



OXFORD
HIGH SCHOOL

GDST

GIRLS' DAY SCHOOL TRUST

YEAR 9 HANDBOOK
2021-2022



Welcome to Oxford High School

The ethos of our school is one of intellectual challenge combined with real heart, resulting in an atmosphere of true originality. We create learning opportunities and environments that encourage students to take risks, make connections and develop strength as well as insight. Our students are encouraged to be individuals, but as part of a closely bonded network of friends, teachers and parents. **Semper Ad Lucem!**

Our Key Aims are in development

Our Values

- Oxford High School leads the way in educating high-achieving students, who have the drive and determination to change the world for the better.
- We develop resourceful students who are unafraid of challenge, with the confidence to lead and the self-assurance to question. We value creativity.
- We are a friendly and down to earth school, where every student is encouraged to find her own voice.
- Through inspiring teaching and warm relationships, students are encouraged to make the most of their individual strengths.
- We encourage every student to reach her academic potential while learning skills for life through a broad range of cultural, spiritual and sporting opportunities.
- We are the longest established girls' school in Oxford, and we have a committed, outward-facing approach to our community.

Oxford High School is part of the **Girls' Day School Trust**. All GDST schools share a common set of values that support our aims.

The GDST Vision

We have one vision: to be pioneers in, and shapers of the future of, girls' education; and one purpose: to help every girl fulfil her potential and her dreams.

The GDST values are:

- We always put **Girls First**. They are the focus of everything we do. We are **Fearless**. We act and speak with conviction and commitment and we are not afraid of thinking differently.
- We are **Forward-thinking**. We stay ahead through purposeful innovation.
- We are a **Family** of schools.

We support each other and share our learning across our unique network.

For more information, see our website: www.oxfordhigh.gdst.net.

FOOD IN SCHOOL

We aim to be a nut, sesame and chickpea-free school. Please do not bring any food onto the premises that contain nuts, sesame or chickpea in any form. This is to protect those students and staff who have a life-threatening allergy to these products.

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Message from Mrs Gardiner Legge



Dear Parent,

A new year and hopefully a 'normal' one whether in lockdown or not welcome back to a rich history of inspiring young women to see beyond the horizon of qualifications to the ultimate goal of the joy of learning and knowledge. That joy of learning continues to be the beating heart of our school whether it is learning how to shoot a goal in hockey or to argue a coherent case for the abolition of chocolate.

We genuinely believe that the next philosopher, politician, Nobel prize winner is already learning here and that our school, a school in the progressive liberal tradition where your daughter will be stretched and challenged – deliberately – to engage with different ideas and minds, will be central to her finding her own passion and purpose.

We are not just about academic learning, however, but about supportive pastoral care too. This is a place which believes passionately in creating a safe space where everyone feels that they are a part, where their own unique voices are supported and encouraged so that your daughter finds her own authentic self.

We won't insulate her but instead provide plenty of opportunities for her to try, fail and try again, to build the resilience, empathy and sense of purpose that will equip her for life. Your daughter will face difficult choices at some point, and we are educating her here not just for the next step but for her future whether in five years or fifty, or even perhaps one hundred.

Finally, a request. Great pastoral care is a partnership between school and home. Please, please get in touch with us with any questions as we understand that all schools have different ways of doing things (as, of course, do teenagers!). Adolescence can be an uncertain time but by moving forward together united in supporting your daughter we will navigate the tricky areas of the map and come out the other end. When your daughter finally walks across that stage at Leaver's Day with confidence and compassion and a group of loyal friends, we will know that she leaves ready and prepared for a life with meaning and purpose.

Marina Gardiner Legge

Letter from Head of Year 9


Dear Parents

As your daughter moves into Year 9 at Oxford High, she will be looking forward to a challenging and satisfying curriculum. Year 9 is a time when she will broaden and deepen her learning. It is a time when she will develop her study skills, but also it is a time when she will become emboldened by new opportunities and challenges. There is an inspiring careers programme, to help the students think about what they'd like to do in the future, which includes 'Take Your Daughters to Work Day', one of the year's highlights if COVID restrictions allow! Plenty of advice is at hand to help them with their GCSE choices, and their Form Tutor and myself are there to guide, support and listen at this crucial and exciting stage.

There is lots of scope for co-curricular activities in Art, Drama and Music and much more, such as the Duke of Edinburgh Award which is launched in Year 9. Sporting achievements and teamwork will continue this year and we encourage students to try out different sports and take part in clubs, as we know that a variety of activities helps them enjoy life. The Personal, Health, Social and Citizenship Education Programme is designed to take account of your daughter's changing needs and offers opportunities to explore issues in the wider world. As they grow into young adults there will be lessons on relationships and sexual education, resulting in a Year 9 Health Day. Your daughters will be encouraged to continue with their charitable work within their form group, and there will be a strong emphasis on resilience. The Positive and Mindfulness Programme will also be introduced to support wellbeing.

It will be a really jam-packed year of academic rigor and fun!

Best wishes



Ms Julie Bramall,
Head of Year 9

Contacting the School

First Contact

Email: oxfordhigh@oxf.gdst.net

Telephone our reception on 01865-559888

We will forward on your email to the appropriate member of staff, such as your daughter's Form Tutor, Head of Year or our School Nurse. Alternatively, you can mark your email for a specific member of staff, or you can email them directly (please copy in oxfordhigh@oxf.gdst.net). If your email is confidential please mark this in the email subject line as well as the name of the person you would like it forwarded on to.

Please be mindful that specific staff responses to emails are dependent on their availability on that day. Staff will aim to acknowledge any emails the same working day and will provide a fuller response (if needed) within 2 working days. Emails received during the evening or at weekends will not normally be responded to until the next working day.

Absence

Email: attendance@oxf.gdst.net (Please email absences by 8.30am)

Telephone: 01865-559888

If your daughter is unexpectedly absent from school because she is unwell, please contact the school as early as possible and by 8.30am at the latest. This is so that we know she is safe and why she is not in school. Please telephone each morning that she is unwell, unless you know she is going to be away for a set number of days and you have clearly informed us when you think she will be well enough to return to school. Please observe our 48-hour rule in terms of sickness and/or diarrhoea – your daughter should not return to school until at least 48 hours after her last episode of sickness or diarrhoea. Please see pages 12-14 on Health Matters.

Please also use the attendance@oxf.gdst.net email address concerning any orthodontist, GP or hospital appointments (permission for short absences during the day are given by your daughter's Head of Year). Please give a minimum of 48 hours' notice for requests, except in the case of emergencies.

Please be aware that absence from school during the term is not normally permitted. If you have a request for an unusual absence please email attendance@oxf.gdst.net and your email will be forwarded on appropriately. The final decision will be made by the Headmistress.

Important Dates

AUTUMN TERM 2021

Wednesday 1st to Friday 3rd September

Monday 6th September

Thursday 21st October to Friday 29th October

Friday 10th December

*Staff Study Days**

Term Starts

Half Term

Term Ends at 2.30pm

SPRING TERM 2022

Tuesday 4th January

Wednesday 5th January

Monday 21st February – Friday 25th February

Friday 1st April

*Staff Study Day**

Term Starts

Half Term

Term Ends at 2.30pm

SUMMER TERM 2022

Monday 25th April

Tuesday 26th April

Monday 2nd May

Monday 30th May to Friday 3rd June

Friday 15th July

*Staff Study Day**

Term Starts

May Day Holiday

Half Term

Term Ends at 2.30pm

****Students are not in school on Staff Study days***

Year 9 Parents – Dates for Your Diary

Please note that all dates and events are to be confirmed on an individual basis, so please check the School Calendar for regular updates and additions.

Thursday 9th September 2021, 7.00-8.30pm Headmistress' Reception for parents of Year 9 students who are **new** to OHS

Saturday 25th September 2021, 9.30am-1.00pm Open Event Morning

Tuesday 9th November 2021, 4.30-7.00pm Year 9 Parents' Evening

*Tuesday 22nd June 2022, 4.30-7.00pm
(*date tbc) Y9 Next Steps Evening - for parents and their daughters on the curriculum and choices for the Year 10 programme of study

July 2022, 2.30-3.30pm (date tbc) Celebration of Achievement for Years 7-10

Wellbeing and Pastoral Care

The Pastoral Team:

Mrs Marina Gardiner Legge, Headmistress; Miss Laura Knowles, Deputy Head Pastoral and Designated Safeguarding Lead; Miss Claire Nebesnuick, Assistant Head – Co-curriculum, Ms Julie Bramall, Head of Year; the Form Tutors; Mrs Lucy Mullins, School Nurse; and Mr Mark Huggins and Mrs Alison Hughes, SENDCos. Each member of the Pastoral Team is ready to discuss day-to-day concerns with students. A complete list of all teaching and support staff can be found on our school website www.oxfordhigh.gdst.net.

Safeguarding and Child Protection

Miss Laura Knowles, Deputy Head Pastoral, is the Senior School's Designated Safeguarding Lead (DSL) with responsibility for the implementation of Child Protection procedures. She will liaise fully with the Headmistress. Our Deputy Designated Safeguarding Leads (DDSLs) at the Senior School are Miss Rachael Pallas-Brown, Assistant Head - Director of Sixth Form, Mrs Jane Berry, Head of Year 11 and Mrs Marina Gardiner Legge, Headmistress. Please see further details on safeguarding and child protection on pages 17-18 of this handbook, and also in your daughter's student planner (on page 3).

Head of Year:

Ms Bramall looks after the whole year group and monitors progress through this year as well as meeting parents, participating in some tutorial sessions and attending to routine matters of discipline.

Tutor Team:

The Form Tutors are important figures in every student's school life. They are ready to listen to everyday concerns as well as to help and advise over bigger issues. One of the Tutor sees the Form every day at registration and dismissal; this includes three long form times which are specifically set aside each week when students can talk to one of their Tutors.

The Tutor Team also deliver the majority of the PSHCE programme. Academic tutoring helps students to set and achieve targets. Tutors advise students particularly this year on GCSE choices.

Parents of students who are new to Oxford High School in Year 9, are invited to the Head's Reception on **Thursday 9th September 2021, 7.00-8.30pm**. This occasion is a lovely opportunity for you to meet your daughter's Tutors informally to discuss settling in.

School Nurse:

Mrs Lucy Mullins, the School Nurse gives help, support and advice to all OHS students. In addition to medical advice and treatment, she is also available to discuss the physical and emotional changes inevitably experienced by students in this age group. She always encourages students to speak to parents and will liaise with parents and outside agencies (where appropriate).

Counselling:

We offer the opportunity for all students at Oxford High to see one of our part-time counsellors in school, should the need arise. A student may refer herself, or a member of the pastoral team may suggest it, and all referrals will go via the School Nurse. Further information on school counselling can be found on our website: www.oxfordhigh.gdst.net.

SENDCo and Learning Support:

Whilst the individual learning needs of most students will be met by differentiated teaching in the classroom, there will be times when even more individual support or attention is needed in order to enable students to make progress and remain engaged in their learning. Mr Mark Huggins (Special Educational Needs and Disabilities Coordinator - SENDCo) and Ms Alison Hughes (Learning Support Teacher & SENDCo) provide 1:1 or small group learning support lessons and can offer advice concerning the management of special educational needs and disabilities within school.

The school recognises the importance of early identification of any learning needs. Assessments for exam access arrangements can be carried out in-house while referrals to external agencies and specialists for specific diagnoses are initiated by the SENDCos, in consultation with parents. Further details can be found in the SEND Policy, which is available to view on the school website.

English as an Additional Language (EAL) Support: Small group and one-to-one Learning Support lessons are provided to students deemed EAL+ under the School's EAL Policy, if it is felt by the school that a student needs additional support to access the curriculum.

Our EAL Policy is available to view on the school website.

Structure of the School Day

Time	Monday to Friday	
7.30am	Doors open and students are allowed in the Dining Hall for breakfast, or they can wait in the Crush Hall – subject to no Covid-19 restrictions in place.	
8.20am	Students go to form rooms: staff on duty	
8.40-8.45am	Registration	
8.45-9.00am	Form Time/Assembly	
9.00-9.30am	Lesson 1	
9.35-10.00am*	Lesson 2	
10.05-10.35am	Lesson 3	
10.35-10.50am	<i>Break</i>	
10.50-11.20am	Lesson 4	On Tuesdays lessons 4 and 5 are Extended PSHCE/Form Time/Year Group Assembly
11.20-11.50am	Lesson 5	
11.50-1.00pm	<i>Lunch</i>	
1.00-1.30pm	Lesson 6	
1.35-2.00pm*	Lesson 7 – PM Registration	
2.05-2.35pm	Lesson 8	
2.35-2.50pm	<i>Break</i>	
2.50-3.20pm	Lesson 9	
3.20-3.50pm	Lesson 10	
3.50pm	Return to form rooms for tidying up	
3.55pm	Dismissal and go home	
4.05pm	Form rooms empty, students wait in Library or Crush Hall.	
4.20pm	Only those students doing recognised supervised school activities remain in school. However, students (Y7-11) can work in the Library until 6.00pm, and Sixth Form students can work in the Ada Benson Atrium and Quiet Study Space until 6.00pm, providing all students have signed in at Reception first and sign out when they leave. <i>Please note due to the possibility of changing Covid-19 restrictions, after school timings, locations and working in zones/ bubbles may alter at short notice.</i>	

***Lesson 2 and 7 will always be part of a double or triple lesson.**

Registration takes place at 8.40am. The school building is unlocked at 7.30am. Students can have breakfast in the Dining Hall from 7.30am* (Sixth Form students can go to the Ada Benson Café 6) or should wait in the Crush Hall until 8.20am when they can go to form rooms. **This is subject to no Covid-19 restrictions being in place (if they are then students must not arrive at school before 8.00am and go immediately to their year group zone.*

If students are late in, or they have to be absent during the day for a medical appointment, they will need to sign in/out at Reception. If your daughter arrives late and misses registration, she must sign in at Reception and report to the staff member on duty. If she arrives after 8.45am, after signing in she should go straight to form time/assembly or lessons.

All students are expected to leave their form rooms by 4.05pm so that the cleaners can work efficiently. Only students doing recognised supervised school activities remain in school. However, all students can work in the *Library until 6.00pm as long as they sign in at Reception first so that we know they are in the Library (Sixth Form students can work in the Ada Benson Atrium or Quiet Study Space until 6.00pm – provided they sign in/out at Reception). By 6.00pm all students should have left school and signed out unless they are in a supervised activity. **This is subject to no Covid-19 restrictions being in place – if they are then after school timings, locations and working in zones/bubbles may alter at short notice.*

Health Matters

Feeling ill during the school day The School Nurse is available to provide attention for any student who sustains an injury or becomes unwell during the school day. If the Nurse is unavailable, a First Aider will attend an injured student. In all cases, if an injury or illness appears to be serious or debilitating, a parent will be contacted immediately in order that their daughter can be taken home or to hospital. Please ensure the school is informed if telephone contact numbers change.

If a student feels unwell during the school day, she should go and see the Nurse. The Nurse will make a judgement on whether she needs to go home and will contact parents accordingly. Students are not allowed home without first seeing the Nurse. Should your daughter ring you during the school day saying she is unwell, please tell her to go and see the Nurse and only come to collect her if the Nurse contacts you.

Any student suffering from diarrhoea and/or vomiting must not return to school until they have been symptom-free for 48 hours. This is the advice we follow from the Health Protection Agency. If your daughter develops any of these symptoms you will be phoned and asked to collect her. Prompt collection is required for infection control. If your daughter has a temperature, please keep her at home until her temperature is normal.

Administration of medication in school If you require the Nurse or a First Aider to administer specific medication for your daughter, then please complete the relevant '*Administration of Medicines Consent Form*' which can be found at Reception, on the school website or is available by email from the Nurse. It should be noted that no medication from home will be given to a student without written direction from a parent. Medication must be in the original container with the pharmacy's original label and clearly labelled with the student's name and dosage to be given. The prescribed medication must be handed to Reception with the completed form. Medication **will not** be given if these instructions are not followed.

No nuts, no sesame and no chickpea policy We enforce a strict policy of no nuts, no sesame and no chickpea in school, including nut, sesame and chickpea-based foods. We ask this is respected at all times and foods containing these substances are not permitted to be eaten in school. This is to protect those students and staff who have a life-threatening allergy to these products.

We are aware of the impact of nuts, sesame and chickpea as allergens and take precautions in our catering operations to prevent the occurrence of allergic reactions by the inadvertent consumption of these products. **Please ensure that the school is aware of any allergies or dietary requirements that your daughter may have.** Should a parent have any concerns, the Catering Manager will be able to provide information, through reference to the supplier, on the composition of foods that are offered for consumption on the premises. During the school day, if students are

unsure about a food product or meal, they should talk immediately with our Catering Manager.

Allergies Students who have severe allergic reactions must carry their treatment (usually an adrenaline auto-injector pen) with them at all times. Another auto-injector pen or relevant treatment and a completed care plan must be left with the Nurse for use in an emergency. The Nurse will ensure that staff and your daughter know how to access this medication in an emergency. Please replace this medicine promptly when it expires. Your daughter will not be allowed on a school trip without a spare adrenaline auto-injector.

If your daughter has a food allergy, please contact the Nurse to give further details about the allergies. The Nurse can ensure that you are aware of the catering company's policy on using foods that are possible allergens.

Asthma If a student is asthmatic, please ensure that a reliever inhaler (usually in a blue case) is carried at all times. A spare reliever inhaler and a completed asthma card should be left with the Nurse for use in an emergency. Staff reserve the right not to allow your daughter on a school trip without a spare inhaler. Please replace out-of-date inhalers promptly.

Confidentiality It is vital in certain situations where a child's health is at risk that the School Nurse liaises with teaching staff, for example students with severe allergic reactions or asthma, as well as emotional health issues like eating problems and self-harm. However, to comply with the Nursing and Midwifery Council Code of Professional Conduct, a nurse requires consent to discuss medical details with the teaching staff. Please sign the relevant section on the medical details form to indicate your decision.

Counselling There is information on our website about our counselling service. We encourage all parents to support their daughters by encouraging them to access counselling if their daughter feels it would be helpful. We see it as a sign of strength if a student wants to find strategies for coping with her emotional health.

Head lice We have found it to be unhelpful to alert parents when a case of head lice has been identified, as it implies that these are the only times parents and students need to be vigilant. A weekly check of your daughter's hair is more effective. The Nurse can provide an instruction sheet for checking hair for head lice if required.

Health assessment We offer all students in Year 7 a health assessment that includes a record of their height and weight, a basic distance vision test if needed and a general chat. This is not a substitute for proper vision testing or a full medical examination. No hearing test is carried out. Following the health assessment, the Nurse will only contact a parent if she has any concerns about their daughter's health.

Medical specialist Should you take your daughter to a medical specialist at any stage it would be helpful if you could ask them to send a copy of their correspondence to the Nurse.

Medication in school Generally students should not carry medicines whilst in school unless they are needed for emergency use or for a long-standing medical condition. If this is the case, please inform the Nurse. The Nurse can administer a variety of over-the-counter medicines to your daughter if required. You can consent to these on the medical form. If your daughter requires medication when she gets home, please check with her if she has had any medication in school to ensure that she has the correct timings between doses.

Minor accidents and injuries in school The Nurse will inform you of any minor injuries that have occurred in school if she thinks further action is necessary.

Physical Education If your daughter is well enough to be in school then it is expected that she will take part in any PE lessons. However, there may be circumstances where she needs a note from a health professional excusing her from sport due to an ongoing issue. She will still be expected to attend the lesson and PE staff will find her a non-active role. Since sport is an essential part of living a healthy life, we expect any other exemptions from PE to be few and far between.

Pupil health assessment form This form is a chance for you to give us full details of your daughter's health, including her emotional and mental health. You also consent to health checks, administration of over-the-counter medication and emergency treatment for her on this form. Please ensure you inform the Nurse of any changes to your daughter's health to ensure her best care.

School trips and emergency medication Parents are responsible for ensuring their daughter carries any emergency medication with her on a school trip. Staff reserve the right to refuse to take a student on the trip if she is not carrying her medication.

Vaccinations The Oxford Health Vaccination Team visit the school in Year 8 for the HPV vaccination against cervical cancer and again in Year 9 for school leaver vaccinations, which include Diphtheria/Tetanus/Polio (DTP) and Meningitis ACWY. You will be sent a form at the appropriate time so you can consent to these vaccinations if you wish.

If you have any particular concerns about your daughter's health, then please contact the School Nurse via Reception on 01865 559888 or email l.mullins@oxf.gdst.net.

Being Part of OHS

We are proud of the integrated lifestyle at OHS.

Houses: Each student belongs to a House (Ares, Athena, Poseidon or Zeus). There are a number of House events each year including Sports Day, House Choir Competition, and House Drama, where students across the year groups work together in Houses.

Sixth Form Assistant: Each Year 9 form has a form assistant who will work alongside the students to help with Assemblies, Charity Projects, tutorial sessions and with social events.

Prefect responsible for Year 9: A member of the Prefect team is attached to Year 9. She attends school events and students should contact her with ideas for the year group.

Form Leaders: Form Leaders are elected twice a year, in September and February/early March. This position is an excellent way of developing skills outside the classroom, and is highly valued by the school. The Form Leader is expected to set the standard of their form's tidiness, helpfulness and behaviour. She meets with the Head of Year and can voice concerns raised by her peers. This is a good opportunity to develop leadership skills. There are also several other elected posts: Deputy Form Leader, Charity, Magazine, Green, Digital Leader, PSHCE, Wellbeing and School Council.

Oxford High School Peer Mentoring Scheme: Peer Mentors are Sixth Form students who have volunteered to support a younger student. They will meet on a one-to-one basis to listen, encourage, share experience, give help, advice and guidance (where appropriate), as well as point to other sources of support or referral. Peer Mentors share their experiences of school life to help younger students to settle in and get on with their studies.

Our Peer Mentors undergo training and attend support sessions. They work in partnership with a supervisor. Younger students may put their name forward to their Head of Year if they would like to have a peer mentor. Alternatively, a Head of Year might suggest to a student that they would benefit from joining the programme. For more details, please see the OHS Peer Mentoring Handbook.

Keeping Safe

Safeguarding and Child Protection

We are committed to ensuring that all our students are healthy, safe, able to enjoy and achieve, able to make a positive contribution and achieve economic well-being.

We follow Oxfordshire and GDST Safeguarding and Child Protection procedures and aim to work together with parents and other agencies that support children and families. Our Safeguarding and Child Protection Policy is available on the school website www.oxfordhigh.gdst.net.

We are required to be watchful for signs and symptoms of: physical abuse, emotional abuse, sexual abuse and neglect. Parents should be aware that in urgent and/or repeated incidents of suspected abuse, the school is obliged to discuss with and/or refer these incidents to other agencies.

Designated Safeguarding Lead and Deputies

Miss Laura Knowles, Deputy Head Pastoral, is the Senior School's Designated Safeguarding Lead (DSL) with responsibility for the implementation of Child Protection procedures. She will liaise fully with the Headmistress. Our Deputy Designated Safeguarding Leads (DDSLs) at the Senior School are Miss Rachael Pallas-Brown, Assistant Head - Director of Sixth Form, Mrs Jane Berry, Head of Year 11 and Mrs Marina Gardiner Legge, Headmistress.

Fire Drill and Stay Put Procedure

There is a termly Fire Drill and weekly testing of the alarms. We also have a Stay Put and Bomb Alert Procedure which is tested periodically.

Visiting School: Parents should report to Reception on arrival. All visitors are requested to 'sign in' and given a name badge. Identification may be asked for.

Security System:

There is a security keypad system on all external doors. Students will be told the code in September and should not share this code with anyone else. The code changes periodically throughout the academic year and students will be informed when this happens.

School Policies:

OHS school policies can be found on our website, and these include:

- Safeguarding Policy and Procedures
- Online Safety Policy
- First Aid Policy
- Anti-Bullying Policy (Anti-Bullying Code is in the Student Planners)
- Discipline and Behaviour for Learning Policy
- Relationships and Sex Education Policy and RSE Curriculum Map
- SEND Policy
- Curriculum Policy
- Educational Visits Policy

Other school policies, including Health & Safety, Self-Esteem Policy and Word Processor Policy are available on request to parents, so please do not hesitate to contact us if you would like further information.

Curriculum

The Core subjects are English, Mathematics, Biology, Chemistry and Physics. Students also study 5 subjects chosen from:

- Ancient Greek, Chinese, French, German, Latin, Russian, Spanish
- Geography, History, Religious Studies
- Computer Science, Music or a third language

Students should choose two languages - at least one of which should be modern, two humanities (from Geography, History or Religious Studies), and a fifth subject. The fifth subject can be Computer Science, Music, a third language, or the third humanity.

Students have short courses in Art, Drama, Textiles, Science Challenge, Positive and Mindfulness, and also have Sport and PSHCE.

SUBJECT		LESSONS (per subject per week)	HOMEWORK (minutes per subject per week)
English		5	55 (15, 40)
Mathematics		5*	40 (2 x 20)
Biology		4	30
Chemistry		4	30
Physics		4	30
Two languages	Ancient Greek, Chinese, French, German, Latin, Russian, Spanish	3	Between 30 and 45
Two humanities	Geography History RS	3	40 (20, 20)
Plus one of these subjects	Computer Science Music 3 rd Language 3 rd Humanity	3	^ ^ 30-45 40 (20, 20)
Circus	Art, Drama, Textiles, † Science Challenge, Positive and Mindfulness	5 or 3/2†	20
Sport		5	None
PSHCE		1	^
Total periods per week		48	7 hours

* Maths is usually taught in sets

† These are rotating short courses (one of the short courses is Science Challenge (Begbroke Innovation Showcase) for 3 lessons pw and Positive/Mindfulness for 2 lessons pw.

^ In these subjects, homework is set occasionally, usually for preparation or research.

The week provides a balance of lessons: the length of lessons are 30 (single), 60 (double) or 95 (triple) minutes long.

Sometimes a piece of homework is set over a period of days or weeks. In the early years, this is broken into manageable chunks so that students know how to spend their time each evening. Later on, students are expected to manage their time appropriately. If there are problems, it is essential to let us know about these as soon as possible so that additional support can be given. Your daughter can use the 'Homework Timetable' on page 15 of her Student Planner to help with homework organisation.

In the spring term, Year 9 students will make their curriculum choices for when they are in Year 10. In Year 10 they will study: core - English Language, English Literature, Mathematics, Biology, Chemistry and Physics (Triple Award or Double Award), and have 3 or 4 options chosen from:

- French, Chinese, German, Russian, Spanish
- Latin, Ancient Greek
- Geography, History, Religious Studies
- Computer Science
- Music
- Drama
- Art or Textiles

Notes:

- They can choose at most one of Art or Textiles
- They are expected to study at least one MFL for GCSE
- If a student chooses Double Science - still studying 3 separate subjects - they can potentially choose 5 options.

There are also Sport and PSHCE lessons.

An outline of the curriculum for each subject can be found on our school website www.oxfordhigh.gdst.net.

Co-Curricular – Clubs and Activities

A Co-Curricular Clubs and Activities Booklet is published each term and is emailed to all parents and students.

Activities may include:

Animation	English – Creative Writing	Rounders
Art	Football	Rowing
Athletics	French Conversation	School Orchestra
Bridge	Gymnastics	Science
Chamber Choir	History	Senior Choir
Chess	Hockey	STEM Society
Chinese	Inspiration4Aspiration	Swimming
Cipher Challenge	Talks	String Orchestra
Computing	Library	Tennis
Crossfire (Christian Union)	Netball	Textiles
Dance	Percussion Ensemble	Technical Theatre Crew
Debating Society	Psychology	Touch Typing
Drama	Programming	Trampolining
Duke of Edinburgh	Robotics	Zumba
Ecology		

Housekeeping

School Uniform 2021-2022

Please see our latest school uniform list on the website: www.oxfordhigh.gdst.net. The uniform list is also listed in the students' School Planners on pages 12 and 13.

Homework and School Planner

Planners: A School Planner is given to every student at the start of the academic year. It includes: term dates, guide for parents on use of the homework and contact diary, homework agreement (to be signed by parent and pupil), school rules, timings of the school day, uniform, wellbeing, the Positive Programme, anti-bullying code, health and safety, security, advice on study skills and target setting.

Homework: Oxford High School has a home-school system to monitor homework and study skills. The homework timetable is devised carefully at the beginning of the year. Parents are requested to check it and sign it. You are also urged to check the planner to make sure that your daughter is working in the time set.

We encourage students to listen carefully when homework is set so that they understand the aim of the task and the length and depth expected. The comment box is for parents and tutors alike – you can indicate to the Form Tutor how the homework timetable is working. We hope that potential problems, like lack of organisational skills or over-zealous, time-consuming copying out, will be pre-empted and help and advice given. The Homework Planner is a good working notebook. Students record homework as set.

Assemblies and School Council

School Assembly is an opportunity for everyone of whatever conviction to share readings, presentations and talks. The ideas explored are thought-provoking and reflective. An important part of Assembly is sharing information about school charities, school visits and celebrating achievements.

Year 9 Assembly takes place weekly. Students reflect on matters particularly relevant to them and inform each other of current projects. Year 9 takes responsibility for some Assemblies during the year.

School Council is the forum at which students are able to make suggestions and comments to do with routine school affairs. Some major successes have been: voting for a school charity and organising a Charity Fair and a Green Fair; keeping the school informed about ecological issues; and initiatives for clubs.

Through the School Council the student population can comment on the development of school policies e.g. the Anti-Bullying Policy; developing the School Planner; planning how to spend the annual £1,000 given to School Council, and reviewing PSHCE and IT.

Year 9 is well represented on the various sub-committees of the council which is chaired by Prefects. The sub-committees are: Facilities, Food, Charities, Equality and Wellbeing, IT and Green. A full School Council meets half-termly.

Year 9 Parents' Evening

The Year 9 Parents' Evening will be held on **Tuesday 9th November 2021, 4.30–7.00pm**. Appointments with subject staff are made by your daughter who will then give you a timetable (she can use the appointments table provided in her planner). There are also other events throughout the year for parents to meet with staff and other parents – see the school calendar for further details.

Trips, Visits and Exchanges

The Curriculum is complemented by visits to museums, the theatre, historic sites and religious centres and by field trips. Please be aware that it is vital that **contact and health details** for your daughter are kept up to date so staff can care for the students both in school and on trips; you can update your daughter's information via the 'SIMS Parent App' or email the school at oxfordhigh@oxf.gdst.net. Information about each trip will be given to parents via email or letter. Payment for curriculum day trips and visits is collected in the fees.

Educational Visits: At OHS we are committed to providing as many co-curricular opportunities as is practicable. We are well aware of the cost implications of such visits for parents and understand that planning is vital. You will be informed of all the trips, including any costs, well in advance of the date by letter or email. If it is not a curriculum trip you will have the option of not giving permission for your daughter to take part. Payment is made via ParentPay. If your daughter is in receipt of a bursary or in need of financial assistance, you will receive information on how to apply for support with this for day visits or residential trips.

Below is a list of residential visits for whole year groups that we encourage students to participate in (and their approximate costs for the last academic year):

Year 7	Kilve Adventure Expeditions (5 days) approx. £550
Year 8	Purbrook Fort Study Week (5 days) £450

Other major expeditions are subject choice and activity dependent e.g.

Year 10+	Classical trip to Italy/Greece/Sicily (biannually)
Year 10+	Exchanges and language study visits – cost dependent on destination
Year 9+	Duke of Edinburgh Bronze or Silver Expeditions
Y9-10	Mandarin Trip to Beijing (biannually)
Years 10-13	Geography Trip to Iceland (biannually)
Years 10, 12-13	French Trip to Angers
Years 12-13	Economics Trip to New York and Washington or Europe

Drama

A Lower School production is held in the summer term.

Individual Speech and Drama tuition is also available. Some tuition takes place during lesson time.

Music

There is a Lower School Concert each term as well as informal lunchtime and tea concerts. All the choirs sing at the traditional Carol Service in December. Year 9 violinists lead the Lower School Orchestra and sing in the Chamber Choir and Senior Choir.

Music and Speech and Drama Lessons: individual tuition may take place during lesson time: we advise that a student does not have tuition in more than 2 instruments or 1 instrument and 1 speech and drama lesson. This means that students do not miss the same lesson more than twice in a ten-week period.

Mobile Phones

Mobile phones should be switched off and locked away in lockers during the school day. Phones will be confiscated if they are misused. Students in Years 7-11 may check their phones during afternoon break in their form rooms only, to pick up any messages from home, for example about transport. Sixth form students may use mobile phones in the Ada Benson Atrium but not elsewhere in school.

Parents are requested not to send urgent messages to their daughter at other times during the day. For urgent messages, parents should phone Reception and a member of staff will ensure that the message is passed to their daughter. If a student needs to make an urgent phone call she may do so from Reception or from the Head of Year's office.

Expectations of Student Behaviour

Please see our 'Discipline and Behaviour for Learning Policy' on the school website www.oxfordhigh.gdst.net.

Our aims are:

- To be responsible and cooperative
- To be polite and considerate
- To be patient and understanding
- To be tolerant to different views to one's own
- To work with enthusiasm to bring out the best in all of us
- To appreciate the value and efforts made and the success achieved by each individual – students and staff
- To show respect for each other's possessions, the school environment and equipment, helping to keep the school tidy

We trust that by trying our best in these ways we shall:

- Grow in personal integrity
- Develop our capacity to learn and be confident about doing new things
- Celebrate diversity
- Make the school a friendly, inviting and well-ordered place

We Celebrate Success

At Oxford High School we aim to identify opportunities for all students to feel successful and positive about themselves. We will ensure that the school's commitment to holistic education celebrates the wide range of talents, achievements and interests of our students (e.g. Head's Commendations, Gold Slips, Tutors' Reports, PSHCE, our Pastoral Team, Student Self-Assessments, an extensive Co-Curriculum Programme and much more). Our success will be measured by the independence, competence and positive outlook of our students.

Behaviour in lessons

All pupils are expected to display behaviour which shows a respect for their own learning and the learning of others. This includes arriving for lessons (and registrations and assemblies) on time, equipped for learning. In class they are required to demonstrate positive learning attitudes and to allow others to learn free from disruption. In line with the school's belief in positive reinforcement, pupils who display positive learning behaviour should receive praise and recognition.

Detention

Detentions are rare, however if they are needed, one of the Deputy Heads, or another member of staff at their request, takes detention, during the lunch period (detention is usually 12.00-12.30pm). Students may be put in detention for a range of misdemeanours such as persistent missing of work deadlines, chewing gum, poor punctuality, minor infringements of school rules, eating in areas not designated for eating*. One of the Deputy Heads will inform the student of the detention and when it will take place. Students are required to have some quiet reflection during this time. (**Eating is only allowed in the Dining Room and on outdoor tables on the Dining Room Terrace (whole school), or for Sixth Form students in the Ada Benson Atrium or Café.*)

After-school detention - this detention exists for more serious offences and the application of an after-school detention will be decided by the Head of Year and Deputy Heads. Parents are given written notice of an after-school detention so that transport can be arranged. One of our Deputy Heads will be responsible for overseeing after school detention.

"On Report": this is a means of close monitoring of behaviour (such as disruptive behaviour in lessons) in order to try to improve it and parents will be informed. The student may also be put on 'monitoring' (e.g., for persistent lateness to lessons or registration), which is a gentler form of observation than 'on report'.

Parents will be informed by subject staff if homework deadlines are missed.

The school's expectations about appropriate behaviour apply on all school trips and visits.

Work Support

We have a work support system in place to support students who have academic work which has been missed or needs improvement. The aim of work support is for it to be timely and effective. We run work support sessions 3 times per week over the first half of lunchtime (supervised by members of SLT). Examples of reasons for work support include: incomplete work, lack of focus in lessons, missed deadlines, missed lesson without a good reason, poor quality of homework, repeatedly (more than twice) late for lessons, missed test – needs to catch up.

Looking after Personal Property

Students are encouraged to take responsibility for their possessions. This means **naming them clearly and permanently** and putting them away in securely locked lockers during the school day. Art/textiles boxes should be stored in the Textiles Department.

All belongings brought into school are left at the owner's risk. While we will make every effort to help find lost property, the school is not liable for any items (including phones and other valuables) which are damaged, lost or stolen.

Lockers - Each student has a locker to ensure the safety of her belongings. It is a school rule that lockers are shut and locked. Failure to do this may lead to access to a locker being withdrawn.

Money - Large amounts of money should not be brought to school. If this is necessary, students should take it to Reception for safe keeping during the day.

Musical Instruments - These should be stored in the Music Block during the day, not left in the classrooms or in the Crush Hall.

Sports Kit - This should be stored in the lockers provided. It must not be left in the changing room at any time.

Pencil Cases - Should be clearly named and put away in lockers when not needed.

Bicycles - Bicycles should be locked in the bicycle park.

Lost Property

We try and return named property to its owner directly or via form tutors. Unnamed uniform is donated to the Nearly New Uniform Shop and unnamed non-uniform that is not claimed after it has been displayed in school is donated to charity shops.

FAQs

What to do if...

Your daughter arrives late for school

Registration takes place at 8.40am. If your daughter arrives at school a few minutes late, she should go to Reception first and sign in, so we know she has arrived. Once signed in, she should go to her form room or assembly or straight to her first lesson.

Your daughter is unwell during the school day

Your daughter should tell her teacher and ask for permission to go to see the School Nurse in the Health Centre. The School Nurse will contact you if she feels your daughter needs to go home. Should your daughter ring you during the school day saying she is unwell, please tell her to go and see the Nurse and only come to collect her if the Nurse contacts you.

Your daughter has a medical/dental/hospital appointment during the school day

Please email attendance@oxf.gdst.net in advance (please give at least 48 hours' notice). Your daughter's Head of Year will give permission and write an exemption slip for her to show to her teacher before leaving her lesson. She should then go to Reception to sign out and wait for you to collect her.

Your daughter needs to stay in school after 4.00pm

She will need to leave her form room by 4.05pm so that the cleaners can work efficiently, but if she is doing a recognised supervised school activity, such as drama or music, she can remain in school. However, she can also work in the *Library until 6.00pm if she catches a later bus or is being picked up after 4.05pm. She must sign in/and out at Reception so that we know she is still in school. Sixth Form students can work in the Ada Benson Atrium or Quiet Study Space until 6.00pm, but they must also sign in/out at Reception too. By 6.00pm all students should have left school and signed out unless they are in a supervised activity. (**Due to the possibility of changing Covid-19 restrictions, after school timings, locations and working in zones/bubbles may alter at short notice.*)

Your daughter is feeling worried about something

If she has any worries or concerns at all, she can speak to one of her Tutors, her Head of Year, or the School Nurse; or she can refer herself to one of our school counsellors (ask the Nurse about support and advice on counselling). If she needs any help with learning support, then she can talk to our SENDCo (Mr Huggins) or our Learning Support Teacher and SENDCo (Mrs Hughes) and they will be happy to talk things through with her. She can also read the Safeguarding and Support page in her planner (page 3) or have a look at the Wellbeing pages in her planner (pages 26-27) too. Whatever her worry or concern, we really hope she will come and talk to a teacher or a member of staff as we are here to help. For parents, please do email your daughter's

Form Tutors, her Head of Year or the School Nurse in the first instance if there is anything you wish to discuss.

Your daughter needs to check for a text message from you about pick up

We ask students to keep mobile phones switched off and kept in school lockers during the day. Year 7-11 students have permission to check mobile phones during afternoon break in case you have any urgent messages about being collected after school; Sixth Form students can use their mobiles in the Ada Benson Atrium but not elsewhere in school. If your daughter needs to make an urgent phone call home during the day, she can go to Reception and a member of staff will help her.



Oxford High School
Belbroughton Road
Oxford, OX2 6XA
Tel: 01865 559888
Email: oxfordhigh@oxf.gdst.net
Web: oxfordhigh.gdst.net
Follow us on twitter: @OxfordHighSch