



General Information

STUDENT PLANNER

Students will be given a Student Planner; they should use this to record their homework and to help them organise their work. Homework set can also be viewed on Showmyhomework. Log-in details will be sent home at the beginning of the Autumn Term. Please contact Mrs Davey if you do not receive these. Parents and carers should use the planner to communicate with tutors in the first instance and we would appreciate it if you could sign this on a weekly basis. Student House Points are also recorded here.

ATTENDANCE

We operate an attendance alert system where parent(s)/guardian(s) will be contacted if a student's absence on any day is unexplained. We would therefore ask you to telephone the school on each occasion your child is absent. Where an absence is known in advance a letter to your child's Form Tutor/note in the Student Planner will avoid the need to call. Please can I remind you of the very strong link (see Student Planner when received in September) between attendance and achievement. A student with a 95% attendance record means in any one year the student has missed two weeks or 50 lessons. If attendance falls below 95% we will write to parents. **The attendance alert system is based on attendance at registration (9.00 am), therefore if a student is late and fails to attend registration parents may well be contacted.**

PUNCTUALITY

Students are expected to be on the school premises at 8.55 am, ready to move to Registration or Assembly at 9.00 am. Any student arriving after 9.30 (unless this is as a result of a school bus being delayed) will trigger a late text to a parent. We appreciate your co-operation in ensuring your child has left home in ample time to get to school.

HOLIDAYS DURING TERM TIME

Our school policy is not to grant any leave of absence for family holidays during term time unless there are exceptional reasons. Therefore, any holiday taken in term time will be deemed as an unauthorised absence. Whilst notification of planned absences for routine events such as medical, orthodontist, music exam appointments, etc., should be put in writing in the student planner to form tutors, I must be informed in writing of any other planned absence.

EQUIPMENT AND GOOD WORK HABITS

All students will be expected to attend lessons with the correct equipment, both general and specific. It is essential that students have with them pens, pencils, a ruler, scientific calculator, glue, protractor and compass. Specific items include a full PE kit and relevant textbooks and exercise books. It is important that students hand in homework on time. Failure to do so will result in departmental detention at lunchtime. Detention sessions will take precedence over all other activities.

FREE SCHOOL MEALS

Under certain circumstances, some students may be eligible for a free school meal and in recent years we have been surprised by the low take-up. I strongly advise all eligible parents to take advantage of this system; it is in the interests of both the students and the school.

Please see our school catering page for full details on Free School Meals.

MOBILE PHONES AND ELECTRONIC DEVICES

Mobile phones and electronic devices are a distraction to the learning process and are not required during school time. In Years 9 to 11 inclusive these devices (including e-cigarettes) **must not be used in school**. Any mobile phone or electronic device **in plain sight** will be confiscated and only returned to the appropriate parent/guardian **who will need to collect it from the school office**. Any mobile phone or other device that is brought into school is done so entirely at the student's risk. The school will not be responsible for any loss or damage to the device. We ask parents wishing to contact their son/daughter whilst at school to do so via the main school office and encourage parents not to text or phone their child's mobile phone during the school day.

PHOTOGRAPHS OF SCHOOL STUDENTS

Students attending Prince Henry's High School will be photographed for educational and safeguarding purposes.

Students will be photographed in many cases to celebrate a particular success story or individual and/or collective achievement. Such photos might appear in one of the school's own publications, on the school website or in local press coverage. Since the introduction of the Data Protection Act 2018, we have been obliged to seek consent in order to use photographs of students in this way, which we have done for all students in school either via letters home or through the admissions form. I should like to stress that as we would never force a student to be photographed against their wishes for these purposes, you could ask your son/daughter to make it clear to the member of staff at the time if they do not wish to take part.

SCHOOL PREMISES

It is important that all parents understand that the school premises, including the school fields, astro-turf and tennis courts, are private property. The Sports Hall, astro-turf and The Henrician are available for community use and may be booked in advance using the proper channels. The school also organises a wide range of extra-curricular activities using these and other facilities. However, under no circumstances should students of the school, their friends or other family members be on any part of the school site outside of school hours, including during the evening, at weekends and school holiday periods. Any adult or child who is on the school site, but not engaged in a proper formal activity arranged through the school, will be trespassing.

STUDENTS 'BEHAVIOUR IN PUBLIC PLACES

A large proportion of our students walk to and from school. I would be very grateful if parents would impress upon their children the importance of consideration for others in public places, particularly where pavements are narrow and where elderly people or those with pushchairs or young children may be trying to walk against the flow of PHHS students. While this applies mostly to Evesham, it is also relevant to at least some of the villages that our students live in.

STUDENTS COMING TO SCHOOL BY CAR

I have been asked by Mrs Thomas (Deputy Headteacher) to inform you about the issues concerning the school at the start and the end of the school day. There are parking restrictions in Victoria Avenue at the start and end of the school day, with limited access to the school, compounded by 14 school buses dropping children off in the morning and picking them up again in the evening.

Please see our school transport page for more information regarding students coming to school by car.

HEALTHY EATING

We are pleased with how well our dining facilities (Henry's) are used. Please help us by encouraging your child to eat in a healthy way by discouraging them from bringing such items as crisps, fizzy/energy drinks, chocolate and sweets or chewing gum, etc, into school; and by ensuring they have eaten breakfast before they come to school. **The school strongly encourages the use of the ParentPay system, details will be sent to parents and carers prior to starting with us in September.** Students can spend up to £5 per day in Henry's unless parents have increased the limit individually.

Dr Evans
Headteacher