



Parents' Handbook

Academic Year 2025 / 2026



SHREWSBURY
HIGH SCHOOL

Part I – Welcome to Shrewsbury High School

Aims and Ethos

Our core pillars - Character, Endeavour and Achievement.

Our core purpose - to build pupils of character and enable them, through their own endeavour to achieve beyond the bounds of expectation.

Our core vision – to provide an education, within an inclusive, caring and purposeful community, that is an exciting journey of discovery for each individual, opening doors to a world of possibilities.

Our values – moral integrity, respect for self and others, compassion, social responsibility and ambition.

Our qualities – confidence, kindness, curiosity, creativity, resilience and courage.

Our promise – to promote happiness, guide discovery, have fun, realise potential and deliver excellence – consistently and reliably – for all our pupils.

MISSION STATEMENT

Our core pillars of **character**, **endeavour** and **achievement** underpin everything that we do.

With a healthy sense of fun and adventure and a commitment to innovative teaching and learning, we aim to bring out the best in each and every pupil, regardless of their starting point or background. We ignite curiosity, foster a love of learning, hone independent study skills and grow an appreciation of what can be achieved through creative thinking, hard work and perseverance.

We seek to instil core values of *moral integrity*, *respect for self and others*, *social responsibility* and *ambition*. We want our pupils to be *compassionate* and value good friendship. The inculcation of these values helps our pupils develop a strong sense of self-worth and a determination to make a difference to the world in which they live.

Working in partnership with parents, we want to build pupils who are confident, kind and curious. By encouraging creativity and building resilience we help our pupils develop skills to solve problems and cope with setbacks so that when they leave the High School our pupils go out into the world seeking to be courageous rather than perfect.

Alongside pursuing excellent exam results it matters to us that our pupils pursue existing passions and discover new ones by taking part in a wide range of enrichment and co-curricular activities which promote physical and mental health, build character and further develop valuable skills for a successful life.

We strive for excellence in all that we do and seek to provide an environment where our pupils can thrive emotionally and academically because they feel safe to take risks. We seek to recruit and retain a talented team of teaching and support staff who place the wellbeing and success of all our pupils at the heart of everything they do.

We are proud to be part of the GDST family of schools and excited by the benefits the GDST network offers all of our pupils. With access to an alumnae network of over 100,000 brilliant women we can remain a small school and truly know every pupil whilst offering them a wealth of experience and support beyond Town Walls.

Shrewsbury High School is committed to the GDST ethos of girls first and we seek to reach as many talented girls as possible by providing bursaries and running an active outreach programme. We value our heritage and are true to our GDST founding principles of helping every girl fulfil her potential and dreams.

| | | |
|------------|--------------------------------|---|
| EMD | Mrs Emma Sutton | Head of Humanities Faculty, Head of History & Politics; Diversion & Inclusion Lead |
| CET | Mrs Claire Tinney | Head of Chemistry; Competitive Universities & Oxbridge Co-ordinator |
| CLT | Mrs Carla Tonks | Head of Religion, Philosophy, Ethics and PSHE |
| JGT | Mrs Jo Tryhorn* | Mathematics |
| KHT | Mrs Katie Turner | Art |
| EVS | Miss Elsa Varas Solana* | Subject Co-ordinator, Spanish |
| JSV | Mrs Julia Viani | Subject Co-ordinator, Design & Food Technology |
| SAV | Miss Sally Vyse | Biology; EPQ Co-ordinator |
| SAW | Ms Susan Watters* | EAL Co-ordinator & International Admissions |
| KEW | Mrs Kate Wilde | Subject Co-ordinator, Business Studies |
| JLW | Mrs Jessica Wills | Music |

JUNIOR SCHOOL TEACHING STAFF AND SUBJECT AREAS

**denotes part-time member of staff*

| | | |
|------------|-----------------------------------|--|
| KEM | Mrs Kate Millichamp | Head of Junior School & Whole School Deputy Head |
| SJB | Mrs Sarah-Jane Blenkinsop* | Lower Key Stage 2 Teacher (maternity leave from 02/06/25) |
| STB | Mr Steven Blenkinsop | Deputy Head of Junior School, subject champion for Maths, JLT |
| CIB | Mr Chris Bunn | Whole School Director of Music, Year 4 Form Teacher |
| GDC | Mr Graham Carter | Year 5 Form Teacher, subject champion for Languages and Culture |
| EJD | Mrs Elspeth Dixon* | Junior School Teacher, Year 4 Form Teacher, subject champion for History |
| RDK | Mr Ryan King | Head of Early Years, Year 2 Form Teacher, subject champion for PSHE/RSE, JLT |
| ELL | Mrs Emma Lock | Junior School SENDCo, Head of Junior Learning Enhancement, Year 6 Form Teacher |
| ZRO | Mrs Zoe Roberts | Reception Teacher, subject champion for Art & Design |
| SOT | Miss Sophie Thompson | Junior School Teacher, Year 3 Form Teacher (Maternity cover to 10th July 2026) |
| RMW | Mrs Rosie Wakeley* | Junior School Teacher, Year 1 Form Teacher, subject champion for Geography |

SUPPORT STAFF

**denotes part-time member of staff*

ADMINISTRATION

Mrs Ceridwen Bailey-Williams*
Miss Davinia Evans*
Mrs Julie Humphreys
Ms Eleanor Lambert*
Vacancy

Data Manager
Office Manager
Head's PA
Examinations Officer
Office Administrator

FINANCE & OPERATIONS

Mrs Sally Edwards
Mrs Fiona Fox
Mrs Sue Francis

Finance and Operations Manager
Director of Finance and Operations, SLT
Finance and Operations Assistant

ICT

Mr Martin Amos
Mr Lee Hodgkinson

ICT Senior Technician
ICT Operations Manager

KITCHEN

Mrs Karen Bennett*
Mr Peter Duckett
Mrs Mary Evans*
Mrs Clair Farrington*
Mrs Jeanette Furber*
Mrs Debbie Little*
Mrs Julia Roberts*
Mrs Kate Vaughan*

Chef Supervisor
Catering & Domestic Services Manager
Kitchen Assistant
Kitchen Assistant
Kitchen Assistant
Kitchen Assistant
Kitchen Assistant
Kitchen Assistant

LIBRARY

Ms Victoria Maw*

Librarian

MARKETING/ADMISSIONS

Mrs Sarah Seward
Mrs Joanna Jepson

Marketing and Admissions Assistant
Director of Marketing, Admissions and Communications, SLT

MEDICAL

Mrs Susan Livesey*

School Nurse

COUNSELLORS

Mrs Ludoana Barros*
Mrs Elizabeth Pierce*

FACILITIES

Mr James Gorman
Mr Nick Jones
Mr Lee Malik-Mansell
Mr Ian Phillips

Out of Hours Lettings Caretaker
Head of Operations
Senior School Caretaker
Maintenance Technician

SCHOOL BUS DRIVERS

Mr John Bulmer*

School Bus Driver

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|---------------------------|---|
| Mr Trevor Crook* | School Bus Driver |
| Miss Jen Evans* | School Bus Driver |
| Mr John Halliday* | School Bus Driver (Relief) |
| Mr Craig Holmes* | School Bus Driver |
| Mr Martin Jenks* | School Bus Driver; Invigilator |
| Mr Ian Kidd* | School Bus Driver |
| Mr Michael Long* | School Bus Driver; Transport & Maintenance |
| Mr David Meredith* | Technician, Invigilator |
| Mr Mark Pragg* | School Bus Driver (Relief) |
| Mr Philip Thomson* | School Bus Driver (Relief) |
| Mr David Wright* | School Bus Driver |
| | School Bus Driver (Relief) |

LANGUAGE, LEARNING & TEACHING ASSISTANTS

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|--------------------------------|---|
| Mrs Adele Brown* | Learning Assistant (Junior School) |
| Mrs Alison Cosford* | Learning Assistant (Junior School) (Covering Maternity leave) |
| Ms Teresa Davies* | Early Years' Learning Assistant (Junior School) |
| Mrs Petra von Dungern* | Language Assistant (German); Invigilator |
| Ms Barbara Fey Arias* | Language Assistant (Spanish) |
| Mrs Felicity Griffiths* | Learning Assistant (Junior School) (Maternity Leave from 07/04/25) |
| Mrs Hélène Herring* | Language Assistant (French) |
| Miss Joanne Lee* | Head of Learning Enhancement and SENDCo |
| Mrs Natalie McBride* | Teaching Assistant (Senior School) |
| Mrs Jane Saxon* | Learning Assistant (Junior School) |

TECHNICIANS

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|----------------------------|--|
| Mr Richard Lefevre* | Senior Science Technician (Chemistry) |
| Mrs Georgie Woods* | Teaching Resources Officer |
| Miss Claire Walton* | Creative Technologies Technician; Invigilator |
| Mrs Anna Wright* | Science Technician |

COACHES/PERIS/INVIGILATORS

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|--------------------------------------|--|
| Miss Louise Adamson | Singing Teacher |
| Mr Reuben Alldridge | Trumpet, Trombone & French Horn Teacher |
| Mr Mark Baigent | Oboe Teacher |
| Mr Terry Barlow | Invigilator |
| Miss Susan Bennett | Invigilator |
| Mr Paul Blackwell | LAMDA |
| Mrs Einir Burrowes | Rowing Coach |
| Mrs Jayne Chelton | Rowing Coach |
| Mrs Sharon Clements | Rowing Coach |
| Mr Simon Cresswell | Acoustic & Electric Guitar Teacher |
| Mrs Jacqui Davies | Invigilator |
| Miss Ainhoa Domingo Villanova | Supply Teacher – MFL |
| Mrs Hannah Gill | Yoga Instructor |
| Mrs Claudia Hamer | Rowing Coach |
| Mr John Hargreaves | Bassoon & Piano Teacher |
| Mrs Julia Hargreaves | |

Mr Jon Harvey
Mrs Laura Hollins
Mrs Clare Howard
Mr Glen Johnson
Mrs Irma Jones
Mr Donny McKenzie
Mrs Jane Magee
Mrs Sarah Martin
Mrs Cat Merrick
Mr Matthew Moore
Mrs Lisa Morris
Miss Catrin Roberts
Mr Anthony Sharples
Mr Jordan Spilsbury
Mr Ian Styles
Mrs Beth Taylor
Mrs Helen Watkinson
Mr James Wilkinson
Mrs Sarah Winstanley

Violin Teacher
Percussion Teacher
Invigilator
Gymnastics Coach, Invigilator
Rowing Coach
Invigilator, Dance Coach
Clarinet Teacher
Piano, Violoncello, Double Bass Teacher
Volunteer (Gardening Club)
Yoga Instructor
Hockey Coach
Freelance Drama Instructor
Flute & Piano Teacher
Invigilator
Dance Coach
Hockey Coach
Invigilator
Rowing Coach
Rowing Coach
Singing Teacher



SHREWSBURY
HIGH SCHOOL

Friends
GIRLS' DAY SCHOOL TRUST

The Friends of Shrewsbury High School

The Friends is a committee made up of enthusiastic and dedicated parents from across the school. Staff, including the Head, also give up their free time to sit on the committee.

The Committee works with the school community to organise events and raise funds throughout the year. Creating opportunities for our parents to meet socially, the Friends of Shrewsbury High School enrich the lives of the pupils and parents at the school.

To join the Friends' Committee, or find out how you can get involved, email:
friendsofshrewsburyhighschool@gmail.com

Expectations, Rights and Responsibilities for students at SHS

At Shrewsbury High School, we believe that good relationships are the key to the development and progress of all of our students.

The Student Council formulated these expectations for all students in our school to follow as a code of conduct below.

Our core values of CHARACTER, ENDEAVOUR and ACHIEVEMENT are central to our code of conduct:

- We all aim to treat other people as we would wish to be treated ourselves
- Every pupil has the right to be safe and happy at school

For students:

- Every student is expected to be kind, inclusive and fair to one another
- Respect one another regardless of personality, sexuality, culture, race, religion or political beliefs
- Be respectful of other people's and school property
- Treat the school site, facilities, and resources with care
- Follow the school uniform code
- Have a positive attitude to learning
- To collaborate, support and work together
- Take responsibility for their learning
- Carry out all tasks and homework to the best of your ability

Bullying, cheating, stealing, dishonesty and discrimination of any kind are serious offences against our code of mutual respect and will not be tolerated. Should this occur, students are encouraged to speak to a member of staff, particularly their form tutor or Head of Stage.

Our staff:

- Treat all students fairly and as individuals, and have high expectations
- Encourage and support every student to achieve their potential
- Be understanding, listen to students and be professional at all times
- Be consistent with rewards and sanctions
- Offer pastoral support as class teachers and as form tutors

When travelling to and from school, and when out of school on a school trip/activity, pupils should aim to treat members of the public as they would wish to be treated themselves and are always ambassadors both for our school and for the GDST.

Above all, we want our school to be a friendly, welcoming, and happy place, where each girl can do her best and become confident about herself and where the staff and pupils feel happy to work.

Our SHS Expectations and the code of conduct will be linked to four areas of school life:

1. Rewards and celebration
2. Classroom discipline
3. Behaviour outside the classroom
4. Bullying and unkindness to others

Rewards and celebration of student success

We all know that students want meaningful recognition for their achievements, and that they are applauded and recognised within our school community. We aim to reward good behaviour informally and to recognise and praise achievements of all different kinds through verbal commendation, assemblies and publications. Rewards at Shrewsbury High School recognise House Points, which are added up for specific rewards in School in addition to certificates and recognition through praise.

House Points are awarded by teachers to recognise any type of achievement deemed worthy of such reward. These achievements may include high test or exam marks, a series of excellent homework pieces, significant progress or improvement, hard work, evidence of background knowledge, an outstanding piece of independent work, a notably good class presentation or debate, or a positive contribution to class discussion. They may also be rewarded for school service, extracurricular participation and achievement or house contribution.

House points will be recorded by teachers in SIMS, and these will be shared with Parents via the SIMS Parent App and be logged as 'Achievements'.

JUNIOR SCHOOL

Recognition of positive behaviour could be through:

- a) Celebratory calls, postcards or emails home
- b) Praise in assemblies, including Celebration Assembly
- c) Referral to JLT or the Head of Juniors for recognition
- d) Star student of the week / half term
- e) Certificates in Celebration Assembly including Headteacher's Awards
- f) School awards for Character, Endeavour and Achievement
- g) House Point rewards
- h) News on SHS social media as recognition, or via School website or newsletters

House Point certificates will be awarded as below:

- Bronze – 25 House Points
- Silver – 50 House Points
- Gold – 100 House Points
- Platinum – 150 House Points
- Head teacher's commendation – 200 House Points

SENIOR SCHOOL

Recognition of positive behaviour could be through:

- a) Celebratory calls, postcards, or emails home
- b) Praise in assemblies
- c) Referral to Head of Department, Head of Stage, SLT or the Headteacher for recognition
- d) Star student of the month

- e) Certificates in House Meetings or full school assemblies
- f) School awards for Character, Endeavour, and Achievement
- g) House Point rewards
- h) News on SHS social media as recognition, or via School website or newsletters

House Point certificates will be awarded as below –

For years 7 to 9:

| | |
|-----------------------------|------------------|
| Bronze | 25 House Points |
| Silver | 50 House Points |
| Gold | 100 House Points |
| Platinum | 150 House Points |
| Head teacher’s Commendation | 200 House Points |

In years 10-13:

| | |
|-----------------------------|------------------|
| Bronze | 15 House Points |
| Silver | 30 House Points |
| Gold | 50 House Points |
| Platinum | 75 House Points |
| Head teacher’s Commendation | 100 House Points |

Behaviour and conduct at SHS

These rules were recommended through pupil consultation.

Classroom discipline

Pupils should always...

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|--|--|
| <ul style="list-style-type: none"> • Be respectful to teachers • Wear correct uniform • Have the correct equipment • Not call out or interrupt others, and respect other students • Arriving at school/lessons with a desire to learn and a good attitude | <ul style="list-style-type: none"> • Be punctual to lessons for a clean start to the class • Respect school facilities • Limit off task chat to social times so that others can learn • Ensure homework is completed |
|--|--|

Behaviour outside the classroom

Pupils should always:

| | |
|---|---|
| <ul style="list-style-type: none"> • No running in corridors • No littering – anywhere on school premises • No phones in corridors • Wear uniform correctly • Use appropriate language | <ul style="list-style-type: none"> ○ Be kind and respect one another ○ Respect all staff ○ Clear away in the dining room / after your lunch ○ No bullying of others ○ No chewing gum in school |
|---|---|

Bullying and unkindness to others

Any incidents of unkindness and lack of respect to others will not be tolerated. From the consultation with students and Heads of Year with Form Captains, Antibullying is also a regular item discussed at School Council. Threats, physical attack, name-calling, mocking, harassment, racism, sexism, cyber-bullying, and all forms of victimisation are not acceptable.

The Anti-Bullying Policy should be read alongside the Behaviour and Good Conduct Policy. All staff will intervene and challenge students if they witness acts of unkindness or harassment.

All incidents should be logged on CPOMS as part of our Safeguarding and Pastoral records, to alert the class teacher/form tutor/Head of Stage/members of JLT, and recording the actions which were taken at the time and will receive specific sanctions (consequences) in line with the Behaviour and Good Conduct Policy. A copy of the school's Anti-Bullying policy can be obtained from the school office or via the school website. In addition, we run the initiative Girls on Board, more information can be found on the school website.

Uniform, make up and jewellery

We expect all students to wear the correct uniform and to have a smart appearance in school. Hair should be of a natural colour, and long hair must be tied back in practical lessons for Health and Safety reasons.

Furthermore, pupils are only allowed one piercing in the lobe of each ear, and only studs should be worn for safety. No rings, necklaces or other jewellery should be worn, except for a watch or those for religious reasons. Scarves should not be worn around school by pupils in Years 7 – 11. We do not permit heavy makeup to be worn in school, but natural makeup which is discreet is acceptable. Students should not have nail varnish, gel or nail extensions. Students should not wear false eyelashes of any kind or extensions/in-fills.

Personal Possessions

All belongings must be clearly marked with the pupil's name. If a pupil loses an item, this should be reported to their class teacher/form tutor. The School takes no responsibility for the loss or breakage of any items of value, which should be locked in lockers (senior girls) during the school day.

In Senior School each pupil can use a small locker, in which personal property and games clothes can be stored for safe keeping. Clothing, sports gear, watches, etc. **must** be clearly marked with the girl's name. Valuables (watches, money etc) **must** be handed to the PE staff during PE and Games. Pupils have use of the bag drop areas across school to temporarily store items throughout the school day. Students must take responsibility for their own items and equipment throughout the school day.

Mobile Phones

Mobile phones **must be switched off during the school day**. If pupils are seen using phones on corridors/in classrooms, staff have the right to confiscate them for collection at the end of the day. On the third confiscation, parents will be asked to collect phones from the school office. Many mobile phones have cameras built into them so please note that pupils are not allowed to take pictures, make videos or sound recordings in school, as this would be in breach of our code of conduct and could cause distress to other students.

We would strongly request that parents do not call students on their mobile phones throughout the school day but contact the senior school office on 01743 494000 or junior school office on 01743 494200.

A copy of the school's Mobile Phone and Smart Tech policy can be requested from the school office.

Exclusion

Pupils may be excluded for a fixed period and/or permanently excluded for breach of school rules or non-payment of fees. Exclusions will be made in accordance with the Trust's published procedure, a copy of which can be obtained from the school office.

Exclusions may apply to the following for example: assault or fighting; bringing alcohol into school; poor attendance that is not the result of illness; repeated bullying; failure to comply with school rules; a result of misconduct, or the non-payment of fees. This list is not exhaustive.

Health and Safety within the School environment

Entering and leaving the school site

SENIOR SCHOOL

Students should enter and leave the school grounds through the black pupils' gate at the corner of Town Walls. Punctuality for registration at 8:30am and for all lessons is required. Pupils may not leave the school premises during the day; unless this is for an authorised reason (eg medical, dental appointment) and via the school office.

JUNIOR SCHOOL

Parents may walk their child into school via the gate into Hector's Garden (off Crescent Lane) or drop off on Town Walls outside the main Junior School entrance. Pupils arriving or leaving with an older sibling should enter and leave the school grounds through the black pupils' gate at the corner of Town Walls. Punctuality for registration at 8:40am and for all lessons is required. Pupils may not leave the school premises during the day except with permission from the Head of Juniors.

PARKING PERMITS

Parking permits for St Julian's Friars car park are available to parents or other people responsible for collecting or dropping off pupils at the school. The permit allows parents to park for a maximum of 40 minutes between 8:00am and 9:00am and 3:30pm – 4:30pm on school days. We require car registration numbers for each pass prior to issue and the passes are valid for an academic year. Term and conditions will be shared with parents upon issue. An email prior to the start of an academic year will be sent to all parents so that permits can then be shared during the first week of the autumn term.

If pupils are dropped off or collected by car, then please be aware that Town Walls is a "no waiting" area and parents are advised not to arrive to collect pupils before 3:45pm for juniors and before 4pm for senior pupils. Parking enforcement officers do patrol the area regularly.



Pupils must walk when moving round the buildings, being mindful of those around them and being respectful of others. The school operates a door access system for which pupils will be given the relevant codes. These codes are changed on a regular basis and should not be shared with anyone outside of the school for safeguarding reasons. Pupils must follow any instructions given to ensure their safety, particularly in practical lessons or when using equipment, or in the event of an evacuation.

The car park is out of bounds, except for access. The stairs from the front hall to the dining room are also out of bounds, except when moving to and from assembly. The Sixth Form areas are out of bounds to all students in other years.

Bicycles must not be ridden in the school grounds and there are specific locking areas for bicycles to be stored throughout the school day. All litter should be placed in bins around the site, or into recycling containers to look after our environment.

At break, snacks may be eaten in the dining room or grounds, provided that no litter is left. Lunches are eaten in the dining room unless they are a packed lunch option for a student attending a lunchtime activity. No food should be consumed in the school corridors or on the balcony area at any time.

Evacuation Procedure

In the event of an evacuation, pupils should move in a quiet and orderly fashion to the designated meeting place following any instructions given.

Closure of the School

If this becomes necessary due to snow, floods or for any other reason, we shall send out a text message and email to parents. In addition, and if appropriate, the information will also be shared on the school website and social media channels.

Cigarettes, Alcohol and Drugs – substances on the school site

Alcohol, cigarettes, tobacco, vaping products, and drugs are not allowed on school premises. Infringement of this rule may result in temporary or permanent exclusion. All pupils are educated and counselled about the dangers of smoking, vaping, alcohol, and drug abuse through Climb time (our pastoral curriculum), PSHE and the Period X programme. Pupils are not allowed to smoke or possess cigarettes, tobacco or vaping products at school or on any school-related activity.

The school is committed to the health and safety of all pupils and will take action to safeguard their wellbeing. Any contravention of these rules is liable to lead to internal suspension or exclusion, dependent on the nature of the incident. The possession of illegal drugs or drug-taking in a school-related activity is forbidden and would risk permanent exclusion from the school.

ICT and Digital Literacy

SENIOR SCHOOL

Every pupil is required to bring their own device as part of their school equipment. There are suggested specifications for this – please contact ITSupport@shr.gdst.net or Mr. Petford (a.petford@shr.gdst.net) for further information.

To transfer work between school and home, we encourage students to use the One Drive cloud storage which is attached to their personal email and Office account. Work can also be e-mailed home; every girl is given her own school e-mail address, but the use of other e-mail providers has been removed for online safety reasons.

The use of the Internet is monitored, and we have software in place to block inappropriate Internet sites. Before your daughter is allowed to use the Internet and e-mail, she will need to read and sign an ICT Code of Conduct that you will also need to endorse to indicate that you have read it. This is designed to encourage safe and sensible use of ICT both at school and at home. The Code of Conduct will be shared with you online to complete for the Autumn term/the point at joining the school.

Online Safety

Online Safety is taken extremely seriously at Shrewsbury High School. We speak to every student about social media, their digital footprint and being kind online. Every student will be taught during the time at school about digital literacy and awareness of how to conduct themselves online. As part of this programme, every student is expected to conform to the school online user agreement and code of conduct.

Any unkindness on social media/online will be treated as a school matter and the Behaviour and Good Conduct Policy will apply. We advise parents to monitor the use of group chats and regularly speak to their child about the apps that they are using.

Student use of software and devices within school will be monitored via Lightspeed Monitoring, as part of our routine safeguarding procedures, with a report available to the Designated and Deputy Designated Safeguarding Leads. Mr Blenkinsop leads on this area of safeguarding in school.

If students have any concerns relating to an online safety issue, they can contact CEOP out of school hours or in the holidays:

<https://www.ceop.police.uk/ceop-reporting/>

Please see more information here <https://www.ceop.police.uk/Safety-Centre/How-can-CEOP-help-me-YP/How-can-CEOP-help-me-parent/>

Policy Information

An overview of school policies can be found on the school website here:

<https://www.shrewsburyhigh.co.uk/about/policies/>.

Hard copies can also be obtained from the school office upon request. It is also school policy that parents, upon phoning the school office, can be given the exam results of the previous year and the number of complaints received by the school in the previous year.

Changes in Circumstances

Parents must notify the school in writing of any relevant changes in circumstances. These include change of address/phone number/email address, details of court orders, family ill health, financial difficulties or change in family circumstances. These will be treated in confidence. We are committed to working closely with parents in their child's interests and to providing our best levels of pastoral care. By using the SIMS App, parents are able to amend and update personal information directly.

Comments and Complaints Procedure

We are keen to provide parents and pupils with high standards of service and would like to hear your comments, suggestions, or complaints, so that improvements can be made. Initially, concerns are requested to be shared with the child's form tutor.

However, should your complaint not be resolved to your satisfaction through the appropriate channels within the school, please put your complaint in writing to the Head as soon as possible. The complaint will be dealt with in accordance with the Trusts' published procedure, a copy of which can be obtained from the school office or via the school website.

Equal Opportunities

All pupils have equal access to curricular subjects up to and including GCSE level, although some departments are required to set criteria for certain A Level subjects. Pupils also have equal access to co-curricular activities within any stipulated criteria. Furthermore, as a school we have a commitment to actively promoting equality within our community. Our whole school Equality Statement can be found on the school website.

Communication and Events

Communication is at the heart of our relationship with parents, and as a school we aim to make our communications as efficient and effective as possible. Therefore, many of our communications will be via 'paperless' routes, and we would ask that you ensure your email is up to date with school. For some parts of school life, specific apps or websites are used, which will require parents to log in. Log in details/instructions for any such apps are sent upon enrolment at the school. If you have any queries

please contact the senior school by telephone 01743 494000 or email senioroffice@shrewsburyhigh.co.uk

School Post email system

Routine school emails are sent out daily at 4:30pm via School Post. You will receive one email with links to letters and messages pertinent to your child/children. School Post is accessed through Firefly. All parents will have access to Firefly to see all of their messages in one place, and book onto parents evenings, amongst other things.

Newsletters

Our Whole School Weekly Newsletter is sent out via a link to parents each Friday, and can be found on the school website each week during term time: <https://www.shrewsburyhigh.co.uk/newsletters/> - this includes forthcoming key dates.

Sims Parent App

The SIMS Parent app is a convenient and easy to use way for us to share information with our parents about your child's school life. All parents are invited to sign up to the app (once a student has officially enrolled at the school), which can be accessed via a smartphone, tablet or PC, anytime, anywhere. School term dates, timetable, attendance and contact details are available at the click of a button, along with your child's school report and grade cards.

If you have more than one child at the school, you will have access to information for all your children, from the same app. Please contact the senior school office should you require any further information.

Database and Consent Forms

Parents are asked to keep the school notified of any changes to domestic circumstances regularly. This can be done in writing to the enquiries email (enquiries@shrewsburyhigh.co.uk) or via contact with a student's Form Tutor. Changes may also be made via the Parent SIMS App.

A blanket consent for trips within the school day is requested upon a pupil's entry to the school. *Residential trips, trips requiring payment, full day trips and activity-based trips will still require individual permission from parents.* Parents are asked to notify the school of emergency contact details for trips if they differ to information held on the database.

It is the responsibility of parents to inform the school of any changes in their children's medical condition.

School Events

It is hoped that parents will support school events, such as sports' days and Friends of Shrewsbury High School functions. These are held throughout the year, for fundraising and social purposes, and include quiz evenings, treasure hunts and fêtes. **Please note** that for some calendar events such as *school concerts and plays, the Carol Service, the Leavers' Service and Prize Giving, and Open Days* **pupils are expected to attend** as part of our community. All dates will be advertised in the weekly newsletter.

School Term Dates 2025-2026

Autumn Term 2025

Wednesday 3rd September to Friday 12th December

Half-term

Monday 20th October to Friday 31st October

Staff PD Days

Monday 1st September

Tuesday 2nd September

Spring Term 2026

Tuesday 6th January to Friday 27th March

Half-term

Monday 16th February to Friday 20th February

Easter Holiday

Monday 30th March to Friday 10th April

Staff PD Day

Monday 5th January

Summer Term 2026

Tuesday 14th April to Friday 10th July

Half-term

Monday 25th May to Friday 29th May

Bank Holiday

Monday 4th May

Staff PD Day

Monday 13th April

ATTENDANCE AND ABSENCE

Please ensure that all holidays are taken entirely outside of the term dates above.

On 19th August 2024, the Government of the United Kingdom and Northern Ireland's statutory guidance 'Working together to improve school attendance' came into effect.

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

The purpose of this guidance is to provide all schools with clear guidance about the duties and legal requirements in ensuring that attendance is consistently high and where problems arise, there are clear mechanisms in place to support families.

For many years at Shrewsbury High, attendance was consistently excellent. However, post pandemic and like all schools in the country, we saw a slight dip in overall school attendance and an increase in incidents of poor attendance. There is clear evidence that concludes that pupils with higher attainment at Key Stage 2 and Key Stage 4 had lower levels of absence over the key stage compared to those with lower attainment.

[The link between absence and attainment at KS2 and KS4, Academic year 2018/19 - Explore education statistics - GOV.UK \(explore-education-statistics.service.gov.uk\)](https://explore-education-statistics.service.gov.uk)

As a school, we will be working more closely with the local authority on reporting attendance figures, levels of absenteeism and any concerns we have about school attendance. In addition, there are very few occasions where requests for leave of absence will be authorised. Medical appointments will still be authorised, and we request that you inform the school office about such appointments in good time.

Where a family requests a leave of absence for a holiday, the Head will not be able to grant permission. If the student does go on holiday, this would be recorded as an Unauthorised Absence and would contribute to a poor level of school attendance.

Unless your child is unwell, we ask that you ensure that they are in school as often as possible for them to thrive educationally during their time at Shrewsbury High School. If you have any specific questions, please do get in touch.

All requests for leave of absence except for medical appointments should be given in writing and sent to the following email address: head@shrewsburyhigh.co.uk

When your child is absent due to illness, please can you:

Junior School

- Telephone the junior school on 01743 494200 and choose the absence option to report or;
- Email junioroffice@shrewsburyhigh.co.uk before 9:00am on that day

Senior School

- Telephone the senior school on 01743 494000 and choose the absence option to report or;
- Email senioroffice@shrewsburyhigh.co.uk before 9:00am on that day

Staff in in the school office will record the absence. If the period of illness is extended the office should be informed of this on a daily basis.

Where medical/dental appointments must be made in school time, they should be notified to the school office & form teacher in advance.

Part 2 – Details for pupils and parents

SENIOR SCHOOL - Overview of the school day

| Pupils should be in school for 8:30am | |
|--|-----------------|
| Registration | 8:30am |
| Assembly per year group | 8:40am |
| Period 1 | 9:00-10:00am |
| Period 2 | 10:05-11:05am |
| Break | 11:05-11:25am |
| Period 3 | 11:30am-12:30pm |
| Lunch time | 12:30-1:55pm |
| Period 4 | 1:55-2:55pm |
| Period 5 | 3:00-4:00pm |

**Pupils are allowed 5 minutes moving time between lessons.*

Pupils are allowed into school from 8:00am onwards each day and are expected to move straight to the dining room until they move to their form rooms at 8:20am. Duty staff are available from 8:00am onwards in case of accident or emergency each day.

Any pupils who remain on site after the end of the school day at 4:00pm should either be engaged in an official after-school activity or in the dining room where they should sign in with the duty member of staff.

After school supervision for all students ends at 5:30pm for Senior pupils. There is a member of the SLT and a member of teaching staff on duty until 5:30pm at the end of each day.

Assemblies

Each pastoral stage of the school will have assemblies regularly, usually on Week A of the two-week timetable. These are taken by a variety of speakers, including the Head, Deputy Headteacher, Heads of Stage, Academic teaching staff and guest speakers. Full school assembly is held every Monday morning.

JUNIOR SCHOOL - Overview of the school day

| Pupils should be in school for 8:40am | EYs and Key Stage 1 | Key Stage 2 |
|---------------------------------------|---------------------|-------------|
| Registration | 8:30 | |
| Assembly/form time/singing | 8:40 | |
| Period 1 | 9:00-9:30 | 9:00-10:00 |
| | 9:30-10:00 | |
| Period 2 | 10:05-10:35 | 10:05-11:05 |
| | 10:35-11:05 | |
| Break | 11:05-11:25am | |
| Period 3 | 11:30-12:00 | 11:30-12:30 |
| | 12:00-12:30 | |
| Lunch time | 12:30-1:45 | |
| Afternoon registration | 1:45-1:55 | |
| Period 4 | 1:55-2:25 | 1:55-2:55 |
| | 2:25-2:55 | |
| Period 5 | 3:00-3:30 | 3:00-3:45 |
| | 3:30-3:45 | |
| Form time/sign out | 3:45-4:00 | |

After school supervision for all junior students ends at 6:00pm. There is a member of the SLT on duty until 5:30pm and two junior after school supervisors on duty until 6:00pm at the end of each day.

Attendance and Absence

When your child is absent due to illness, please can you:

- Telephone the junior school on 01743 494200 or;
- Email junioroffice@shrewsburyhigh.co.uk before 9:00am on that day

Staff in the junior school office will record the absence. If the period of illness is extended the office should be informed of this on a daily basis.

Where medical/dental appointments must be made in school time, they should be notified to the class teacher in advance.

Assemblies

A formal assembly takes place every Monday and Friday and these are taken by a variety of people, including the Head of Juniors, the Junior Leadership Team (JLT) and teaching staff. Each class also takes an assembly once during the school year for which parents are invited to join us and from time-to-time, outside speakers are invited to take assembly. There are regular opportunities for House meetings alongside weekly School Council meetings.

School Uniform

All items to be named clearly and unless marked optional or recommended *SHOULD* be purchased. We firmly believe that pupils should wear uniform that looks smart and professional to feel pride in our community and ready to learn.

JUNIOR SCHOOL - UNIFORM LIST

Reception to Year 2

SCHOOL UNIFORM

- Navy stormproof coat (compulsory if pupil wears a coat to school, Schoolblazer)
- School plaid pinafore for autumn and spring terms (compulsory, Schoolblazer)
- School dress for summer term (compulsory, Schoolblazer)
- Sky blue polo shirt (compulsory, Schoolblazer)
- Navy school jumper or navy school cardigan (compulsory, Schoolblazer)
- Burgundy knee high socks/Burgundy ankle socks/Burgundy tights (compulsory but can be purchased from any supplier)
- Navy wraparound apron (compulsory, Schoolblazer)
- Burgundy School Bag (optional)
- School bobble hat (optional)
- School scarf (optional)

SPORTS KIT LIST

- Burgundy sweatshirt (compulsory, Schoolblazer)
- Sky blue polo shirt (compulsory, Schoolblazer)
- Navy PE shorts (compulsory, Schoolblazer)
- Navy jogging bottoms (can be purchased from any supplier) or Navy fitness leggings (Schoolblazer)
- White PE socks (compulsory but can be purchased from any supplier)

JUNIOR SCHOOL - UNIFORM LIST

Year 3 to Year 6

SCHOOL UNIFORM

- Navy stormproof coat (compulsory if pupil wears a coat to school, Schoolblazer)
- Navy puffer jacket (optional for Year 6 only, Schoolblazer)
- Burgundy blazer (compulsory for Year 5 and 6 only, Schoolblazer)
- School plaid pinafore for autumn and spring terms or Navy Trousers (compulsory, Schoolblazer)
- Blue blouse, long or short sleeved (compulsory but can be purchased from any supplier)
- School dress for summer term (compulsory, Schoolblazer)
- Navy school jumper or navy school cardigan (compulsory, Schoolblazer)
- Burgundy knee high socks/Burgundy ankle socks/Burgundy tights (compulsory but can be purchased from any supplier)
- Navy wraparound apron (compulsory, Schoolblazer)
- Burgundy School Bag (optional)
- School bobble hat (optional)
- School scarf (optional)

SPORTS KIT LIST

- Navy stormproof coat (compulsory if pupil wears a coat to school, Schoolblazer) or Navy puffer jacket (Year 6 only, Schoolblazer)
- Burgundy Midlayer (compulsory, Schoolblazer)
- Navy Polo Shirt (compulsory, Schoolblazer)
- Navy base layer top (optional, can be purchased from any supplier)
- Navy PE shorts or navy skort (compulsory, Schoolblazer)
- Navy fitness leggings (compulsory, Schoolblazer)
- Navy base layer leggings (optional, can be purchased from any supplier)
- Navy training pants (optional, Schoolblazer)
- Navy sub-coat (optional, Schoolblazer)
- Small navy sports bag (compulsory, School Blazer) or Medium navy sports bag (optional for pupils in school teams, Schoolblazer)
- Navy swim cap (can be purchased from any supplier) or sky blue swim cap (Schoolblazer)
- Navy or Black swimming costume (can be purchased from any supplier)
- Games Socks (compulsory, Schoolblazer)

SENIOR SCHOOL - UNIFORM LIST

Year 7 to Year 11

SCHOOL UNIFORM

- Navy puffer jacket (compulsory if pupil wears a coat to school, Schoolblazer)
- Navy blazer (compulsory, Schoolblazer)
- School plaid skirt or Navy Trousers (compulsory, Schoolblazer)
- Blue blouse, long or short sleeved (compulsory but can be purchased from any supplier)
- Navy school jumper or navy school cardigan (compulsory, Schoolblazer)
- Navy knee high socks/Navy ankle socks/Navy tights (compulsory but can be purchased from any supplier)
- Navy wraparound apron (compulsory, Schoolblazer)
- School bobble hat (optional)
- School scarf (optional)
- School Bag (any design of choice and can be purchased from any supplier, a navy school crest bag can be purchased from Schoolblazer)

SPORTS KIT LIST

- Navy puffer jacket (compulsory if pupil wears a coat to school, Schoolblazer)
- Burgundy Midlayer (compulsory, Schoolblazer)
- Navy Polo Shirt (compulsory, Schoolblazer)
- Navy base layer top (optional, can be purchased from any supplier)
- Navy PE shorts or navy skort (compulsory, Schoolblazer)
- Navy fitness leggings (compulsory, Schoolblazer)
- Navy base layer leggings (optional, can be purchased from any supplier)
- Navy training pants (optional, Schoolblazer)
- Navy sub-coat (optional, Schoolblazer)
- Small navy sports bag (compulsory, School Blazer) or Medium navy sports bag (optional for pupils in school teams, Schoolblazer)
- Navy swim cap (can be purchased from any supplier) or sky blue swim cap (optional, Schoolblazer)
- Navy or Black swimming costume (can be purchased from any supplier)
- Games Socks (compulsory, Schoolblazer)

SENIOR SCHOOL - UNIFORM LIST

Sixth Form

SPORTS KIT LIST

- Burgundy Midlayer (compulsory, Schoolblazer)
- Navy Polo Shirt (compulsory, Schoolblazer)
- Navy base layer top (optional, can be purchased from any supplier)
- Navy PE shorts or navy skort (compulsory, Schoolblazer)
- Navy fitness leggings (compulsory, Schoolblazer)
- Navy base layer leggings (optional, can be purchased from any supplier)
- Navy training pants (optional, Schoolblazer)
- Navy sub-coat (optional, Schoolblazer)
- Small navy sports bag (compulsory, School Blazer) or Medium navy sports bag (optional for pupils in school teams, Schoolblazer)
- Games Socks (compulsory, Schoolblazer)

Purchasing Uniform

Shrewsbury High School uniform is available from School Blazer. Please visit <https://www.schoolblazer.com/>

Schedule of Senior Parents' Evenings and Reports 2025-2026

| YEAR 7 ↓ | YEAR 8 ↓ | YEAR 9 ↓ | YEAR 10 ↓ | YEAR 11 ↓ | YEAR 12 ↓ | YEAR 13 ↓ |
|---|---|--|---|---|--|--|
| Introduction to Year 7 evening <i>September</i> | Grade Card <i>November</i> | Grade Card <i>November</i> | Grade Card <i>November</i> | Subject Parents' Evening <i>September</i> | Grade Card <i>November</i> | Subject Parents' Evening <i>October</i> |
| Subject Parents' Evening <i>November</i> | Subject Parents' Evening <i>March</i> | Options Evening <i>November</i> | Grade Card <i>January</i> | Grade Card <i>November</i> | Subject Assessments <i>January</i> | Grade Card <i>November</i> |
| Grade Card <i>February</i> | Grade Card <i>May</i> | Subject Parents' Evening <i>December</i> | Subject Parents' Evening <i>March</i> | Mock Exams <i>January</i> | Grade Card <i>February</i> | Mock Exams <i>January</i> |
| Grade Card <i>April</i> | School Assessments <i>May</i> | Full Report <i>March</i> | School Exams <i>May</i> | Subject Parents' Evening <i>February</i> | School Exams <i>May</i> | Subject Parents' Evening <i>February</i> |
| School Assessments <i>May</i> | Full Report <i>June</i> | School Assessments <i>May</i> | Full Report <i>June</i> | Grade Card <i>April</i> | Subject Parents' Evening <i>June</i> | Grade Card <i>April</i> |
| Full Report <i>June</i> | | Grade Card <i>June</i> | | Pastoral Letter <i>May</i> | | Valedictory Report |

Pastoral Team Senior School 2025-2026

| Tutors | | | Head of Stage | Mentors |
|--|--|--|--|---|
| 7P Mrs E Brick Room 21 | 7Q Mrs S Cooke Room 22 | | Head of Stage Lower School Ms J Shenton | Academic and Pastoral Mentors Dr E Richardson* Mrs D Birt * Mrs J Tryhorn * Miss E Vara-Solana * Mrs A Causebrook |
| 8P Mrs K Turner Room 8 | 8Q Mrs J Viani Room 20 | | | |
| 9P Mr A Petford Mr A Heighway Room 6 | 9Q Ms J Cook Mrs S Jenkins* Room 7 | | | |
| 10P Miss D Furber Mrs C Adams * Room 35 | 10Q Mrs J Wills Mrs K Wilde Room 36 | 10R Mrs M Reece Mrs A Lingen * Room 38 | Head of Stage Middle School Mr R Allen | |
| 11P Ms J Orgill Ms E Labbe Room 30 | 11Q Mrs C Read Mrs V McQueen * Room 37 | 11R Mrs C Tonks Miss S Vyse Room 33 | | |
| Apollo Mrs C Tinney - KC4 Mr R Aldridge - KC2 | Jupiter Mr J Millichamp - A2 Mrs E Sutton - Room 32 | Mercury Mr K Darke - Room 13 Frau Gutman – Room 9 | Neptune Mr M Bishton – A1 Mrs M Harding/ Mrs S Gallivan – Lecture Space | Director of Sixth Form: Mr J Allan Deputy Director of Sixth Form Mrs R Sadd |

Wellbeing and Pastoral Care – ‘Climb time’ at SHS

Knowing every girl is central to our pastoral approach, and it is imperative to us that each and every student has the best experience that she can, during her time with us at Shrewsbury High School. Our wellbeing and pastoral curriculum is known as ‘Climb’, which encompasses all aspects of our provision throughout your daughter’s journey with us.

At the heart of Climb, we know that happy students perform better, and for our girls to perform to their full potential, they need to feel secure and be heard. We aim to create a climate that promotes moral integrity, character, and kindness to others.

In terms of fostering this sense of Wellbeing – we believe that:

- Effective communication is central to the success of our pastoral work, and therefore this is a priority to us. We will always endeavour to be prompt in our contact with you.
- The form tutor is the first point of call; able to help with day-to-day queries in addition to being the key person to nurture and support
- The tutor team, including co-tutors are here to provide that “spark” – so that all our girls are known and helped to be the best they can be
- Every student has access to and time with their Head of Stage – who will guide and mentor every student within their year group, instilling a sense of excitement, adventure, and supportive challenge during each girls’ time with us

Climb time happens in form registration periods, assemblies and PSHE sessions.

Contacting the Pastoral Team

SENIOR SCHOOL

Our senior school office staff are always available to help you to find the right person to answer your query, and can be contacted via the main telephone number – 01743 494000, or via email to senioroffice@shr.gdst.net

For the pastoral team, the Heads of Stage and their contact information is listed as below:

| | | |
|--------------|---|--|
| Ms J Shenton | Head of Stage – Lower School | j.shenton@shr.gdst.net |
| Mr R Allen | Head of Stage – Middle School | r.allen@shr.gdst.net |
| Mrs R Sadd | Deputy Director of Sixth form (Pastoral Lead) | r.sadd@shr.gdst.net |
| Mr J Allan | Director of Sixth form | j.allan@shr.gdst.net |

You may wish to discuss any family matters, which may have a more serious effect on the work, behaviour, or emotional wellbeing of your child with the Deputy Head teacher, especially if they are of a confidential or sensitive nature. Please call the school office directly to arrange this – on 01743 494000 or email enquiries@shrewsburyhigh.co.uk. Mrs Millichamp, our Whole School Deputy Headteacher, can be reached on k.millichamp@shr.gdst.net

JUNIOR SCHOOL

Our junior school office staff are always available to help you to find the right person to answer your query, and can be contacted via telephone on – 01743 494200, or via email to junioroffice@shrewsburyhigh.co.uk

Class teacher contact information is listed as below:

| | | |
|---------------|-------------------|--|
| Mrs Roberts | Reception teacher | z.roberts@shr.gdst.net |
| Mrs Wakeley | Year 1 | r.wakeley@shr.gdst.net |
| Mr King | Year 2 | r.king@shr.gdst.net |
| Miss Thompson | Year 3 | s.thompson@shr.gdst.net |
| Mrs Dixon | Year 4 | e.dixon@shr.gdst.net |
| Mr Bunn | Year 4 | c.bunn@shr.gdst.net |
| Mr Carter | Year 5 | g.carter@shr.gdst.net |
| Mrs Lock | Year 6 | e.lock@shr.gdst.net |

You may wish to discuss any family matters, which may have a more serious effect on the work, behaviour or emotional wellbeing of your child with the Deputy Head of Juniors, Mr Steve Blenkinsop or the Head of Juniors, Mrs Kate Millichamp especially if they are of a confidential or sensitive nature. Please call the school office or email s.j.blenkinsop@shr.gdst.net or k.millichamp@shr.gdst.net

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Should there be occasion on which you wish to contact the School Governors, their names are provided on page 4 of this handbook. We are happy to pass on, in confidence, any correspondence that is left for them with the Clerk to the Governors, Mrs Julie Humphreys (Head's PA) [j.humphreys@shr.gdst.net](mailto:j.humphreys@shr.gdst.net).

### **Induction for new students**

It is of paramount importance to us that for our all new students there is a comprehensive Induction process which supports their start at SHS.

For year 6 into 7 transition, a comprehensive programme of support and a number of initiatives, including Six and Sixth begins in the Autumn Term of Year 6.

For senior students our Heads of Stage and form tutors take a lead role in providing support.

### **Our wellbeing and pastoral care structure**

Firstly, all SHS staff have a pastoral role. All staff share an interest in their students and encourage them to achieve their full potential, and we firmly believe that all our staff share our pastoral care and approach towards our students.

#### **Form Tutor care**

The form teacher or tutor is the first port of call for each of the students - tutors work with their form to get to know everyone as individuals, and to build positive and supportive relationships which are respectful, friendly, and encouraging. The tutor is responsible for the academic and personal welfare of her form.

#### **Head of Stage**

The Head of Stage leads the work of form tutors and liaises with academic departments to maintain an overview of student progress, and to support and nurture the year as a whole. Heads of Stage respond to pupils' needs as they arise.

#### **The School Nurse**

Pupils may be referred, or independently make an appointment, to see the School Nurse, Mrs Susan Livesey ([s.livesey@shr.gdst.net](mailto:s.livesey@shr.gdst.net)). If a student feels unwell during the school day she should see the school nurse who will assess the pupil's condition, inform the form tutor and if necessary, make arrangements

to send the pupil home. **Students should not contact home themselves.** The nurse will also conduct health checks during school time.

### **Sixth Form Peer mentors**

Sixth form students regularly support younger students through the Peer Mentor Programme. This also takes the form of interactions through the Head Girl Committee, the House Captains, and School Council. The Peer Mentoring programme is led by Mr Allan, the Director of Sixth Form.

### **Personal, Social, Health, Economic Education & Relationships and Sex Education (RSE and PSHE)**

Shrewsbury High School takes its responsibility to provide relevant, effective and responsible Relationships and Sex Education (RSE) to all its pupils as part of the school's personal, social, health and economic education curriculum (PSHE) very seriously. At our school we want parents and pupils to feel assured that sex education will be delivered at a level appropriate to both age and development of pupils. This teaching is not intended to replace advice or guidance which is ideally received at home, but to supplement and broaden knowledge and understanding.

Personal Social Health and Economic Education (PSHE) and Relationships, Sex Education (RSE) at Shrewsbury High School are delivered through a planned programme of teaching and learning that at its core promotes pupils' personal and social development and their health and well-being. The three overall themes Health and Well-being, Relationships and Living in a Wider World are taught as part of a spiral curriculum. It gives our pupils the knowledge, skills and understanding they need to lead confident, healthy, and independent lives and to become responsible members of society.

PSHE and RSE Education are taught through a regular timetabled lesson mainly in small groups as part of the Period X Programme. It is also incorporated through the wider pastoral Climb time, assemblies and whole year group collapsed timetable sessions. The lessons include interactive activities that balance knowledge and understanding with the development of personal skills.

We follow the Department of Education statutory guidance for Relationships and Sex Education for all secondary schools and taught PSHE that remains part of Independent Schools Standards (since 2014). We aim to provide a relevant, broad and a balance curriculum that not just fulfils, but exceeds externally set standards. The Shrewsbury High School curriculum is spiral, so that topics are taught and maybe revisited in an age-appropriate manner.

Examples of some curriculum content taught across Key Stage 3 and 4

- Physical and emotional changes at puberty
- Looking after your body – keeping healthy during puberty
- Respect and responsibility
- Relationships – including marriage, parenthood and legal status of other long-term relationships
- Assessing risk both online and physical
- Resisting pressure and bullying
- The Equality Act
- Body image and feeling good
- Influence of the media and pornography
- Sex, consent, and the law
- Sexual exploitation
- STIs, including HIV, and high- risk behaviours
- The links between sexual behaviour and alcohol
- Conception and contraception

- LGBT+ awareness and gender identity
- Pregnancy and miscarriage
- Parenting, fertility, adoption and fostering
- Abortion
- Accessing help and advice

Throughout the year we will keep you updated with news and signpost support through the newsletters and let you know when particular RSE sessions are coming up. Our Head of PSHE is Mrs Tonks who can be contacted on [c.tonks@shr.gdst.net](mailto:c.tonks@shr.gdst.net)

### **Period X**

From the school's foundation in 1885 a wide-ranging educational experience has always been central to life at Shrewsbury High School. Our genuinely holistic ethos means that we value the many elements of school life which take place beyond the classroom. Period X is a whole school enrichment programme that is dynamic, engaging and motivational so that it is eagerly pursued by our students.

We have designed a programme that creates a challenging and meaningful experience prepares our students for whatever their future throws at them. It is designed to broaden and deepen the minds and bodies of our students from others, where they develop values, capacities and interests beyond the classroom.

Period X enables our students to build self-efficacy, make informed decisions when facing risks, challenging and complex contexts and develop resilience encouraging them to become confident and well-rounded individuals at school and in society.

The Period X programme is structured to offer four themed blocks across the year:

- Physical Well-being
- Mental Well-being
- Personal Development
- Creativity

The whole school is timetabled at the same time on a Wednesday Period 3 which allows us to work right across curriculum areas, vertical groups of students and staff across both junior and senior school.

## **Academic Information**

### **Parents' Evenings**

#### *SENIOR SCHOOL*

Regular parents' meetings are held to discuss pupils' progress, in addition to parent forums which are calendared throughout the year on a variety of topics. A full schedule of parents' evenings is included earlier on in this handbook. Reminders of the dates for these meetings are communicated via email in advance.

#### *JUNIOR SCHOOL*

Regular parents' meetings are held to discuss pupils' progress and wellbeing. Details on how to book appointment slots and reminders of dates are communicated via email in advance. If you have any concerns in between these meetings, please speak to your child's class teacher in the first instance.

### **Homework**

#### *SENIOR SCHOOL*

Each year has a specific homework timetable, and homework is set in all subjects. Homework timetables will be available for all students and the amount/length of homework should be in line with the Independent Learning and Homework Policy.

Homework tasks are set on Microsoft Teams for students, and we encourage the students to develop organisation and time management skills through the setting of tasks and the use of their student planner.

#### *JUNIOR SCHOOL*

Homework in the Junior School is used to carefully complement curriculum work in addition to supporting our pupils' organisation and time-management skills at an age-appropriate level. Each year group has a specific homework timetable, which form tutors will share at the beginning of the academic year. Homework is set primarily in English and Maths with some additional subjects also being allocated homework time. We appreciate that home-life can be busy, so we use considered time-frames for homework, and welcome an open dialogue with both pupils and parents alike.

Homework tasks are set on MS Teams, and we encourage pupils to take increasing ownership over their tasks and use of their student planner as they get older. We strongly encourage students to use their planner or OneNote to record any additional information they may need about a task.

Pupils and parents should also use their planner to record when homework could not be completed within the allotted time. Form tutors will review planners on a regular basis and they are an excellent way for parents to communicate with form tutors in addition to face-to-face, email or 'phone conversations.

### **School Examinations**

These are held for every year group not taking the public examinations.

- Years 7 – 10 have exams in the summer term, usually beginning in the week before half-term.
- Years 11 and 13 will have 'mock' examinations in January.
- Year 12 will have a January assessment, and school exams in May.

These assessments are important as a preparation for public examinations, and as an opportunity for staff, parents, and pupils themselves to assess progress over the year.

## **GCSE and A Level – appeals about internal assessment decisions and enquiries about results**

Occasionally, examination candidates and/or their parents do have concerns, either about internal assessment decisions, or over our decisions about querying external examination results. These concerns are usually resolved in discussion with the appropriate subject staff. In the very unlikely event that your concerns are not resolved in this manner, you should put your complaint, in writing, to the Examinations Officer as soon as possible. The matter will be investigated promptly and in accordance with the School's appeals procedure. A copy of this procedure can be obtained from the school office.

## **Specific Learning Needs and Difficulties (SEND)**

Please inform the school if your child has a specific learning difficulty and send us a copy of any report or assessment. If, during your child's time at Shrewsbury High School you suspect that they may have a specific learning difficulty, or any bar to learning, please discuss the matter with the school.

We cannot offer a diagnostic service but our Junior and Senior SENDCOs can work with pupils, observe their attainment, and administer tests which can then be discussed with parents. In any event, we advise that if parents believe that their child might have a learning difficulty, they should consider getting a private assessment from a qualified professional, such as an education psychologist. An assessment helps us to make the best provision for the students, which is decided on a case-by-case basis.

## **English as a second language (EAL)**

Please inform the school if your child speaks English as their second language. Children identified as EAL will have an initial assessment with a member of the Learning Enhancement Team. This is to help us provide any additional support, if needed.

## **Use of the Library**

The library is open from 10:30am to 2:00pm Monday to Thursday and 10:00am to 2:00pm on Friday.

Pupils below the Sixth Form can borrow six books at a time. Sixth Formers may borrow ten books at a time. These limits may be exceeded if necessary for a particular project. The School Librarian will arrange this. Books may normally be borrowed for three weeks, at the end of which time they must be returned or renewed. Overdue notices are sent out to form tutors in the first instance

It is expected that a quiet working atmosphere will be maintained – pupils who are disruptive or behave inconsiderately may be asked to leave or given a follow up sanction. Food and drink are not allowed in the library.

## Co-Curricular Activities

There is a very wide range of co-curricular activities available during the year, with clubs offered before school, during lunchtime and after school. These may include the following and are dependent on the term:

- Art
- Art Scholars
- Art History and Architecture
- Athletics
- Badminton
- Big Band
- Business Tycoon
- Careers
- Ceramics
- Chamber Choir
- Choir
- Computing
- Cook and Create
- Cricket
- Crochet
- Cross Country
- Dance
- Debating
- Diversity
- Duke Of Edinburgh Award
- Eco Club
- Engineering Education Scheme
- Feminist Society
- Football
- Fitness Club
- Greek
- Gymnastics
- Harry Potter Club
- Hockey
- LinguaFun
- LAMDA
- Maths
- MUN
- Netball
- Orchestra
- Piano Ensemble
- Rounders
- Rock Band
- Running
- School Production
- Science
- Scribble Magazine
- Sci-Soc
- Senior Strings
- Senior Orchestra
- STEAM
- Table Tennis
- Tennis
- Training Orchestra
- Wind Ensemble

*A schedule of activities is published for the pupils each term, emailed home to parents and shared with pupils via Daily Notices.*

## Co-Curricular Music Lessons

Music lessons are available in all orchestral instruments, piano, singing, guitar and drumkit. They are arranged in ten-week terms of half hour lessons. Contracts are made with individual peripatetic teachers, and payment must be made in advance at the start of each term. ***A term's notice in writing (or a term's fees in lieu) is required if a pupil wishes to cease having lessons. This includes transfers to other staff within the department.***

The fees for September 2025 are as follows:

Piano, strings, woodwind, brass, singing, guitar and percussion

|                                  |               |
|----------------------------------|---------------|
| Ten 30 minute individual lessons | £190 per term |
| Ten 30 minutes shared lessons    | £122 per term |

Seniors from Year 10 upwards are taught outside lesson time wherever possible. Younger pupils are also fitted into break times and before/after school, but most popular instruments are arranged on a rota system with times, and sometimes days, changing each week. It is the pupil's responsibility to check the

timetables regularly. Learning targets are agreed between pupil and teacher each term, and it is the parent's responsibility to ensure that regular practice sessions are maintained to gain maximum benefit from the financial and time investment in lessons. Pupils are strongly encouraged to participate in ensembles of various types for enjoyment and to improve their performing standards.

### **Co-Curricular Sport**

The PE department's main aim is to offer as many students as possible the opportunity to improve their skills further and to have an opportunity to represent school. Whilst there are occasions when winning is the main aim e.g. county tournaments, fixtures are also to give students the opportunity to compete for school at a level that suits their ability and that will help them to continue to develop.

Co-curricular sports clubs and fixtures run at lunchtimes, after school and occasionally at weekends; a few involve an overnight stay. There are opportunities for students to take part on a recreational basis where the emphasis is on fun, fitness and friends or to train as part of a team to represent Shrewsbury High at a local, regional or national level.

Each term a co-curricular timetable is published with times and days of sporting activities. Whilst we work with music, drama and LAMDA to try to maximise opportunities for all of our pupils, there will always be a few clashes, so it is worthwhile waiting until all the information is available before committing to an activity.

In years 7 and 8 we try to keep activities to lunchtimes with a few fixtures after school; hockey, athletics, tennis and swimming are an exception to this. From year 9 onwards we have after school team training sessions to enable them to be more effective and incorporate both skill and tactical work. If a student wishes to be involved in school fixtures, they must commit to team training.

All fixtures and training are included in school fees apart from rowing, which is offered from year 11 upwards.

### **Drama at Shrewsbury High School**

Drama is vital to our school. It allows all pupils to develop their confidence and creativity alongside exploring relevant topics in our modern, diverse world. We want pupils to feel that they can use their voices and express themselves in a safe and encouraging community. At SHS pupils have many opportunities to take part in drama outside of the classroom, with all options designed to give pupils the chance to develop life skills for their future. Pupils who actively participate in drama learn how to communicate vocally, use leadership skills, become resilient, show confidence and develop determination. Our commitment and professionalism in creating theatre is high and we want to encourage the same drive in our young artists, ensuring that SHS girls go on to positively influence the next generation of talent in the arts.

### **Junior and Senior School Productions**

We perform a large-scale school production each academic year in both Juniors and Seniors. This experience is designed to offer pupils at SHS the chance to work with girls across all year groups in rehearsing and performing a production. The project encourages pupils' creativity, independence and commitment alongside developing and maintaining a passion for theatre and drama that will extend into their adult life.

### **House Drama**

Every academic year, one of the first responsibilities of the new House Captains is to lead their charges in a performance in the Annual House Drama Competition. Over the past few years, productions have ranged from *Matilda* to *High School Musical* and have taken to the stage for a 20-minute performance. As

well as a test for the House Captains in terms of organisation, patience and leadership, it is an opportunity for pupils of all years to take part in a creative and collaborative process.

The Head of Drama, Ms Esther Labbé can be contacted via email on [e.labbe@shr.gdst.net](mailto:e.labbe@shr.gdst.net)

## **London Academy of Music and Dramatic Art (L.A.M.D.A)**

Visiting Teacher: Paul Blackwell LLAMhons LALAM ALAMhons LSCdip Former LAMDA Examiner

Shrewsbury High School is pleased to offer tuition in Speech and Drama. Taught in small groups, the LAMDA Speech and Drama classes aims to build an individual's self-confidence, develop presentation skills and hone an ability to communicate effectively in pressured situations such as the spoken examination or live interview.

Supported by the LAMDA international examination board and associated syllabus, students gain access to a wide and diverse spectrum of literature inspiring an appreciation of poetry, prose and drama through a vocational application – that of a practically driven live, spoken and interactive performance platform.

The Speech and Drama work helps a student engage with their imagination, gain practical skills in speaking in public, develop stage craft and acting techniques and will, inevitably, encourage and foster an appreciation of poetry, prose and drama.

The LAMDA work aims to provide for the creative, intellectual and social development of the individual as a whole whilst supporting the main school curriculum.

Our visiting LAMDA Teacher, Paul Blackwell has over twenty years of experience as a drama teacher and is a former examiner with the London Academy of Music and Dramatic Art.

If you are interested in your child taking part in the LAMDA Speech and Drama lessons, or would like any further information, please contact Paul Blackwell directly via email at - [lamdaman@live.com](mailto:lamdaman@live.com) - or via telephone on 07970 790609.

## **School Lunches**

School lunches are compulsory for Reception to Year 11 inclusive and for years 3 to 11 are charged termly by Trust along with tuition fees. Lunches for Reception to Year 2 are included in the tuition fees.

The fee paid covers the full cost of lunch each day. There is a wide variety of items on offer at lunch to meet all dietary requirements including hot main dishes with vegetarian and vegan options, homemade soup, a sandwich and pasta bar offering a wide selection of ingredients to build your own, a selection of freshly made sandwiches, a salad bar, hot and cold desserts and a selection of drinks.

Any pupil food allergies declared is shared to the catering system so that the catering staff can help to monitor food allergies. Should pupils have any specific dietary requirements, then please speak to the Head Chef so that arrangements can be made to meet these.

Dining room accounts are unique to each pupil and catering staff will check that the pupil accessing the account matches the pupil information displayed on the account.

The service opening hours are from 8am until 4.30pm with hot and cold breakfast items available before school, a break service and light snacks available after school.

Items purchased outside of the lunch allocation are chargeable extras and a cashless system, ParentPay, is in place for parents to top up money available for pupils. Any parents needing details for ParentPay should contact the finance office on [financeofficer@shr.gdst.net](mailto:financeofficer@shr.gdst.net).

There are also a number of deals on offer outside the lunch service. These will vary throughout the year and be advertised in the dining room along with the day's menus.

A breaktime menu has been introduced for junior pupils in years 4 -6 which offers a balanced selection of nutritious options. The menu includes wholesome pastry items, yogurts, fresh fruit, wholegrain muesli bars and calcium rich milk shakes that can be purchased from the dining room using the ParentPay system.

### **Years 12 and 13**

Lunch is optional for years 12 and 13. However, pupils may purchase food/drinks as they choose with money loaded to their account.

## **Key Dates 2025-2026**

### **AUTUMN TERM 2025**

*Wednesday 3rd September – Friday 12th December*

*Half-Term: Monday 20th October – Friday 31st October*

Thursday 4<sup>th</sup> September – Junior Parents Information Evening 4.30-5.30pm

Friday 12<sup>th</sup> September – Year 7 Parents' Information Evening 5.30-6.30pm

Friday 12<sup>th</sup> September – Friends of SHS New Parents' Welcome Evening

Saturday 27<sup>th</sup> September – Whole School Open Morning 9.30am – 12.30pm

*(NB: all pupils are expected to attend as tour guides and helpers)*

Wednesday 8<sup>th</sup> October – Sixth Form Open Evening

Wednesday 12<sup>th</sup> November – Autumn Concert in Shrewsbury Abbey

Thursday 4<sup>th</sup> December – Junior Production

Tuesday 9<sup>th</sup> December – Junior Carol Service

Thursday 11<sup>th</sup> December – Senior Carol Service

### **SPRING TERM 2026**

*Tuesday 6th January – Friday 27th March*

*Half-Term: Monday 16th February – Friday 20th February*

Saturday 17<sup>th</sup> January – Senior School Entrance Assessments

Tuesday 10<sup>th</sup> – Wednesday 11<sup>th</sup> February – Winter Dance at Theatre Severn

### **SUMMER TERM 2026**

*Tuesday 14th April – Friday 10th July*

*Bank Holiday: Monday 4th May*

*Half Term: Monday 25th – Friday 29th May*

Tuesday 28<sup>th</sup> – Thursday 30<sup>th</sup> April – Senior Production at Theatre Severn

Monday 29<sup>th</sup> June – Senior Sports Day

## Key Contact Details

To report an absence or to speak to our Office team:

Junior Office – 01743 494200 | [junioroffice@shrewsburyhigh.co.uk](mailto:junioroffice@shrewsburyhigh.co.uk)  
Senior Office – 01743 494000 | [senioroffice@shrewsburyhigh.co.uk](mailto:senioroffice@shrewsburyhigh.co.uk)

General Enquiries  
[enquiries@shrewsburyhigh.co.uk](mailto:enquiries@shrewsburyhigh.co.uk)

Head  
Darren Payne: [head@shrewsburyhigh.co.uk](mailto:head@shrewsburyhigh.co.uk)

Junior Head and Whole School Deputy Head  
Kate Millichamp: [k.millichamp@shr.gdst.net](mailto:k.millichamp@shr.gdst.net)

Designated Safeguarding Lead  
Kate Millichamp: [k.millichamp@shr.gdst.net](mailto:k.millichamp@shr.gdst.net)

School Nurse  
Susan Livesey: [s.livesey@shr.gdst.net](mailto:s.livesey@shr.gdst.net)

Admissions  
[admissions@shrewsburyhigh.co.uk](mailto:admissions@shrewsburyhigh.co.uk)