



DAVISON

CE High School for Girls



INFORMATION FOR PARENTS AND CARERS 2023





Contents

Page

8. How to get to School Without a Car	28. Forgotten Items
9. School Day	29. Parents/Carers Subject Consultation
9. Daily Equipment Essentials	30. Wellbeing at Davison
10. Term Dates for Students	32. Pastoral Support
11. Student Lockers	33. Colour Family Groups
12. Diner & Refectory	34. Trips and Visits
14. Free School Meals	35. Improving Links with Home—FROG
15. Uniform, PE and Equipment	36. Attendance
18. Extra-Curricular Activities/School Clubs	37. Studybugs APP
19. Learning Resource Centre	39. Examples of Rewards at Davison School
20. Homework	40. Medical
21. Staying Connected/School Communications	42. Online Safety
22. Studybugs Reporting (& page37)	43. Bullying
22. WisePay	43. Girls on Board
24. Academic Framework	44. Mobile Phone Use
25. Structure & Labels of Year Groups	44. What your daughter must not bring into school
26. Maths Setting in Year 7	45. A copy of the Parent Home School Agreement
27. Technology at Davison	46. Student Crossword/Word Search Answers
28. How to Contact a Teacher	47. FODS
28. Lost Property	(Friends of Davison, Parent Teacher Association)
	48. Find us ...

Our Vision

At Davison Church of England High School for Girls, you are free to choose any faith or none. To live life in all its fullness and flourish as God intended.

We reflect on what God has done for us through Jesus. We model his work through our Christian values.

In our school we strive to reflect these values in the way we treat one another, conduct ourselves and care for those in our community and around the world.

Welcome to Davison CE High School for Girls and thank you for choosing this school for your daughter.

I see education as the key to unlocking the future potential of all our learners and believe Davison offers this education within a caring and supportive ethos, underpinned by strong Christian values. Our dedicated staff put children at the heart of everything we do.

We have a strong commitment to the value of a broad and balanced curriculum, which is flexible and incorporates the principles of personalised learning for students of all abilities. We want your daughter to have memories and friendships for life as a member of our Davison family, and expect her to play a full role within the school, the local and the wider community.



Chris Keating
Headteacher

Thank you parents and carers for putting your trust in us.

Davison is an amazing school with a wealth of teaching and pastoral wellbeing experience. We are looking forward to facilitating your daughter's journey, as she goes from being the oldest in school to being the youngest, throughout Year 7 and beyond.

Strong friendships are forged in this happy school. Long-lasting positive memories are created **and so the adventure begins ...**



Mrs Jess Anstey
Director of Studies Year 7

Once a Davison Girl, Always a Davison Girl!

Welcome, we have links with many students, way beyond their educational school days and have a number of Davison Alumni (and parents) working with us as teaching staff and associate staff.

Davison will develop independent, open-minded learners and thinkers. We Inspire high personal achievement and nurture positive self-esteem and self-awareness in girls.



Ms Hannah Fox
Assistant Headteacher, Head of KS3

Moving from primary school to secondary school is an exciting time but can also feel quite daunting. It's natural for your daughter to feel nervous on the first day. Please assure her that everyone else will be feeling just the same.

Starting secondary school is a significant milestone in a child's life. It marks a passage into adolescence and brings about several significant changes.

Finding their way around a large new school with different teachers, for different subjects, is new and it is natural for your daughter to have mixed feelings about school life.

You can ease the transition by preparing your daughter practically and emotionally.

When children are making the move to secondary school, you have the biggest influence on how smooth the transition is. Your child's friends do influence how she feels about the move, but your support has stronger and longer-lasting effects.

You can help to ease any worries your daughter has by preparing your child in the months and weeks before term begins.

TOP TIP

Routines, healthy food, sleep, talking and support for new friendships can help with transition to secondary school.

Our Students will:

- learn across a wide range of subjects
- work with different teachers in different classrooms with different teaching and assessment styles
- become more responsible for their own learning
- have a heavier and more complicated study and homework load
- learn a new and more complex timetable.



Talk with your daughter about what she's most looking forward to and what she's worried about.

Work on routines for before and after school. This could include making time for homework, hobbies and sport, and relaxation before bed.

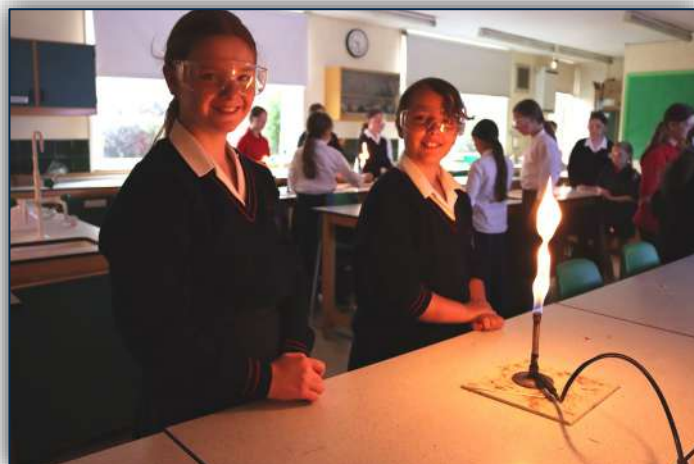
Try to make your home as comfortable for study time as possible. For example, make sure your child has a quiet place to study, away from distractions like the TV or a mobile phone.

This page is left blank for your notes,

Name of Form Tutor _____

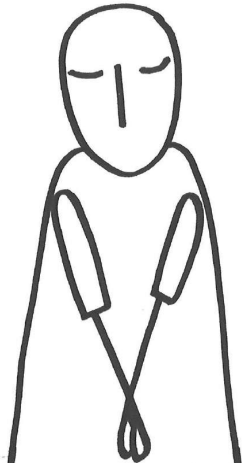
Name of Colour Group _____

Name of Head of Year _____



Students will receive their own bespoke version of this book during their visit to Davison CE High School.

Welcome to our school



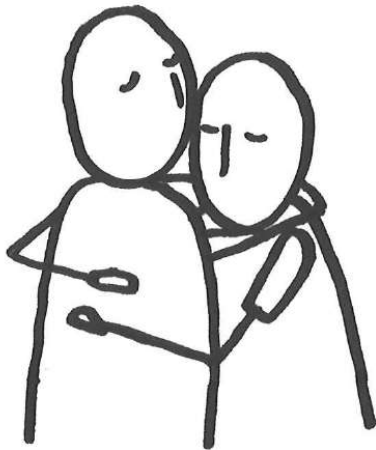
HOPE



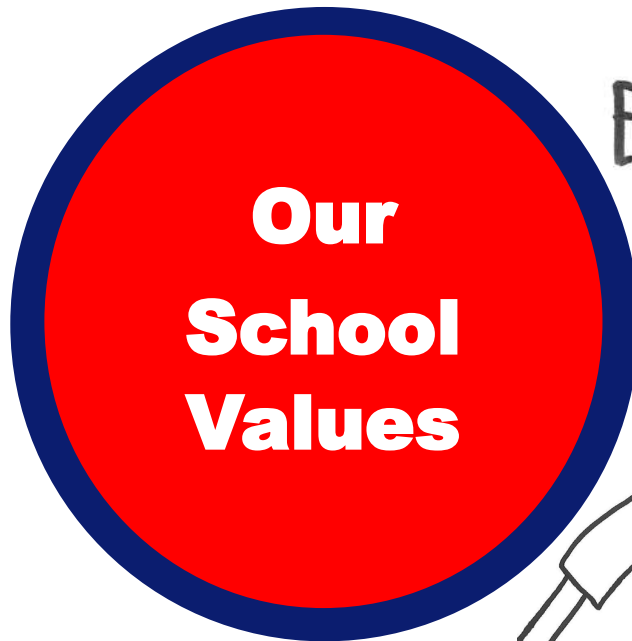
THANKFULNESS



ENDURANCE



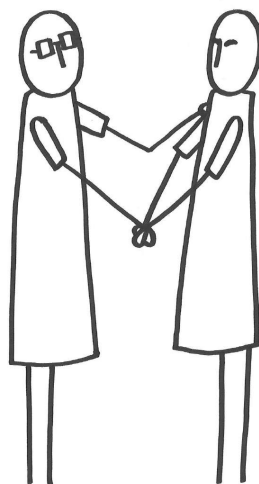
FORGIVENESS



**Our
School
Values**



TRUST



FRIENDSHIP



Daily Routines



How to get to School Without a Car!

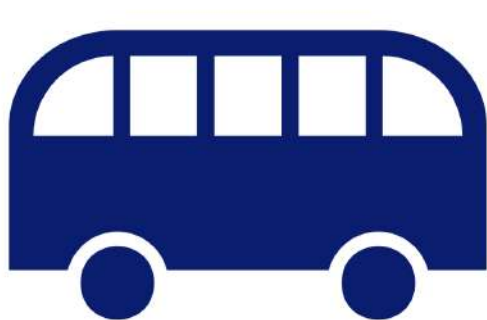
You can get to Davison CE High School by walking, cycling, bus or train.

These are the lines and routes that have stops nearby -

Bus: 700, PULSE

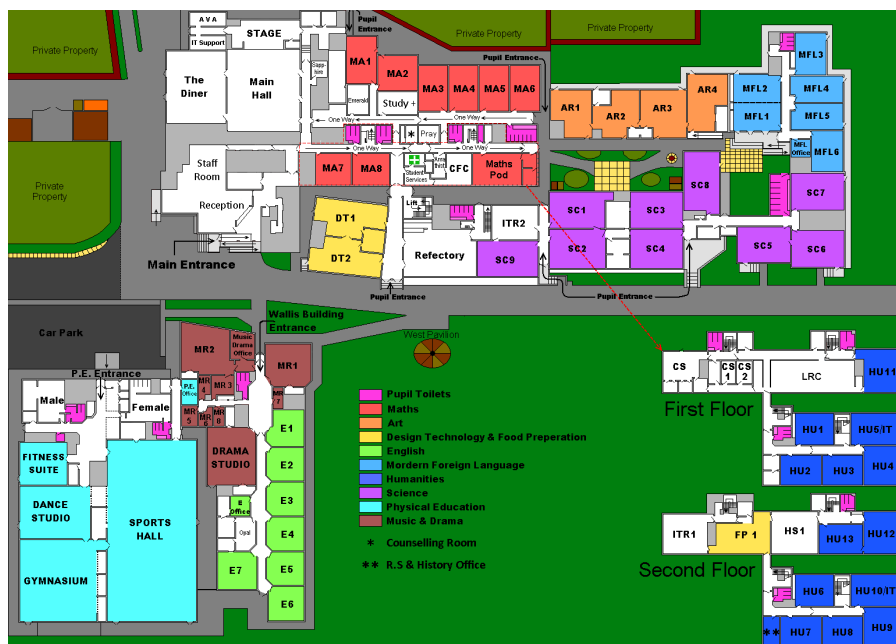
Train: SOUTHERN RAILWAY

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 ensure your daughter wears a cycle helmet and regularly checks tyre-pressure on her bike.

Be aware, there is limited on-street car parking space as parents/carers are not able to access the school carpark at 3.20pm. Drop off and collection times can be very congested!



Students are requested to wear full uniform as they travel to and from school.

TOP TIP

Make sure your daughter always has 'emergency money' (separate from any other money) in case she forgets her bus/train ticket, needs alternative transport or has to phone for help.

TOP TIP

1. Practise the journey to school, particularly if it involves public transport, cycling or a new route to walk.
2. If your child is getting to school on public transport for the first time, find out if any friends live nearby so they can travel together

School Day

School is open from 8am



8.40 am	AM Registration and Assembly/Colour time (after which students 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



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

Every day after lunch and afternoon registration 20-minutes is scheduled for students to drop everything and read. Students choose a book to read – it may be one from home or one from the library, a book of poetry, a sci-fi adventure or any genre they like!

Daily Equipment Essentials



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

*Maths equipment is available to purchase through the school WisePay system (from September).

We have found that the calculators we supply are both the best value and most appropriate for students school career.



SUCCESSFUL LEARNING IN CLASS

Individual work

You are mostly silent because you are absorbed in your study, you are thinking hard and working independently.

Partner work

You will have an identified partner and will be sharing ideas, developing your thinking, peer assessing or co-creating. You will only be speaking with your partner and your conversation will be entirely focused on the work you are doing.

Group work

You will be working as part of a team, discussing ideas and co-creating.

You will be listening carefully to others and supporting them, you will also be actively contributing to the work of the team.

Term Dates for Students

Autumn Term 2023



Friday 1st September to Friday 15th December 2023

Friday 1st September 2023 is an inset day.

Wednesday 4th October 2023 is an inset day.

Monday 4th December 2023 is an inset day.

Autumn Half-term: Monday 23rd October to Friday 27th October 2023

Christmas Break: Monday 18th December 2023 to Monday 1st January 2024

Spring Term 2024



Tuesday 2nd January to Friday 28th March 2024

Tuesday 2nd January 2024 is an inset day.

Spring Half-term: Monday 12th February to Friday 16th February 2024

Easter Break: Friday 29th March 2024 to Friday 12th April 2024

Summer Term 2024



Monday 15th April to Tuesday 23rd July 2024

Friday 26th April 2024 is an inset day.

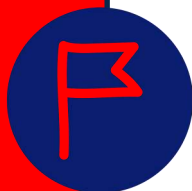
Monday 6th May is a Bank Holiday

Summer Half-term: Monday 27th May to Friday 31st May 2024

TEACHER INSET TRAINING DAYS (5 in total)

1. Friday 1st September 2023
2. Wednesday 4th October 2023
3. Monday 4th December 2023
4. Tuesday 2nd January 2024
5. Friday 26th April 2024

INSET (In-service Education and Training) days.



TOP TIP

1. Photocopy or take a photo of their timetable and save it as their phone screen saver – that way they'll never be without it!
2. Name everything! Lost property is more likely to get back to your daughter if it is clearly named.
3. Students should go to bed in good time – the first week will be very tiring.



TOP TIP

Encourage your daughter to be organised for school the evening before. This can save them (and you!) a lot of undue stress in the morning. Remind them to check their timetable for the following day, pack their bag and prepare their uniform

Student Lockers

We offer students the opportunity to hire a school locker. The locker hire payments are used to fund the extras that we provide for our students that cannot be met from the school budget. This includes various extra-curricular activities/clubs, mini-bus transport and our school rewards system. It also covers the cost of replacing old or broken lockers.

All students are encouraged to hire a 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 students cannot share lockers. Please note that senior staff have universal keys to lockers for safety purposes.



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.

Students eligible for Pupil Premium funding will automatically be allocated a locker and issued with a padlock free of charge.

We will be in contact with further information about how to pay for the locker hire fee, should you wish your daughter to have a locker.

There are enough lockers available for every student.

Diner & Refectory

Catering company 'Innovate' run both our diner and refectory, offering 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, lunchtime and after school for takeaway service.**



Cashless Catering



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

This system involves recording a biometric measurement of a student's finger, not an actual finger print. It does not store images and cannot recreate a fingerprint from the data, which is stored securely in compliance with data protection law.



When a student wishes to make a 'purchase' she presents her finger to an electronic reader at the till. The system identifies the account, records the 'purchase' and deducts the relevant amount from the pre-paid account balance.

This system provides:

- A secure method of paying for food without the need for any cash to be brought on-site.
- The ability for parents and carers to pre-load accounts on-line, and view and monitor transactions.
- Students qualifying for free school meals have money loaded into their account automatically at the start of the day, and are therefore indistinguishable from other students.
- Speedy service at the tills to reduce queues and free up more break and lunchtime for students.

We are required by law to obtain consent from parents/ carers before recording any biometric data for students. Therefore if you would like your daughter to be able to 'purchase' food/ drinks in school you need to have given consent for the process during the on-line application process.

Once your daughter has been scanned we will send out all the information you need to set up the online '**Squid**' account so you can top-up the account ready for immediate use.



If your daughter is not scanned on induction day the process can be done once she starts in the new school year, but there may be a delay of 24-48 hours before the account goes live, so it is advisable to send in a packed lunch for the first few days.

You can, if you prefer, opt to send in a packed lunch every day, but please be aware the catering facilities will not accept cash payments so students will be unable to buy any additional snacks or drinks from on-site.

It is possible, once students 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. This avoids the minimum £10 top-up limit if transferring funds online.

If you have any queries about the system or would like your child to be able to purchase food in school but are not happy to consent to finger scanning, please email : info@davisonhigh.school.

DAVISON CE HIGH SCHOOL FOR GIRLS BREAKFAST CLUB

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

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 for students.



**8.00 – 8.30AM 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



Free School Meals

Free School Meals (FSMs) are administered by West Sussex County Council. Eligibility will depend on what other benefits you might be entitled to. Unfortunately, schools have no say in this process.

Free School Meals

Are you entitled?

Once entitlement is confirmed, a daily allowance of **£2.50** the equivalent to the cost of the hot meal of the day (**main dish and dessert**), is added to your child's biometric account. You can, of course, top this up if you wish. Our cashless biometric payment system gives complete anonymity to anyone in receipt of FSMs. Whilst the hot meal of the day represents best value for money, your child can, of course, choose whatever they like from the Diner/Refectory and you can also check the online squid account to see that your child is using their allowance, what they are buying and to encourage healthy option choices.

Eligibility to FSMs now, or if not any longer but within the last 6 years, also gives access to extra government Pupil Premium (PP) Funding which the school receives. This enables us to help your child to have a positive experience at school and achieve their best outcomes, by providing additional resources to support their learning, such as intervention teachers, contributions towards curriculum trips and other educational equipment.



Is my child eligible?

From 1 April 2018, free school meals in all West Sussex maintained and free schools and academies are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of state Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit.

The Davison uniform is distinctive and encourages students to feel part of our school community. All students are expected to be in full uniform each day, parents and carers are asked to give full support to the school uniform policy.

We have high expectations and students may be removed from lessons and isolated if they are not wearing the correct uniform or if their hairstyle or colour is deemed inappropriate. Parents/carers should check with the school before purchasing items if they are unsure of whether they are suitable.



Uniform, PE and Equipment

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 students 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. Facial, other visible and stretch piercings are not allowed. If you are unsure as to what is acceptable please refer to the school website in advance of purchase and contact the school if still unsure.



We now have a second-hand uniform shop in school with a small supply of various sizes of uniform/PE kit. To enquire about purchasing uniform from the shop please email: preloved@davisonhigh.school

All monies made from the sale of Davison Preloved Uniform will go towards extra curriculum activities and clubs.

Certain items (underlined overleaf) can only be purchased from our official suppliers:

Broadwater Sports, 37 Broadwater Street West, Worthing,
BN14 9BY
Tel: 01903 234589 Website: www.schooljumpers.co.uk/school

Or
First4Uniform, 32 North Road, Lancing, BN15 9AB
Tel: 01903 751181 Website: www.first4uniform.com

<u>Skirt:</u>	Navy blue, pleated. Skirts should be below knee length and above ankle length.
<u>Trousers:</u>	(As an alternative to the skirt) Navy blue, tailored and embroidered with the school logo. No alternative will be accepted.
<u>Jumper:</u>	Regulation navy school jumper.
<u>Blouse:</u>	Plain white, three quarter-length sleeve with open necked reverse collar that can be worn in or outside the skirt.
<u>T-shirts:</u>	Only plain white t-shirts or vests can be worn beneath school blouses.
<u>Tights:</u>	Plain black only. Visible leggings are not permitted.
<u>Socks:</u>	Plain black only (no logos please).
<u>Footwear:</u>	Formal black shoes only without high heels. Sandals, backless shoes, boots, plimsolls or canvas shoes, or black trainers are not acceptable.
	
<u>Coats:</u>	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, combat type, motorcycle jackets or fleeces are not permitted. Please refer to the school website.
<u>Hair:</u>	<p>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.</p> <p>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.</p>
<u>Make-up:</u>	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.
<u>Red hat:</u>	A traditional part of the Davison uniform, this is worn when attending church or on some trips.
	
<u>Religious Observance:</u>	Headscarves/hijabs, head coverings should be plain navy only. Alternatively red hijabs may be worn on 'Red Hat' days.



PE Uniform

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

Polo shirt:	Red short sleeved 'aertex' polo shirt : Must be embroidered with initials and surname of student. <i>Can be purchased from any supplier.</i>
Fleece:	Navy blue school logo fleece (no alternative jumpers allowed).
Skort:	Plain navy games skort .
Leggings:	Plain black leggings (no large logos - max 5cm, no mesh) for dance, gymnastics and games. <i>Can be purchased from any supplier.</i>
Leotard:	Black leotard : Long or short sleeved permitted. <i>Can be purchased from any supplier.</i>
Socks:	Long red socks for football and White ankle/ trainer socks for other activities. <i>Can be purchased from any supplier.</i>
Shin pads:	<i>Can be purchased from any supplier.</i>
Footwear:	Sports trainers (no converse/van style shoes allowed) <i>Can be purchased from any supplier.</i>
Optional kit:	Plain black or navy blue tracksuit bottoms. Only bottoms without logos or stripes etc. will be acceptable.



TOP TIP

Shop for school uniform in good time before September

The PE department follows the Association for Physical Education guidelines, which states all earrings must be removed.

We thank you in advance for supporting the PE Department with this.

Extra-Curricular Activities/School Clubs

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

These sessions 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.

For more details see the current 'clubs' options listed on

<https://www.davison.w-sussex.sch.uk/school-life/student-clubs/>



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.



The LRC

(Learning Resource Centre)

There are 32 iPads and 14 PC's in the LRC with flat screen LCD monitors, which students can use at break, lunch times and before and after school.

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.

LRC Shop

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

Our opening hours are:

8.30am—4.30pm

Before school, break, lunch, after school

**There are extended opening hours
on Tuesday and Thursday until 5.30pm for homework club,
students who attend this club also receive a snack and refreshments.**

The LRC staff are:

LRC Manager: Mrs Moore

LRC Assistant: Miss

Charman-Hodgson

The phone extension is 238

Clubs and Events

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.

Homework

Homework is essential to support the development of learning skills and prepare students for life-long learning.

All set homework will be communicated to parents/carers via [Frog](https://frog.davisonhigh.school/) <https://frog.davisonhigh.school/> see page 35 for FROG guide. A notification will appear for each homework and parents/carers and students can manage the homework through the Homework Calendar.

Homework will usually be given to students for the following reasons:

1. to practise what they did in class that day;
2. to prepare for new material;
3. to have another attempt in a different way at something that they struggled with during the lesson;
4. to have another try at a skill or concept that they have not yet mastered;
5. to extend what they have learned by applying the information in new contexts;
6. to integrate separately learned skills by applying them in projects.



Students should spend the following times each day on their homework:-

- Year 7 - approximately 40 mins of focused effort** (Year 7 will have a gradual build up until Christmas and then other subjects will be introduced).
- Year 8 - approximately 50 mins of focused effort**
- Year 9 - approximately 1 hour**
- Year 10 - approximately 1½ hours**
- Year 11 - at least 2 hours**

Every student should have a homework task to undertake in each curriculum subject; once per week for core subjects (Mathematics English and Science) and once per fortnight for all others.

On some days there may be more homework and on others very little and students are asked to organise themselves so that all items of homework are handed in by the set date.

Staying Connected

Parent Bulletins



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

You can check out what has been happening here:

<https://www.davison.w-sussex.sch.uk/news/parent-bulletin>

School Communication

Is managed through a Management Information System (MIS). We hold personal details about your child and emergency contact information in electronic form in our pupil MIS system.

To ensure the information we hold is kept up to date, parents/carers will have access to this platform to check and/or update as appropriate. You will be sent information on this process and relevant access details once your child starts in school.

The system allows us to send you information, letters and reports promptly into your inbox. Please do not reply directly to these messages as our communications are sent via a no reply email. Communications will include a staff email address to direct your queries, but if in doubt, please email info@davisonhigh.school



Social Media

If you use social media, you can follow the school [Twitter](#) and [Instagram](#) pages for news & features.

twitter.com/DavisonHigh

instagram.com/davisoncehighschool

(Some school departments also have additional social media accounts).

Please do not set-up or subscribe to parental social media accounts which are linked to our school.



Studybugs – reporting sickness, medical absence or appointments

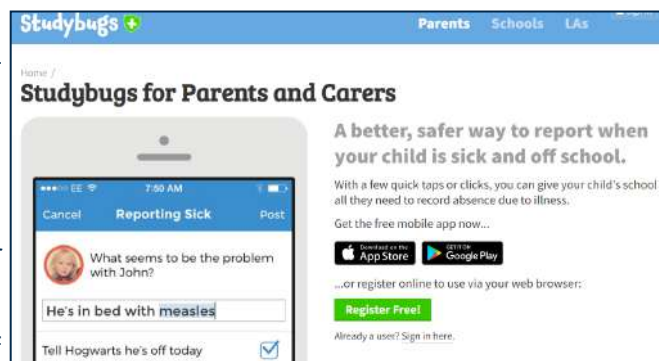


Illness or absences should be reported before the start of the school on the relevant day(s) via the Studybugs App. also, see page 37.

Studybugs provides an efficient and secure system for reporting student absence. Where possible, please download the **App*** on either IOS/Android, as this will enable you to notify us of **any absence** from illness or a medical appointment, under the 'send other message' option ** This system feeds directly into form group registers, so staff know immediately if your child is absent thus avoiding an unauthorised absence text.

* Please note, if you use the Studybugs website instead of the App, you can only report illness (not other medical appointments/absences).

** Please provide documentary evidence via your daughter or by email to Info@davisonhigh.school



During a school day, your daughter should inform their teacher if they are feeling unwell and a member of the medical team will see them. Students are requested not to call home; any student who bypasses this process and is collected without being seen by the medical team will have their absence recorded as unauthorised.

WisePay



We operate as a 'cashless' school and all school trips, resources, tickets and events are offered through WisePay, via the link on our school website.



This can be accessed by clicking on the 'Parents & Students' tab on the right-hand side of the homepage and then clicking on 'WisePay'.

<https://www.wisepay.co.uk/store/generic/template.asp?mID=391657&ACT=nav>



If you wish to download the WisePay app, you will also be asked for the following organisation code: **7416 6156.**

You can find a useful guide to WisePay on our school website under 'Letters & Forms'. For any WisePay or payment queries, please email payments@davisonhigh.school

As a new starter, you will be sent an email with a unique username and password before your daughter starts school in September.

Third party systems are registered with the General Data Protection Regulation. All information you provide will be kept private and will only be used for the purpose of school business.





Important Information

Academic Framework



The school runs on a 2-week timetable. The rotation continues around any school holidays so if we complete a week 1 before half-term we will continue with week 2 on our return.

Students in Years 7, 8 & 9 study a broad curriculum of the subjects listed. English includes both Language and Literature, and Science covers the three disciplines of Physics, Chemistry and Biology. They also initially study both French and Spanish and choose which language to specialise from Year 8. Some students benefit from following our Key Skills Pathway which offers additional numeracy and literacy sessions rather than 2 languages.

Ar	Art
Co	Computing
Dr	Drama
Dt	Design Technology
En	English
Fr	French
Gy	Geography
Ks	Key Skills
Ma	Maths
Mu	Music
Pd	Personal Development
Pe	Physical Education
Rs	Religious Studies
Sc	Science
Sp	Spanish
St	Study plus



During December of Year 9, we start to talk to students about their option choices for GCSE studies. The deadline for choosing options is around the end of January/ start of February so that timetables and classes can be arranged ready for the following September.

Generally our students study 9 GCSE's, unless they follow our Key Skills pathway which provides additional tutoring for Maths and English in place of an option.

Currently in addition to Maths, English Language, English Literature and Science, many of our students take a modern foreign language. All take either Religious Studies or Citizenship at GCSE. Our most able maths students may also take Further Maths as a 10th qualification. Where students are bi-lingual we may be able to accommodate entering them for an additional language.

Details of subjects available at GCSE may vary slightly from year to year. In addition to the subjects listed above we currently run courses on Art Textiles, Photography, Child Development, Travel & Tourism, Food & Nutrition, Dance, Health & Social Care and Media Studies.



Structure & Labels of Year Groups

YEAR 7, 8 & 9

The organisation of the classes for learning is below:

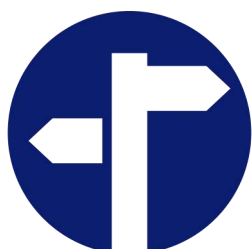
YEARS 7, 8 & 9 TEACHING SETS			
X HALF	English Block	Y HALF	English Block
D A V I S	Mixed Groups in Yr. 7, 8 & 9	O N C E	Mixed Groups in Yr. 7,8 &9
In the English Block the class groupings are organised by the English department who design the groups so that all students are able to attain their maximum potential. Students are in these classes for English, Drama, Geography, History, Music, PE, PD, RS			

YEARS 7, 8 & 9 TEACHING SETS			
X HALF	Maths Block	Y HALF	Maths Block
XA XB XC XD XE		YA YB YC YD	
In the Maths block students are setted according to their Maths ability. Students are in these classes for Maths, Science and Computing In year 7 students are in these group for Spanish, French and Key Skills At the end of year 7 students choose to focus on either French, Spanish or Key Skills In years 8 and 9 there is a separate block for MFL /Key Skills. The make-up of these block varies according to student' language preferences.			

There are separate classes for Art and DT (6 on each half of the year) with smaller class sizes for Health and Safety reasons. DT classes work on a rota to cover all aspects of Design Technology and Food Preparation and Nutrition.

Key Skills has a focus on functional skills, i.e. Maths and English and on Learning to Learn.

YEARS 10 AND 11



These year groups are divided into two halves X and Y - with a mixture of academic abilities in each block. There are usually 5 classes on each of the X and Y halves for the core subjects. Groups are divided into sets according to ability in a subject area or choice of course. So the X and Y of years 8 and 9 is different in years 10 and 11.

Options are taught in 3 blocks in year 10 and year 11 extending across the whole year group, according to student choice at option time. All students in the higher Maths sets (A/B) have to study a language to GCSE. Students can opt for STUDY PLUS as part of their options if they would prefer support in literacy and numeracy and not take up the full complement of 9 or 10 GCSEs. BTECs/OCR level 2 qualifications are taught in some subjects and are available to all students. All students take a GCSE in RS or Citizenship. All students study for at least 2 Science GCSEs (some are offered the triple science course which takes up one of their option choices). All students study for English Literature and Language GCSE. RS and PD (Personal Development) and Citizenship are timetabled together.

Maths Setting in Year 7

In year 7, students will spend the first 6 weeks at Davison in mixed-ability groups for Maths. This gives us a chance to get to know students, and also to give them a baseline assessment.

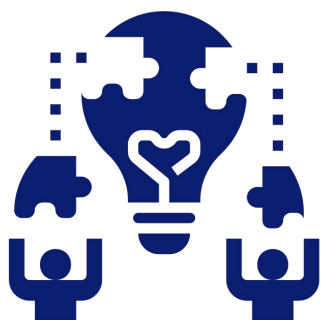
Baseline assessment data, along with students' Key Stage 2 data and information gathered from the first 6 weeks will be used to place students in sets.

The sets we have at Davison are designed to allow students of similar ability to be taught with appropriate material and at a pace suited to allow them to make the best possible progress.



We know that all students do not make linear progress during their time at school, which is why flexibility in sets is essential to ensure that students are able to work in a group most suited for their current pace and understanding, which may vary from year-to-year or term-to-term. These adjustments are made based on professional judgement about how

students are progressing in their current set and performing within the context of the group, as well as being supported by recent assessment data.



There may be times for all students when a move to the next set down would give them a chance to work at a slightly different pace and fill any gaps in their knowledge to continue to make excellent progress in Maths.

To minimise impact for other subjects linked to maths (Science, Languages and Computing) these changes are only made at the end of a term.

It is hugely important to us that students are aware of the message that our set groups do not determine their ability, but rather that they are just a method of grouping people who are currently working at a similar pace and level.

Staff at Davison will always teach to the students in the room, rather than the set label, and moving into a different group does not mean a student is more or less able, but rather that they are working in line with a different group of people at that current time.

We hugely appreciate parental support in passing on this message.



Technology at Davison

We have invested heavily in the arts and have recently installed production quality lighting and sound in our dance studio and main hall. This equipment has helped to elevate the effort and skill our students put into performances and gives great experience to those students interested in supporting these events.



We've continued to develop our use of technology and how we engage students in different areas of teaching and learning. We host a number of shared iPad trolley's around campus and have interactive SMART TV's in every teaching room.



Our Photography department use top of the range laptops for use with the Affinity Photo editing suite and the Media studies department develop their curriculum using Apple MacBook's and its proprietary software.



As a Microsoft school, your child is able to install the full Microsoft Office suite on up to **5** personal devices using their school registered email address. This gives your child the flexibility to work on and offline as needed.



Our Design and Engineering (DT) department have recently purchased a 3D Printer that gives students the opportunity to construct functional parts of their projects designed using CAD (Computer Aided Design) platforms. This process is called rapid prototyping which students develop their skills during lessons and clubs at KS3.

We understand that starting a new school can be daunting with the number of new apps you'll need to access, and as such, we have a dedicated onsite IT Support team. They're here to not only support your daughter during their time with us, but to support you as well.

The IT Team can be contacted by emailing ictteam@davisonhigh.school



How to Contact a Teacher



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

If you would like to speak to a teacher via phone or in person, please email them to arrange a suitable time. To save you a wasted journey, we ask that you do not come to school reception without a confirmed teacher appointment. Please ensure that all direct communications to staff are respectful. We will never communicate with you in a disrespectful way and really appreciate the same courtesy in return.



Lost Property



Lost property is taken to student services, where it is photographed and displayed for identification and recovery on FROG. Students may visit student services at break or lunchtime to collect items that belong to them.

Please label everything, particularly **jumpers, coats and PE kit** as these are most often removed and most often mislaid.

Forgotten items



We encourage students to be independent, organised and prepared for each day.

However when urgent, there is a student drop off box outside the main Reception on dry days (on wet/windy days it will just sit inside the Reception area) that can be used.

We cannot take items to students, however the contents of the box are taken to our Student Services area where students may collect their possessions during a lesson change, or at break/lunchtime.

Parents'/Carers' Subject Consultation



During the last academic year, Davison made the decision to return to face-to-face Subject Consultations with parents and carers. These consultations occur in the Summer Term for Year 7, although you will have an earlier opportunity to meet with your child's Form Tutor in the Autumn Term.

You will receive an email from the school, about 2 weeks before the Subject Consultation, giving you all the details about the upcoming event and links to guides on how to book appointments for your child.

Appointments can be made from 7pm on the Monday 10 days before the evening and close at 7pm on the Monday before the event. Appointments are 5 minutes long with a standard 5-minute gap to allow for you to move between venues. All appointments are on a first come, first served basis.

Below is a short guide on how to make a booking on Schoolcloud

WARNING: DO NOT REVEAL YOUR PERSONAL, FINANCIAL, WORKING, LEARNING, SUPPORT, SUPPORTER, OR OTHER INFORMATION TO ANYONE OTHER THAN THE SCHOOL. If you are not a parent or carer, please do not access this system. If you are a parent or carer, please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
rachael@pmail.com		rachael@pmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2006

<https://davison.schoolcloud.co.uk/>

Step 1: Login

Fill out the details on the page (these need to match the details we hold on the MIS system for you) click the *Log In* button.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September
in-person & video call
[Open for bookings](#)

Tuesday, 14th September
in-person
[Open for bookings](#)

[I'm unable to attend](#)

Step 2: Choose the date

Step 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 4: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert

September Parents Evening

Tuesday, 14th September

3 appointments from 16:15 to 16:45

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening

Monday, 13th September

3 appointments from 16:00 to 16:45

September Parents Evening

Monday, 13th September

2 appointments from 15:00 to 15:45

Step 5: Finished

All your bookings now appear on the My Bookings page.

An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.



Wellbeing at Davison

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

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.



Mrs Jameson is Davison's Wellbeing Lead. She supports both student and staff wellbeing. If you would like support with your daughter's Wellbeing, please contact Mrs Jameson on

c.jameson@davisonhigh.school

or

cpt@davisonhigh.school.



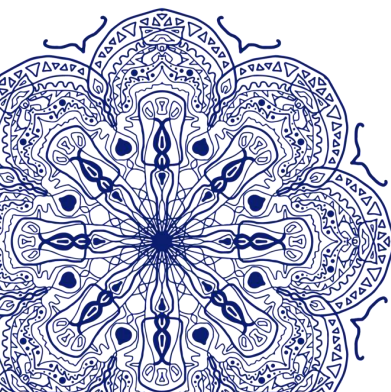
There are many different Wellbeing support offers in school - from Wellbeing group projects to sessions relating to worry & anxiety, confidence & self esteem, staying safe online, body image, breaking cycles of negative behaviour, identity and the five ways to wellbeing. Please contact the Head of Year or Pastoral Manager if you are interested in a student referral into one of these programmes.



'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 students select what is best, depending on how much time they 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.

Wellbeing Wednesday

'Wellbeing Wednesday' lunchtimes - All year groups are welcome to attend. There are a selection of activities to choose from. Please ask your daughter's form tutor for more details.



School Counsellor

We have a school counsellor who currently works in school four days per week and she is available on a referral basis.

Please **email your daughter's Head of Year or Pastoral Manager** 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 different types of support outside of school too.

Crisis Services:

SAMARITANS

116 123 (open 24/7)



PAPYRUS
NHS SUSSEX PARTNERSHIP

0800 068 41 41 or Text
PAPYRUS to 07860 039967

childline

ONLINE, ON THE PHONE, ANYTIME

0800 1111 (open 24/7)



Sussex Partnership
NHS Foundation Trust

Sussex Mental Healthline

0800 0309 500 (24/7)



Text Services:

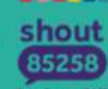
For under 25s:

Text **THE MIX** to 85258



For help with self-harm:

Text **SHOUT** to 85258



For info and advice:

Text **YM** to 85258



General Support:

For emotional wellbeing: **e-wellbeing**
e-wellbeing.co.uk



For help with eating disorders: **Beat**
beateatingdisorders.org.uk



For young people and families: **YOUNG MINDS**
youngminds.org.uk



IN CASE OF EMERGENCY:

Call 111 or 999, or go to your nearest A&E



e-wellbeing
POWERED BY
YMCA Downlink Group

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 to encourage all of our students to feel safe and cared for whilst at school.

When students start they 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.

The Form Tutors and Head of Year are there 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 who manages transition from year 6 to year 7.



Additionally we have a Curriculum Support Team to 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

**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.**

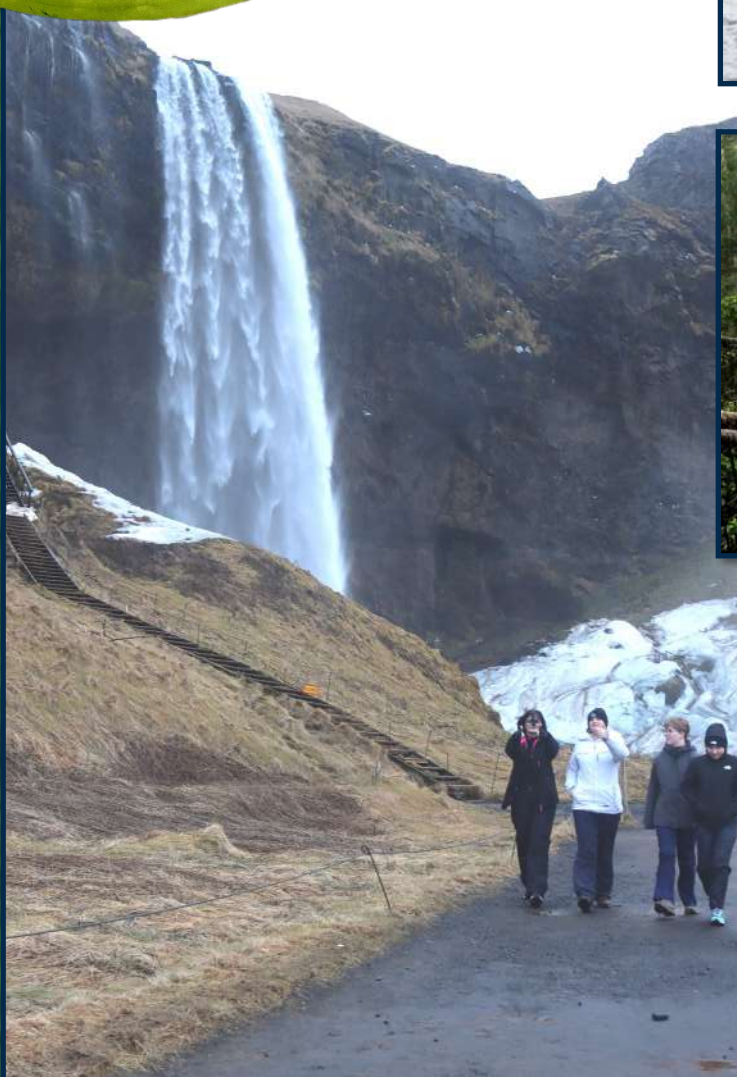
Trips and Visits

We offer a wide range of opportunities for students to take part in school trips. These range from day trips to residential trips in the UK and abroad.

We believe that these experiences broaden our Davison community, enhance our understanding of the curriculum, develop interpersonal skills and improve our understanding of the world we live in.



We operate as a 'cashless' school and all school trips, resources, tickets and events are offered through WisePay, please see page 22.



Improving Links with Home

At Davison, we use several systems of communication.

We encourage parents and carers to keep us informed of any changes to personal data or medical information and it is essential that you let us know if your child is absent.

FROG



Frog is an online platform through which Teachers set homework and assignments.

Students can also access subject resources and check on progress, attendance and behaviour, attitude to learning indicators and any exam results.

You can access the 'My Frog' app from the Apple app store or Google Play, or via the internet <https://frog.davisonhigh.school>.

When students start they are issued with a Network username and password.

Parents will also be given a Frog account and will, through the parent dashboard, be able to access:

- Your daughter's homework
- Your daughter's progress and ATL's (Attitude to Learning)
- Learning resources your daughter can use in each subject

The 'Timeline' tab gives details of homework set – green coding showing task completed.

The left-hand column shows a list of subjects. This list will grow as the year progresses and more of the subjects set tasks. Clicking on a subject opens the data window for that subject.

Progress can be quickly checked by viewing the KPI panel. **Key Performance Indicators** are statements that, in simple terms, identify the building blocks of learning for a particular subject. Most subjects have 6 to 8 KPIs each year. While students are working towards evidencing the required skills/ completing tasks, these show as amber. Once a KPI has been achieved, those sections turn green. As the year progresses more KPIs should therefore turn green.

Towards the end of the year, when some students may have shown a deeper than required understanding of a skill or topic, some KPIs may turn blue – showing the student has exceeded standard expectations.

You can also access the 'Learning Locker' which is full of subject resources. A video guide to the FROG parent platform is available on our website – under '6 weeks in'.



Attendance



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

There is a legal requirement for children to receive a suitable education. The local authority has a responsibility to provide that opportunity, and where a child is on roll at a school, parents/ carers have a responsibility to ensure their child attends whenever possible.

There is an expectation that students should attend school for a minimum of 95% of the available schooling sessions. There is strong evidence to suggest that where attendance falls below this level, a child is likely to struggle to catch-up academically and socially.

Attendance is monitored regularly and extended periods of unauthorised absence (absence which is not avoidable is recorded as unauthorised) can result in fixed-penalty fines or legal action being taken by the local authority.

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.



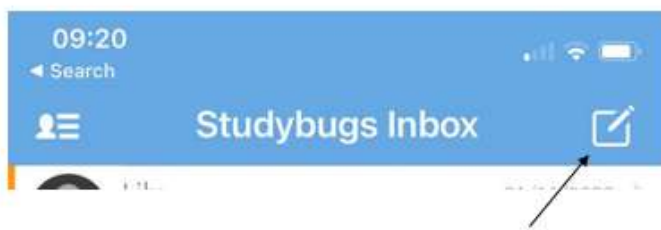
School starts at 8.40am. In the event of late arrival, after 9am, students should sign in at Student Services before attending their classes. They may have to make up time if they are late for school.

Absences not previously reported or agreed will be followed up via email or telephone call by our pastoral team after registration has closed.

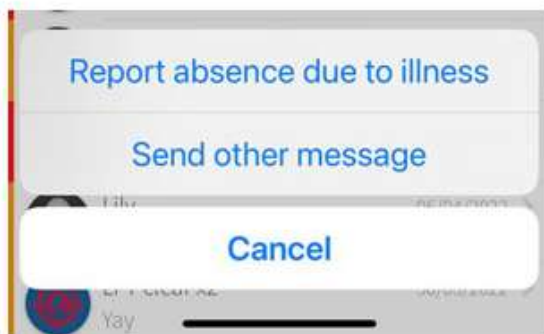
Reporting Appointments on the Studybugs app

**Please ensure you are using the same email address that is registered with the school*

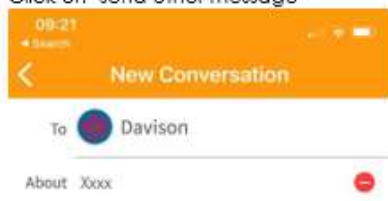
iPhone



1. On your Studybugs Inbox- click the button on the top right-hand corner

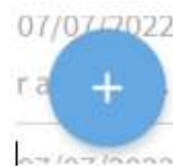


2. Click on 'send other message'

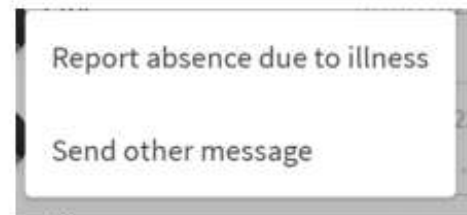


3. Enter your subject and message and press the blue button to send

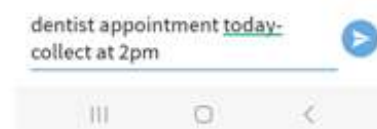
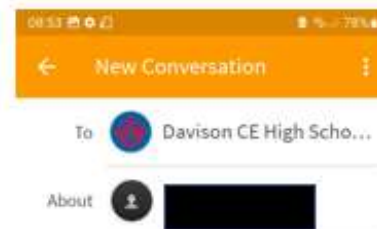
Android/Google



1. On your Studybugs Inbox- click the blue plus button in the bottom right-hand corner



2. Click on 'send other message'



3. Ensure the correct school and child are selected, type your message, and press the blue button to send

Absence for other reasons should be requested, in advance, using our Request for [Absence form](#) – available from our website or reception. This will be considered by the Head Teacher and the form will be returned home via the student. Absence will not be authorised for holidays/ family trips etc.

Pupils are only in school for 190 days each year

There are 175 other days for holidays and other activities

The government considers attendance unacceptable below 95%.

How to use this form:

- Use for all absence other than sickness.
- Return to the school 4 weeks before the date of requested absence, if possible.
- Use a separate form for each child and each absence.

Request for Absence in School Time	
<p>Pupils are only in school for 190 days each year There are 175 other days for holidays and other activities The government considers attendance unacceptable below 95%. A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%.</p>	
How to use this form:	
<ul style="list-style-type: none"> • Use for all absence other than sickness. • Return to the school 4 weeks before the date of requested absence, if possible. • Use a separate form for each child and each absence. 	
Guidance:	
<p>A) <input type="checkbox"/> There is no entitlement to take a child out of school for a family holiday. A Fixed Penalty Notice may be issued if Pupils are taken on an unauthorised holiday.</p> <p>B) <input type="checkbox"/> Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are 'exceptional'. 'Exceptional' is likely to be rare, significant, unavoidable and short. The law states that parents must ensure their children regularly attend school to receive their education. The Headteacher can only authorise absence in exceptional circumstances. Whether the absence is exceptional is at the Headteacher's discretion.</p> <p>C) <input type="checkbox"/> In relation to 'unavoidable' absence, the Headteacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.</p> <p>D) <input type="checkbox"/> If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.</p> <p>E) <input type="checkbox"/> No request in the Autumn Term will be authorised if the child's attendance in the previous academic year was less than 95%. Requests in the Spring and Summer Terms will not be authorised if your daughter's attendance in the current year could not reach 95% by July due to the requested absence.</p> <p>F) <input type="checkbox"/> See Parent Guide to School Attendance and Absence Policy on school website for further information.</p>	
Parent/Guardian to complete this section:	
Name of child:	Form:
Is this the 1 st request for absence this academic year?	Yes / No
Dates requested:	Number of school days requested:
Why is this absence exceptional? (continue on a separate sheet if necessary)	

Name of person making request & relationship with child:			
Declaration I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.			
Signed:		Dated:	
School Office to complete this section:			
Previous Years' Attendance:	Blue	More than 98.3%	Outstanding
%	Green	98.2 - 95%	Good
Current Attendance:	Amber	94.9% - 90%	Requires Improvement
%	Red	Below 90%	Cause for concern
Headteacher to complete this section:			
Your request is approved and the absence as set out above is duly authorised.	The code placed in the register will be:	Educated Off Site	B
		Religious Observance	R
		Educational Visit or Trip	V
		Other Authorised Circumstances (includes public performances - Licence required)	C
		Family Holiday NOT agreed	G
		Approved Sporting Activity	P
Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:			
<input type="checkbox"/> I am really sorry but I cannot authorise term-time absence for holidays.			
<input type="checkbox"/> This absence request will, if taken, will be forwarded to WSCC for consideration of fixed-penalty.			
<input type="checkbox"/> Please forward documentation to show participation/travel arrangements/appointments etc.			
<input type="checkbox"/> Please refer to the guidance section. The box(es) ticked will outline why the request was declined.			
<div style="border: 1px solid black; height: 40px;"></div>			
Signed: (Headteacher)		Dated:	

Department for Education research shows that nationally students who attend regularly are not only much more likely to pass 5 or more GCSEs, but are also far more likely to score higher grades. There is a direct correlation between longer periods of school absence and lower achievement.

Examples of Rewards at Davison School



There are lots of positive rewarding opportunities happening throughout the school ... making achieving cool!

Through an updated, consistent, clear and fair system, which avoids duplication, we recognise and reward even more deserving students. Some of the ways we will celebrate success at Davison are:



- ◆ Verbal praise
- ◆ Written praise
- ◆ Postcards
- ◆ Positive point 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



Medical



As part of the admissions process, you are asked to complete details of any medical conditions relating to your child.

It is imperative that we are kept up to date with any changes.

If your child has a medical condition, please contact Student Services to discuss and agree an appropriate health care plan.

We are able to administer certain non-prescribed medicines, if your child develops relevant symptoms during the day (including on school trips), **subject to you having previously given consent**. These will be given only between 12noon and 2pm and you will be informed by email when medication has been administered.

- Paracetamol—Standard paracetamol in soluble or tablet form for the relief of pain.
Dosage: Children 16 years and over : 1-2 tablets (500mg—1g) every 4-6 hrs.
Children 10-15 years: 1 tablet (500mg) every 4-6 hrs.
- Ibuprofen—Standard Ibuprofen will only be administered in tablet form to students age 12 and over for period pain, migraine and muscle/skeletal disorders such as joint sprains, involving inflammation.
- Ibuprofen will not be administered to students diagnosed with asthma unless we have written consent from a medical professional.
- Ibuprofen will not be administered by school staff at all during the school day if it has been administered to the student at home before school.
- Anti-histamine (non-drowsy) - For mild allergic reactions (i.e. skin rash). The student must be monitored for signs of further allergic reaction. The school will not administer antihistamine as a precautionary measure (e.g. hay fever).
- Only one dose of any of the above medications will be administered during the school day (age recommended dose).

If your child is taking prescribed medication which you may wish us to administer during the school day you will need to speak to Student Services and complete the relevant medication specific paperwork and consent forms.

The school are unable to administer medication to your child unless you complete and sign this form:



This form is available to [download](#) from our website, Please return the form once completed to Student Services. All medication needs to be in its prescribed box with the pharmacy label attached and patient information leaflet inside as per WSCC guidelines.

FORM 3 – DAVISON C E HIGH SCHOOL FOR GIRLS

Parental agreement for school to administer medicine.

The school are unable to administer medication to your child unless you complete and sign this form:

Please return the form once completed to Student Services*.

NOTE: All medication needs to be in its prescribed box with pharmacy label attached and patient information leaflet inside as per WSCC guidelines.

DATE: _____

CHILD'S NAME: _____

DATE OF BIRTH: _____

CLASS/FORM: _____

MEDICAL CONDITION/ILLNESS: _____

NAME & STRENGTH OF MEDICINE: _____

EXPIRY DATE: _____

DOSAGE & METHOD: _____

WHEN TO BE GIVEN: _____

SPECIAL PRECAUTIONS/INSTRUCTION: _____

ANY OTHER INSTRUCTIONS: _____

SELF ADMINISTRATION YES / NO [PLEASE DELETE AS APPROPRIATE]

NUMBER / QUANTITY OF TABLETS
TO BE GIVEN IN SCHOOL _____

DATE FOR REVIEW
[TO BE INITIATED BY MEMBER OF STAFF] _____

PARENT/CARER CONTACT DETAILS

NAME _____

ADDRESS _____

DAYTIME CONTACT NUMBER _____

RELATIONSHIP TO CHILD _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with the school policy. I will inform the school immediately in writing if there is any change in dosage or frequency of the medication or if the medicine is stopped.

PARENT/CARER SIGNATURE _____

PRINT NAME _____

*If more than one medicine is to be given a separate form should be completed for each one

**Pupils should not bring any medication to school for self-administration.
This excludes Asthma Inhalers and Auto-Injectors.**

Online Safety

Some parents feel confused by the internet, it's constantly changing and it can be hard to keep up with the latest apps and trends. It can be particularly tricky for parents of children aged 8-12. That's the age when children start doing more online, becoming more independent and using different devices.

Smartphones are amazing resources. They help us stay in touch with each other but they can have their downsides. Cyber-bullying through social media can be a big problem for people of all ages.

Be aware of what apps and websites your daughter is using, and spend some time understanding any that you aren't already aware of.

Visit the Wellbeing section of our website to find a selection of self-help tools and resources <https://www.davison.w-sussex.sch.uk/school-life/wellbeing/>

You will find useful links and updates for parents regarding online safety.

What parents can do.....



- **Check out the apps and sites they're using.** You know your child best, so check that the websites, social networks and games they're using are suitable for them. You can also find out more at **net-aware.org.uk**
- **Talk about age ratings.** Online games, movies and some websites will have an age rating or minimum age to sign up. **Age limits are there to keep children safe.** So you shouldn't feel pressured into letting your child sign up or use websites that you feel they're too young for even if there's peer group pressure to play games and use websites and apps with older ratings.
- **Set up parental controls.** These can help you filter or restrict content on your home Wi-Fi, as well as phones, tablets and games consoles. To find out more visit **internetmatters.org** You can also set filters on search engines or use websites' privacy settings to prevent children seeing unsuitable content or advertising. **Make sure they know how to use these tools to report abuse.**

Have an agreement with your child about checking their device usage, whether this is their smartphone, tablet or laptop. This doesn't have to be every day; you don't want this to be intrusive, but more a sense-check of what sites they're visiting and who they're communicating with. It is our strong recommendation, based on experience of dealing with issues, that students do not have access to their phones after bedtime.

A balanced approach will maintain trust, and you'll be keeping them safe whilst respecting their privacy.



Bullying

In school there are lots of people your daughter can talk to including her Tutor, Head of Year 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 your child feels they are being bullied or tells you about something that you consider to be bullying, contact the school for a confidential conversation to discuss this.

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

Our students generally enjoy really positive relationships with each other and are eager to bring things to a resolution when things go wrong ... as they will at times with young people. It is hard to say exactly how we deal with each case, because no two cases are the same.

Girls on Board

One of the most challenging things about moving to a secondary school for many young people is managing friendships. Some will join us with a secure friendship group, whilst others may be looking to make new friends.



As a school we use the 'Girls on Board' Approach to support our students to manage the often choppy waters of friendship. Girls on Board is an approach which helps girls, their parents and their teachers to understand the complexities and dynamics of girl friendships. The language, methods and ideas empower girls to solve their own friendship problems and recognises that they are usually the only ones who can. At the centre of the approach is an understanding that having a friend at school is of crucial importance to young people and that a girl without a friend to rely on can feel lost and sometimes very sad. Through the approach, young people are taught to acknowledge the value of friendship and develop empathy for those who may be experiencing insecurities around friendships.

All of year seven will have an initial workshop delivered through their PSHE (Personal, social, health and economic education) lessons which explores the core elements of the approach. The approach is then used by trained staff if students experience friendship turbulence in the future.

Carers/parents will be sent a handbook designed by Girls on Board which offers advice for supporting your child when they experience difficulties within their friendships.



Mobile Phone Use

Many of our students have a mobile phone, they are a useful resource to allow you to keep in touch with your daughter.

Could we please request that:

- You make your child aware of the school [Mobile phone/devices policy](#)
- Phones/devices must be turned off and in bags during lessons, colourtime, assemblies and DEAR. They **MUST NOT** be used in the corridors or classroom unless students have permission from a member of staff. Colleagues are requested to confiscate phones seen in corridors or classrooms without permission.
- 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.
- Your daughter should inform their teacher if they are feeling unwell and a member of the medical team will see them. Students are requested not to call home; any student who bypasses this process and is collected without being seen by the medical team will have their absence recorded as unauthorised.



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

Failure to follow school policies can result in a student being removed from lessons until the correct behaviour is re-established.



What your daughter 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
- Energy drinks



A copy of the Parent Home/School Agreement

Parents and students are requested to sign an online home/school agreement and we thank you for that.

A copy of the agreement is displayed below.

PARENTS/CARERS

As a parent/carer of a student at Davison CE High School I/we will aim to:

- o Ensure that my/our daughter attends school regularly in the correct school uniform; is on time and has the right equipment for the day**
- o Inform the school about any absence or problems that might affect my/our daughter's work or behaviour**
- o Respond promptly to school communications**
- o Take an interest in my/our daughter's learning, ensuring the completion of any homework**
- o Support the school's policies and guidelines for discipline, behaviour and sanctions. Please refer to the Behaviour Policy on the school website**
- o Attend consultation meetings as appropriate**
- o Become involved in the life of the school**
- o Allow the school to conduct investigations into concerns without pre-judgement**
- o Communicate in a way which shows a partnership rooted in mutual respect (this includes respectful use of social media)**

I/we have read and understand the rules of the school relating to uniform, attendance and behaviour as set out in my/our daughter's information booklet.



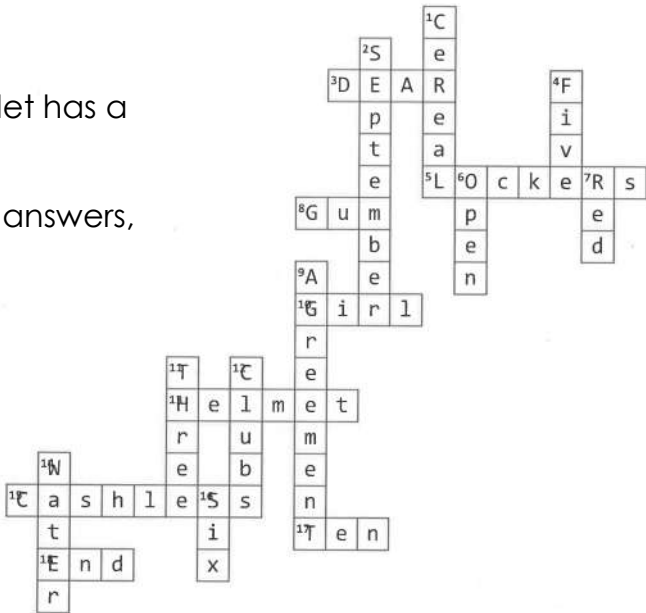
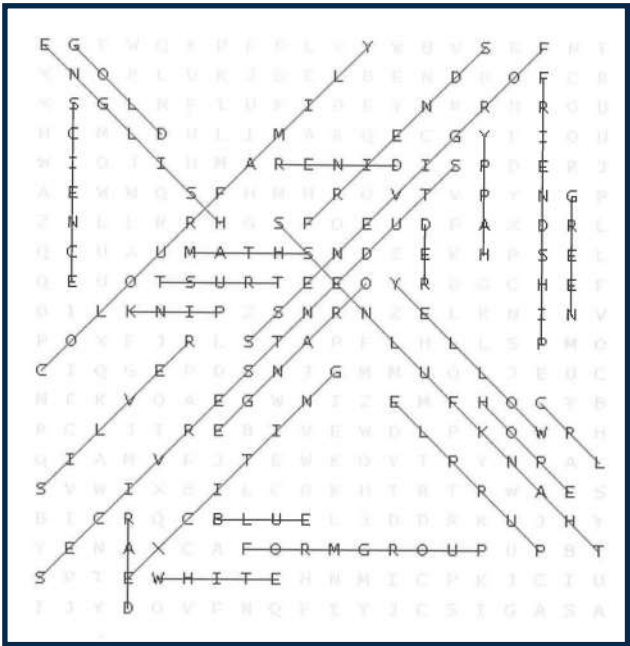
Student Crossword Answers

Your daughter's Davison Information (red) Booklet has a crossword and a word search included within it,

If she needs any support from you, here are the answers, (Shhhhhh)!



Student Word Search Answers



Are you keen to make a long-lasting difference to our school community?

Do you enjoy organising and attending events?

Are you brimming with ideas of ways we can raise funds to enrich our students' education, school facilities and resources?

If the answer is "yes", then we would be delighted if you would consider becoming part of our FODS (Friends of Davison School) Parent Teacher Association.

Established in 1991, the FODS are a friendly team of parents, carers, friends and staff volunteers who give their time, energy and goodwill to organise and promote fabulous fundraising activities throughout the school year, including quiz nights, year group socials, raffles and more.

FODS, a registered charity, has raised thousands of pounds over the years to support our students and staff. We have been able to purchase:

- ♦ Microscopes for science
- ♦ Minibuses
- ♦ A long jump pit
- ♦ Equipment for our media, art and food departments
- ♦ Apple Macs and visual equipment



FODS are an integral part of our school community and we hugely value their enthusiasm, commitment and support.

Kirsty Chamberland, our Community and Marketing Manager, and the FODS would love to hear from you if you are interested in joining the team, or would like more information.

Please email fods@davisonhigh.school

<https://www.davison.w-sussex.sch.uk/community/the-friends-of-davison/>

The Friends of Davison School – FODS have joined easyfundraising!



Did you know, whenever you buy anything online, from your weekly shop to car insurance, fashion items to homeware, take-aways to birthday gifts, booking travel and holidays or even switching energy provider, you could be raising free donations for our school, without costing you a penny extra!

When shopping online through easyfundraising, you will find over 4,000 shops and retailers to choose from, including brands such as Argos, Nike, Asos, John Lewis, M&S, Trainline, Curry's, Microsoft Store, Just Eat, Waitrose, Direct Line, Sky and Booking.com

What a fantastic way to raise money for our school!



Find us ...

Davison CE High School for Girls

Selborne Road

Worthing

West Sussex

BN11 2JX

School phones operate from

8.30am until 3.45pm.

Reception closes at 4pm each day.

**For all general enquiries please contact
our Reception team on**

01903 233835

Or

**Email stating your daughters name,
year and colour group**

to info@davisonhigh.school



www.davison.w-sussex.sch.uk