

15th May 2023

Dear Parents/Carers,

Congratulations on your son/daughter being offered a place for September, we hope they are excited about the transition into secondary education and we look forward to welcoming them into our school community. We work closely with our primary schools to ensure that students' academic and pastoral needs are met during this transition period. Mrs Cawston, our Year 7 Pastoral Support Officer, has already started going into schools to meet students and build relationships with them ahead of September.

On **Tuesday 4th July** we welcome students from all non-feeder schools to attend a transition morning 10am-12pm, we ask that you arrange transport for this event, we can confirm attendance with the primary schools to ensure they get authorised attendance. This supplements our transition day later in the week, by providing students who are joining us as the only one in their school an opportunity to make new friends and explore their new environment ahead of their peers.

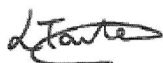
On **Thursday 6th July** we welcome our next cohort into our school, the day will run from 9.30am-2.30pm, where students will meet their peers, experience lessons at secondary school and meet key members of staff, again transport will need to be arranged for this event. In the evening we welcome you and the students back for an assembly to celebrate their achievements of that day with the senior leadership team and an opportunity to meet with their tutor. Appointments start at 4pm, with the celebratory assembly at 6pm, details of how to book an appointment will be sent nearer the time.

Mrs Chappell, our trust assistant SENCO, works closely with myself and primary schools, based on the information shared she will write to parents separately. If you do not hear from her by **Monday 6th June** and you have information you wish to pass on please email, Mrs Chappell c.chappell@stclementshigh.org.uk

Our students take pride in their appearance with our uniform; both the school uniform and Physical Education kit can be purchased through the school website. We have included a copy of the price list and our uniform policy. Birds, our PE uniform provider will attend our transition evening, Price & Buckland have requested that you take the time to use the sizing guide available online to assist with your purchasing.

There is a lot of new information to digest, to support we have created a frequently asked questions for transition with answers attached. Mrs Cawston, our KS3 Pastoral Officer on 01553 825919 is happy to support in anything further to this questions, please do not hesitate to get in touch.

Yours Sincerely,



Mrs L Towle
Assistant Headteacher – KS3

St Clement's School Uniform

BOYS

School Blazer*
White, stiff collar, school shirt
School Tie*

Plain black tailored trousers with black socks

Blue School Jumper (*optional*)*

Plain black leather/leather look school shoes (no boots or trainers etc)

Optional Plain coloured coat suitable/long enough to wear over the blazer. No "hoodies", logos or sport motifs.

Boys Tailored Shorts (with emblem on, purchased from the School Uniform Provider can be worn during the Summer term).*

GIRLS

School Blazer*
White, stiff collar, school shirt
School Tie*

Plain black tailored trousers with black socks
Or

School skirt* (with emblem on, purchased from School Uniform Provider) with plain Navy tights or socks

Blue School Jumper (*optional*)*

Plain black leather/leather look school shoes (no boots, trainers, stilettos, ballet pumps, sling backs or toeless)

Optional Plain coloured coat suitable/long enough to wear over blazers. No "hoodies", logos or sport motifs.

Uniform indicated * should be purchased from Price & Buckland.

School PE kit should be purchased from Birds Schoolwear (www.schoolwear-uk.com)

There are links to both of these suppliers on our school website: www.stclementshigh.org.uk

SCHOOL PE KIT (ALL)

Indoor and summer lessons; all students

Sky blue polo shirt with embroidered school badge

ONE OF;

- 1) Navy blue shorts
- 2) Tracksuit bottoms
- 3) School leggings (All with school badge)

Sky blue sport socks and/or white sports socks

Outdoor Lessons (All) ¼ zip sweatshirt with embroidered school badge (Essential for winter)

Footwear – trainers **and optional** football boots (for field activities such as football, rugby/hockey)

OTHER AREAS

Only **discrete** facial make-up may be worn. **No** nail varnish, false nails etc. Hair colour should be **natural** in colour and should not be cut/styled in an "extreme" fashion

One pair of stud earrings is permitted and a discreet wrist watch. **No** other jewellery to be worn

Equipment: A scientific calculator, pen, pencil, ruler, protractor, compass, pencil sharpener and rubber are an expected part of school uniform and should be brought to school every day

A suitable bag (e.g rucksack/messenger bag) which are large enough to fit equipment, kit and books as required, this should be used every day.

No slouch bags or handbag style day bags.

School Uniform – St Clement's High School

Price and Buckland provide our school uniform; this can be purchased through our school's website (www.stclementshigh.org.uk). The uniform will be delivered to the school free of charge for you to collect before the term starts in September on the 2nd and 4th Monday of each month. The front office will not be open during the holiday, so collection will be delayed until **Friday 1st September**. They do offer free delivery to home addresses for orders over £70. We do recommend, where possible, to order to your home address for a small delivery charge (£4.50), as Price and Buckland are offering free returns within 14 days, if the items are not correct.

Prices for each item are shown below;

Blazer	28" - 36"	£26.50
	38" – 48"	£32.00
Fine Knit Sweater	28" - 34"	£14.75
	36" – 44"	£17.75
School Tie	Standard	£6.25
Pleated Skirt with Logo 18" Length in 22-28" Waist. 20" Length in 22-36" Waist. 22" Length in 30-36" Waist.	20" - 28"	£15.45
	30" - 38"	£18.55
The company will also sell trousers and white shirts, if you wish to purchase them.		

The company have provided a sizing guide to help with your purchasing (<https://price-buckland.co.uk/parent-zone/how-to-measure-your-child/>) If the uniform does not fit please print a returns label and return your order unworn and with all labels intact within 14 days www.royalmail.com/track-my-return/create/2864

To ensure your son/daughter uniform arrives before September please do try and order before **Tuesday 1st August 2023**

PE Kit, St Clement's High School

The PE kit, from Birds Schoolwear, can be also purchased through our School website (www.stclementshigh.org.uk),

Prices for these are available below;

School Polo Shirt	Ages 9 – 10 – XL	From £7.75
Sports Socks	Sizes 12 - 12	From £4.50
Errea Track Pants	Ages 9 – 10 – XL	From £20.00
School Leggings	Ages 9 – 10 – XL	From £17.50
School Shorts (Boys)	Ages 9 – 10 – XL	From £6.50
1/4 Zip Sweatshirt	26" - 48"	From £17.50
The following items can be provided by Birds, or through an alternative company if you wish;		
Gum Shield	£3.50	
Shin Pads	£10.00	
Rucksack/Holdall	£12.50	
Iron on Labels	£3.00	
Initials (up to three letters) can be added to each item of the PE kit at £2.00 per garment, this will help reduce the number of items lost during the year.		

Items can be delivered to school free of charge, using the code STCLEM01, but this service is only available during term time. Alternatively, they offer free delivery for orders over £75.00 or a £5.50 delivery charge for orders under £75. This company is based in Dereham, the store is open Monday to Saturday 9am – 5.30pm, please check the website for details regarding late opening hours.

They will bring the school shop to us for our transition event so you can purchase the uniform then, alternatively you can use their size guide publicised on their website (<https://www.birdsofdereham.com/shop/category/schoolwear-size-guides1-675/>) Returns are sent back to the shop at the customer's expense, but all exchanges are sent back free of charge with second-class postage. If you need any assistance please contact Birds directly on 01362 692941 or 01362 699130

Transition Frequently Asked Questions

Who will my child's form tutor be?

All students will be told who their tutor will be by the end of the summer term, so everyone is well prepared for September. We use information from the primary schools and to help create a tutor group, they may have some of their old friends with them but plenty of potential new friends. On our transition day, students spend time with their tutor and their tutor group in the afternoon, before you get an opportunity to meet them in the evening at our transition event.

What house will my child be in?

Each year group has five tutor groups and each one is assigned to a House. House competitions are run throughout the year, across the key stage and by subject.

Brunel	Nightingale	Churchill	Darwin	Austen
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How will I get my child's uniform?

In this pack there is information about our uniform policies (for school and PE uniform) alongside price lists and instructions on where to purchase them from. Birds, our PE Uniform provider, will come into school on Thursday 7th July with uniform for students to try on and buy. Price & Buckland have an online service to support in sizing. Information about deliveries into school is written in the letter attached.

How do I get on the SIMS ParentApp?

The SIMS ParentApp will enable you to access details of your child's timetable, rewards, behaviour and attendance at any time, you have already started your registration by completing the requested information in the Data Collection Booklet, a link to sign up for the app will be sent to you in September.

How do I arrange for my child to use the School canteen?

We use a cashless system in school. Parents can monitor both outstanding balances and the food choices their children are making at the canteen via ParentPay. A log-in for ParentPay will be sent to you before the Autumn Term.

How do I arrange for my child to use the bus to get to school?

If you are eligible for school transport (if you live more than 3 miles walking distance from school), Norfolk County Council will issue you with details of the allocated bus and a pass during the summer holidays. All queries regarding transport need to be directed to Norfolk County Council as the school does not arrange it.

How will my child know the school rules, expectations, rewards system, etc.?

You will be provided with a school handbook before your child starts at St. Clement's, which clearly states both our expectations and how we reward good behaviour. We will also use the transition and first few days to ensure your child is clear on the school rules, expectations and reward system.

Who will be my key points of contact?

Your first point of contact for many queries, however, will be your child's form tutor, contact details will be given once tutor groups are confirmed.

Mrs Cawston, is our Year 7 Pastoral Support Officer, her direct line is 01553 825919. Students and parents can also email y6@stclementshigh.org.uk. All other key email addresses can be found on our school website, alternatively for general enquiries please use office@stclementshigh.org.uk

My child is worried about making friends and being bullied, how can I reassure them?

We have a strong pastoral system at St. Clement's High School. Students will spend the first part of each day in their tutor groups, where they will have some familiar and some new faces. The tutor is the first port of call if your child has any worries. We then have a designated Year 7 Pastoral Officer, Mrs Cawston, whose role is to ensure the children settle well and feel happy and safe in their new environment. We will promote activities early on in the year to encourage good relationships and support children with changing friendship groups.

My child is worried about homework, what can I tell them?

Where homework is concerned it is best to be realistic, there is more homework at secondary school, however that doesn't mean it is something to worry about. Homework is set regularly and published on our homework system called SatchelOne. On average students are expected to complete 2.5 hours of homework a week. Most of the homework in year 7 will focus on using our termly Knowledge Organisers, which are a summary of the key points of learning in each subject.

What will their first day be like?

On their first day they will greet their tutor and their tutees on the playground, they will walk together to their tutor room. Students will spend time with their tutor group during an extended tutor session, learning their new timetable and becoming more confident in their new surroundings. On their first day, students will not need their PE kit, but will be expected to bring a water bottle, pencil case and arrive in full school uniform ready to learn and make a good first impression.

How will my child know where to go for lessons?

Transition day and the first days in school in the new academic year will be used for orientation. All children will be escorted around the site while they build their confidence. It will never be a problem to ask where somewhere is, after all it takes everyone a little time to get used to a new place.

Where can they keep their belongings whilst at school?

Lockers are available, we request a deposit of £5. Locker letters can be requested from the finance department in September. Our lockers are very good for storing heavy items, but many older students do not use them, favouring to pack their bag each day with the equipment that they need.