SHREWSBURY
HIGH SCHOOL

PARENTS' HANDBOOK

Part 1 – 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 a proud to be part of the Inspired Learning Group and excited by the benefits this network offers all of our pupils.

Governing Body

Chair of Governors	Cath Bufton-Green
Members	Justin Spanswick Charlie Jenkins

Staff Overview

STAFF LIST & SUBJECTS (2026/27)

SENIOR SCHOOL TEACHING STAFF AND SUBJECT AREAS

denotes part-time member of staff

Mr Darren Payne	**Head**
Mrs Charlotte Adams*	**Religion, Philosophy, Ethics**
Mr Robin Aldridge	**Head of English Faculty, MATCo**
Mr Joseph Allan	**Director of Sixth Form, Assistant Head, History, Humanities, SLT**
Mr Mike Bishton	**Subject Co-ordinator, Geography**
Mrs Emily Brick	**ELT, Head of co-curricular, EVC, Chemistry**
Mr Chris Bunn	**Whole School Director of Music**
Miss Elizabeth Bush	**Temporary Teacher of English**
Mrs Alison Causebrook	**Director of Sport**
Ms Jan Cook	**Mathematics**
Mrs Stacey Cooke	**Mathematics, DofE Co-ordinator**
Mr Kevin Darke	**Computer Science**
Miss Danielle Furber	**Subject Co-ordinator of Academic PE**
Mrs Bryony Gutman	**Head of Languages Faculty; Subject Co-ordinator, German**
Mr Andrew Heighway	**Head of Mathematics Faculty**
Mrs Geraldine Irvine	**Deputy Head, Academic, SLT, Spanish**
Mrs Sarah Jenkins*	**Biology**
Mr Russell Johnson	**Physics**
Ms Esther Labbé	**Director of Drama**
Mrs Amanda Lingen	**English, Literacy Co-ordinator & Careers Co-ordinator**
Mr William Lockett*	**Subject Co-ordinator, Classics**
Mrs Victoria McQueen*	**Head of Psychology; Staff Wellbeing Representative**
Mr James Millichamp	**Head of Creative Technologies Faculty**
Mrs Kate Millichamp	**Head of Junior School & Whole School Deputy Head, SLT**
Ms Joanne Orgill	**Subject Co-ordinator of French, Teacher of MFL, School Consultant Teacher for Research**
Miss Nia Orpwood	**Music**
Mrs Victoria Pound	**Subject Coordinator Computer Science**
Mrs Clare Read	**Mathematics**
Mrs Michelle Reece	**Assistant Head: Outreach, Partnerships, Commercial Opportunities & Co-curricular; PE, Head of Period X, SLT**
Dr Liz Richardson	**Head of Science Faculty; Physics**
Mrs Teresa Ruiz Blanco*	**Subject Co-ordinator, Spanish**
Mrs Rachel Sadd	**Deputy Director of Sixth Form – Pastoral Lead, PE**
Ms Jessica Shenton	**English, Head of Stage**
Mrs Emma Sutton	**Head of Humanities Faculty, Head of History & Politics; Diversion & Inclusion Lead**

Mrs Claire Tinney	**Head of Chemistry; Competitive Universities & Oxbridge Co-ordinator**
Mrs Carla Tonks	**Head of Religion, Philosophy, Ethics and PSHE**
Mrs Jo Tryhorn*	**Mathematics**
Mrs Katie Turner	**Art**
Mrs Julia Viani	**Subject Co-ordinator, Design & Food Technology**
Miss Sally Vyse	**Subject Co-ordinator, Biology; EPQ Co-ordinator**
Ms Susan Watters*	**EAL Co-ordinator & International Admissions**
Mrs Kate Wilde	**Subject Co-ordinator, Business Studies**

JUNIOR SCHOOL TEACHING STAFF AND SUBJECT AREAS

denotes part-time member of staff

Mrs Kate Millichamp	**Head of Junior School & Whole School Deputy Head, SLT**
Mrs Sarah-Jane Blenkinsop*	**Year 4 Form Teacher**
Mr Steven Blenkinsop	**Deputy Head of Junior School, subject champion for Maths, SLT, JLT**
Mr Graham Carter	**Year 5 Form Teacher, subject champion for Languages and Culture**
Mrs Elspeth Dixon*	**Junior School Teacher, subject champion for History**
Mr Ryan King	**Head of Early Years, Year 2 Form Teacher, subject champion for PSHE/RSE, JLT**
Mrs Emma Lock*	**Junior School SENDCo, Head of Junior Learning Enhancement**
Mrs Zoe Roberts	**Reception Form Teacher, subject champion for Art & Design**
Mrs Jane Saxon	**Year 6 Form Teacher**
Miss Sophie Thompson	**Year 3 Form Teacher**
Mrs Rosie Wakeley*	**Year 1 Form Teacher, subject champion for Geography**

SUPPORT STAFF

denotes part-time member of staff

NURSERY	
Miss Andrea Burton	**Nursery Manager**
Miss Phoebe Jones	**Deputy Nursery Manager**
ADMINISTRATION	
Mrs Ceridwen Bailey-Williams*	**Data Manager & Examinations Officer**
Miss Davinia Evans	**Office Manager**
Mrs Julie Humphreys	**Head's PA**
Mrs Roxy Holland*	**Office Administrator**
FINANCE & OPERATIONS	
Mrs Sally Edwards	**Finance & Operations Manager**
Mrs Fiona Fox	**Director of Finance & Operations, SLT**
Mrs Sue Francis	**Finance & Operations Officer**
ICT	
Mr Martin Amos	**IT Systems and Support Engineer**
Mr Lee Hodgkinson	**ICT Operations Manager**
KITCHEN	
Mrs Karen Bennett*	**Chef Supervisor**
Mr Peter Duckett	**Catering & Domestic Services Manager**
Mrs Mary Evans*	**Kitchen Assistant**
Mrs Clair Farrington*	**Kitchen Assistant**
Mrs Jeanette Furber*	**Kitchen Assistant**
Mrs Debbie Little*	**Kitchen Assistant**
Mrs Julia Roberts*	**Kitchen Assistant**
Mrs Kate Vaughan*	**Kitchen Assistant**
LIBRARY	
Ms Victoria Maw*	**Librarian**
MARKETING/ADMISSIONS	
Mrs Joanna Jepson	**Director of Marketing, Admissions & Communications, SLT**
Mrs Lucy Dalzell*	**Marketing Assistant**
Mrs Sarah Seward	**Marketing and Admissions Assistant**
MEDICAL	
Mrs Susan Livesey*	**School Nurse**
COUNSELLORS	
Mrs Elizabeth Pierce*	**School Counsellor**
FACILITIES	
Mr James Gorman	**Out of Hours Lettings Caretaker**
Mr Nick Jones	**Head of Operations**
Mr Lee Malik-Mansell	**Senior School Caretaker**
Mr Ian Phillips	**Maintenance Technician**

SCHOOL BUS DRIVERS

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

LANGUAGE, LEARNING & TEACHING ASSISTANTS

Mrs Adele Brown*	**Learning Assistant (Junior School)**
Mrs Alison Cosford*	**Teaching Assistant (Senior School)**
Ms Teresa Davies*	**Early Years' Learning Assistant (Junior School)**
Ms Barbara Fey Arias*	**Language Assistant (Spanish)**
Mrs Felicity Griffiths*	**Learning Assistant (Junior School)**
Mrs Hélène Herring*	**Language Assistant (French)**
Miss Joanne Lee*	**Head of Learning Enhancement and SENDCo**
Mrs Natalie McBride*	**Teaching Assistant (Senior School)**
Mrs Susana Navio de la Torre*	**Language Assistant (Spanish) covering maternity leave**
Mr Jordan Spilsbury*	**Learning Assistant (Junior School) & Dance Coach**

TECHNICIANS

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

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**
Mrs Einir Burrowes	**Rowing Coach**
Mrs Jayne Chelton	**Rowing Coach**
Mrs Sharon Clements	**Rowing Coach**
Mr Simon Cresswell	**Acoustic & Electric Guitar Teacher**
Mr Matthew Hadley-Moore	**Hockey Coach**
Mrs Claudia Hamer	**Rowing Coach**
Mr John Hargreaves	**Bassoon & Piano Teacher**
Mrs Julia Hargreaves	**Violin Teacher**
Mr Jon Harvey	**Percussion Teacher**
Mrs Laura Hollins	**Supply Teacher**
Mrs Clare Howard	**Gymnastics Coach, Invigilator**
Mr Donny McKenzie	**Clarinet Teacher**
Mrs Jane Magee	**Piano, Violoncello, Double Bass Teacher**
Mrs Sarah Martin	**Volunteer (Gardening Club)**
Mrs Lisa Morris	**Freelance Drama Instructor**
Miss Catrin Roberts	**Flute & Piano Teacher**
Mr Anthony Sharples	**Invigilator**
Mr Ian Styles	**Hockey Coach**
Mrs Petra von Dungern	**Invigilator**
Mrs Helen Watkinson	**Rowing Coach**
Mr James Wilkinson	**Rowing Coach**

Mrs Sarah Winstanley	**Singing Teacher**

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 AND RESPONSIBILITIES

We believe that good relationships are the key to the development and progress of all members of our school community. Every individual has the right to be safe and happy at school, and we all aim to treat other people as we would wish to be treated ourselves.

Our core values of character, endeavour, and achievement are central to these expectations and responsibilities.

Every student is expected to:

- **Be respectful, polite and courteous towards all others, always, regardless of personality, sexuality, personal identity/gender, culture, race, religion or political beliefs.**
- **Be inclusive in their language and behaviour to ensure others feel welcome and accepted.**
- **Be honest, trustworthy and kind.**
- **Be respectful of other people's and the school's property and to treat the school site, facilities and resources with care.**
- **Be involved and engaged with all aspects of school life including extra-curricular activities and enrichment opportunities.**
- **Be prepared for lessons and determined to learn, remembering that mistakes are a means to development and progression.**
- **Be generous to others and contribute to the school with a generosity of spirit and charity, allowing others to have a voice, sharing and exploring ideas together with mutual respect and understanding.**
- **Be proactive in seeking help at times of trouble or concern for yourself and others.**
- **Be proud to be a member of our Shrewsbury High School community, remembering that you represent the School in all that you do and that your behaviour reflects upon the School as well as yourself; you are an ambassador.**

Bullying, cheating, stealing, dishonesty and discrimination of any kind are serious offences against our expectations and responsibilities and will not be tolerated.

Our staff are expected to:

- **Be respectful, polite and courteous towards all others, always, regardless of personality, sexuality, personal identity/gender, culture, race, religion or political beliefs.**
- **Treat every student fairly and with kindness, always.**
- **Encourage and support every student to learn and to achieve their full potential.**
- **Be understanding, available and emotionally regulated; listening to students and always being professional.**
- **Be consistent and fair with rewards and sanctions, offering restorative conversations where appropriate to maintain positive relationships with students.**

Rewards and celebration of student success

We know that it is important to recognise and applaud the work and positive outcomes of our students throughout every sphere of school life; students should perceive that our first instinct is to notice and applaud their achievements and that the school recognises the importance of praise and rewards in promoting good behaviour.

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; these will be added up for specific rewards in school in addition to certificates and recognition through praise.

Recognition of positive behaviour could be through:

- Celebratory calls, postcards, or emails home
- Praise in assemblies (year group or full school)
- Referral to Head of Faculty, Head of Stage or SLT for recognition
- Star of the month
- Certificates in House Meetings or full school assemblies
- School awards for Character, Endeavour, and Achievement
- House Point rewards
- News on SHS social media as recognition, or via School website or newsletters
- Head's Commendations

House Points and Achievements

We use a system of House Points to reward character, endeavour and achievement across every facet of SHS school life.

House Points are awarded by school staff to recognise any type of achievement deemed worthy of such reward.

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

At key points students will be awarded a House Point certificate and they may earn further rewards.

House Points achievements will be shared in whole school assembly.

Individual House Points also contribute to each House total, with a competition each year for the Senior School House Cup and Junior School House Cup.

House Point certificates will be awarded as below

Bronze	– 50 House Points
Silver	– 100 House Points
Gold	– 150 House Points
Platinum	– 200 House Points
Head's commendation	– 300 House Points

Behaviour and conduct at SHS

Every system of rewards must equally have a process for challenging poor conduct; it is extremely important that poor behaviour choices are addressed, and at SHS we will not tolerate poor conduct or unkindness. Sanctions will be imposed for failing to meet our Expectations and Responsibilities for all students. They will be fair, reasonable, and consistent with our Behaviour and Good Conduct Policy.

Sanctions should never be humiliating, degrading, inappropriate or disproportionate, nor should they compromise the health and safety of the student or others. The system of sanctions should also aim to improve student behaviour. Consequently, students in receipt of sanctions will be properly supported by the school's pastoral system.

Behaviour Points

The Behaviour Points system is designed to promote positive learning behaviours and provide a consistent and fair response to low-level disruption. It supports students in understanding how their behaviour impacts their learning and the learning of others, while enabling staff to intervene early and proportionately.

We recognise that behaviour is a form of communication, and staff are expected to respond in a way that is calm and consistent, supporting students to regulate before engaging in reflection or consequence. Our Behaviour and Good Conduct Policy is underpinned by a culture of listening and understanding.

Behaviour points may be issued where a student demonstrates low-level disruption, fails to follow staff instructions, or does not meet school expectations.

Examples of Low-Level Disruption (not exhaustive)

Behaviour points may be issued for:

- Calling out or interrupting others
- Talking during teacher instruction or independent work time
- Off-task behaviour (e.g. lack of focus, distracting others)
- Not attempting work or refusing to engage
- Inappropriate use of equipment or resources
- Failure to follow clear staff instructions
- Low-level disruption such as tapping, making noises, or wandering around the classroom (with the exception of those students who require items to support focus and regulation, such as fidget toys and movement breaks)
- Poor organisation (e.g. lack of required equipment after reminders)
- Use of inappropriate language (non-serious, non-abusive)
- Not completing homework (where applicable)
- Late arrival to lessons without a valid reason

Behaviour points may also be issued for:

- Failure to follow the school uniform policy
- Failure to follow school rules and expectations outside of lessons

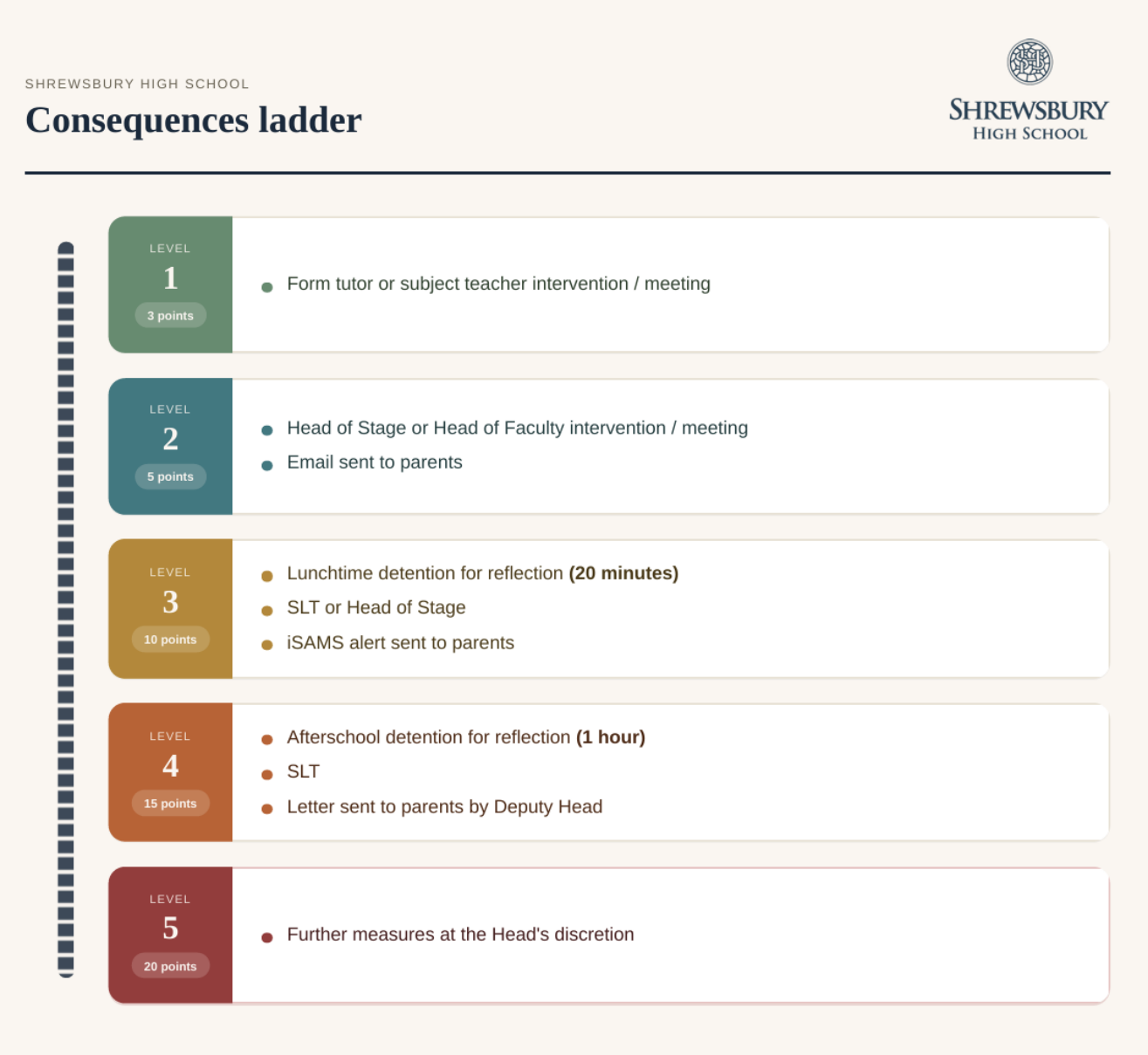
Issuing Behaviour Points

Multiple behaviour points may be issued depending on the severity of the behaviour or actions based on the follow structure. Accrued behaviour points face consequences as per the consequences ladder further below.

It is important to note that any behaviour points given are explained to the student, by the member of staff issuing them, and that restorative conversations take place as a result to maintain positive relationships.

Negative behaviours observed (learning behaviour and school conduct):	**Points issued:**
Disruption to your own or others' learning Failure to follow clear staff instructions Lack of effort or participation Lack of respect for classroom expectations Homework not completed Missing equipment Incorrect uniform Behaviour in Climb/Form or Assembly does not meet expectation Lack of consideration for others or the school environment	1
Disruption to the learning continues Lack of effort or participation continues Lack of respect for classroom expectations continues Homework is repeatedly not completed Use of inappropriate language Missing equipment or incorrect uniform continues Unkindness or disrespect towards others or the school environment Social time, lesson changeover or corridor conduct misbehaviour Lateness Dishonesty	2
Behaviour over a series of lessons does not meet expectations lessons are not being learnt from mistakes Repeated negative school conduct or lack of respect	3
Disruption or refusal to cooperate which means a student needs to work elsewhere during the lesson (supervised) Persistent lateness, unpreparedness or incorrect uniform	4
Refusal to leave a classroom to work in an alternative, designated space Unsafe behaviour Truancy Non-attendance to consequences ladder sanctions Refusal to use Yondr pouch or hand over phone High level of disrespect towards others including refusal to follow instructions	5
Banned or prohibited item or substance Physical aggression towards peer Verbal aggression towards peer Vaping Theft or vandalism Racism Homophobia Transphobia Harmful sexual behaviour Harassment or bullying Swearing at staff/verbal aggression towards staff Physical aggression towards staff Persistent refusal, disruption or breach of school expectations	20 Immediate Level 5 sanction

Accumulated behaviour points will trigger the following graduated response:



Bullying and unkindness to others

Any incidents of unkindness and lack of respect to others will not be tolerated. 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 will be logged on CPOMS as part of our Safeguarding and Pastoral records, to alert the class teacher/form tutor/Head of Stage, and actions which were taken at the time along with specific sanctions (consequences) given in line with the Behaviour and Good Conduct Policy will be recorded. A copy of the school's Anti-Bullying policy can be obtained from the school office or via 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 and when travelling to and from school. Hair should be of a natural colour, and long hair must be tied back in practical lessons for Health and Safety reasons.

Students are 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. For senior school students, natural makeup which is discreet is acceptable but heavy makeup is not, and students should not have nail varnish, gel or nail extensions or wear false eyelashes of any kind. Junior school students are not permitted to wear make-up of any kind.

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 kept safely in bags during the school day.

In Senior School lockers are available for year 7, or on request for students in years 8-11, in which personal property and games clothes can be stored for safe keeping. Clothing, sports gear, watches, etc. **must** be clearly marked with the student'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

From September 2026, we are launching the Yondr Phone-Free Schools Programme for students in Years 7 to 11. Each student will be required to purchase a Yondr pouch—a secure, lockable case for storing personal devices. The cost of the pouch is £27 (£22.50 plus VAT) and this will be added to your first school bill. Students are responsible for bringing their pouch to and from school each day and keeping it in good condition.

With student safety as our top priority, we will follow our standard safety protocols in the event of an emergency. If you need to reach your child during the school day, please contact reception on 01743 494000 for senior pupils or 01743 494200 for junior pupils.

Junior pupils are not permitted to bring a mobile phone or smart device into school. Should one be required, for example, if travelling on the school bus, any device must be handed in to the school office on arrival at school.

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 School'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 8:30am 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.

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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.
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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 vape, 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

From September 2026, all new laptops to be used in school will need to be purchased or rented from our digital IT partner, Class Technology Solutions Ltd. Through an Easy4U subscription, parents can purchase or rent a high-quality laptop that is configured to meet the agreed school specification and has all required software preloaded including firewall, virus protection and internet filtering.

The package includes loan of devices should the laptop need repairing for any reason ensuring there is no interruption to learning; accidental damage protection; extended hardware warranty and a battery replacement service. Full information can be obtained via email to senioroffice@shrewsburyhigh.co.uk.

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 student is given their 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 child is allowed to use the Internet and e-mail, they 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 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 via email 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.

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 School's 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

ISAMS Parent Portal

From September 2026 all parents will have access to the iSAMS Parent Portal to login and access school information and details of their child's progress, including downloadable school reports. The Parent Portal is cross-platform meaning parents can sign up on any device.

Newsletters

Our Whole School Weekly Newsletter is sent out via the iSAMS Parent Portal 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.

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.

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 2026-2027

Autumn Term 2026
Thursday 3rd September to Friday 11th December

Half-term	Monday 19th October to Friday 30th October
Staff PD Days	Tuesday 1st September
	Wednesday 2nd September

Spring Term 2027
Wednesday 6th January to Thursday 25th March

Half-term	Monday 15th February to Friday 19th February
Easter Holiday	Friday 26th March to Friday 9th April
Staff PD Days	Monday 4th January
	Tuesday 5th January

Summer Term 2027
Tuesday 13th April to Friday 9th July

Half-term	Monday 31st May to Friday 4th June
Bank Holiday	Monday 3rd May
Staff PD Day	Monday 12th 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)

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)

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 juniooffice@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 arrive at school no later than 8:30am	
Registration/Tutor time/Assembly	**8:30-8.55am**
Period 1	**9:00-10:00am**
Break	**10.00-10:25am**
Period 2	**10:25-11:25am**
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 for 8:30am. 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 teaching staff on duty until 5:30pm at the end of each day and a member of SLT on duty until 6pm or until the last pupil leaves the school site.

Assemblies

Each pastoral stage of the school will have assemblies regularly, usually on Week B 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 Thursday morning.

JUNIOR SCHOOL - Overview of the school day

Pupils should arrive at school no later than 8:30am	
Registration/Tutor time/Assembly	8:30-8.55am
Period 1	9:00-10:00am
Break	10.00-10:25am
Period 2	10:25-11:25am
Period 3	11:30am-12:30pm
Lunch time	12:30-1:40pm
Registration/Reading	1:40-1.55pm
Period 4	1:55-2:55pm
Period 5	3:00-3.45pm
Sign out	3.45-4:00pm

After school supervision for all junior students ends at 6:00pm. There are two after school supervisors on duty until 6:00pm at the end of each day and a member of the SLT on duty until 6:00pm or until the last child leaves the school site.

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 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

- School pinafore or navy trousers (Schoolblazer, Autumn and Spring Terms)
- School dress or navy shorts (Schoolblazer, Summer Term)
- Sky-blue polo shirt
- School tie (to be worn with shirts, not blouses, Schoolblazer)
- School jumper or cardigan (Schoolblazer)
- Burgundy socks or tights (girls, white socks can be worn with Summer Uniform)
- Black or navy socks (boys)
- Black leather shoes, no heel
- Navy stormproof coat (Schoolblazer)
- Navy wraparound apron (Schoolblazer)
- School scarf and bobble hat (Schoolblazer, optional)
- School crested bag (Schoolblazer)
- Burgundy bookbag (Schoolblazer, optional)

SPORTS KIT LIST

- Burgundy sweatshirt (Schoolblazer)
- Sky blue polo shirt (Schoolblazer)
- Navy PE shorts (Schoolblazer)
- Navy jogging bottoms (any supplier) or navy fitness leggings (Schoolblazer)(Girls)
- Navy jogging bottoms (any supplier) (boys)
- White PE socks

JUNIOR SCHOOL - UNIFORM LIST
Year 3 to Year 6

SCHOOL UNIFORM

- School blazer (Schoolblazer, Years 5 and 6 only)
- School pinafore or navy trousers (Schoolblazer, Autumn and Spring Terms)
- School dress or navy shorts (Schoolblazer, Summer Term)
- Blue shirt/blouse
- School tie (to be worn with shirts, not blouses, Schoolblazer)
- School jumper or cardigan (Schoolblazer)
- Burgundy socks or tights (girls, white socks can be worn with Summer Uniform)
- Black or navy socks (boys)
- Black leather shoes, no heel
- Navy stormproof coat (Schoolblazer)
- School puffer jacket (Schoolblazer, optional for Year 6 only)
- Navy wraparound apron (Schoolblazer)
- School scarf and bobble hat (Schoolblazer, optional)
- School crested bag (Schoolblazer)

SPORTS KIT LIST

- Burgundy midlayer (Schoolblazer)
- Navy Polo Shirt (Schoolblazer)
- Navy base layers/skins (top and leggings, optional)
- Navy PE shorts or navy skort (Schoolblazer, girls)
- Navy PE shorts (Schoolblazer, boys)
- Navy fitness leggings (Schoolblazer, girls only)
- Navy training pants (Schoolblazer, optional)
- Navy sub-coat (Schoolblazer, optional)
- Navy sports bag (Schoolblazer, small or medium for pupils in school teams)
- Dark swim cap
- Navy or black swimming costume or trunks/shorts (can be purchased from any supplier)
- Games Socks (Schoolblazer)
- Football boots
- Trainers (ideally a non-marking pair for use during indoor PE)
- Astro shoes for hockey (optional)
- Gum Shield

SENIOR SCHOOL - UNIFORM LIST
Year 7 to Year 11

SCHOOL UNIFORM

- School blazer (Schoolblazer)
- School skirt or Navy trousers (Schoolblazer, tailored, navy shorts may be worn in summer)
- Blue shirt/blouse
- School tie (to be worn with shirts, not blouses, Schoolblazer)
- School jumper or cardigan (Schoolblazer)
- Navy or black socks or tights (white socks can be worn in summer)
- Black leather shoes, no heel
- School puffer jacket (Schoolblazer, compulsory if a coat is worn)
- Navy wraparound apron (Schoolblazer)
- School scarf and bobble hat (Schoolblazer, optional)
- School crested bag (Schoolblazer, optional)

SPORTS KIT LIST

- Burgundy midlayer (Schoolblazer)
- Navy Polo Shirt (Schoolblazer)
- Navy base layers/skins (top and leggings, optional)
- Navy PE shorts or navy skort (Schoolblazer, girls)
- Navy PE shorts (Schoolblazer, boys)
- Navy fitness leggings (Schoolblazer, girls only)
- Navy training pants (Schoolblazer, optional)
- Navy sub-coat (Schoolblazer, optional)
- Navy sports bag (Schoolblazer, small or medium for pupils in school teams)
- Navy swim cap (can be purchased from any supplier) or sky-blue swim cap (Schoolblazer)
- Navy or black swimming costume or trunks (can be purchased from any supplier)
- Hooped Games Socks (Schoolblazer)
- White ankle PE socks
- Football boots

- Trainers (ideally a non-marking pair for use during indoor PE)
- Astro shoes for hockey (optional)
- Gumshield

SENIOR SCHOOL - UNIFORM LIST
Sixth Form

SPORTS KIT LIST

- Burgundy midlayer (Schoolblazer)
- Navy Polo Shirt (Schoolblazer)
- Navy base layers/skins (top and leggings, optional)
- Navy PE shorts or navy skort (Schoolblazer, girls)
- Navy PE shorts (Schoolblazer, boys)
- Navy fitness leggings (Schoolblazer, girls only)
- Navy training pants (Schoolblazer)
- Navy sub-coat (Schoolblazer, optional)
- Navy sports bag (Schoolblazer, small or medium for pupils in school teams)
- Hooped Games Socks (Schoolblazer)
- White ankle PE socks

Purchasing Uniform

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

Schedule of Senior Parents' Evenings and Reports 2026-2027

YEAR 7 ⇓	YEAR 8 ⇓	YEAR 9 ⇓	YEAR 10 ⇓	YEAR 11 ⇓	YEAR 12 ⇓	YEAR 13 ⇓
Introduction to Year 7 evening *September*	**Grade Card** *November*	**Grade Card** *November*	**Grade Card** *November*	**Subject Parents' Evening** *September*	**Grade Card** *November*	**Subject Parents' Evening** *October*
Subject Parents' Evening *November*	**Subject Parents' Evening** *February*	**Options Evening** *November*	**Grade Card** *January*	**Grade Card** *November*	**Subject Assessments** *January*	**Grade Card** *November*
Grade Card *February*	**Grade Card** *April*	**Subject Parents' Evening** *December*	**Subject Parents' Evening** *March*	**Mock Exams** *January*	**Grade Card** *February*	**Mock Exams** *January*
Grade Card *April*	**School Assessments** *May*	**Full Report** *March*	**School Exams** *May*	**Subject Parents' Evening** *February*	**School Exams** *May*	**Subject Parents' Evening** *February*
School Assessments *May*	**Full Report** *June*	**School Assessments** *May*	**Full Report** *June*	**Grade Card** *April*	**Parents' & Higher Education Evening** *June*	**Grade Card** *April*
Full Report *June*		**Grade Card** *June*		**Pastoral Letter** *May*		**Valedictory Report** *July*

Pastoral Team Senior School 2026-2027

<table>
<tr><th colspan="3">Tutors</th><th>Head of Stage</th><th>Mentors</th></tr>
<tr><td colspan="2">7P
Miss N Orpwood
Room 21</td><td>7Q
Mrs V Pound
Room 22</td><td rowspan="3">Head of Stage
Lower School
Ms J Shenton</td><td rowspan="5">Academic and Pastoral Mentors
Dr E Richardson*
Mrs J Tryhorn *
Mrs A Causebrook
Mr A Heighway
Mr Lockett*
Mr C Bunn
Ms E Labbé
Mrs S Jenkins *</td></tr>
<tr><td colspan="2">8P
Mrs E Brick
Room 20</td><td>8Q
Mrs S Cooke
Room 12</td></tr>
<tr><td colspan="2">9P
Mrs K Turner
Mrs T Ruiz Blanco
Room 8</td><td>9Q
Mrs J Viani
Mr Johnson
Room 9</td></tr>
<tr><td colspan="2">10P
Mrs C Read
Miss S Vyse
B1</td><td>10Q
Miss Bush
Mrs C Tonks
Room 13</td><td rowspan="2">Head of Stage
Middle School
Mrs R Sadd</td></tr>
<tr><td>11P
Mrs C Adams
Miss D Furber
Room 6</td><td>11Q
Mrs K Wilde
Mrs J Orgill
Room 7</td><td>11R
Ms J Cook
Mrs A Lingen
Room 10</td></tr>
<tr><td>Apollo
Mrs C Tinney
Mr R Aldridge
KC4</td><td>Jupiter
Mr J Millichamp
Mrs E Sutton
A2</td><td>Mercury
Mr K Darke
Frau Gutman
KC2</td><td>Neptune
Mr M Bishton
Mrs V McQueen
A1</td><td>Director of Sixth Form: Mr J Allan
Deputy Director of Sixth Form
Mrs R Sadd</td></tr>
</table>

Wellbeing and Pastoral Care – 'Climb time' at SHS

Knowing every student is central to our pastoral approach, and it is imperative to us that each and every student has the best experience that they can, during their time with us at Shrewsbury High School.

Our whole school pastoral ethos is to encourage our students to be fully themselves, aim high with their choices and aspirations, and to be a thriving member of our community. To this end, our pastoral programme is called "Climb" to reflect our place in the heart of the Shropshire hills. Climb is our metaphor for pushing "onwards and upwards"; socially, emotionally, and spiritually in conjunction with their excellent academic studies.

At the heart of Climb, we know that happy students perform better, and for our students 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 mentors are here to provide that "spark" – so that all our students 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 student's 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@shrewbsuryhigh.co.uk

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@shrewsburyhigh.co.uk
Mrs R Sadd	Head of Stage – Middle School *(temporary until December 2026)*	r.sadd@shrewsburyhigh.co.uk
Mrs R Sadd	Deputy Director of Sixth form (Pastoral Lead)	r.sadd@shrewsburyhigh.co.uk
Mr J Allan	Director of Sixth form	j.allan@shrewsburyhigh.co.uk

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 and DSL, can be reached on k.millichamp@shrewsburyhigh.co.uk

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 juniooffice@shrewsburyhigh.co.uk

Class teacher contact information is listed as below:

Mrs Z Roberts	Reception teacher	z.roberts@shrewsburyhigh.co.uk
Mrs R Wakeley	Year 1	r.wakeley@shrewsburyhigh.co.uk
Mr R King	Year 2	r.king@shrewsburyhigh.co.uk
Miss S Thompson	Year 3	s.thompson@shrewsburyhigh.co.uk
Mrs SJ Blenkinsop	Year 4	sj.blenkinsop@shrewsburyhigh.co.uk
Mr G Carter	Year 5	g.carter@shrewsburyhigh.co.uk
Mrs J Saxon	Year 6	j.saxon@shrewsburyhigh.co.uk

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.blenkinsop@shrewsburyhigh.co.uk or k.millichamp@shrewsburyhigh.co.uk

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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@shrewsburyhigh.co.uk

Induction for new students

It is of paramount importance to us that for our 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 which 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 class teacher or form 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 their 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.
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The School Nurse

Pupils may be referred, or independently make an appointment, to see the School Nurse, Mrs Susan Livesey (s.livesey@shrewsburyhigh.co.uk). 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@shrewsburyhigh.co.uk

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 life skills 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 Wellbeing
- Mental Wellbeing
- 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.

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 assessments 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 2026 are as follows:

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

Ten 30-minute individual lessons £210 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.

The Director of Music Mr Chris Bunn can be contacted via email at c.bunn@shrewsburyhigh.co.uk

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 and Drama departments 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; 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.

The Director of Sport, Mrs Ali Causebrook can be contacted via email on:
a.causebrook@shrewsburyhigh.co.uk

Co-Curricular Drama

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.

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 students 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 Aladdin* 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@shrewsburyhigh.co.uk

School Lunches

Lunch costs which are averaged over the year and are invoiced with the tuition fees. Lunches are optional for 6th form pupils and charged as taken.

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 are 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 finance@shrewsburyhigh.co.uk

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 2026-2027

AUTUMN TERM 2026

Tuesday 8th September – Friends of SHS meeting, 6.00pm
Friday 11th September – Year 7 Parents' Information Evening 5.30-6.30pm
Friday 11th September – Friends of SHS New Parents' Welcome Evening
Saturday 12th September – Annual Art Exhibition 12.00-3.00pm
Saturday 26th September – Whole School Open Morning 9.30am – 12.30pm
(NB: all pupils are expected to attend as tour guides and helpers)
Tuesday 6th October – Sixth Form Open Evening
Tuesday 17th November – Autumn Concert in Shrewsbury Abbey, 6.00pm
Tuesday 8th December – Junior Carol Service, 5.00-6.00pm
Thursday 10th December – Senior Carol Service, 6.00pm

SPRING TERM 2027

Saturday 16th January – Senior School Entrance Assessments
Tuesday 2nd – Wednesday 3rd February – Winter Dance at Theatre Severn
Wednesday 10th March – Schools Gotta Dance, 7.00-9.30pm
Wednesday 17th – Friday 19th March – School production, Theatre Severn

SUMMER TERM 2027

Thursday 22nd April – Summer Concert, St Chad's 6.00pm

Key Contact Details

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

Junior Office – 01743 494200 | junioroffice@shrewsburyhigh.co.uk
Senior Office – 01743 494000 | senioroffice@shrewsburyhigh.co.uk

General Enquiries
enquiries@shrewsburyhigh.co.uk

Head
Darren Payne: head@shrewsburyhigh.co.uk

Junior Head and Whole School Deputy Head
Kate Millichamp: k.millichamp@shrewsburyhigh.co.uk

Designated Safeguarding Lead
Kate Millichamp: k.millichamp@shrewsburyhigh.co.uk

School Nurse
Susan Livesey: s.livesey@shrewsburyhigh.co.uk

Admissions
admissions@shrewsburyhigh.co.uk