

Transition to High School 2020



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Welcome



I am delighted to welcome you, on behalf of our school community, to Framingham Earl High School – affectionately known by most as Fram.

I have been Headteacher since January 2020 and was drawn to the school as I wanted to work in a community school with both a nurturing ethos and high aspirations for all its students. Since January it has been a privilege to get to know the students, staff, families and the local community and to work together to build on the excellence within the school.

I am incredibly proud to be Headteacher of Fram – it is a school that is full of positivity, is determined to allow all children to flourish and believes in its aspirational mantra of *'Anything's Possible'*.

Thank you for taking the time to find out more about us. We hope you find this guide informative. You can also keep updated by following us on:



Twitter:
@FraminghamEarl - For all our latest news and updates.



Website:
www.framinghamearlhighschool.co.uk



YouTube:
Framingham Earl High School Channel

If you have any further questions, please do not hesitate to contact us.

A handwritten signature in black ink that reads 'Becky Arnold'.

Mrs Becky Arnold
Headteacher

Admission to Framingham Earl High School

Norfolk County Council coordinates all applications to our school. Applications can be made online via:

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/transfer-to-secondary-school>

School Admissions Timetable

- 31st October 2020:** - Round Closes
- 1st March 2021:** - National Offer Day
- 22nd March 2021:**
 - Appeals Closing Date
 - Late Applications Closing Date
- 1st April 2021:** - Mini Admissions Round
- May/June 2021:** - Appeals Hearings

Norfolk County Council will maintain waiting lists until 31st December 2021.

Criteria used for allocation of places:

If the School is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the School, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children who are due to transfer and live in the catchment area, as defined by the Local Authority.

3. Children of members of staff at the School at the opening of the admission round and in accordance with paragraph 1.39 of the School's Admissions Code 2014 <https://www.gov.uk/government/publications/school-admissions-code--2>.
4. Children who are due to transfer and have an older brother or sister attending the School at the time of admission. For the purposes of this criterion, siblings are defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.
5. Children who are due to transfer and live outside the catchment area and attend a feeder school at the opening of the admission round. The feeder schools are those in the Framingham Earl Cluster, as defined by the Local Authority:
 - Brooke V.C Church of England Primary School
 - Poringland Primary School and Nursery
 - Rockland St Mary Primary School
 - Stoke Holy Cross Primary School
 - Surlingham Community Primary School
 - Trowse Primary School
6. All other children, with the highest priority given the children living nearest the School. Student distance will be measured on a straight line by the Local Authority Schools' Admissions Office.

A full copy of our Admissions Policy can be found on our website.

Transition Team

Our role is to ensure that your child has a smooth transition by working closely with the primary schools and you, to ensure that we have all we need to give your child the best start at Fram.

Headteacher: Mrs Arnold (r.arnold@fehs.set.education)

Mrs Arnold has oversight of the whole transition process.

Deputy Headteacher: Mr Edwards (j.edwards@fehs.set.education)

Mr Edwards leads the Guidance Team for both KS3 and KS4 and is the Designated Safeguarding Lead for the School. He also oversees attendance and behaviour (rewards and sanctions).

Directors of Learning for Year 7: Mrs Millar and Mrs Taylor (r.millar@fehs.set.education or r.taylor@fehs.set.education)

Mrs Millar and Mrs Taylor also liaise closely with the primary school's Year 6 teachers. They would also normally visit the students at our feeder primary schools to talk to students about coming to Fram. Mrs Millar and Mrs Taylor, together with their Deputy, work with the Form Tutors to support the students in Year 7.

Assistant Headteacher/SEND/CO: Mrs Harvey (a.harvey@fehs.set.education)

Mrs Harvey leads the SEND provision at Framingham Earl High School. She works closely with the primary schools to obtain all students' SEN information and to find out who needs extra support during transition.

Specific Nurture Programme (Dragons): Mrs Cox (k.cox@fehs.set.education)

Working with Mrs Harvey, Mrs Cox support certain students with specific additional needs through their transition to Fram.

Assistant Headteacher: Mr Keates (d.keates@fehs.set.education)

Mr Keates leads on the curriculum provision at Framingham Earl High School; what is taught in the classroom, homework support as well as the extra-curricular provision.

Business Support – Admissions: Mrs Embery (t.embery@fehs.set.education)

Mrs Embery provides administrative support to the team. She coordinates all the information received from primary schools, admission paperwork and transition meetings to produce packs for the students' new Form Tutors. She also organises all the transition events.

Supporting your child through transition

We want our students to feel happy and confident at our School. At Fram we have a comprehensive transition process to support students and parents/carers.

Supporting Students

- **Getting to Know You and Friendship Request forms**

Students will have the opportunity to tell us a little bit about themselves, for instance, what they have enjoyed studying during years 5 and 6, what interests they have and what they are looking forward to about Fram. On the Friendship Form, students can list up to three friends who they would ideally like to be in the same form group with. The transition team will put your child with at least one friend on their form.

- **Director of Learning Visits/Zoom calls to Feeder Schools**

Our Director of Learning, together with some of our current Year 7s, will visit the Feeder Primary Schools to meet the Year 6s, say hello and introduce themselves and to answer any questions the students might have.

- **Visits/Zoom meetings to Non-Feeder Schools**

A member of the Transition Team will visit or host a virtual meeting with all non-feeder students at their primary school.

- **Meeting with Year 6 Primary School Teachers and SENDCo**

The Transition Team will meet with the Year 6 primary teachers and the SENDCo's to find out all we can about the students who will be coming to us.

- **Tutor Meeting**

This is a one to one meeting with your child's tutor prior to the transition days to give tutors the opportunity of getting to know your child better

- **Transition Days**

In July we host two transition days. The first day is a formal day where students will spend time with their form tutor and experience taster lessons. The second day is run by our PE department, where the students will take part in fun team building exercises.

For those students who need it we also offer an additional three transition sessions which are run by our SEND Department.

- **Year 7 only day in September**

In September, Year 7 will come in for a day before the whole school starts back. This will give our new students the opportunity to get used to the school day and moving from class to class without the usual numbers of students. They will receive their timetable. They will also receive the pin number to their catering account.

Supporting Parents

- **Information Evening**

In April, parents/carers will be invited to a parents/carers only event. Here you will meet our Transition Team and receive your Welcome Pack, which include our admission forms. We will go through key information and parents/carers will have the opportunity to ask questions.

- **'Getting to Know Your Child' Form**

Like your child you will have the opportunity to tell us what your child is like, what they enjoy, if they have faced any challenges and how they have been supported during those challenges.

- **Tutor Meeting**

We will invite you and your child to meet with your child's form tutor for a brief meeting.

- **Parents/Carers' Welcome Evening in September**

Again, this is a parents/carers only event, where we explain our key systems and to ensure that parents/carers have access to our different platforms (ParentMail, Satchel:One, our homework software and MyChildAtSchool) to help support their child.

Essential Information

SEND Offer

We aspire to work with parents and carers to support all children and young people with SEN, to understand their difficulties and assist them to explore their best ways of working.

Our approach to teaching learners with SEND:

- All learners are of equal value
- We recognise and respect difference
- We foster positive attitudes and relationships, and a shared sense of cohesion and belonging.
- We aim to reduce and remove inequalities and barriers that already exist.

Our Learning Support department works to support the School's vision; *we nurture self-confident, healthy, creative and inquiring people. Our students work collaboratively with us to prepare for fulfilling lives as world citizens.*

For students with SEN, the SEND department will work closely with the primary schools to ensure that we have all the information we require to help support your child through the transition process.

Safeguarding

We take safeguarding extremely seriously and our staff will do everything they can to keep students safe and protect them from harm. We acknowledge that safeguarding is the most important part of everyone's job and therefore everyone's responsibility. All of our staff are trained to be vigilant and aware of the signs of safety and indicators of abuse. The viewpoints and voice of students is of paramount importance to our School and we will always listen to our students' wishes, thoughts and feelings, as well as identifying their needs. We work alongside students to develop trusting, consistent and professional relationships. We advocate early help processes and, where possible, we identify any difficulties or concerns early in order to act preventatively. We always provide support and advice for families, parents/carers, whilst acting in the best interests of the student at all times. Safeguarding also includes ensuring we follow safe working practices and provide a secure learning environment for our students, visitors and staff.

We have four Designated Safeguarding Leads:

Mr Edwards – Deputy Headteacher, Mrs Harvey – Assistant Headteacher (SENDCo), Mr Player - Director of Learning for Years 10 & 11 and Mrs Skinner - Student Wellbeing Co-ordinator.

Online Safety

Digital technologies have become integral to the lives of children and young people, both within and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

Framingham Earl High School's Online Safety Policy applies to all members of the School's community (including staff, students, volunteers, parents and carers, visitors, community users) who have access to and are users of School digital technology systems, both in and out of the School. Our full policy is available to read on our website.

Our Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- that School systems are users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

Attendance at School

At Framingham Earl High School we believe that regular school attendance enables children to maximise the educational opportunities available to them and to become responsible, organised and motivated adults. As set out in our Attendance Policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, anti-bullying, behaviour and reward.

Mobile Phones

Mobile devices (such as phones and tablets) are a feature of modern society and most of our students own or have access to at least one device.

Students are allowed to bring a mobile phone to School, but they are only permitted to use them if given permission by a teacher. At all other times they must be switched off and kept safely in their bags.

The full copy of the Mobile Devices – Guidance for Student is available on our website.

Travelling to and from school

School Bus

Students who are eligible for free travel on the School bus and have returned their acceptance, will receive their bus passes directly from Norfolk Transport Department during the summer holidays.

Students are expected to keep their bus passes safe and in good condition. Should a student lose or damage their bus pass, a new pass may be obtained directly from Norfolk Transport Department.

If you have any issues or queries, they should be directed to Norfolk Transport Department on 0344 800 8020.

Cycling

Students cycling to school must use the appropriate cycle paths and be mindful of pedestrians.

Parents/carers must ensure that cycles are in good working order with the appropriate safety lights.

Students should wear a helmet and hi-vis outerwear. They should also have a suitable lock for their cycle.

Drop-off by car

To ensure the safety of our students and to allow easy access for the School buses, cars are not allowed on the School site (including the bus layby outside the School) between the following times: 7:30am to 8:30am and 2:30pm to 3:30pm.

Parents/carers should find a suitable safe drop -off/pick up point nearby (i.e. Poringland Woods car park or the Methodist Church at the roundabout). Please do not block our neighbours' driveways.

Uniform List

Our uniform is practical and smart. All students are expected to present themselves well and in correct uniform at all times. All FEHS branded uniform can be purchased either in-store or online from Birds of Dereham. Birds details are as follows: Unit D, 13 Yaxham Road, Dereham Norfolk NR19 1HB or 01362 699 130 Website: www.birdsofdereham.com. Birds offer a free delivery to school with no minimum spend.

New for 2021: we are delighted to advise that Marks and Spencers will also be supplying FEHS branded uniform, which can be purchased online.

Polo shirt: Pale blue with embroidered FEHS badge.	or	Collared shirt: Pale blue (short or long sleeved) with no logo.
Sweatshirt: Navy blue with embroidered FEHS badge.	or	Jumper: Navy blue V-neck with embroidered FEHS badge.
Trousers: Plain black full-length school trousers (no jeans styles, tight trousers or fancy styles) *	or	Skirt: Black school skirt with FEHS logo, worn on the knee.
Socks: Plain black.	or	Tights: Plain black. *
Footwear: Black leather shoes, black trainers with thick soles and no coloured logos or plain black leather ankle boots (no canvas shoes, open-toed sandals, platforms, long-length boots or heels).		
PE Kit: <ul style="list-style-type: none"> - FEHS sports t-shirt. - FEHS sports shorts or FEHS sports skirt. - Navy & Sky Blue sports socks. <ul style="list-style-type: none"> - Indoor training shoes. - Outdoor boots or training shoes. 		
If your child takes part in school competitive fixtures for football, rugby or hockey: Shin pads and gum shield are required.		
Drama: During wet weather conditions students will be required to remove their shoes.		
Jewellery: <ul style="list-style-type: none"> - One small plain stud earring in each ear. - A discreet wristwatch. No other jewellery is allowed.		
Make-up and hair colour: both should be natural and discreet. Nail polish is not allowed.		
Outerwear is a coat appropriate to the season. Hoodies are not permitted.		
Optional Extras: <ul style="list-style-type: none"> - Blazer with embroidered Framingham Earl High School badge. For PE lessons: FEHS sports jumper, FEHS rugby/hockey shirt, FEHS waterproof jacket, FEHS tracksuit bottoms or plain navy tracksuit trousers or plain navy sports leggings.		
*Summer Uniform alternatives: These items are permitted in the Summer term (post Easter Holidays) up to the October half term holiday. <ul style="list-style-type: none"> - Black uniform shorts with FEHS logo - Natural coloured tights 		