



OXFORD  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# YEAR 7 HANDBOOK 2022-2023



## *Welcome to Oxford High School*

We are Oxford High School, in a liberal, progressive tradition of education who are passionate about ensuring every single pupil in our school goes beyond academically, emotionally, socially, pastorally to be the very best version of her, to give her her own unique voice and empower and give her the strategies and tools to go beyond in the world outside and give back to others.

We are a beacon for the education of young women within the GDST and in the UK where we are known as 'the' school for high achieving girls due to our excellent pastoral care and knowledge.

Every student at Oxford High School will **go beyond**:-

**Educationally** - every girl is inspired to break through her own perceived limits and thrive at all levels;

**Pastorally** - every girl is supported with a net to catch her and raise her up to face her challenges with spirit, integrity and courage;

**Co curricular** - every pupil is encouraged to have the spirit and courage to say yes to opportunities, to fail with grace and rise with tenacity.

**Because these are all women who will change the world for the better.**

### **Our Values**

#### **Curious**

We love to learn. We are adventurers and explorers.  
We believe an inquisitive mind leads to a happy mind.  
We ask why and are not afraid to make mistakes to learn.

#### **Supportive**

We are approachable, inclusive and open-minded.  
We are kind, caring and loyal.  
We value and foster equality, diversity and empathy.  
We strive for and value personal achievement and team success.  
We believe that every girl will reach their full potential, in a safe, relaxed and nurturing environment.

#### **Progressive**

We look to the future and challenge ourselves to reach our full potential.  
We work hard and are determined and resilient to reach our goals.  
We are imaginative, experimental and value originality.  
We make a difference.

#### **Down-to-Earth**

We are practical, confident and grounded.  
We are responsible and respectful of others and the world around us.  
We develop character with integrity and humility.

#### **Sparky**

We are lively and high-spirited.  
We believe having fun is essential for life-long learning and wellbeing.

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](http://www.oxfordhigh.gdst.net).

### **FOOD IN SCHOOL**

*We are 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,

Welcome to Oxford High School and a new era. Your daughter is joining a school with 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.

So, a warm welcome to you, as well as your daughter. 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

## A Letter from the Head of Year 7

Dear Parents

We are delighted to welcome your daughter into Year 7 at the start of what we hope will be a stimulating and exciting experience at Oxford High School. Starting at Senior School is a big step with a new building, new people, a new routine, a new journey and new expectations. We look forward to working with you to ensure that it is a happy and secure start for all the girls. We hope that your daughter will flourish at Oxford High and that you, as parents, will also enjoy her time here. In no time at all, you will be looking back to these first few days of Senior School, whilst she heads off to university as a confident young woman ready to take her place in the world.

We realise that this is a very important time of transition for your daughter, and you will find in this handbook lots of information that you need to help and support her to settle quickly into Senior School life. Please take the time to look through the handbook before your daughter joins us in September as it contains lots of useful information concerning the school and life in Year 7 for you to consult throughout the year.

Please would you also sign the form on page 5 of your daughter's planner next term to let us know that you have seen the Handbook. Thank you.

We hope that Year 7 will be a thoroughly rewarding year for your daughter and are delighted that she is joining us. Please contact me if you have any questions prior to the new term in September.



Miss Sue Berry  
Head of Year 7

## A Letter from our Current Year 7s

Dear Year 7 Parents,

Welcome to Oxford High Senior School! We are the current Year 7s and we've been here for a year already! Oxford High School brings so many great opportunities and fun, new experiences, so if at first your daughter is feeling a little bit nervous about joining us, don't worry, because we will look after her.

She will have a Year 8 buddy (that's us!) – her buddy is always there if she needs some support or help. As well as us, there are sixth form helpers, her teachers and Miss Berry (the Head of Year 7). The other really good thing about Oxford High School is that everybody makes friends so quickly. So that's one less thing for your child to worry about!

There are lots of clubs on offer – she'll probably have trouble trying to choose between them all! As well as sports and music, there are intellectual clubs, like art and Chinese, and other fun activities like animation, ecology, origami, psychology, there's even quiz club!

We have a variety of trips organised for us and they are lots of fun and we learn a lot. In year 7 we went to Kilve (the main Y7 residential) but also to many others including going to Summertown for a Geography mapping trip and to Hampton Court, a history trip to learn more about Henry VIII.

For most students, we have learnt much about certain topics already but we're sure there's much more to learn about them and more to explore than we might have in primary.

There are also opportunities for your daughter to represent the school, not only in sports but in lower school concerts and also in the lower school musical (this year we did High School Musical!). She can also learn to play a musical instrument or take speech and drama (both of these she can do for one lesson a week – she'll just have to check the timetable) and don't worry, her teacher won't let her miss the same lesson more than twice a term. That's smart planning!

One of the things that will probably be quite new to your daughter is homework. She can use her planner as it is really helpful for organising homework (and other things too, like putting in when her music lessons/Speech and Drama classes are.) We found this year that doing our homework on the same night we were given it helped a lot as it can build up very quickly and you would have a full weekend of homework.

We really hope that your daughter is looking forward to starting Oxford High in September – we can't wait to see and meet her.

Best wishes,  
The 2021/22 Year 7

## *Contacting the School*

### **First Contact**

Email: [oxfordhigh@oxf.gdst.net](mailto: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](mailto: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 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](mailto: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 14-16 on Health Matters.

Please also use the [attendance@oxf.gdst.net](mailto: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](mailto: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 2022

***Thursday 1st to Friday 2nd September***

Monday 5th September

Wednesday 19th October\* to Friday 28th October

Wednesday 14th December

*Staff Study Days\**

Term Starts

Half Term & \*Staff Study Day

Term Ends at 2.30pm

### SPRING TERM 2023

***Tuesday 3rd January***

Wednesday 4th January

Monday 13th February – Friday 17th February

Thursday 23rd March

Friday 24th March

*Staff Study Day\**

Term Starts

Half Term

Term Ends at 2.30pm

*Staff Study Day*

### SUMMER TERM 2023

Monday 17th April

Monday 1st May

Monday 29th May to Friday 2nd June

Wednesday 12 July

Term Starts

May Day Holiday

Half Term

Term Ends at 2.30pm

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

### Year 7 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.***

Thursday 8 September 2022, 6.00 – 7.30pm	Headmistress' Welcome Reception for new parents
Tuesday 20 September 2022, 4.30 – 7.00pm	Y7 – 13 Tutors' Evening
Tuesday 15 November 2022, 4.30 – 7.00pm	Y7 Parents' Evening
Thursday 12 January 2023, 4.30 – 7.00pm	Y7, 8, 9 Choices Evening
Monday 5 to Friday 9 June 2023	Y7 Kilve Adventure Expedition (residential)
July 2023 (date and time tbc)	Speech Day (Celebration of Achievement)

## *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, Miss Sue Berry, Head of Year; the Form Tutors; Mrs Lucy Mullins, School Nurse; and Dr Jacky Leadbeater, SENDCo. 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.qdst.net](http://www.oxfordhigh.qdst.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 and Mrs Marina Gardiner Legge, Headmistress. Please see further details on safeguarding and child protection on pages 18-19 of this handbook, and also in your daughter's student planner (on page 3).

### Head of Year:

Miss Berry soon gets to know the students in the year group and works closely with the tutorial team to ensure all Year 7s settle into OHS Senior School. She oversees their progress over the course of the year and liaises with other members of the pastoral team.

### 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 Tutors sees the Form Group 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.

PSHCE is delivered by the Head of PSHCE and Wellbeing, or the Deputy Head Pastoral.

The Headmistress' Welcome Reception on **Thursday 8th September 2022, 6.00-7.30pm** is for parents of students in Year 7 and other new parents. This occasion is an opportunity for you to meet your daughter's Tutors informally to discuss settling in and to mingle with other Senior School parents.

### 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 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](http://www.oxfordhigh.gdst.net).

### SENDCo and Academic 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. Dr Jaqueline Leadbeater (Head of Academic Support and Special Educational Needs and Disabilities Coordinator (SENDCo) and Ms Alison Hughes (Academic Support Teacher) 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
<b>7.30am</b>	Doors open and students are allowed in the Dining Hall for breakfast, or they can wait in the Crush Hall.
<b>8.20am</b>	Students go to form rooms: staff on duty
<b>8.40-8.45am</b>	<b>Registration</b>
<b>8.45-9.00am</b>	Form Time/Assembly
<b>9.00-9.30am</b>	Lesson 1
<b>9.35-10.00am*</b>	Lesson 2
<b>10.05-10.35am</b>	Lesson 3
<b>10.35-10.50am</b>	<i>Break</i>
<b>10.50-11.20am</b>	Lesson 4
<b>11.20-11.50am</b>	Lesson 5
<b>11.50-1.00pm</b>	<i>Lunch</i>
<b>1.00-1.30pm</b>	Lesson 6
<b>1.35-2.00pm*</b>	Lesson 7 – <b>PM Registration</b>
<b>2.05-2.35pm</b>	Lesson 8
<b>2.35-2.50pm</b>	<i>Break</i>
<b>2.50-3.20pm</b>	Lesson 9
<b>3.20-3.50pm</b>	Lesson 10
<b>3.50pm</b>	Return to form rooms for tidying up
<b>3.55pm</b>	Dismissal and go home
<b>4.05pm</b>	Form rooms empty, students wait in Library or Crush Hall.
<b>4.20pm</b>	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 <b>all students</b> have signed in at Reception first and sign out when they leave.

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 or should wait in the Crush Hall until 8.20am when they can go to form rooms.

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.

## **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](mailto: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). House meetings take place fortnightly. There is an exciting programme of competitions throughout the year - plenty for pupils to get involved with!

Year 8 Buddies: Students in Year 8 act as buddies for new students coming into Year 7. We hope the older students will act as an older sister, helping the younger student to feel at home at OHS. There will be times organised for buddies to meet up, as well as informal opportunities for the students to meet and share experiences. By having the buddies in the same House, we hope to strengthen the positive House spirit that already exists.

Sixth Form Assistants: Each Year 7 form group has an assistant who works alongside the students to help with Assemblies, Charity Projects and general tutor group activities.

Prefect responsible for Year 7: A member of the Prefect team is attached to Year 7. 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 October 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 her 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, Diversity, Marketing, Your Future, 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 wellbeing.

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](http://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 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:

- Anti-Bullying Policy (includes Cyberbullying Annex)
- Behaviour, Rewards and Sanctions Policy
- Complaints Procedure
- Curriculum Policy
- Educational Visits Policy
- Equal Opportunities Policy
- Exclusions Policy
- First Aid Policy
- Online Safety Policy
- Relationships and Sex Education Policy and RSE Curriculum Map
- Safeguarding Policy and Procedures
- SEND Policy

Other school policies, including Health & Safety, Attendance Policy, ICT Acceptable Use Policy, Supervision Policy, Access Arrangements 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 Curriculum in Year 7 is exciting and challenging. Students join the School with many and varied interests, skills and achievements and enjoy beginning the Senior School with a common exploration of the subjects offered.

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

SUBJECT		LESSONS (per subject per week)	HOMEWORK (minutes per subject per week)
English Literature and Language		5	40 (15, 25)
French		3	30 (10, 20)
Geography		3	30
History		3	30
Latin		3	30 (15, 15)
Mandarin Chinese		3	30 (10, 20)
Mathematics		5	40 (20, 20)
Religious Studies		3	30
Sport		5	None
Combined Sciences (Biology, Chemistry and Physics)		5	40 (2 x 20)
Circus †	Art, Drama, Textiles, Computer Science	5 4	20 ^
	Music	2	^
Computer Science		1	^
PSHCE		1	^
Total periods/time per week		47	5 20 hours

† *These are rotating short courses.*

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

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.

Note: In the Spring Term, Year 7 students will choose two modern foreign languages (for when they are in Year 8) from French, Mandarin Chinese (both studied in Year 7), German, Russian or Spanish. We recommend that students choose one of the languages studied in Year 7 (French or Mandarin Chinese) and one 'new' language (German, Russian or Spanish). With Latin (studied in Year 7) she can opt for 'Gratin' - which is an accelerated Latin course with the addition of Ancient Greek.

An outline of the curriculum for each subject can be found on our school website [www.oxfordhigh.gdst.net](http://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 students and parents.

Activities may include:

Animation	Football	Programming
Art	French Games	Rounders
Athletics	Gymnastics	Rowing
Chamber Choir	History	Science
Chess	Hockey	Swimming
Chinese	Junior Debating Society	String Orchestra
Classics	Junior Geography	Tennis
Crossfire (Christian Union)	Library – Book Worms	Textiles
Dance	Lower School Choir	Touch Typing
Drama	Lower School Orchestra	Zumba
English	Netball	

Year 7 students are expected to make the most of the co-curricular activities available and should attend at least 2 lunchtime clubs/activities per week. The students' timetables will allow the inclusion of a range of co-curricular activities, study periods, rest and recreation and, of course, lunch.

## Housekeeping

### School Uniform 2022-2023

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

### Year 7 Equipment List

Subject	Items
General	30cm ruler; pens (roller ball, fountain, fine liner type); HB pencils; coloured pencils; fibre/felt-tip pens; highlighter pen; rubber; sharpener; glue stick; scissors
Mathematics	Protractor; scientific calculator - we recommend the <b>Casio fx-85GTX Classwiz</b> (a dual-powered calculator) which will last all the way through to GCSEs (please put your daughter's name on the calculator and the case).
French	Small French Dictionary
Science	A4 File and 10-part dividers; basic calculator
Art and Design	Art and Design Kit Box provided by the school in September
English	Pocket English Dictionary

*Students are expected to bring the necessary equipment to each lesson to ensure that full advantage can be made of the time. Parents will be informed of failure to do this.*

### 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:** 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. Year 7 homework is expected to take about an hour each evening with a little more at the weekend.

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.

We want every student in Year 7 to develop the sound study skills that will benefit her throughout her time at Senior School and beyond. 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 7 Assembly** takes place weekly. Students reflect on matters particularly relevant to them and inform each other of current projects.

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

## **Year 7 Parents' Evening**

The Year 7 Parents' Evening will be held on **Tuesday 15 November 2022, 4.30–7.00pm**. Parents will be sent an invitation nearer the time to book appointments with subject staff via an online booking system. There are also other events throughout the year for parents to meet with staff and other parents – please 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](mailto: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.

There are major residential visits for the whole year group in both Year 7 and Year 8, which we consider to be key educational experiences. The expectation is that students will attend these residential weeks as they are part of the curriculum (and for this reason they take place during school term time).

Year 7 students enjoy a wonderful week of activities at Kilve Court in Somerset: from climbing to sailing to mountain boarding and caving. They and the staff have a marvellous time with specialised instructors. Look out for the invitation to a Parents' Information Meeting to discuss Kilve 2023.

The approximate costs for the academic year are as follows:

<b>Year 7</b>	<b>Kilve Adventure Expeditions (5 days) approx. £550</b>
Year 8	Purbrook Fort Study Week (5 days) approx. £415

Other residential visits 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 USA or Europe

### **Drama**

A Lower School production will be 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.

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 daughters 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 'Behaviour, Rewards and Sanctions Policy' under '*About – Our Policies*' on the school website [www.oxfordhigh.gdst.net](http://www.oxfordhigh.gdst.net). We have had an extensive review of behaviour, rewards and sanctions and an updated policy will be available at the start of the Autumn Term.

## **Code of Behaviour**

### **Respect Myself**

Be kind to myself.

Do my best.

Appreciate I am unique.

Be smart.

Be ready to learn – equipped.

Be on time.

Appreciate your body and treat it kindly.

Be proud of who I am.

### **Respect Others**

Be kind to others - we don't know everyone's struggle.

Be respectful to the views and opinions of others.

Phones away during the day (Y7 – 11).

Be curious.

Be inclusive to others - invite them in.

Be punctual so lessons start on time - please make sure to collect equipment from your locker during before school or at break/lunch so that you don't interrupt a lesson taking place in your form room.

Get the homework done; if you need an extension, email your teacher ahead of time.

Follow instructions given to you.

### **Respect the Environment**

Others use the same areas you do; make sure they are ready for them.

Be careful of displays – staff and students spend a lot of time on these.

Dispose of rubbish appropriately.

Treat your possessions and those of others with care.

Represent your school with pride anywhere and everywhere.

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, these will take place 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 or minor infringements of school rules. Students are required to have some quiet reflection during this time.

*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.

### **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 designated cycle racks.

### **Lost Property**

We try and return named property to its owner directly or via form tutors. Unnamed uniform is donated to our Nearly New Uniform supply and unnamed non-uniform that is not claimed after it has been displayed on a list 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](mailto: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 exeat 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 you.

*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.

*Your daughter is feeling worried about something*

If she has any worries or concerns at all, she can speak to 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 Head of Academic Support and SENDCo (Dr Leadbeater) or our Academic Support Teacher (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.



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