.

To enable us to care for your children appropriately, please see the following guidelines:

- Keep the school informed of any medical conditions that affect your child whilst at school;
- Written instructions signed by parent/carer are required before a student can be given medication at school (oral consent is not sufficient). This must include: who the medication is for, what it is for, what dose needs to be taken and when, along with any other relevant instructions or information;
- All medication must be in its original packaging including the instruction leaflet;
- Prescription medication must be supplied in the original box with the pharmacy label attached and unaltered, and with the information leaflet;
- Medication can only be taken as instructed by the manufacturer or prescriber;
- Ensure that any medication held in school is in date;
- If medication is to be taken 3 times a day, unless otherwise prescribed it should be taken before school, after school and at bedtime, so does not need to be administered during the school day;
- If medication is to be taken 4 times a day, unless otherwise prescribed it should be taken as above, with one dose taken at school.

Students in Years 7 - 11 must not carry any medication except asthma inhalers and adrenaline auto injectors. All other medication must be handed in to the medical room at the start of each day. If you wish your child to carry other medication with them, please contact Mrs Simpson to discuss this.

Thank you for your co-operation. Please understand the school has the right to refuse to administer medication in certain circumstances.

A copy of our Supporting Students with Medical Conditions Policy can be found here:

<http://www.notleyhigh.com/supporting-students-with-medical-conditions-policy>

If you wish to know more about the vaccinations your child will receive during their time with us, please see <http://www.nhs.uk/Conditions/vaccinations> or contact the immunisation team on 01371 877417.

Please feel free to contact Mrs Simpson if you have any queries relating to medical issues.



**Medical Administrator**

Mrs J Simpson

[julie.simpson@notleyhigh.com](mailto:julie.simpson@notleyhigh.com)

# Tutoring System & Tutor Groups

At Notley High School & Braintree Sixth Form we place great emphasis on the quality of pastoral care given to our students and maintain very close transition links with our partner primary schools.

Mrs Swan, Raising Standards Leader – Year 7, and your child’s tutor will oversee the induction of your child into school and progress during their time at Notley High School & Braintree Sixth Form. We operate a year-based structure, comprised of 7 tutor groups in Year 7. In addition, each student will be a member of one of our five school Houses: Cavell, Franklin, Parks, Turing and Winton. Students are normally in the same House as their older siblings.

The tutor group will participate in a year group assembly each week and a range of tutor group activities during the remainder of the week. The tutor is a key member of staff whom you should get to know. Tutors will carefully monitor your child’s development, offering guidance and support when necessary. It is to the tutor that you should communicate with in the first instance if you need to contact the school regarding your child. The Raising Standards Leader will not necessarily be involved in routine matters but will be kept informed.

Apart from the normal range of lessons, there will be an array of extra-curricular activities of a sporting, social and fundraising nature and a range of inter-House competitions throughout the year.

We would hope to see as many students involved in activities as possible and if there is not a club to meet a specific interest, then support can be given to get one started. Tutors play a vital role in ensuring that we know each child as an individual and are able to encourage each of them to succeed. Parents/carers receive regular feedback in the form of reports, parents’/carers’ consultation evening and reports throughout the academic year.

If you have any concerns about your child, the following procedure is in place:

**Contact 1: Tutor**

**Contact 2: Pastoral Managers**

**Contact 3: Raising Standards Leader**



# Mental Health and Wellbeing

## School-Based Counselling Service

Jo Morton-Brown, the school's professional BACP Accredited Counsellor and her team provide a service which brings counselling to students in a place that is familiar, safe and secure. If students are able to receive appropriate emotional support at the time, they will have a greater opportunity to work towards their full potential.

Notley High School & Braintree Sixth Form are proud to support counsellors in training, and provide an outstanding placement.

## What is Counselling?

Counselling allows young people to discuss their worries and any difficult feelings they encounter in a confidential environment. This gives the student the opportunity to increase self-awareness, as well as developing strategies to cope. They see students for many different reasons from low self-esteem, bereavement, family issues, anxiety and stress, worries of their identity/gender/sexuality and generalised feelings of unhappiness.

Please speak to your child's tutor or Raising Standards Leader if you have any queries.

The counselling team work alongside the Pastoral Managers to decide whether counselling is the best approach to support that student. Whilst we provide a flexible service, we offer a student six counselling sessions.



Mrs J Morton-Brown, School-Based Counsellor

## Youth Mental Health First Aid (MHFA)

As a school we recognise and have to manage an increased amount of issues presenting themselves from students that fall within the umbrella of poor mental health. It is important for the whole-school community to feel comfortable when discussing these worries and treat them with the same level of care and compassion as any other illness, without prejudice and without a stigma being attached.

Here at Notley High School & Braintree Sixth Form we are extremely proud to have over 10 Youth Mental Health First Aiders and Youth Mental Health Champions. In addition to the support given to students by tutors,

# Mental Health and Wellbeing

Pastoral Managers, Raising Standards Leaders, counsellors, external agencies and inschool mentors, there are members of school staff who all undertook a training course delivered by Mental Health First Aid England. These staff members undertook the training with a view to being able to support any student who feels they need it; this can be done either by a one-to-one conversation in school or by simply signposting a student to a website or giving them some useful written literature to take away.



## Essex Young Carers

As a school we work with Essex Young Carers and they provide excellent support for some of our students.

Young carers are children and young people under 18 years old who provide regular and on-going care to another person who is physically or mentally ill, disabled or misuses substances. Many young people don't see themselves as carers and may not realise there is practical and emotional support available in Essex so please do speak to us if you think you would benefit from this support.

The service offers a range of support strategies including:

- Confidential one-to-one support with a dedicated key worker in the area you live, including telephone support.
- Information, advice and guidance and assisting young carers to access other services to support them as a young carer.
- Training opportunities e.g. moving people safely, building confidence and self-esteem, fire safety and access to counselling services if needed.
- Recreational activities to take them away from their caring role and meet other young carers and make new friends.
- Transition to adult carer services as they reach the age of 18.

# Mental Health and Wellbeing

## School Nursing Service

We have a specialist community public health nurse who supports the school nursing team and will see a young person at a drop in or on a one to one basis.

Virgin Care, in partnership with Barnardo's, provide the Child and Family Wellbeing Service in Essex. They have a fully trained, skilled and experienced multi-disciplinary team, including school nurses and family support staff who serve this school and the surrounding community. Students and families in Braintree will see the appropriate professional/s to meet their individual needs whether that be within the school environment or at home. They offer students a confidential service with drop in sessions

both in and out of schools where young people can access support and discuss any worries they have. They do not discuss the conversations they have with the school, parents/carers or other agencies without the agreement of the young person, unless they have told them something that makes them concerned for their safety.

They aim to work closely with schools and parents/carers to promote the health and wellbeing of all children and young people to enable them to reach their full potential and can be contacted at the Family Hub, Carousel Children's Centre, Chapel Hill, Braintree, telephone 01376 556863.

## Farleigh Hospice and Yo-Yo Project

The Yo-Yo Project is a Farleigh Hospice service which supports children and young people who are facing a loss or have been bereaved. They welcome referrals for children and young people from the age

of 4 to 18. They have a team of trained counsellors and social worker who mostly work with children on a one to one basis. They are a community service that covers the whole of the mid-Essex area.



**Farleigh  
Hospice**

# More Able

We provide day-to-day opportunities both within the curriculum and extra-curricular activities, that will enrich, engage and stretch our most able students. In lessons, teaching staff ensure that more able students can deepen their understanding through appropriate extension activities, which are designed to challenge them to grow as learners.

Students within the school are provided with enrichment days, for example university visits, art gallery visits, Maths challenge.

Some students may be invited to take part in the Brilliant Club's Scholars Programme. This is a national programme which places a PhD student from a top university in the school to work with students on a programme of academic enrichment. In the past, topics of study have included 'The Biology of Aging', a programme led by a PhD student from University College London and 'The Effects of Obesity on an Unborn Child', led by a PhD student from the University of Cambridge.

In Year 8, some students will be invited to complete the Higher Project Qualification (HPQ). This gives students the opportunity to complete their own research project, through which students gain considerable skills outside of the normal curriculum. The HPQ is worth half a GCSE and is viewed highly by higher educational institutions. Past topics students have completed for their HPQ include the effects of global warming, the impact of social media and the future of the NHS.

We work to ensure that all students achieve their full potential by providing a mixture of planned curriculum enrichments and extension activities.

# The Brilliant Club



Some students in year 8 are invited to take part in The Scholars Programme (run by the charity, The Brilliant Club). This programme provides pupils the opportunity to work with a PhD researcher to experience university-style learning. It helps them to develop the skills, knowledge and confidence to secure a place at a highly-selective university.

The Scholars Programme is delivered by a PhD tutor and involves two trips to highly selective universities and six in-school tutorials. The in-school tutorials take place during the school day and last for one hour each. The tutorials follow a curricular course designed to push the students to develop the academic skills they will need to secure places at highly selective universities. These are based on or incorporate the PhD tutor's area of research. In recent programmes, students have studied 'Gender and Peace', 'Literary Theory' and 'The secret to a long life'.



Students finish the course by producing an assignment which is marked using criteria from the key stage above their current level. They are then given a university-style grade (1st, 2.1 etc.) and feedback from their tutor to allow them to reflect on and improve their performance. Those students who produce work to a suitable standard will then be able to graduate on the second of their university trips.

This year 11 students participated in the course and thoroughly enjoyed the experience. Everyone received at least a 2i and three students were awarded the highest grade of a first. As well as learning lots about life expectancy, they developed their independent learning skills and found out about university life.

“It was fun. I really enjoyed learning in this way. It felt more grown up.

At first I wasn't sure about whether to go to university, but now I think I would like to.

The topic was really interesting, and I really liked the way out tutor ran the sessions”



# Setting out your books

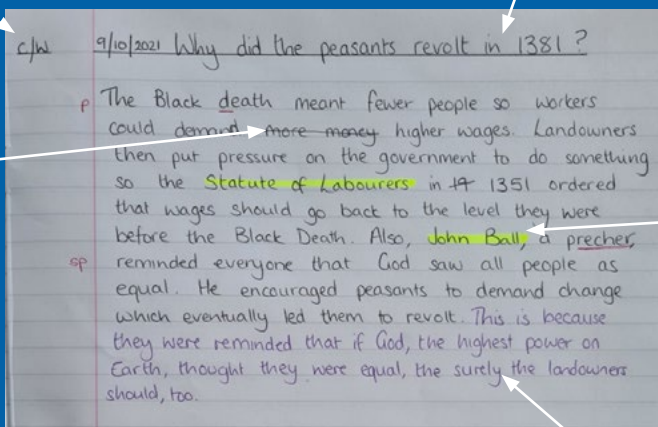
## Some things you need to know

Put C/W for classwork and H/W for homework so you can easily find work for checking.

Put titles and dates at the top of the page and underline with a ruler.

Write using black or blue ink, and make sure your handwriting is neat and legible.

Cross through errors with one line. Errors are to be expected as you edit work to find the best words and the most precise explanation.



You will be asked to neatly identify where you have hit success criteria.

You will use purple pen for peer and self assessment, and for editing once work has been looked at to show improvements.

## Marking for Literacy: some symbols you may see

Mark	Student task
sp	Correct the spelling error and re-write the correct spelling 3 times (limit to 3 words)
c	Find and correct the missing or misplaced capital letter
p	Check your punctuation and correct or add new punctuation
//	Mark in where the paragraphs should start on this line
t/v	Use the correct terminology or improve the vocabulary by using a more precise word

## Your equipment list – things to fill your pencil case

- A pencil
- A ruler
- A scientific calculator. We ask you get a Casio fx-83 GTX Scientific Calculator\*
- A rubber
- A pair of compasses\*
- A pencil sharpener
- A blue or black pen, preferably two in case one runs out
- A purple pen – we use this for peer and self assessment
- A highlighter
- A protractor\*

\*When you arrive in September, we offer for purchase a 'Maths Kit,' which contains these things. It will be around £10, which is less expensive than places like supermarkets.

# Literacy and Numeracy

## Literacy

Literacy is a vital skill across all subjects, not just in English lessons, and a crucial skill for the workplace and life beyond education. As such, we look at ways of supporting and improving literacy in every subject.

The school, as part of the Bridge Academy trust, is committed to helping to improve reading fluency and students may sometimes therefore find their teachers commenting on ways to improve their reading within all subjects. They may also find themselves being asked to pre-read texts before lessons and to re-read texts during and after lessons to ensure all aspects of the text are understood and that the purpose of the texts, usually reading to find meaning and comprehension, is clear and can be used appropriately.

All years also have the opportunity to read at least once a week in tutor time in the mornings, looking at current affairs and news reports, and again reading all or parts of these to fluency.



All students in year 7, and some students in further year groups, also take part in Bedrock Learning. This is an online programme of short lessons that builds vocabulary that is undertaken in English lessons and as homework. This is also a key focus of interdisciplinary literacy, as all subjects have

not only their own subject specific terminology that students need to know, but also require students to have the ability to express themselves accurately within their own writing in extended answers. This is now a feature of all GCSE exams, and because of the narrowing of exposure to complex vocabulary in society as a whole, we are giving student as many opportunities as possible to expand the words they know and can use.

For those students that are not at expected age terms of their literacy, we also offer a range of different interventions to help to boost their levels and their confidence. These range from small group intervention in Learning Support with specific programmes around phonics, handwriting and grammar, to tutor time interventions. Here, we offer Lexia, which works on grammar, word recognition and comprehension, one to one intervention with older students, and our Reading Buddies programme of reading with older students within the library. All of these have had proven success in raising Literacy levels.



## Numeracy

- We use numeracy every day of our lives, in cooking, shopping, and various other activities. Numeracy skills are fundamental to day-to-day living. It is crucial that every student learns the numeracy skills that we need in the future so at Notley High School & Braintree Sixth Form we promote the use of numeracy across all subjects. This year we have been celebrating 'The Year of Number' and students have been engaging in cross curricular number activities in tutor time to make the connections with number in everyday life.
- At Notley High we follow the White Rose maths scheme of learning, this is familiar to many students as a high proportion of our primary schools also follow this scheme of work, this ensures a smooth transition from primary school to secondary school. For homework we use Sparx maths, this creates perfectly tailored practice homework for each student each week driven by our scheme of learning. The practice is challenging to ensure students need to think and, crucially, achievable so that students can be successful.
- We also run a puzzle of the week where students can compete for House points and develop their numeracy and problem-solving skills, we also invite parents and staff to participate and keep a leaderboard.
- To help your child further and prepare them for secondary school, here are some top tips to help them at home:
  - When you are out shopping ask your child to work out the change that you would expect to get or to estimate how much your bill will be by rounding numbers to the nearest pound or 50p.
  - If you are using public transport ask your child to read the timetable for you.
  - Discuss the differences between the 24-hour clock and the 12-hour clock.
  - Encourage your child to help when measuring ingredients out in a favourite recipe. Ask them to work out how much you would need if you were making it for a greater number of people.
  - Compare the prices for the special offers at the supermarket. Which is the best buy?
  - Help your child learn their timetables by quizzing them and encourage the use of apps and games to practise.
  - Look at the graphs and tables sometimes shown in newspapers and discuss what they show – and maybe what they don't!
  - Lots of practice of these skills at home will really help your child's confidence with number work in school, but it also shows them how necessary these skills are in everyday life.



# Library

## Enjoy and Achieve Through Learning

The school library is available to students throughout the school day for research, home learning, study or quiet reading. The library is open every break and lunchtime to students. Every student is enrolled as a member of the school library and all new Year 7 students receive an induction to the library and library skills sessions. The library has a large collection of both fiction and non-fiction books. New stock is added to the collection on a regular basis. Students may borrow two books at any one time for a period of four weeks. As well as a wide range of books, the library provides access to Careers Information, Book Club and Chess Club.

We love to provide challenges and provide a games session on a Friday lunchtime in the library. Students can drop into the lunchtime session to play a variety of logic and thinking skills games. We have games to help improve hand and eye co-ordination, logic skills, word skills, problem solving and mathematical skills. The library has a bank of six networked computers for students to use for internet research, home learning and study. Students can also use these computers to find books in the library. “The Reading Cloud is the library computerised catalogue system. “The Reading Cloud” is available on all computers in the library, on any networked computer in school and from home via the Notley website.

The library catalogue holds information on all the books and resources. Students can search for particular books, check their records, place reservations on a book, look up author profiles and post their own book reviews. The library holds a number of special events and competitions throughout the year. This includes “World Book Day” and special themed events such as Chinese New Year, book fairs, author events and Stress Awareness Month. Information boards around the school announce the events and the library website is updated on a regular basis. The library also has a special outdoor learning and reading space which is open to students, weather permitting, at break and lunchtime.

# Personal Development Time

Personal Development Time (PDT) is a curriculum subject which consists of three strands, Personal, Social, Health, and Economic education (PSHEe), Careers, Information, Advice and Guidance (CIAG) and Citizenship.

PDT plays a prominent part in the personal development of everyone, encouraging students to become successful learners, confident individuals and responsible citizens. Students are helped to deal with change, manage risk and learn how to cope with new challenges, situations and uncertainty. They also learn how to make the most of their abilities and opportunities so that they develop the confidence to make informed decisions, take responsibility and contribute positively by adopting 'can-do' attitudes and being determined to make things happen. Furthermore, students are encouraged to embrace diversity, formulate their own values and attitudes and build effective relationships with others.

Citizenship aims to ensure students gain a strong understanding about becoming an informed citizen. It equips students with the knowledge, skills and understanding to play an effective role in public life. Citizenship teaches students about their rights and responsibilities, duties and freedoms and about laws, justice and democracy. It encourages respect for different national, religious and ethnic identities and explores the values we share as citizens in the UK. Students are equipped with the knowledge and skills needed for effective and democratic participation, helping them become informed, critical, active citizens.

## Year 7 PDT programme

- Transition to secondary school and maintaining friendships.
- Health and wellbeing including diet, exercise and the importance of sleep, managing puberty and body image/self-esteem.
- Introduction to careers. Challenging career stereotypes and raising aspirations.
- Diversity, prejudice and bullying including cyber bullying.
- Relationships including friendships and romance and exploring family life.
- Living in the wider world including making financial decisions, saving, spending and budgeting our money.
- Citizenship Exploring issues around immigration and refugees.

# Careers Information, Advice & Guidance

Careers Information, Advice and Guidance (CIAG) is one of four elements brought together to form the PSHE (Personal, Social, Health and Economic education), economic wellbeing and financial capability programme of study.

Careers education is delivered through the PDT curriculum to all year groups and aims to give students the opportunity to:

- Develop self-awareness, self-determination and self-improvement, underpinned by aspiration, ambition and achievement;
- Explore, investigate and understand the opportunities, responsibilities and experiences that careers, and the world of work have to offer;
- Develop a range of career management, employability and enterprise.

Young people are expected to stay in some form of learning until they are 18; this includes apprenticeship schemes and employment with training. Students undertake activities in timetabled lessons and other organised events, such as presentations from external agencies, college and university visits, careers and apprenticeship fairs. To prepare for the transition points at 14 and 16, students follow a detailed programme, exploring options in Year 9 and the variety of pathways available at KS5.

CIAG is a very important part of the curriculum for our students. Students are helped to better understand themselves and their own specific needs and capabilities by being encouraged to explore their personal characteristics, the influences on them and to build and develop a record of their experiences. Increased self-awareness helps students to explore opportunities and use information in positive and realistic ways, developing strategies to aim high. Students are also helped to begin to understand the world of work and its changing career opportunities and to see the relevance of school to their future lives.

Impartial guidance, including careers interviews delivered by Directions IAG Ltd, allows students to make and adjust their own plans and take responsibility for managing career choices, changes and transitions. These careers appointments can be requested by the student, or by the tutor as an outcome of an academic tutorial.

# The Notley Orchard



Learning Support at Notley High School & Braintree Sixth Form makes it possible for every student to participate in school life and achieve the best academic and personal outcomes.

Students' individual learning requirements are identified as early as possible through discussions with primary schools, parents/carers and students, as well as initial formal and informal assessments. We can then plan for appropriate learning opportunities for all students in line with their needs. Our

work is always outcomes driven and needs led. All students will have access to high quality teaching. Some students will receive in-class support to access the curriculum. Other students might receive additional intervention according to their need e.g. literacy, numeracy, study-skills. Each term, students' progress is assessed, and their support is reviewed by staff, parents/carers and the students themselves.

## What our students say:

"All the staff are very supportive and helpful. Since I moved here, I have not had an outburst."

"Going at lunch, break and lessons has helped me with my anxiety."

### Wellbeing

This zone offers selected students the opportunity to have a temporary part-time mainstream timetable with some intensive support. This could be due to:

- an injury, limiting mobility around the site or preventing access to physical exercise;
- emotional or mental health difficulties;
- limited English language, intensive support being offered for an initial induction phase.

There is a strong focus on academic learning in a small, supportive environment where attention to individual needs, educationally, socially and emotionally can be flexible and highly specific.



**Special Educational  
Needs Co-ordinator  
(SENCO)**

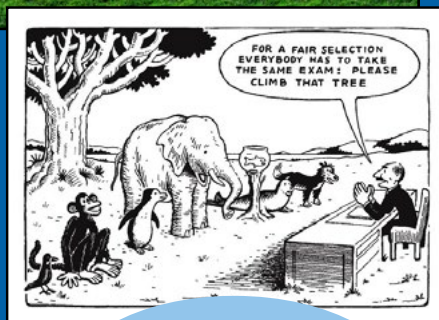
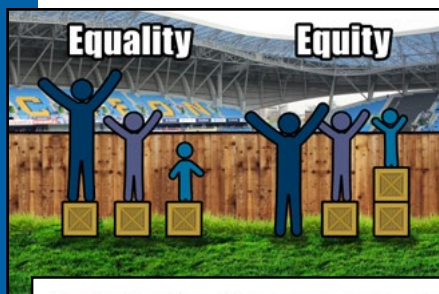
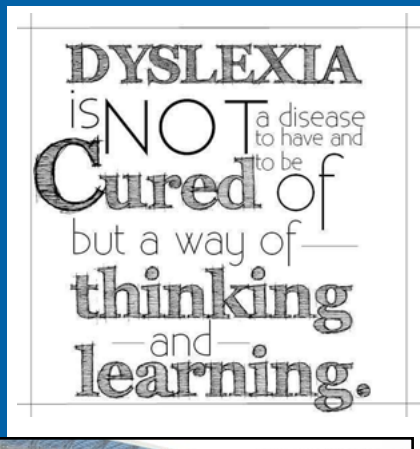
Mr P Haddon

# Enhanced Provision for Speech, Language and Communication

Learning Support at Notley High School & Braintree Sixth Form incorporates specialist speech and language provision for 20 students from across North Essex with an EHCP primarily for speech, language and communication needs. Places are allocated by the local authority and the provision should be requested at the Year 6 annual review. To support the application, up-to-date information from a speech and language therapist will also be required.

These students are offered:

- assessment and teaching by specialist teachers and speech and language therapists;
- support in mainstream lessons depending on the needs of individual students;
- individual and small group lessons to work on specific targets in language, literacy, social skills and life skills in a supportive environment designed to build self-esteem.



Being in SLC is so much fun. The Learning Mentors support us.

I feel happy when I am in SLC.

# Student Leadership

At Notley High School we value the development of student responsibility and leadership skills. We have an extensive range of leadership opportunities for students in all year groups. This provides excellent opportunities for students to have an active and positive impact both in school and the local community as well as develop their skills for future employment.

Each year group has the opportunity to apply for the following roles:

Being a prefect includes supporting school events, being a positive role model and working with students and staff. It also comes with opportunities, such as leadership training, and the chance to develop and lead initiatives.

Students who become prefects are expected to:

- be ambassadors for the school;
- be role models for students in the school;
- support prefect initiatives and charity projects;
- be reliable, polite and punctual.

Prefects help to ensure that the school is a calm and orderly place to be and promote mutual respect between all members of our school community.

The prefects are led by Senior Prefects, and the team includes Head Prefects and Deputy Head Prefects who all oversee a specific area of focus. We have four prefect teams which your child will be welcome to join: Artsmark prefect team, Community prefect team, Curriculum prefect team and the Pastoral prefect team.





Our Sixth Form Prefect Team also have a positive input into working with and organising support and activities for our students.

Student Councils are an integral part of the inner workings of our school and community life here at Notley High School. The council itself is comprised of members of each form group, who meet monthly to discuss key issues that matter to our students, so that their voices are heard and that we as a school can adapt our practice to support the students that we serve. The council is chaired by one of our assistant headteachers and students are given a set agenda where they can respond and give feedback on topical issues.

A representative from each Student Council is selected to put forward their year group's views to be part of the School Executive Council, which is chaired by our head students. At these meetings, students think about and discuss a range of relevant issues which affect us as a school community, discussing topics such as Wellbeing, Our Environment, and Learning and Teaching

## **Our Student Council**

Introducing a few of our Student Council members.

While frequency of school council meetings in the past has been lacklustre, monthly meetings – guaranteed – will hopefully speed along our efforts to making a positive contribution to the school. We particularly need to work on tutor times, assemblies and how students view the school. I'd love to be a proud student, and I think we're well on our way to achieving this. Just as soon as some newer year groups enter the school and transition only once into a better education system, we should be able to include and help with everyone, improving the school's image through students' eyes. In addition, it's great to even have weekly meetings, as a prefect and school council member, to discuss any other matters that come up more promptly. Finally, it's a great thing to put on a CV, as it shows you can lead, communicate, and work as a team with others.

*Oscar Parry*

I enjoy being in the Student Council because I like representing my peers. I love Notley and I want it to be a place that everyone is proud of being a part of. I like being able to voice my concerns but also suggest new ideas and have a positive impact on the school.

*Amelie Trippett*

# Rewards and Awards

At Notley High School & Braintree Sixth Form, we believe in encouraging and rewarding effort and achievement. Students are congratulated and thanked in assemblies. They earn House points throughout their time at school for a wide range of things. Our goal as a school is to work to bring out the best in every student.

We believe that by providing students with House points, they are encouraged to fully engage with all opportunities available to them. We intend that House points motivate students by giving them a greater awareness that their contributions are valued and recognised by the school. They also provide a framework for students to achieve their personal best and to be rewarded for it. When students take part in community/charity activities, it makes them appreciate and learn about being socially responsible.

Students receive House points from staff for school learning, home learning, resilience, demonstrating that they are ready, respectful and safe, and extra-curricular contributions.

The total number of House points are calculated on a weekly basis, and they feed in to the termly and annual House competition.

Our Raising Standards Leaders celebrate student success in a number of ways which may include students being nominated for star student of the week, sending postcards home, receiving recognition in our celebration assemblies at the end of each term and by

receiving their Notley Achievement Awards for attendance, progress and personal development. We also run regular reward trips that students are invited to attend in recognition of their hard work each term.

Teachers will reward outstanding performances in lessons for engagement with learning and achievement across the curriculum. We also have departmental postcards which a member of staff sends home with a student or sends in the post to parents/carers to inform them of positives achieved in or out of the classroom.

The leadership opportunities available throughout the school are another means of recognising our student's effort, commitment, and engagement within the school community. We select Year Prefects, School Council members and Form Representatives in each year group.

A number of prestigious internal and external awards are also presented throughout the year. The Head teacher commendation is presented to one member of each year group per term. The Bridge Academy Trust community awards are presented to celebrate students' contribution to the community, The District council awards recognise volunteers in the community and The Jack Petchey Gold Awards scheme presents 9 awards for students who have gone above and beyond to achieve.

# Jack Petchey Achievement Award

The Jack Petchey Achievement Award Scheme is designed to publicly recognise the achievements and contributions of nominated students. Notley High School & Braintree Sixth Form is a gold member of the scheme and we are able to award nine prizes each year. The presentation of the award certificate in school offers a great opportunity to celebrate on a regular basis, not just the achievement of the award winner, but also the achievement of the school.

Established in 1999, The Jack Petchey Foundation gives grants to programmes and projects that benefit young people aged 11-25. The Foundation exists to raise aspirations of young people, to help them take advantage of opportunities and play a full part in society. To quote Jack Petchey, the Achievement Award Scheme provides “a real opportunity to highlight the positive contribution being made by young people in schools, youth groups and communities across the area. Achievement comes in many forms and the award celebrates and acknowledges the range of diversity of those individual developments”.

Jack Petchey awards are given to young people who make a wholehearted, unselfish and dedicated contribution to their club, school or community. The Achievement Awards are not solely for academic achievement – they may be used to recognise a personal triumph for someone who has faced a challenge, a young person who has pushed themselves outside of their

comfort zone or it may be an opportunity to recognise the outstanding efforts of a team player. Students are nominated by either staff, students or parents/carers. The winner receives a badge, certificate and £300 which can be spent or re-invested to a particular cause within school.

If you would like to nominate a student for the award, you can do so by contacting the Jack Petchey Coordinator in school, Mr Paul Taylor, paul.taylor@notleyhigh.com.

Congratulations to our students who were our Jack Petchey award winners for 2021. The Jack Petchey Foundation recognised and celebrated their achievements.

The students received their Jack Petchey medals after attending the 2021 Braintree Jack Petchey Achievement Digital Awards Presentation, which took place virtually.

We are really proud of the accomplishments of these students who have shown great resilience in each of their endeavours.



# The House System

It is our aim that students feel a sense of belonging to their House and that they take part in House competitions and charity events which are organised by House Leaders throughout the school year.

House points are awarded to students for a variety of reasons such as 100% attendance, good effort in class, independent learning, resilience, acts of kindness, taking part in House events, attending extra-curricular clubs etc. House points are added up to create individual student awards but also help tutor groups and Houses to win competitions.

The House that a student belongs to can be identified by their school tie and their 'Working Together, Achieving Together' House pin badge worn on their blazer.



**Cavell**



**Franklin**



**Parks**



**Turing**



**Winton**

# House Names

## CAVELL

### **British WW1 nurse, executed for saving the lives of soldiers from both sides without distinction**

Edith Cavell excelled in her role despite the challenges presented by societal views of women and work at that time. She managed hospitals, nursing homes and schools for nurses, to name but a few and gave lectures to doctors and nurses.

On the outbreak of the First World War, Edith was in Norwich. “At a time like this, I am more needed than ever” were the words of Edith before she set off for the Frontline in Belgium.

Edith cared for all the wounded, regardless of nationality. She was greatly criticised by many at the time for assisting the German and Austrian soldiers, when they were fighting against the British. Edith soon began to work with others to smuggle the Allied soldiers that she was caring for, out of the hospital and into neutral Holland. She helped over 200 Allied soldiers escape from German-occupied Belgium.

When interrogated by the officials, Edith provided all of the details surrounding the underground and she was sent to trial with 35 others. Most were sentenced to hard labour. Despite international pressure for mercy, she was shot by a German firing squad. Her execution received worldwide condemnation and extensive press coverage.



# House Names

## FRANKLIN

### British scientist, the overlooked discoverer of DNA

Rosalind Franklin was a contemporary of Watson and Crick, who were latecomers to the search for DNA's structure. Building off of others' works, but without a solid grounding in chemistry, the duo made some early incorrect guesses as to DNA's structure, which were thoroughly shot down by Franklin.

Wilkins (her partner) secretly handed over some of Franklin's work to Watson and Crick without her permission. The rest is history. Without her knowledge, Watson and Crick used her work – primarily "Photo 51," a diffraction result demonstrating the helical nature of DNA – to rush out a paper, and won the Nobel Prize for "the most important scientific discovery of the 20th century."

Franklin, who had been maybe three months away from solving the problem herself, remained unaware of their usage of Photo 51 for the rest of her life, which was tragically short. After some brief work on the tobacco mosaic virus, she died of ovarian cancer, possibly brought on from her work with X-rays. She was 39 years old.



## PARKS

### Civil rights pioneer

By refusing to give up her seat to a white man on a Montgomery, Alabama, city bus in 1955, black seamstress Rosa Parks (1913–2005) helped initiate the civil rights movement in the United States.

The leaders of the local black community organised a bus boycott that began the day of Parks' conviction for violating the segregation laws. Led by a young Rev. Dr. Martin Luther King Jr., the boycott lasted more than a year—during which Parks not coincidentally lost her job—and ended only when the U.S. Supreme Court ruled bus segregation unconstitutional. Over the next half-century, Parks became a nationally recognised symbol of dignity and strength in the struggle to end entrenched racial segregation.



## **TURING – creator of modern computing**

Alan Turing was not a well-known figure during his lifetime. But today he is famous for being an eccentric yet passionate British mathematician, who conceived modern computing and played a crucial part in the Allied victory over Nazi Germany in World War II.

During World War II, Turing was a leading participant in wartime code-breaking, particularly that of German ciphers. He worked at Bletchley Park and developed an electromechanical device used to help decipher German Enigma encrypted signals. Turing moved to London in the mid-1940s, and began working for the National Physical Laboratory. Among his most notable contributions while working at the facility, Turing led the design work for the Automatic Computing Engine and ultimately created a groundbreaking blueprint for store-program computers. His work is credited by many in the tech industry as the world's first personal computer—among other computer models.

He was also a victim of mid-20th century attitudes to homosexuality – he was chemically castrated before dying at the age of 41.

## **WINTON - British humanitarian**

Nicholas Winton was a British humanitarian who organised the rescue of 669 children, most of them Jewish, from Czechoslovakia on the eve of the Second World War in an operation later known as the Czech Kindertransport.

Winton found homes for the children and arranged for their safe passage to Britain. The world found out about his work over 40 years later, in 1988. The British press dubbed him the “British Schindler”. On 28 October 2014, he was awarded the highest honour of the Czech Republic, the Order of the White Lion (1st class), by Czech President Miloš Zeman.

Winton died in July 2015 – he was 106 years old.



# Performing Arts

Within the Performing Arts Faculty there are numerous opportunities for students to extend their knowledge and skills, broaden their experience and develop a lifelong passion for the Arts. Students in KS3 study Drama, Music, and PE, with Dance taught within PE lesson. High quality lessons are delivered by our team of specialist teachers.

Complementing the curriculum, we offer an extensive extra-curricular programme, including:

- Drama Club
- Dance Troupe
- Band
- Choir
- Ukulele Ensemble

In addition students can learn a musical instrument in school. We offer tuition on the following instruments:

- Piano/Keyboard
- Singing
- Guitar
- Drums
- Brass
- Woodwind

Students have the opportunity to perform in concerts and performing arts events throughout the Year. This includes the Christmas Performing Arts Showcase; Concerts and Creative Arts Festival (Performing Arts Faculty combined with Arts and DT Faculty). We are currently working on a school production of Matilda to be performed early in 2023.

We are looking forward to meeting our new Year 7 students and welcoming them to our faculty.







# Drama Department

The 2024 production of Grease was a roaring success! The performance was an extravaganza of acting, singing and dancing and was thoroughly enjoyed by all of the students and staff involved!

The Drama department will be running a lunchtime Drama club this year, which will be led by some of our older students who are leaders in the subject, you will see their pictures on the wall in the Drama studio on the 'Drama Directors' display, so keep an eye out for them!



# Sport & PE

Our vision as a department is 'To provide everyone who attends Notley the knowledge and understanding to lead a healthy lifestyle and promote a love of sport for the rest of their lives'. This vision is the basis of everything we aim to provide and achieve for our students.

Throughout a student's time at Notley they will experience a diverse range of sports that will develop and educate each student's sporting prowess, as well as develop skills they will be able to use for the foreseeable future.

PE is incredibly important for a child's physical and mental wellbeing, which the PE department recognises. Within the curriculum we offer the opportunity for students to develop their skills in traditional sports such as Rugby, Netball, Football, Gymnastics, Health and Fitness, Tennis, Cricket, Rounders and Athletics. In addition to this, we are proud to offer new sports such as Handball, Volleyball, Ultimate Frisbee, Tchoukball and Softball.

In addition to our curriculum, we offer a broad extra-curricular programme which gives students the opportunity to train and represent the school within the district, at county and national competitions against other schools. As part of our extra-curricular programme, we have been very successful in Netball, Football, Handball and Futsal, winning numerous competitions over the years.

At Key Stage 4, there is the opportunity to apply to become a Sports Captain. Their role is to promote sport within the school and to be a role model for others. The Sports Captain will assist with the running of extra-curricular clubs and support younger students through developing their performance.

We are pleased to announce a new and exciting partnership ahead of the 2022/23 academic year. This will involve a full-time Tottenham coach working with Notley and our local Primary schools to deliver high quality coaching. The Football Development Coach



will work closely across the school and will support the delivery of the extra-curricular sports programme to students in Years 7-11. The aim of this is to develop not only the overall ability of our students, but also to engage students with the true values and life skills of sport.

The PE department offers a variety of trips and tours to contribute to the holistic development of our students. Our previous trips have included Football tours to Ajax, Real Madrid and Barcelona, Netball tours to La Manga to take part in the Spanish Netball Festival, along with Cricket trips to work with the Essex County Coaches. These trips prove highly popular with large groups of students attending which allow them to develop a greater understanding for the sports they love.

As our students move through the school, one lesson per fortnight for Year 9 students is a theory lesson, where students can get a greater understanding of the subject and the

knowledge involved. For those students that wish to study the subject in greater depth after Year 9, we offer GCSE PE and BTEC Sport at Sixth Form.

Our students are given the opportunity to create a lifelong love of sport from when they start in Year 7 to when they leave 5 or 7 years later.

Notley High School





# NOTLEY HIGH SCHOOL & TOTTENHAM HOTSPUR

## FOOTBALL DEVELOPMENT CENTRE

Notley High School and Tottenham Hotspur are pleased to announce a new and exciting partnership ahead of the 2022/23 academic year. This will involve a full-time Tottenham Hotspur Global Football Development coach working with Notley and our local Primary schools and grass roots football clubs to deliver high quality coaching.

The Football Development Coach will be based at Notley High School and will be responsible for overseeing the new 6th Form Football Development Programme, alongside creating and supporting links with local Primary schools.

The Tottenham Hotspur coach will also work closely across the school and will support the delivery of the extra-curricular sports programme to students in Years 7-11. The aim of this is to develop not only the overall ability of our students, but also to engage students with the true values and life skills of sport.

The 6th Form programme will allow students to continue their studies within sport alongside developing their practical ability. The link with Tottenham Hotspur will give students the prospect to continue their studies into further education alongside the club itself and the opportunity of pursuing a career within the football industry.

The main aims of the partnership with Tottenham Hotspur are to provide all students, current and future, a clear development pathway from the age of 11 to 19 through sport. There is the opportunity and desire to grow and expand, including a unique Girls Football Development Centre (September 2023). It will also provide a pathway into the Clubs Unique coaching pathway for talented and dedicated students via the Global Football Development Coaching Excellence Centre (CEC) programme. CEC Coaches to receive mentoring, CPD and a clear pathway to move into employment as a Tottenham Hotspur coach.



Braintree Blue Devils is a community-fuelled, all-inclusive basketball club that for 10 years has served as the gateway for children into the sport that has seen rapidly growing interest. The leading provider of basketball in the district, 'Blue Devils' is an organisation proudly run today by qualified coaches and a dedicated committee, committed to expanding the prominence of basketball in the area and developing players of all ages.

Despite being the third largest club in Essex, the Blue Devils have always maintained a strict ethos that welcomes players of all abilities. No trials. No prerequisites. The only criteria are the motivations to learn the game, develop your skills, and become a positive contribution to your team. There are a number of teams available that accommodate all ages, including U12 mixed, U14 Boys and Girls, and U16 Boys and Girls. Teams compete in the National League, as well as several local invitational tournaments, where the club has seen several successes over the years.

With their home venue here at NHS, Braintree Blue Devils has continued to collaborate with the school in providing basketballs for

extra-curricular clubs and has benefitted from a number of students joining the club as players, officials or even coaches – all qualified positions that the club can provide opportunities for!

You can find out more information by following the club's socials on Facebook, Instagram, or via email at [bbdbasketball@live.co.uk](mailto:bbdbasketball@live.co.uk).





# Frequently Asked Questions

## **What should I do if my child is absent from school due to illness or a medical appointment?**

If your child will be absent from school, it is very important that you contact us on the first day your child is absent and then each subsequent day. You can contact us on the school absence line or via the Arbor app.

If your child has a medical appointment, we may request confirmation of this. Every student must sign in and out at Reception before leaving school and upon return.

## **What do I do if my child is late for school?**

Students arriving late will be signed in by a member of staff. Students should be in their tutor room by 8.40am. If you are aware

that your child will be late, please do call Reception to let them know. You will receive notification from us if your child signs in late.

## **What do I do if my child forgets their books, equipment or PE kit?**

At Notley High School and Braintree Sixth form, we expect students to behave as young adults. If your child has forgotten some equipment, we expect them to find a solution. If they forget their PE kit, they may

be able to contact home via the Pastoral Managers and arrange for this to be brought to school. This should be left at main Reception.

## **Is my child allowed to cycle to school?**

Students may cycle to school on a suitably roadworthy bicycle and we would recommend wearing a helmet. Students must obtain a cycle pass which can be requested via your child's tutor. You must give your consent for your child to ride a bike

to school and accept that the school has no responsibility for the bicycle. Your child will then receive a bike pass. Students will need to provide their own lock to leave their bicycle securely in the cycle racks.

# Frequently Asked Questions

## Can my child bring their mobile phone to school?

Yes, they can. We want to ensure all students are safe when travelling to and from school.

We are happy for them to bring their mobile phones with them to school but once they are in school, Students hand in their mobile phones at the start of the school day in tutor time. These are kept securely until the end of the school day, when students collect them from their tutors.

We have a very strict no mobile phone policy around the school. This includes the use of smart watches. The school cannot be held responsible for the loss or damage of any items that students have on their person.

If your child arrives late to school for any reason, they will hand in their phone on arrival and collect it at the end of the school day at Student Services.

## What happens if my child gets a detention?

The school encourages the development of self discipline in every student. It is unusual for a Year 7 student to gain a sanction but on the rare occasion a detention is given by a teacher, the student may be required to attend the lunchtime or after school detention at the arranged time. If they are set an after school detention, you will be notified of this. If your child is removed from a lesson for disruptive or dangerous behaviour, this will mean they will sit an after-school

detention. The class teacher will contact you to explain the reason for you child needing to be removed from the lesson and you will be able to see the detention set on Arbor. When you are notified of an afterschool detention, if there are any difficulties with the arrangements, you must contact the tutor or Raising Standards Leader by email or telephone.

## What if my child becomes ill or injured at school?

If your child becomes ill at school, there is always a first aider on duty. Where it is thought necessary, you will be contacted so that arrangements can be made for your child to go home. It is most important that we have up to date emergency telephone contacts. Parents/carers are asked to ensure

that the school hold current and up to date information on any medical condition you child may have. The school does not provide paracetamol. If students have medication, they should hand it in to the medical room and parent/carers should complete a form provided regarding details of this medication.



# Frequently Asked Questions

## How will I know my child has home learning?

You can see home learning set online via Satchel One. If your child is getting too much or not enough homework, please do contact your child's tutor, we are here to help.

## Will my child get a locker?

All students have the opportunity to acquire a locker at a non-refundable cost of £25. This is payable at the start of Year 7 and the locker is theirs until the end of Year 11. It is for storing their personal belongings. A lock

is provided for the locker and only school-provided locks can be used. The school does not carry insurance to replace lost personal belongings.

## What equipment does the school provide and what do I, as a parent/carer, need to provide?

The school provides all necessary books and they are loaned to students on the understanding that they are treated carefully. Some departments may ask for a small deposit for text books used solely for home learning which are kept at home.

All students must be fully equipped with a minimum of:

a blue or black pen; a pencil; a pencil sharpener; a rubber; a ruler; a protractor; a pair of compasses and a scientific calculator – the school recommends a Casio fx 83 GTX. The Mathematics Faculty will issue a letter allowing you to order directly from them.

## How does my child buy school dinner?

We operate an entirely cashless system. As a parent/carer you will receive a log on for a ParentPay account.

You are able to pay for school dinners on this, as well as pay for any school trips or events.

## Is my child eligible for school transport?

You can apply for school transport if your child meets the eligibility criteria.

Please visit [www.essex.gov.uk/school-transport](http://www.essex.gov.uk/school-transport) for more information.

# Important Information for Parents/Carers

## Contacting the School

If you have any concerns, the following procedure is in place;

Contact 1 Tutor - via email or telephone call 01376 556300

Contact 2 Pastoral Manager - via email or telephone call 01376 556300

Contact 3 Raising Standards Leader - via email or telephone call 01376 556300

If your query is still unresolved after contacting the above staff, you may be directed to a senior member of staff.

**You will always be referred, in the first instance, to your child's tutor.**

**We ask that you copy your child's tutor in to all email correspondence with the school so that they can maintain an overview.**

# Improving our Communication with Parents and Carers

We use an electronic communication system to allow us to communicate with you via text message or email. There are lots of things we tell you about throughout the course of the year, school news, updates, reminders, events, newsletters and other important communication, most of which are better served through email and text rather than you waiting for a letter or needing to be available to answer a telephone call.

We understand the importance of working in partnership with the families of our children to ensure that each child receives the best education that the school can offer. Text and email messaging helps us to keep you informed at all times so that together we can offer the best support for your child.

It is essential that you keep us up-to-date with current email addresses and mobile numbers. If you change your contact details at any time please let the school know as soon as possible. The best way to do this is by sending an email to [data@notleyhigh.com](mailto:data@notleyhigh.com). The details you provide will be kept private and used for school business purposes only.

If you have any queries, contact Mrs L Marsh, Data Manager: [lynsey.marsh@notleyhigh.com](mailto:lynsey.marsh@notleyhigh.com)



**FLAGFINDERS**

COACH HIRE

## Contact Us

If you have any questions or queries, please contact us

Address Flagfinders CTB Ltd  
267 Coggleshall Road  
Braintree  
Essex CM7 9EF

Telephone 01376 320501  
Fax 01376 331127  
Email [enquiries@flagfinders.com](mailto:enquiries@flagfinders.com)

## Social Media

Due to popular demand we have created a new group on Facebook called Notley High Year 7 Transition. Please feel free to join our page via the link below and share this with anyone who is interested in our school.

[www.facebook.com/NotleyHighTransition](http://www.facebook.com/NotleyHighTransition)

We will share all the latest news and information for you all to see as soon as it is published.

As we all know the transition from primary to secondary school can be a daunting period for both parents and students. We have found that Facebook is a great way to eliminate these fears, meet new people and

gain valuable contacts to help each other through at this time.

You can also use the links below to follow us on other social media:

### Facebook

[www.facebook.com/NotleyHigh](http://www.facebook.com/NotleyHigh)

### Twitter

[twitter.com/NotleyHigh](https://twitter.com/NotleyHigh)

### Instagram

[www.instagram.com/notley\\_high\\_school/](https://www.instagram.com/notley_high_school/)

# School Governance

Our Local Governing Committee (LGC) currently comprises of 12 governors representing parents/carers, staff and the local community, and it has delegated authority from Bridge Academy Trust for governance of the day-to-day running of the school.

In general terms, the LGC is required to:

- Set the strategic direction and ethos for the school; in our case this is carried out in conjunction with the Head of School and Bridge Academy Trust Board.
- Hold the school to account for its actions and achievements by monitoring its performance across a broad range of criteria in conjunction with the Trust Board.
- Act as a 'critical friend' to the school, by offering support, guidance, and praise when appropriate and constructive criticism and challenge where necessary.

The LGC meets six times a year.

Governors take on additional roles to enable the governing body to fulfil its statutory responsibilities in areas such as safeguarding and SEND. We also have 'links to other key areas, and make regular monitoring visits to the school to meet staff, watch lessons and support school events. All of these activities allow us to develop a good understanding of how the school is performing, as well as the challenges it faces.

Members of our LGC are volunteers from the local community who have a wide range of expertise and experience from many walks of life, and we endeavour to use these skills to help the school whenever possible.

We are also very aware of the ever-changing education environment, and governors attend continuous professional development to ensure that our governance work complies with the latest requirements.

Governors are committed to our primary purpose of ensuring that the school continues to deliver a high standard of education in a safe and secure environment, and in doing so secures the best possible outcomes for each and every one of its students. We also firmly believe that this is best achieved through a close partnership between students, their parents/ carers, the school staff and governors.

We hope our students make the most of the many opportunities on offer to them at Notley High School & Braintree Sixth Form and that their time with us is both enjoyable and successful.

Mrs Nichola Goodwin  
Vice Chair of Local Governing Committee

# Bridge Academy Trust

Notley High School & Braintree Sixth Form joined Bridge Academy Trust on 1 April 2021.

## **Member and Trustee information**

<https://www.bridgeacademytrust.org/committee-membership/>

## **The Bridge Academy Trust Annual Accounts and other information**

<https://bridge-academy-trust.secure-primariesite.net/accounts/>

## **The Bridge Academy Trust Strategic Plan.**

<https://www.bridgeacademytrust.org/about-us/>



# Bridge Academy Trust



5-2  
PALM'S  
Cable  
Clamp

**BALDWIN**  
Screws  
Screws  
Screws

# Feedback

We would really value any feedback from this Year 6 Transition Booklet.

Please email Mrs R Swan, Raising Standards Leader - Year 7 at the following email address:

rebecca.swan@notleyhigh.com

In addition:-

<http://parentview.ofsted.gov.uk/> - Parent View gives you the chance to tell Ofsted what you think about your child's school.

Parent View asks for your opinion on 14 aspects of your child's school, from the quality of teaching, to dealing with bullying and poor behaviour. Ofsted use the information you provide when making decisions about which schools to inspect, and when.




By sharing your views, you would be helping your child's school to improve and you could also see what other parents/carers have said about your child's school.



# Notley High School & Braintree Sixth Form

Enjoy, Enrich, Achieve, Aspire.

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