

INFORMATION FOR STUDENTS 2022



DAVISON

CE High School for Girls

Name

Form Group



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WELCOME

We are delighted you are now a valued part of our school. Hopefully you will find this booklet useful and, if there is anything you need to know, just ask.

At Davison High School, you are free to choose any faith or none, but as a Church school, we want you to live life in all its fullness and flourish as God intended.

It's natural for you to feel nervous on your first day and you can be reassured that everyone else will be feeling just the same.

You will probably have lots of different feelings, including excitement, and you may be a little anxious.

At secondary school, you don't stay in one class for the whole day with the same teacher; you will be moving around different rooms.

You will see your tutor during form time and they will use this time to welcome you to the school day and take the register. There will be activities to do or an assembly to attend.

You will be given a timetable, so you know what classes you will have each day, with the teacher's name, subject and room clearly marked. You may not be with all your friends in these classes but it will give you an opportunity to meet new people and make new friends.

As a Davison student you are expected to:

- Have respect for and support all members of the Davison Family
- Be honest and unselfish
- Allow yourself and others to enjoy learning
- Aim to achieve your personal best in all things to stay healthy and safe and help others to do so
- Co-operate in your learning in preparation for life beyond school
- Have respect for members of the local community and wider public

“Welcome and congratulations! You are now a VIP and full-time member of this friendly, fun and focussed school.”

We want you to have memories and friendships for life as a member of our Davison family, and expect you to play a full role within the school, the local and the wider community.

I look forward to getting to know you all and here are a few fun facts about me;

My favourite food - Too many to mention!

My favourite children's book - Animal Farm by George Orwell.

My hobbies - Football and other sports, music, reading, walks, bike rides, politics and learning a language.

Mr Keating
Headteacher



“Congratulations on making a great choice of school and welcome to the Davison family, this is where your adventure begins.”

Here are a few fun facts about me;

My favourite food - Sharing a Thai meal!

My favourite children's book - Judy Blume books.

My hobbies - Dancing!

Mrs Anstey
Director of Studies Year 7



“A warm welcome to you and thank you for joining us, it’s a big deal for us that you are here, Be Bold, Be Brave, Be You.”

Here are a few fun facts about me;

My favourite food - Potatoes - in all ways!

My favourite children's book - The Whale and The Snail by Julia Donaldson - I often feel like the snail.

My hobbies - Reading, theatre, staring at the sea and spending time with my family.

Ms Fox
Assistant Headteacher,
Head of KS3



YOUR NAME:.....

FORM TUTOR NAME :.....

FORM GROUP:.....

FORM ROOM:.....

HEAD OF YEAR NAME:.....

COLOUR FAMILY:.....

TEACHING GROUP (or Set):.....

Example: 7N or 7XD
(English side) (Maths side)





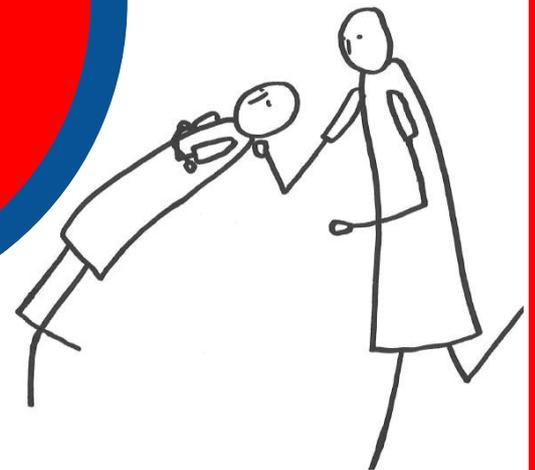
About Our School



THANKFULNESS

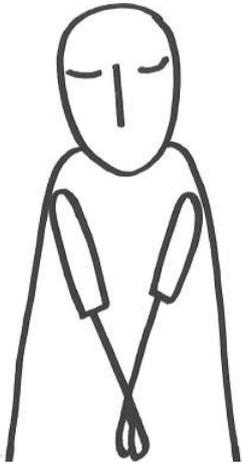


ENDURANCE



TRUST

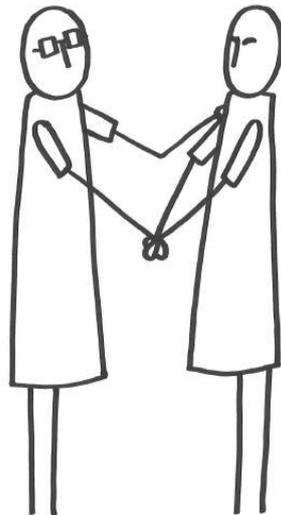
**Our
School
Values**



HOPE



FORGIVENESS



FRIENDSHIP

Student Services

Mrs Arinze
Student Services
Officer



Mrs Adams
Student Services
Manager

Student Services provides first aid and general school support to all students.

**We are open
Monday - Thursday 8:30am to 4pm
and Fridays 8:30am - 3:30pm.**

Sign In/Out

If you have an appointment during the school day and need to leave school you should come to Student Services to sign out. If we are unaware of your appointment a member of the team will contact home before allowing you to leave the school site. You should then sign in again at Student Services on your return to school.



Punctuality



If you are late for school, after 9am, for any reason you will need to come to Student Services to be signed in by a member of the team. They will ask you why you are late, this is then recorded and monitored by Head of Year.

Sanitary Products

Sanitary products and spare underwear are available from Student Services, pop in anytime to speak with us.

Medical

If you feel unwell during a lesson you should inform your teacher and they will contact a member of the medical team. You are requested not to call home; if your parent arrives without you being seen by the medical team you will have your absence recorded as unauthorised.



Pain medication is available from Student Services, **subject to your parents having previously given consent**. This will be given between 12noon and 2pm and parents will be informed by email at the end of the school day.

If You Get Lost

Most people worry about getting lost but you really don't need to. You can either use the map on the back page or ask older students for help. After about a week you will more or less be able to find your way around. There is signage around the school to help you.



Lost property

Please check the Lost Property page on **FROG** regularly, lost property is taken to student services, where it is photographed and displayed for identification and repatriation. Students can attend for Lost Property during **AM Reg, Breaktimes or after school** - Please do not come during lessons or at DEAR time. We aim to return named items to students as quickly as possible - Tutors will be emailed with details.

LOST PROPERTY?

Make sure the
teacher in the
classroom
hasn't got it

Check Student
Services at
Break/Lunch/
after school

Retrace your steps/check
every classroom you've
been in

Check
at home

Check your
locker

Make sure
you name
ALL items

Ask friends if
they've picked
it up for you

Check with PE
department

Check FROG-Lost property
section regularly

Pastoral Support

At Davison, we are proud of our strong pastoral system and family feel. We have a strong ethos regarding wellbeing and we want you to feel safe and cared for whilst at school.

When you join the school, you are placed in one of 10 'colour families': Blue, Gold, Green, Orange, Pink, Purple, Red, Silver, White, Yellow.

Registration groups and form tutors are specific to the colour and relevant year group, but colour families run vertically through the school from Year 7 to Year 11. Where possible, sisters will be in the same Colour Family.



Your Form Tutors and Head of Year are here to provide pastoral support alongside our specific pastoral team members and the Heads of Key Stages (KS3 for years 7-9 and KS4 for years 10 & 11). We also have a specific Director of Studies for Year 7.



Miss MacBain (Yr7)



Mrs Chamberland (KS3)



Mrs Cole (KS4)



Miss Pearce (KS4)

Additionally we have a Curriculum Support Team who can help students who need a little extra time or guidance with Maths and English (and some other subjects) through our Key Skills programme.

COLOUR FAMILY GROUPS

**YELLOW BLUE GOLD GREEN ORANGE PINK PURPLE RED
WHITE SILVER**

**EACH FAMILY CONSISTS OF
ONE CLASS OF STUDENTS
FROM EACH YEAR GROUP
AND IS LED BY AN
EXPERIENCED MEMBER OF
PASTORAL STAFF**

**EACH INDIVIDUAL
CLASS, WITHIN EACH
FAMILY, HAS THEIR
OWN FORM TUTOR.**

**OUR PASTORAL STRUCTURE IS ARRANGED
INTO COLOUR FAMILY TEAMS
AND LED BY A HEAD OF YEAR.**

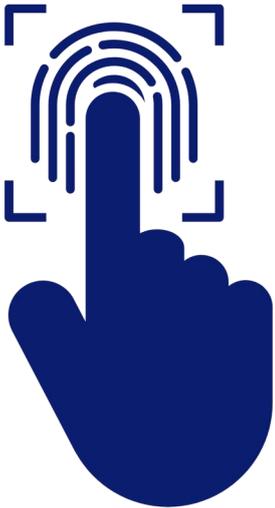
Diner & Refectory

Our diner and refectory offer freshly prepared hot and cold meals, sandwiches, snacks, sweet treats, fruit and drinks.

They also offer breakfast options between **8 - 8.30am** and are open at both **break** and **lunchtime, plus an after school take-away service.**



Cashless Catering



Both our Diner and Refectory operate on a cashless system ONLY.

This system involves recording a biometric measurement of your finger, not an actual finger print.

When you wish to make a 'purchase' you present your finger to an electronic reader at the till. The system identifies the account, records the 'purchase' and deducts the relevant amount from your pre-paid account balance.

This helps to speed up service at the tills, reduce queues and free up more break and lunchtime for students.

We normally scan as many new students as possible on induction day.

You can, if you prefer, opt to bring a packed lunch every day (no nuts please), but please be aware the catering facilities will not accept cash payments so you will be unable to buy any additional snacks or drinks on-site.

It is possible, once you have an account set up, to 'top-up' the funds available by depositing small amounts of cash (as little as £1 at a time) through machines in the diner and refectory.



DAVISON CE HIGH SCHOOL FOR GIRLS BREAKFAST CLUB

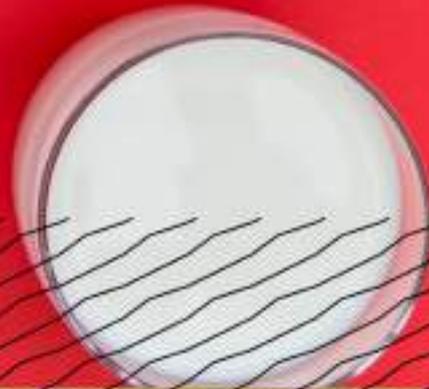
All students attending Breakfast Club are entitled to a free bowl of cereal.

Breakfast Club offers....

Enjoyment of a nutritional breakfast in a relaxed and positive atmosphere.

A helping hand to energise and motivate our students getting them ready for their day.

A safe and secure space in which students and teachers can discuss every day issues that are important to them.



**8.00 – 8.35AM EVERY
MORNING IN THE
DINER AND AFTER SCHOOL
TAKE AWAY SERVICE**

Breakfast Club is an important part of the school day.

We offer a varied and healthy breakfast menu to students and staff.

Other items for sale include:
Bacon Roll, Danish Pastries,
Toast, Spread, Jams, Rolls,
Crossiants, Hot Chocolate,
Tea, Coffee, Juice



Trips and Visits



We offer a wide range of opportunities for you to take part in school trips. These range from day trips to residential trips both in the UK and abroad. Information will be emailed home about trips.



School Clubs

We are very proud of the activities we offer to students, mostly either at lunchtime or after school.



These clubs cover a variety of sports, dance & drama, choir and bands, creative writing, maths and science and a series of craft sessions including art and photography, which often change from term to term.

Please make sure your parent/carer knows what after school club or other activity you are attending, what day and time it finishes and how you are getting home. Look on Frog for the clubs being run.

Social Events

Being part of the School Community is a very important aspect of School life. We arrange lots of exciting and fun social events which you and your friends will be able to come to. Every year we host movie nights, discos, muffin days, a winter fayre and so much more! There is always something going on around school, including opportunities to volunteer for our local charities.



Student Lockers

You will be offered the opportunity to hire a school locker to store equipment, books and PE kit during the school day. Lockers cost £15 per year to hire plus a one off £5 padlock deposit payment, refundable at the end of Year 11 in exchange for the returned padlock. Only school-issue padlocks can be used, and you cannot share lockers.

Lockers need to be emptied at the end of each summer term, and padlocks taken home and kept safe over the summer break. New lockers are then re-hired and re-allocated each September.

What to do if you cannot remember your padlock code



If you cannot remember your padlock code, please pop along to the main reception desk, we can easily check this for you and / or reset the code if needed. If you lose your padlock, a replacement can be purchased via Wisepay.

Getting to School

You can get to Davison High School by walking, cycling, bus or train.

Practice the journey to school, particularly if it involves public transport, cycling or a new route to walk.

We have a daily staff presence at East Worthing Station in case of any transport issues at 3.20pm.

The school has multiple sheltered cycle storage spaces, Please remember to wear a safety helmet, have an appropriate security lock and regularly check tyre-pressure on your bike.

Please ensure that you wear full uniform and demonstrate a high standard of conduct on the journey to and from school, as you are representatives of Davison CE High School.



Punctuality

If your train or bus is late, don't worry, these things do happen.

You must sign in with Student Services if you arrive late, after 9am, so we can update our attendance records.

Lateness to school creates a disrupted start to the day, and affects your learning so always try to arrive promptly.

Wellbeing at Davison

The wellbeing of all the Davison family is really important to us.



Mrs Jameson
Wellbeing Lead

Mrs Jameson is Davison's Wellbeing Lead. She will be here to support student and staff wellbeing. If you would like support with your Wellbeing, please contact Mrs Jameson on c.jameson@davisonhigh.school or cpt@davisonhigh.school.

Don't forget you can also contact your Head of Year: All contacts can be found on our website; <https://www.davison.w-sussex.sch.uk/school-life/colour-families/>
At Davison, we use the 'Five Ways to Wellbeing' as a guide to help us to keep in balance all the things that support our mental and physical wellbeing.

FIVE WAYS TO WELLBEING



Your time,
your words,
your presence



DO WHAT YOU CAN,
ENJOY WHAT YOU DO,
MOVE YOUR MOOD



EMBRACE NEW
EXPERIENCES,
SEE OPPORTUNITIES,
SURPRISE YOURSELF



TALK & LISTEN,
BE THERE,
FEEL CONNECTED



REMEMBER
THE SIMPLE
THINGS THAT
GIVE YOU JOY

'My Wellbeing' on FROG

This can be accessed by following this link: <https://frog.davisonhigh.school>

Here you will find lots of helpful suggestions, videos and activities to try. These ideas help to encourage us to include all the Five Ways to Wellbeing in our lives. It is split into sections to help you select what is best, depending on how much time you have.

The FROG 'My Wellbeing' site also has helpful information and suggestions about other areas of wellbeing like Bereavement, Mental Health, Keeping Safe, Gender and Sexuality, Relationships, Worry, Stress and Anxiety. This area is often being updated and developed.

School Counsellor

We have a school counsellor who works in school two days per week and she is available on a referral basis. Please **email your Form Tutor** for more information.

Instagram Wellbeing

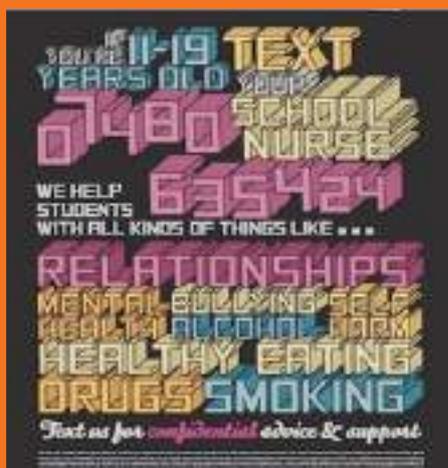
We have a wellbeing Instagram account full of tips, ideas, support, information and inspiration. Follow us: [wellbeing_davison](#)

There are lots of different types of support outside of school too...

In an Emergency: call 999

You can also make contact with:

- **Childline** 0800 1111
Childline Support online: <https://www.childline.org.uk/toolbox/childline-helper/>
- **Samaritans** 116123 call or text 24/7
- **YoungMinds Crisis Messenger** text service provides free, 24/7 crisis support across the UK. If you are experiencing a mental health crisis and need support, you can text YM to 85258
- **The Mix** - <https://www.themix.org.uk/> The Mix is there to help you take on any challenge you're facing - from mental health to money, from homelessness to finding a job, from break-ups to drugs. Talk to us via our online community, on social, through our free, confidential helpline or our counselling service.
- **Allsorts** - <https://www.allsortsyouth.org.uk/> Allsorts Youth Project listens to, supports & connects children & young people under 26 who are exploring their sexual orientation and/or gender identity (LGBT+)
- **Chat Health text School Nurse** or contact the **Find it Out centre**.
Contact information below...

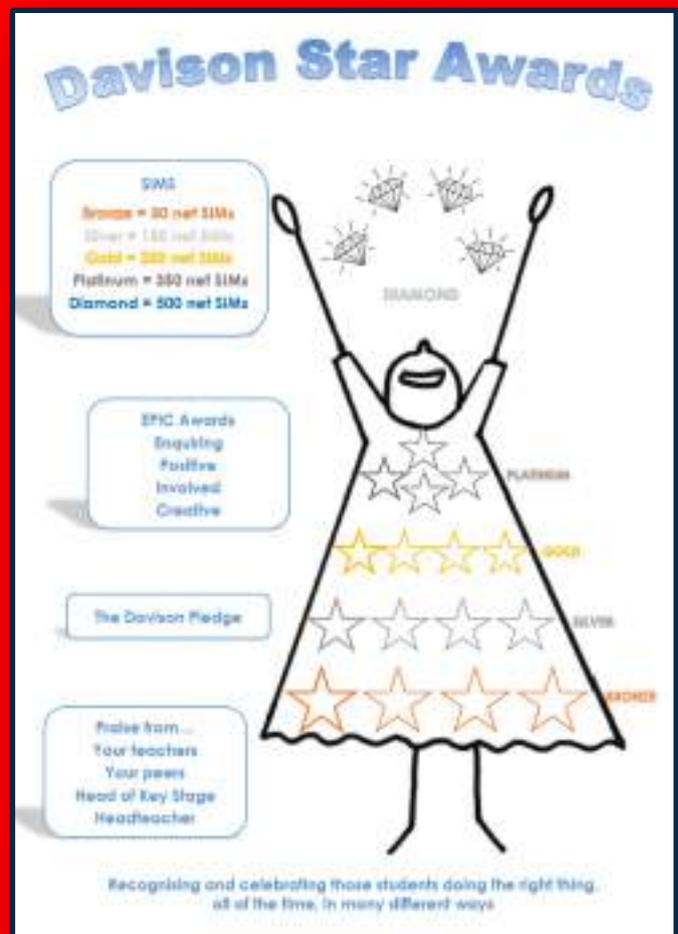


Reward and Recognition

There are lots of positive rewarding opportunities happening throughout the school ...

Examples of Rewards at Davison School;

- ◆ Verbal praise
- ◆ Written praise
- ◆ Postcards
- ◆ Positive SIMS recording
- ◆ Celebration Assemblies
- ◆ Attendance Awards
- ◆ Learning – effort and Academic Achievement – Subject Awards
- ◆ Sporting Triumphs
- ◆ Engagement e.g. Accelerated reading programme
- ◆ Community and Citizenship involvement
- ◆ Colour family Stars and Interform Events
- ◆ 'True Davison Girl' recognition
- ◆ 'Celebration Walls' – showcasing work and accomplishments
- ◆ Headteacher Commendations



UNIFORM, PE AND EQUIPMENT



The Davison uniform is distinctive and encourages you to feel a part of our school community. You are requested to be in full uniform each day. Students may be removed from lessons if they are not wearing the correct uniform. Please speak to your Form Teacher if you have any questions.



Jewellery is not permitted, except for a watch and one stud earring worn in each ear. As there are many occasions during the school day when you will be required to remove all jewellery, it is very important that valuable items (both in terms of cost and sentiment) are left at home.

Skirt:	Navy blue, pleated. Skirts should be below knee length and above ankle length.
Trousers:	(As an alternative to the skirt) Navy blue, tailored and embroidered with the school logo. No alternative will be accepted.
Jumper:	Regulation navy school jumper.
Blouse:	Plain white, three quarter-length sleeve with open necked reverse collar that can be worn in or outside the skirt.
T-shirts:	Only plain white t-shirts or vests can be worn beneath school blouses.
Tights:	Plain black only. Visible leggings are not permitted.
Socks:	Plain black only.
Footwear:	Formal black shoes only without high heels. Sandals, backless shoes, boots, plimsolls or canvas shoes, or black trainers are not acceptable.
	
Coats:	All students need a coat or jacket for the cold weather. This must be 'splash proof' and coats are not a replacement for the school jumper. Hoodies, cardigans, denim jackets, baseball or motorcycle jackets, fleeces are not permitted.
Hair:	Extreme styles of hair are unacceptable. No coloured/dyed/ dip-dyed hair. Hair colours must be natural, e.g. no blues, greens, pinks, oranges, purples or scarlets. Students may be isolated if the style of hair or colour is seen as inappropriate. If you are unsure as to what is acceptable, please contact the school in advance of getting a haircut or colour. If hair is shoulder-length or longer, girls will be asked to tie it back in Science, DT and PE for health and safety reasons.
Make-up:	If worn, should be discreet; false eyelashes are not permitted. Nail varnish may be worn in Years 10 & 11 only. False/Gel nails are not permitted.
Red hat:	A traditional part of the Davison uniform, this is worn when attending church or on some trips.
Religious Observance:	Headscarves/hijabs, head coverings should be plain navy only. Alternatively red hijabs may be worn on 'Red Hat' days.



PE Uniform



Plain navy games skirt/skort.

Navy blue school logo fleece (no alternative jumpers allowed).

Red short sleeved 'aertex' polo shirt: Must be embroidered with initials and surname of student.



Black leotard: Long or short sleeved permitted.

Plain black leggings (no logos, mesh) for dance, gymnastics and games.



Long red football type socks for winter games and **White ankle/trainer socks** for summer activities.

Shin pads

Sports trainers (no converse/van style shoes allowed)

Optional kit:

Plain black or navy blue, open bottomed tracksuit bottoms.

Only bottoms without logos or stripes etc. will be acceptable, for example Adidas white stripe items are not permitted.



All items of kit must be clearly named and embroidery can be undertaken by the uniform suppliers if preferred.

Prefects

Prefects are students in Year 11 who love our school and want to help other people. They are student leaders who lead in different parts of the school, for example, we have prefects just for Year 7 and prefects for each colour family. All prefects wear a red prefect badge and there are over 150 prefects, so you will never be far away from a prefect who will be able to help and support you.



Senior Prefects 2022-2023

The Top Trio



Deputy Head Girl
Thian
White



Head Girl
Morven
Purple



Deputy Head GH
Ella
Green



Head of Blue
Ella



Head of Gold
Lottie



Head of Green
Hannah



Head of Orange
Dulcie



Head of Pink
Alara



Head of Purple
Ruby



Head of Red
Ella



Head of Silver
Abi



Head of White
Emine



Head of Yellow
Mia



Senior Community
Lizzie
Pink



Y7 Transition
Mary
Green



Christian Ethos
Heidi
Pink



Sports Captain
Masie
Green



Head of Equality & Diversity
Nia
Yellow



Wellbeing
Aimee
Yellow

Curriculum Support

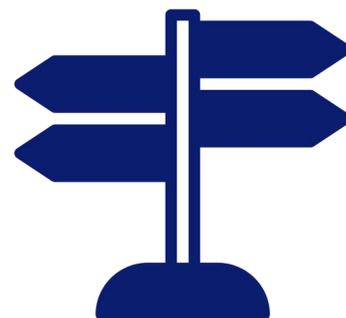


Hello, My name is Mrs Robertson and I am the SENDCo at Davison CE High School for Girls. I am also the person that organises the Curriculum Support area and any support that you may need whilst you are here.

Curriculum Support (CS) has a number of staff who are keen to help you settle in and support you throughout your time here at Davison CE High School for Girls. You may see them in your lessons or if you come to CS for additional support.

LITERACY INTERVENTION

In CS, you might have extra sessions to help you with literacy skills and these are in a small group. You will get to learn lots of different things including spellings, reading and writing.



NUMERACY INTERVENTION

You might also have extra sessions in a small group to help you with numeracy. You will learn lots of Maths skills, like times tables, adding and multiplying.

BUT DON'T WORRY, LITERACY AND NUMERACY ARE BOTH REALLY FUN!

In CS we not only support your learning but we also run some clubs which you are more than welcome to come to.



Pupil Premium



Mrs Vent
Pupil Premium Coordinator



Mrs Chatham
Pastoral Manager

Free School Meals

If you receive Free School Meals (FSMs) £2.35 will be put onto your account every day, unfortunately, it doesn't rollover or build up. You access this money via our cashless biometric payment system, i.e. your finger, just like everyone else, so no-one knows you get FSMs.



You can choose whatever you would like to eat from the Diner or Refectory but £2.35 is the cost of the hot meal of the day - main dish and dessert, so this represents best value for money. Your parents/carers can top-up your account if they wish to.

Please bring a drinks bottle with you, which you can fill up throughout the day. Drinks from the Diner can be expensive and will use up a chunk of your allowance. As well as getting your lunch, you'll learn about budgeting too!

If you receive FSMs (or not any more but did in the last 6 years) school receives Pupil Premium (PP) Funding, which we use to help you with your learning. We employ special Raising Attainment Coaches, who support our students at every level and you may be invited to intervention sessions. We will provide you with resources and educational equipment, like your locker, a Maths set and calculator, DT materials, Food Tech ingredients and much more. Our pastoral team are here to support you in the PODs. We can help with uniform and we contribute towards trips – we want you to be able to take part in lots of activities, so look out for letters coming home and ask your parent/carers to apply.





Daily Routines

School Day

School is open from 8am

8.40 am	AM Registration and Assembly/Colour time (after which you will be marked as late)
9.00 am	Lesson 1
10.00 am	Lesson 2
11.00am	Break
11.20 am	Lesson 3
12.20pm	Lesson 4
1.20pm	Lunch
2.00 pm	PM Registration and DEAR (Drop Everything And Read) Time
2.20pm	Lesson 5
3.20pm	End of School Day

Term Dates

Autumn Term 2022/23	<p><u>Thursday 1st September to Friday 16th December 2022</u> <i>Half-term: Monday 24th October to Friday 28th October 2022</i> <i>First day back for students 5th September</i></p> <p>INSET DAYS - Thursday 1st September 2022 & Friday 2nd September 2022 INSET DAY - Wednesday 5th October 2022 INSET DAY - Monday 5th December 2022</p>
Spring Term 22/23	<p><u>Tuesday 3rd January to Friday 31st March 2023</u> <i>Half-term: Monday 13th February to Friday 17th February 2023</i></p>
Summer Term 22/23	<p><u>Monday 17th April to Friday 21st July 2023</u> Monday 1st May is a Bank Holiday <i>Half-term: Monday 29th May to Friday 2nd June 2023</i></p>
TEACHER TRAINING DAYS (5 in total)	<ol style="list-style-type: none">1. Thursday 1st September 20222. Friday 2nd September 20223. Wednesday 5th October 20224. Monday 5th December 2022 <p>This is four of the five Teacher Training Days. The final INSET day will be advised in due course</p>



D.E.A.R time - Drop Everything and Read

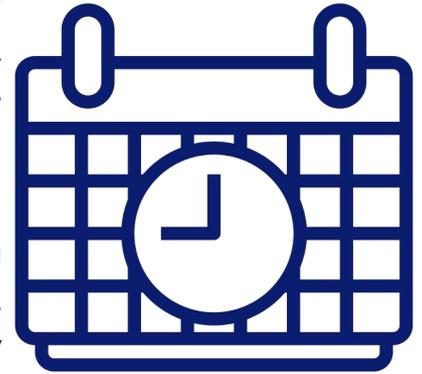
Every day after lunch we have afternoon registration and a 20-minute slot set aside for you to drop everything else and read.

You choose which book you want to read – it may be one from home or one from the library, a book of poetry, a sci-fi adventure or any genre you like!

Your Timetable

In September, at the start of the year, you will receive your timetable of lessons. We use a 2-week timetable so you will have plenty of opportunities to study a variety of subjects. Each day is divided into 5 lessons and two sessions with your form tutor for registration in the morning and the afternoon. On your timetable you will get a class and subject code, for example MU - Music, HY - History, followed by the initials of your teacher's name and lastly the room that that class will be in.

Your Tutor will talk to you more about your timetable when you meet them. Unlike primary school you will be moving classrooms regularly, but you will soon get used to it. Remember, if you are not sure of where to go, just ask any teacher or older student and they will be happy to help you.



If you have a smart phone, you could take a photo of your timetable and keep it as your screen saver. It can be viewed on Frog or the team on the Davison Reception Desk can also print a copy for you.



Teaching Set Explanation

You will be in mixed ability groups during some of your lessons, including English and PE. Other lessons will be set by ability after the first few weeks, for example Maths and Science.

Form Rooms/Times

Your form rooms will be allocated based on your form teacher. Form rooms can be used from 8am and during break/lunch although you are encouraged to eat in the Refectory/Diner or outside. You are welcome to use other form rooms but in accordance with the form rules (some rooms have restricted access). Wellbeing Wednesday is NOT spent in the form room. That is an opportunity to meet others, go to a club or be outside.

Assemblies

Assemblies are also known as times of collective worship. On these days, your form teacher will meet you at assembly and take the register there.

In our assemblies we love to reflect, sing, celebrate, read the Bible, play games, hear stories, pray, and explore our big theme for the year through our school values. Our assemblies are inclusive (everyone is welcome), invitational (you can take part) and inspirational (there is always something to take away and think about or do).



Homework

It is important to present your work as neatly and correctly as you can. If your work looks untidy you will make a bad impression on the person reading it. Readers may make the wrong judgements about your attitude and ability if your work is carelessly presented.

- ◆ Always check FROG for homework tasks.
- ◆ Always head your work with the title and the date - underlined with a straight line drawn with a ruler.
- ◆ Always check your work for spelling, punctuation and accuracy.
- ◆ Don't mix up rough work with final drafts in your exercise books.
- ◆ Take care with layout and diagrams where they are used.
- ◆ Use only blue or black ink or biro.
- ◆ Do not allow your books to become decorated with graffiti!



On some days there may seem to be a lot of homework and very little on others - you may organise this so that it is more convenient for you provided you make sure you meet the deadlines. Remember to plan ahead to make sure you do this! You can check the work assigned to you via the FROG portal.

You should spend the following times each day on your homework:-

- Year 7 - approximately 40 mins of focused effort**
- Year 8 - approximately 50 mins of focused effort**
- Year 9 - approximately 1 hour**
- Year 10 - approximately 1½ hours**
- Year 11 - at least 2 hours**

As well as set work, your homework should also include reading through your notes from the day's lessons and checking your understanding of the work done. Homework will usually be e-mailed to you and your parents/carers by teachers.

IT Support



How to log into the school system

During your first day you will be given a username and password in order to log in to any computer in school. Your username is unique to you and is made up of the first 4 letters of your last name, the first 3 letters of your first name and a number. It is also used as part of your email address which will look something a bit like this:

username20@davisonhigh.school

Once you login for the first time, press the CTRL-ALT-DEL keys and select change password. This **needs** to be changed because we give all new students the same password when they start at Davison.

Your password must be a minimum of 8 characters minimum, including 1 capital letter and a number. This cannot contain your first name, last name or username.

When you login, there will be a program icon on the desktop named M365 which looks like this:



This is a shortcut that will take you to a website where you can access all of the Microsoft Office apps you need like Word, PowerPoint and Outlook (your email account).

FROG

The school uses an online learning space called Frog. This is used to access homework, department resource areas and a variety of your own progress information. A link to this can be found on the computer desktop when you login but it can also be accessed via the link below.

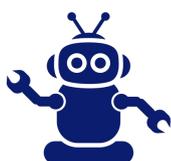
<https://frog.davisonhigh.school>

The login for this will be the same as your computer login described above.



Where to go for help

The IT Support team is made up of:

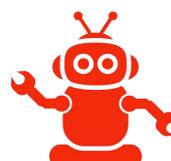


Mr D Lewis

Mr R Grafilo

Mr A Wood

Mr J Rowden

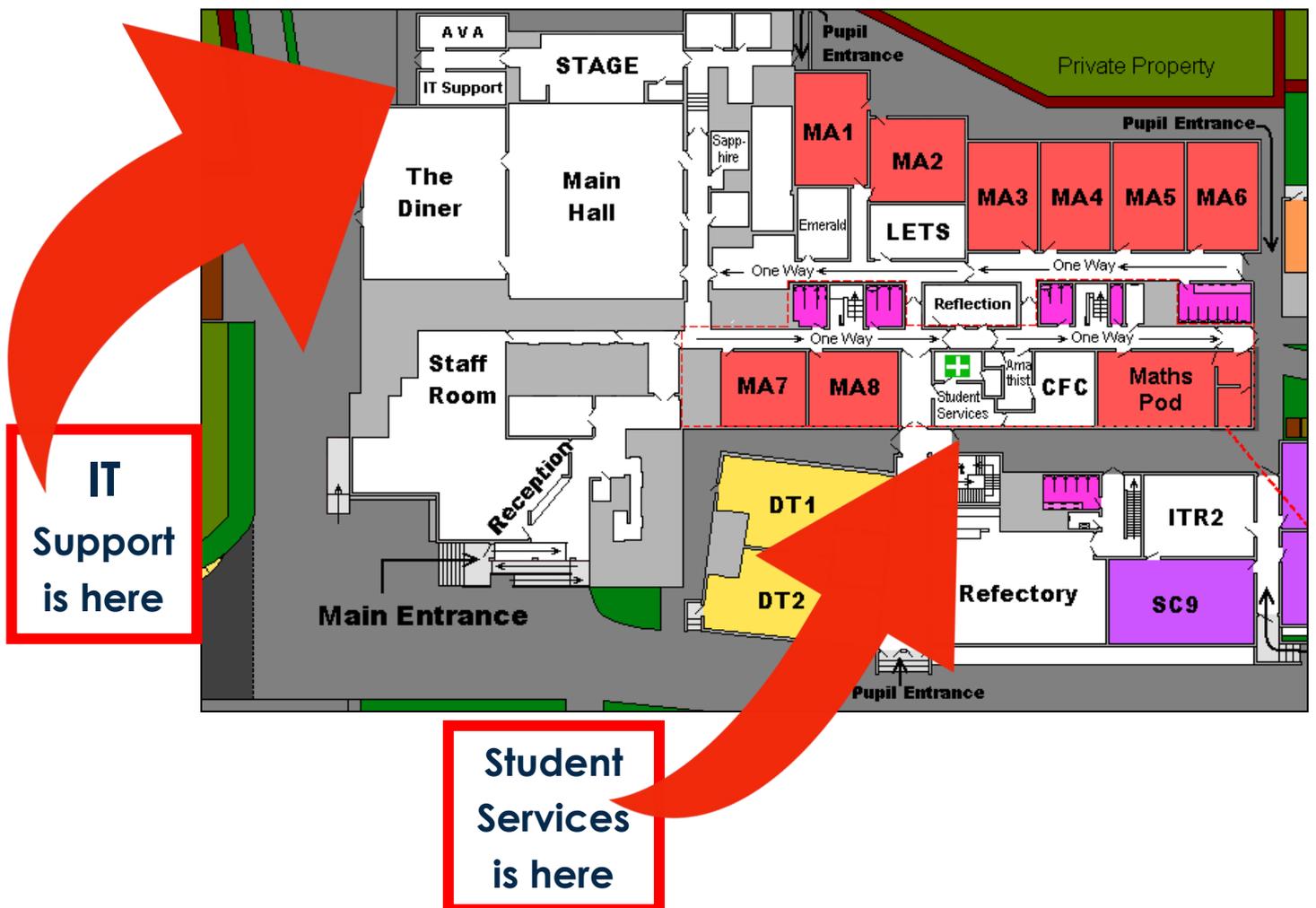


Most of the time there will be at least one member of the team in the office to respond to any in-person questions or requests for help.

The map below shows where the IT Support Office can be found.

Alternatively, you can send us an email, we are always more than happy to help.

IT SUPPORT EMAIL: ictteam@davison.w-sussex.sch.uk



How to email a teacher

All Teachers and Support Staff email addresses begin with their first initial "dot" last name, for example: j.smith@davisonhigh.school



Learning Resource Centre

The LRC supports the curriculum with non-fiction books and encourages wider reading with its extensive fiction collection. Students can borrow books for 2 weeks and we ask for items be returned on time so that they are available for other borrowers.

The Careers Library is located in the LRC, including guides and magazines.



Accelerated Reader

The AR reading programme is run for Years 7, 8 and 9. Students are encouraged to read and quiz on books. During their fortnightly LRC lessons, students have 1:1 discussions to see how they are progressing based on quiz results.

The LRC

LRC Shop

The LRC shop is open during lunch time and after school, it sells a wide selection of goods including cards and stationery.

There are 14 PC's in the LRC with flat screen LCD monitors, which students can use at break, lunch times and before and after school.

Our opening hours are:

8.30am—4.30pm

Before school, break, lunch, after school

Clubs and Events

After school, students can use the LRC and ask for resources to help with their Personal Learning Tasks. Details of lunchtime clubs are sent out in the LRC bulletin

The LRC organises various events during the year, such as World Book Day and SSBA Book Awards and Amazing Book Awards, a monthly quiz and regular competitions.

The LRC staff are:

LRC Manager: Mrs Moore

LRC Assistant: Mrs Davey

The phone extension is 238



Important Things To Remember

Daily Equipment Essentials

- Handwriting pen
- HB pencil
- Reading book
- Ruler and eraser
- Water bottle
- Calculator
- Maths equipment
- Coloured pencils
- Pencil sharpener



Where to fill up a water bottle



Water bottles can be filled at the dispenser in either the **Refectory or Diner** during breaktime and lunchtime (not during lessons).

Forgotten items

We would encourage you to be independent, organised and prepared for each day. If however you do forget something and your parent/carer delivers this to school (this should be named), there is a student drop-off box in reception,

You may collect your possessions during a lesson-change or at break/lunch.



Attendance

For you to gain the greatest benefit from your education it is vital that you attend regularly, and on time. We expect you to attend every day that the school is open to students, unless the reason for absence is unavoidable.

Medical appointments should be made outside of school hours. Where this is not possible absence for medical appointments is likely to be authorised but should be notified in advance and supported by appointment evidence. Students should attend school before/after their appointment wherever possible and sign in/out at Student Services.

School starts at 8.40am. In the event of late arrival, after 9am, you should sign in at Student Services before attending your classes. You may have to make up time if you are late for school. Absences not previously reported or agreed will be followed up via email or telephone call to parents/carer by our pastoral team after registration has closed.



**BE AN ATTENDANCE STAR
PROUD TO BE IN SCHOOL
ATTENDING TODAY, ACHIEVING TOMORROW**



Online Safety



Treat the online world in the same way that you would treat the offline world.

We have created an inviting and exciting first year in Computing/ICT. The course initially involves looking at using the school network system and how to work safely and responsibly on the network.



E-Safety is an important part of our curriculum as it provides the ability to protect and educate our students in the use of technology .

Our first project is designed to make students aware of the rules and etiquette involved in communicating in all aspects of Computing.

Mobile Phone Use

Many of you have a mobile phone, they are a useful resource, but you need to be aware of the school **Mobile phone/devices policy**.

Your phones/devices must be turned off and in your bag during lessons, colourtime, assemblies and DEAR. The use of personal headphones and the playing of music during lessons will only be allowed with the prior agreement of a member of the Headship team – please do not ask your teacher.

Mobile phones may be used at break and lunch time except in the Diner, Refectory and in the corridors.

Please note - All phones/devices are brought into school at your own risk. The school cannot be held liable for loss, theft or damage to them.

And remember: Failure to follow school policies can result in you being removed from lessons until the correct behaviour is re-established.

Making Sure Parents and Carers Know Why You Are Staying Behind After School and Where

Please make sure your parent/carer knows what club or other activity you are attending, what day and time it finishes and how you are getting home.

After school, you must be registered onsite for fire safety reasons and so we know who is on the premises. Parents and carers must be able to know your whereabouts for your safety.

Please ensure you make any personal arrangements (i.e. tea at a friends') before coming into school.

School phones operate from 8.30am until 3.45pm. Reception closes at 4pm each day.

Parent Bulletins

These give a round-up of what has been happening in school, celebrating our successes, and providing up-coming diary dates for everything from parents' evenings and exams to school drama performances and charity fund-raising events. These are published on our website once a month.



Bullying

In school there are lots of people you can talk to including your Tutor, Lead Tutor or our Pastoral Managers.

If you need to speak to someone outside of school, contact Childline on 0800 1111 or visit their website <https://www.childline.org.uk/>



If you feel you are being bullied or experience a circumstance that you consider to be bullying, tell someone.

We have an Anti-Bullying Policy and do not hesitate to use it when we feel that it is appropriate.



What you must not bring into school

- Chewing gum
- Solvent-based Tippex or similar products
- Aerosols i.e. deodorant, perfume
- Any sentimental or monetary high value items
- Any food items that contain nuts



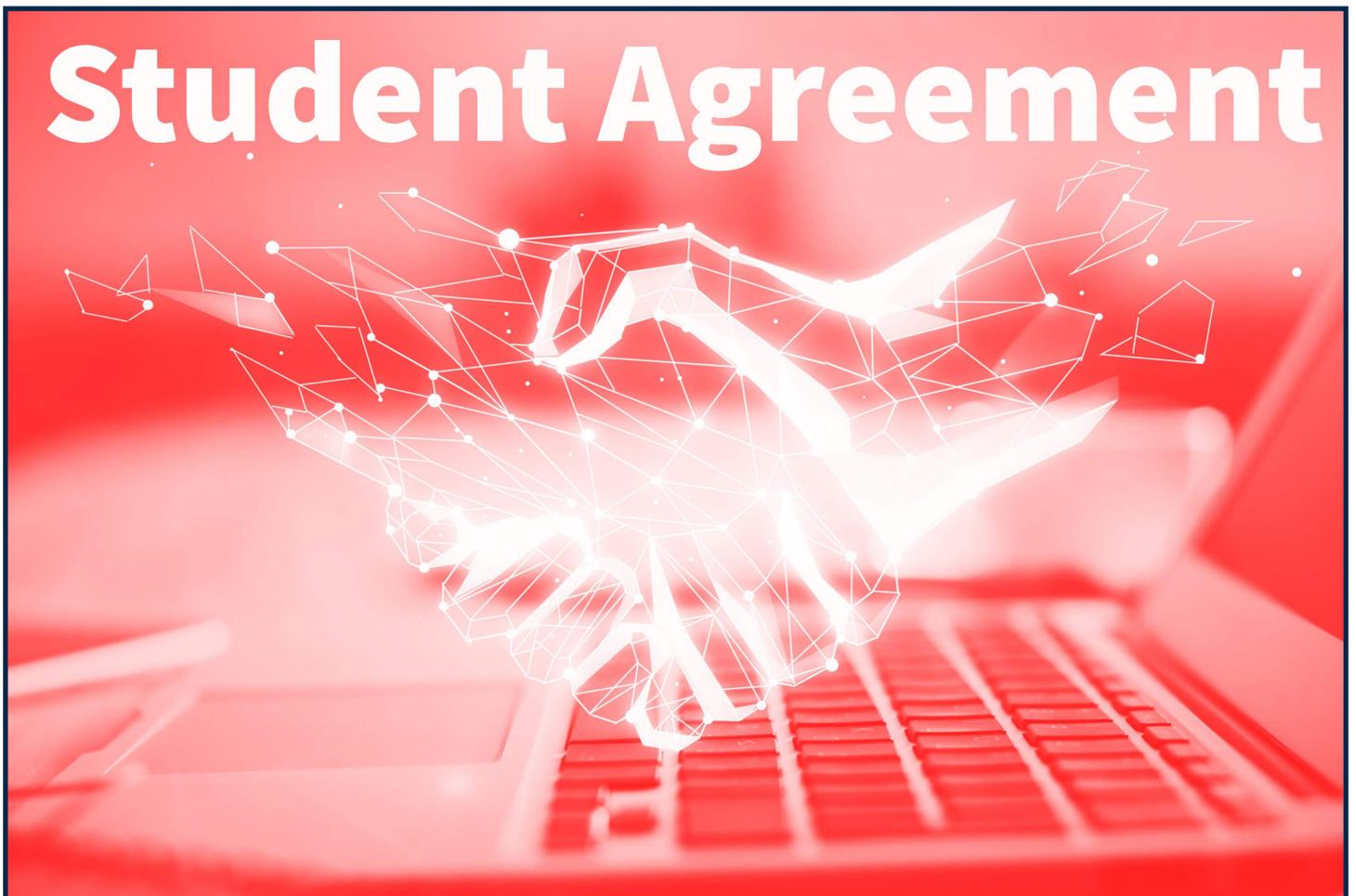
A Copy of Your Student Agreement

THE STUDENT

I will aim to:

- o Attend school regularly and on time throughout my time at school
- o Wear school uniform correctly at all times including travelling to and from school
- o Work to the best of my ability and take appropriate responsibility for my own progress (this includes accepting help and support in order to improve).
- o Behave in a way that shows consideration and respect for others in the school community and local community (this includes respectful use of social media)
- o Bring the appropriate books and equipment to each lesson and arrive on time
- o Ensure that borrowed items are returned in good condition when requested
- o Ensure that the school is a pleasant environment by treating it with respect so that it remains tidy and free from litter
- o Take home letters from school and return reply slips

(You and your parent/carer signed this electronically as part of the school admission process).



Word Search

E G F W Q K P F P L X Y W B V S B F N T
X N O R L U K J D E L B E N D D O F C R
X S G L N F I U K I D E Y N R R H R O U
H C M L D U L I M A E Q E C G Y F I O U
W I O J I U M A R E N I D I S P D E R J
A E W W Q S F H M H R O V T V P Y N G P
Z N L L R R H G S F O E U D P A X D R L
Q C U A U M A T H S N D Z E K H P S E L
Q E U O T S U R T E E O Y R D G C H E F
O I L K N I P Z S N R N Z E L K N I N V
P O X F J R L S T A P F L H L L S P M O
C I Q G E P D S N J G M M U Q L J E U C
M F K V O A E G W N I Z E M F H O C Y B
R C L J I R E B I V E W D L P K O W R H
Q I A M V F J T E W K O Y T P Y N P A L
S V W I X B I L C D K H T R T R W A E S
B I C R Q C B L U E L J D D R K U J H Y
Y E N A X C A F O R M G R O U P U P B T
S P T E W H I T E H N M I C P K J C I U
I J Y D O V F N Q F I Y J C S I G A S A

BLUE

DINER

FORGIVENESS

FRIENDSHIP

HAPPY

MATHS

PURPLE

SILVER

TRUST

COLOUR FAMILY

ENGLISH

FORM GROUP

GOLD

HOPE

ORANGE

RED

STUDENT SERVICES

WHITE

DEAR

EXCITING

FRIENDS

GREEN

LRC

PINK

SCIENCE

THANKFULNESS

YELLOW



Checklist

I know how I will be getting to and from school and I have practiced the route

I have the equipment I need to start my first day (pens, pencil, ruler, rubber)

I have chosen my reading book for D.E.A.R

I have a water bottle and know I can refill it at school in the Diner and Refectory

I know I can go to Student Services if I cannot find my classroom

I am looking forward to joining Davison CE High School for Girls

Things I want to ask my form Tutor ...



FAQ

Frequently Asked Questions

When do we wear the red beret hat? A traditional part of the Davison uniform, the hat is worn when attending church, during events or on some trips/visits.

When will I get my timetable? Your timetable is usually issued to you by your form tutor on your first day at Davison in September.

Can I go to the toilet in lesson time? You should really use the toilet at break and lunchtime.

What do I do if I get bullied? You must tell somebody. Please speak to a member of staff or Student Services.

When do I get my locker? We offer students the opportunity to hire a school locker within the first few weeks of joining.

How do I enter the school building in the morning? There are three options, enter the school through the main gate accessed via Ladydell Road, the gate via Chesswood Road or the gate via Ham Road.

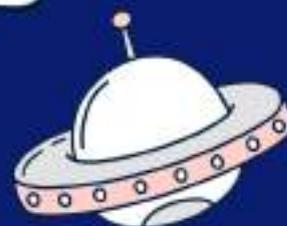
Can I bring a pushbike/scooter to school? Yes, as long as it is in road-worthy condition. It is strongly advised that you wear a safety helmet and have an appropriate lock and chain.

Do you have to tie your hair back for PE? If it is shoulder-length or longer, girls will be asked to tie it back in Science, DT and PE for health and safety reasons.

Is homework done on paper or on a device?

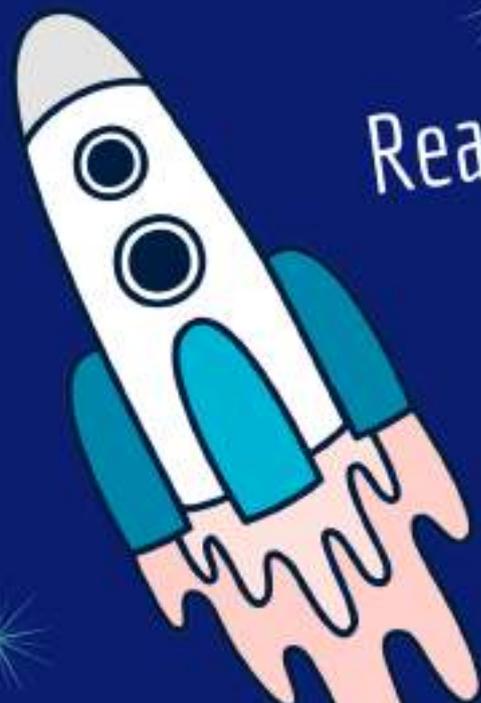
It depends, generally, you should have a homework task to complete in each curriculum subject once per week for core subjects (Mathematics English and Science) and once per fortnight for all others.





Have a great year

Reach for the stars!





KEY TO **CLASS CODES:**

- MA – Maths
- AR – Art
- MFL – Languages
- SC – Science
- ITR 1& 2 – computing
- CFC – Colour Family Centre
- HU – Humanities (RS, Geography & History)
- CS – Curriculum Support
- LRC – library
- DT – Design Technology
- E – English
- MU – Music
- Dr – Drama

