



SCHOOL HANDBOOK

2025 – 2026

INFORMATION FOR PUPILS



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Dear new pupil

I am writing to introduce myself as the Headteacher of your new school and to say how much we are looking forward to you joining Reepham High School & College.

Please read this handbook carefully; it contains a lot of important information about your new school. A handbook is also available on our website for your parents which you should look at. It would be a good idea for you and your parents to sit down and read the handbooks together and discuss them. Of course, you won't remember everything – no one will. The handbooks will give you a flavour of the school now and you will want to refer to them later, so keep them safe.

The staff will help you settle in; you will find them all kind and helpful. The older children will help you too because they all remember their first day clearly and they needed help then. At the moment you will probably be slightly nervous; this is normal and all your friends will be feeling the same. You are taking an important step and, although it might seem hard now, you will soon realise that secondary school is hard work but fun. You will have more opportunities than ever before so make the most of them. **I am sure you will come to the school with the right attitude: to do your best.** If you have any questions then your form tutor will be happy to answer them.

Enjoy your **Induction Evening** and **Induction Day**. I look forward to meeting you in **September**. In the meantime, have a very happy summer holiday.

With best wishes for your time in Reepham.

Jonathan Croucher
Head of School



Senior Leaders



Jonathan Croucher
Head of School



Sarah Steele
College Director



Nicola Lovett
Deputy Head of School
Pastoral and Safeguarding



Helen McGuinness
Deputy Head of School
Curriculum

THE FIRST DAY AT SCHOOL

When you arrive at school on the first day in September, you will go to the assembly hall and be welcomed by the Head of School. When they have spoken to you, your form tutor will take you to your new tutor room and explain what will be happening during the day. You will be given a school planner and your own personal timetable sheet. You will also have the chance to join in tutor activities which will help you to get to know your new classmates.

As it is your first day, you will be able to go to lunch early. Your teacher will take you to the dining hall and help you.

At the end of lunch you go back to the main hall and your Year 8 buddies will take you to your Tutor for Registration and tutor time. At the end of the afternoon staff and pupils will take you to the buses and make sure you find the one you need. Don't worry, the buses won't leave until everyone is safely on board!

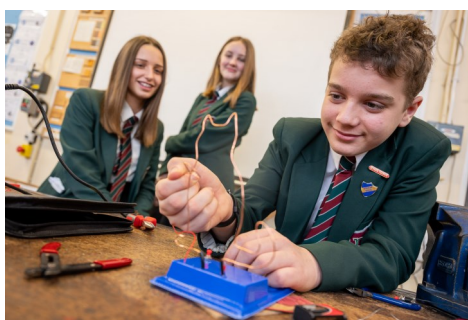
Your first day is really important and we know you will probably be feeling nervous and possibly anxious. We will do all we can to make it as problem free as possible. We will continue to do so for the first few weeks by helping you to cope with all the new experiences you will have. Your personal, social and health education (PSHE) lessons will help you find the best ways to deal with things such as homework, following instructions, and coping with new situations.

Just remember that we will all help you with any problem you may have, but do remember to tell us if something is difficult for you.

ATTENDANCE

Coming to school every day is important. Poor attendance will make it very difficult to do well in school.

98 - 100%	Excellent attendance, progress maximised.
95 - 97%	Progress will start to be affected.
Below 95%	Under achievement inevitable.



FORM TUTOR

Please remember that your form tutor will help you with any problems you may have. During the time you have with your form tutor you will be able to talk about various items such as homework and other topics, many of which are mentioned in this booklet.

CODE OF CONDUCT

This policy is under review. We will inform you once it is available.

The Code of Conduct is designed to make the school a productive and rewarding place for all those who choose to work here.

“As a pupil at our school I will.....

- ... do my best in class and with my homework
- ... always behave myself
- ... do as I am asked by my teacher
- ... allow others to work undisturbed
- ... be respectful of the views of others
- ... wear correct uniform at all times
- ... walk on the correct side of the corridors and staircases
- ... keep the school tidy”

“If I am positive and do as requested I can expect to be praised and rewarded.”

“If I am disruptive in any way I must accept the consequences.”

OUR AIMS

All pupils are entitled to

- ♦ A teaching and learning experience which allows them to achieve the highest possible standards.
- ♦ The opportunity to develop the skills necessary for life.
- ♦ Be supported by the school, parents and community in partnership.
- ♦ A school environment which is stimulating and enjoyable.
- ♦ Be valued and treated with respect.
- ♦ A school which is orderly, tolerant, fair and caring.
- ♦ Equal opportunities to the services the school provides.

EQUIPMENT CHECKLIST

You will need to bring equipment in to school each day, please use the list below as a checklist:

Any extra equipment needed for technology, PE, art etc	<input type="checkbox"/>
Completed homework when required	<input type="checkbox"/>
Pens - if you forget to bring your pen we have a pen vending station located in the canteen at a cost of 10p per pen.	<input type="checkbox"/>
Pencils	<input type="checkbox"/>
Pencil sharpener	<input type="checkbox"/>
Eraser	<input type="checkbox"/>
Ruler	<input type="checkbox"/>
Scientific calculator	<input type="checkbox"/>
Basic geometry set	<input type="checkbox"/>
Dictionary	<input type="checkbox"/>
Reading book	<input type="checkbox"/>
Reusable water bottle	<input type="checkbox"/>
Packed lunch or Arbor credit for the cashless canteen	<input type="checkbox"/>



T I M E T A B L E

This timetable is just an example. You will be given your own timetable by your form tutor when you arrive at school on Wednesday 3rd September 2025.

Subject	Teaching group		Teacher code	Room code		
	P1 (08:45-09:50)	P2 (09:50-10:50)	P3 (11:10-12:10)	P4 (12:10-13:10)	PM (14:00-14:25)	P5 (14:25-15:25)
Monday A	Music (Gen): Year 7: 7GR1/Mu MU1 DFS Music Group GR1/Mu	Spanish (Gen): Year 7: 7R3/Sp EN1 MTE	Mathematics (Gen): Year 7: 7R1/Ma MA4 LCB LCB = Miss Colebrook	English (Gen): Year 7: 7R3/En EN7 GWM EN7 = English Room 7	Registration: Year 7: 7/FLS MA2 FLS	Religious Education (Gen): Year 7: 7GR1/Re HU1 LRD
Tuesday A	English (Gen): Year 7: 7R3/En EN7 GWM	Science (Gen): Year 7: 7R3/Sc SC1 MBE	History (Gen): Year 7: 7GR1/Hi HU3 NCL	Mathematics (Gen): Year 7: 7R1/Ma MA4 LCB	Registration: Year 7: 7/FLS MA2 FLS	Art (Gen): Year 7: 7GR1/Ar AR2 LMY
Wednesday A	Mathematics (Gen): Year 7: 7R1/Ma MA5 RMX	Physical Education (Gen): Year 7: 7RB/Pe1 Sports Hall JEA , CMN	English (Gen): Year 7: 7R3/En EN7 GWM	Science (Gen): Year 7: 7R3/Sc SC7 BDL	Registration: Year 7: 7/FLS MA2 FLS	History (Gen): Year 7: 7GR1/Hi HU3 NCL
Thursday A	Technology (Gen): Year 7: 7R1/ Te TE1 CGR	Technology (Gen): Year 7: 7R1/ Te TE1 CGR	English (Gen): Year 7: 7R3/En EN7 GWM	Physical Education (Gen): Year 7: 7RB/Pe1 PE3 CMN , JMS	Registration: Year 7: 7/FLS MA2 FLS	Art (Gen): Year 7: 7GR1/Ar AR1 LMY
Friday A	Religious Education (Gen): Year 7: 7GR1/Re HU1 LRD	Personal and Social Educ (Gen): Year 7: 7GR1/Ps HU1 LRD	Geography (Gen): Year 7: 7GR1/Ge EN4 JHL	Computer Science (Gen): Year 7: 7GR1/Cs CS2 JTP	Registration: Year 7: 7/FLS MA2 FLS	Spanish (Gen): Year 7: 7R3/Sp EN3 VCR

	P1 (08:45-09:50)	P2 (09:50-10:50)	P3 (11:10-12:10)	P4 (12:10-13:10)	PM (14:00-14:25)	P5 (14:25-15:25)
Monday B	Geography (Gen): Year 7: 7GR1/Ge MA4 LHN	Music (Gen): Year 7: 7GR1/Mu MU1 DFS	Mathematics (Gen): Year 7: 7R1/Ma MA4 LCB	Science (Gen): Year 7: 7R3/Sc SC7 BDL	Registration: Year 7: 7/FLS MA2 FLS	Physical Education (Gen): Year 7: 7RB/Pe1 PE3 JEA
Tuesday B	English (Gen): Year 7: 7R3/En EN7 GWM	Art (Gen): Year 7: 7GR1/Ar AR1 LMY	French (Gen): Year 7: 7R3/Fr EN2 DKB	Mathematics (Gen): Year 7: 7R1/Ma MA4 LCB	Registration: Year 7: 7/FLS MA2 FLS	Science (Gen): Year 7: 7R3/Sc SC1 MBE
Wednesday B	French (Gen): Year 7: 7R3/Fr EN1 DKB	Science (Gen): Year 7: 7R3/Sc SC7 BDL	English (Gen): Year 7: 7R3/En EN7 GWM	Mathematics (Gen): Year 7: 7R1/Ma MA5 RMX	Registration: Year 7: 7/FLS MA2 FLS	History (Gen): Year 7: 7GR1/Hi HU3 NCL
Thursday B	Technology (Gen): Year 7: 7R1/ Te TE1 CGR	Technology (Gen): Year 7: 7R1/ Te TE1 CGR	Mathematics (Gen): Year 7: 7R1/Ma MA4 LCB	Physical Education (Gen): Year 7: 7RB/Pe1 PE3 CMN , JMS	Registration: Year 7: 7/FLS MA2 FLS	French (Gen): Year 7: 7R3/Fr LA2 DKB
Friday B	Science (Gen): Year 7: 7R3/Sc SC1 MBE	English (Gen): Year 7: 7R3/En EN7 GWM	Computer Science (Gen): Year 7: 7GR1/Cs CS2 JTP	Geography (Gen): Year 7: 7GR1/Ge HU4 JHL	Registration: Year 7: 7/FLS MA2 FLS	Spanish (Gen): Year 7: 7R3/Sp LA4 MTE

SCHOOL SUBJECTS

You will have lessons each week in the following subjects.

ART



Throughout Year 7 you will have the opportunity to draw, record and make using a wide range of different media, processes, and techniques. The emphasis will be on building confidence and refining drawing skills as well as exploring the visual element. You will be able to experiment with a range of mixed media processes and build up a strong understanding of colour theory. As well as developing practical skills you will have the opportunity to study the work of other artists, designers and craftspeople, comment on their work and how they have influenced your own work. As the year develops, we will also look at the importance of the sketchbook and teach you how to present your work for assessment.

COMPUTER SCIENCE

Computer Science is more than just using computers. We help you to understand how to use problem solving skills to become independent learners. You will have the opportunity to create computer programs, learn how computers and the internet works and dive into topics that will support you to be responsible, competent, confident, and creative users of information and communication technology.



ENGLISH

You will have the opportunity to develop your writing in a range of styles and forms and will study a range of stories, plays, poems and non-fiction. Expressing ideas and opinions is important so there will be lots of opportunities to talk about different topics. We like everyone to take an active part in lessons.

GEOGRAPHY



Get ready to explore the world around you! In Geography at Reepham High, you'll dive into exciting topics like tectonic hazards, ecosystems, globalisation, and development- discovering how people and nature shape our planet. You'll also explore stunning landscapes, investigate real-world case studies, and learn how different countries are connected. Along the way, you'll develop key skills like critical thinking, map reading, and data analysis helping you become a successful and informed citizen in our ever-changing world. Whether it's understanding earthquakes, rainforest survival, or the future of our cities, Geography will open your eyes to the world in new and exciting ways!

HISTORY

In History at RHSC we follow a chronological timeline of Earth's most important historical events. In year 7, we start the earliest part of our timeline studying the Norman conquest where battles will commence before moving on to study medieval peasants, and the power of the church through the middle ages. You will also develop important





MATHEMATICS

Can you do lots of sums in your head? Whether the answer is “yes” or “no” – do not worry. We will get you doing lots of them and learn even more about numbers, shapes, tables, graphs and other things – even algebra!

MODERN LANGUAGES

When you start Year 7, you will study either French or Spanish. You will build on any basic French or Spanish acquired in the primary school setting, but no prior knowledge is expected or required.

In your first year, you will focus on using the present tense and learning to express and understand a range of opinions. You will develop your ability to build sentences and paragraphs and will be taught strategies to decode and understand new words and phrases. You will also explore vocabulary in a variety of contexts.

Teachers will introduce you to the culture, geography, and customs of French- or Spanish-speaking countries, using authentic resources where appropriate to enhance your understanding



MUSIC



You will have the opportunity to perform and compose music in a wide range of styles including western classical, pop as well as music from around the world. In addition, you will listen to lots of music within these styles in order for you to develop your understanding of how music is put together. You will also learn how to use a computer to create and write music. There are opportunities to join extra-curricular music clubs, take part in the concerts / school musical and for you to start or continue having instrumental lessons with visiting teachers.

PERSONAL, SOCIAL, HEALTH and EDUCATION

PSHE is all about you and your relationships. In these sessions you will focus' on how you will change and how you cope with change. It is taught through lessons and during tutor time. At first you will look at how to deal with new people and new situations including homework, helping you to build resilience and start to learn the coping strategies needed to become a healthy, happy citizen. You will also look at Growth Mindset including how you learn and how your brain works. Other modules include RSHE (relationships, sex and health education) which includes important issues like consent, safety, healthy living and respectful friendships.



PHYSICAL EDUCATION



Pupils will have the opportunity to take part in a wide range of sports in order to learn skills and techniques which will develop them as a performer. Our aim is to ensure all pupils enjoy physical activity so our lessons have engagement and enjoyment at the heart of all activities. We use a range of fun games and drills, whilst also challenging pupils with tasks that will enhance their leadership, communication and teamwork skills. Through lunchtime and afterschool clubs' pupils will have the opportunity to further their abilities as well as being able to represent the school in the many school teams that we run. Each year pupils also have the chance to represent their tutor group in our inter-tutor competitions that we organise in a variety of sports.

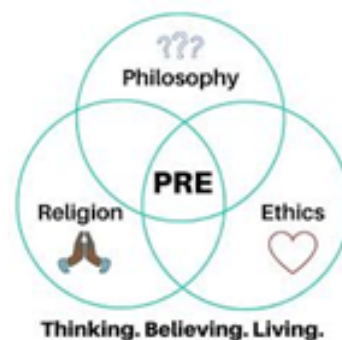


SPECIAL EDUCATIONAL NEEDS DEPARTMENT

A classroom is open to learners before school, at break and lunchtime providing a social area for those who may benefit from a smaller supervised social setting.

PHILOSOPHY, RELIGION AND ETHICS

In Philosophy Religion and Ethics our aim is for you to start to explore your own 'Philosophy for life'. Together we will explore some of the big questions about life. These will include "Does God exist?" "What happens when we die?" "What does it mean to be human?" You will enjoy lots of opportunities to discuss different beliefs from the world religions and develop your empathy skills, helping you to understand and become more aware of beliefs and lifestyles which are different from your own.



SCIENCE

Get ready to be a scientist at high school!

You will be learning how to use scientific equipment as well as test chemicals, investigate organisms and develop a range of measuring skills.



DESIGN & TECHNOLOGY

Design & Technology is all about solving problems in the modern world. Throughout the school year you will spend time in each of the four Technology areas. Your specialist teacher will set a design challenge that encourages you to research, design, plan and make products that could be sold commercially. Working with a range of materials, you will be taught how to use tools and equipment safely and accurately. You will gain an understanding of how the choices designers and engineers make can positively impact the environment and society, creating a better world for each and everyone of us.

SCHOOL CANTEEN

BREAKFAST 8.30am—8.45am

Various hot and cold items are available.



Hot break products include for example; pain au chocolate, raspberry croissant, cinnamon swirl, chocolate twist, bacon rolls, yoghurts and cereal bars.

Hot food at breakfast and break time is £1.20

BREAK TIME 10.50am – 11.10am

You will be able to buy items such as pasta pots, pizzas, sandwiches, baguettes, hot snacks, popcorn, fruit pots and drinks. At morning break and at lunchtime you are expected to go out into the playground with your friends. When the weather is wet you will be allocated a “wet room” to go to.

LUNCHTIME 1.10pm – 2pm

3 week menu per term and changes with the seasons

We have a popular canteen which most pupils use. Here you can buy a selection of food. Each week different groups of pupils go first into lunch and the bell is sounded to tell you when it is your turn to go to the canteen. Your tutor will explain the bell signals for lunchtimes. If you bring sandwiches then you will be able to eat them in the school hall during lunchtime or outside if the weather is nice.

A balanced main meal from the canteen is around £2. Fresh fruit is always available and cold drinks. You can buy a meal deal for £2.40 which includes a main course and a homemade biscuit or flavoured water.

Pupils are advised to bring in a water bottle which they can top up at break and lunchtimes.

Below is a selection of the menu items available (prices may change)

Main meal of the day	£2.00	Fruit pots	£1.00
Hot baguette	£1.85	Fruit	40p
Cold filled baguette	£1.75	Cake	95p
Sandwich	£1.40	Biscuit/Cookie	95p
Filled tortilla wrap	£1.75	Popcorn/	£1.10
Jacket potato—1 filling	£1.60	Lentil chips	£1.25
Jacket potato—2 fillings	£2.00	Milk shake	70p
Pasta pots	£1.00	Water still or fizzy	£1
Chips—1 topping	£1.65	Milk	60p
Chips—2 toppings	£2.00	Large muffin/cookie/donut	£1.15

SUPERVISION

Before school, during break time, lunchtime and after school, teachers are on duty to look after the various areas of the school and supervise the pupils. At lunchtime, teachers are assisted by other adult supervisors who are on duty.

TRAVEL BY SCHOOL BUS

Many pupils travel to and from school by bus. You are expected to observe a high standard of behaviour outside school, especially on school transport. You must carry your **Bus Pass** with you every day. You need to be at your bus stop ten minutes before the departure time as buses can run early as well as late. If your bus is late and you miss registration please make sure you sign in at reception.



If you have any difficulties when travelling on school transport, your parents should contact the School Transport Office at County Hall, Norwich and NOT the school.

MOVING AROUND THE SCHOOL

You will have to change classrooms for most of your lessons – for example, you may have a maths lesson in room MA1 and then an English lesson in room EN2. There is a clearly marked one-way system to reduce crowding in the corridors. You **must not run** along the corridors, or anywhere other than the playing fields or playground.

REEPHAM ACTIVE LISTENING FRIENDS (R.A.L.F.)

RALF is a Year 10 peer mentoring group who are here to help pupils with any problem from homework, to teasing or bus issues. Look out for the RALFers for a chat.

ADVICE ABOUT BULLYING

We have an anti-bullying policy which is available on our website [Reepham High School - Our Policies](#)

MONEY AND VALUABLES

Please **DO NOT** bring to school more money than you need each day. Any money should be kept in a purse and carried with you all the time. **DO NOT** bring valuable things to school unless you have some specific reason required by your parents or teachers. At PE lessons you may hand watches, money and other valuables to the teacher for safe keeping. Bicycles must be secured with a lock in the bicycle sheds. All your clothing and personal possessions need to be clearly marked with your name.

LUNCHTIME & AFTER SCHOOL ACTIVITIES & CLUBS

During these times there are usually various activities you can join in, which are organised by the teachers such as games club, basketball, various music activities and the allotment project. In September you will receive a booklet telling you about everything that is on offer.



LIBRARY

The library offers a wide range of fiction and non-fiction books for you to borrow and PCs which you can use at break and lunchtime.



LOST PROPERTY

- **If found, please hand it in at the reception**
- If an item is lost, please come to Reception and ask if it has been handed in
- Lost PE kit may be found in Reception or the PE department.

ILLNESS AND ACCIDENTS



If you do not feel well at any time or have an accident, speak to your teachers or the teacher on duty who will advise you on what to do. If it is a break-time you can also go to reception in the school foyer and speak to the receptionist who will arrange for you to go to the medical room if necessary. **You must never go to the medical room without permission.** In serious cases, your parents/carers will be contacted.

All medicines must be clearly labelled and a signed authorisation from your parent/carer to be handed into the school office. The staff will dispense as necessary.

MOBILE PHONES

For reasons of safety, you are allowed to bring a mobile phone to school. However, it should not be switched on or seen while you are in the school building. Please note that the school accepts no responsibility for the loss, theft or damage of your mobile phone. Any phone that is seen or heard at anytime during the school day will be confiscated and kept safe until it is collected by the pupil at the end of the day. This will also result in a next day after school detention. **It is strongly advised that you only bring a simple and cheap phone to school.**



LOCKABLE LOCKER HIRE

Lockers are available for you to hire for a period of 5 years. Lockers will need to be shared by two pupils from the same tutor/year group as there are not enough (due to space) for one each. It will cost a non-refundable payment of £15 **per pupil** for five years. Charges cover maintenance, administration and replacement of lockers when needed. In the event of a key being lost a replacement may be bought at a cost of £3.50. Information will be sent out on how to hire lockers.

PHOTOCOPYING AND PRINTING

You will be given a photocopy/print code to allow you to print your work. This will be given to you by signing onto a computer and looking in the file on your desktop with your email information.

FINALLY

We hope you will have found this information interesting and helpful. Remember — if you have any difficulties, do speak to your form tutor, who will do their best to help you.

