

Notes

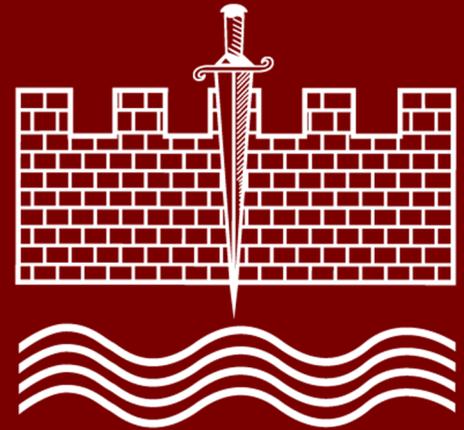
# Shoeburyness

High School

EXPECT EXCELLENCE



SCHOOL INFORMATION



# Welcome to Shoeburyness High School

*We truly believe that our school is unique; we are a large school that feels very personal and we manage to combine hard work and rigour with positive relationships and humour.*

*Our best assets are our students together with the staff that work with them; we are proud to be a fully inclusive, community school and the diverse nature of our school population adds real value. Make no mistake, the importance we place on positive relationships and community does not distract us from our core purpose which is to provide the best learning opportunities for our students, so they can achieve the best possible individual outcomes.*

*We look forward to working in partnership with you to support our young people through the next phase of their educational journey.*

Shoeburyness High School

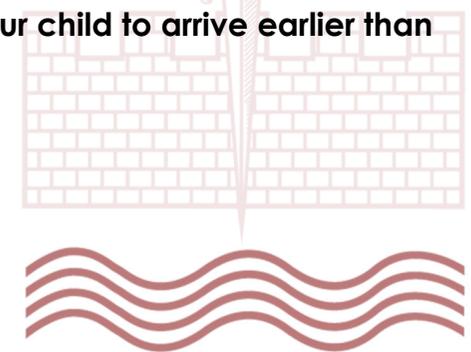
## **Arrival 8.30am:**

*Pupils from Bournes Green, Friars, Hamstel and Thorpedene schools are to enter the front entrance of the school (Caulfield Road), wait on the paved area inside the grounds and will be directed to the Wendy Owen Hall.*

## **Arrival 8.45am**

*Pupils from all other feeder schools are to enter the front entrance of the school (Caulfield Road), wait on the paved area inside the grounds and will be directed to the Wendy Owen Hall.*

**(Please do not encourage your child to arrive earlier than 8.45am).**



**Year 6 Transition Day**

# **Friday 4th July**

**Caulfield Road entrance**

**Group 1—8:30am arrival**

**1:00pm dismissal**

**Group 2—8:45am arrival**

**1:15pm dismissal**

# Year 6 Borough Transition Day

Please make arrangements to collect your child from the front of the school on Caulfield Road at your allocated time. If your child has permission to leave our premises independently, written consent must be provided which will be checked by our senior staff. Please take into account also that this is a busy time of the day and parking is restricted.

*During the morning students will sample a variety of lessons.*

**Please ensure students:**

- Wear their current school uniform with trainers.
- Bring basic equipment including a pen, pencil, ruler and rubber
- Bring refreshments for break including water

*Students will receive their school lunch at approximately 12.00 noon. We are delighted to be able to offer a free school meal for all the year 6 students visiting us on this day. There is also an area where pupils can eat a packed lunch.*

**Our mission** is to provide a range of **opportunities** in and outside of the classroom that allow our students to become fully rounded individuals who demonstrate positive **attitudes** to their immediate, local and wider communities and who have **aspirations** for their own futures.

We will support these attitudes and aspirations with excellent practice that enables our students to achieve the best possible **outcomes** that prepare them for engaging and **destinations**.



#### **Inclusiveness**

We will never leave anyone out and will ensure everyone feels like they belong



#### **Family**

We are part of every student's extended family and will support them just the same



#### **Respect**

In all of our interactions we have due regard for someone's feelings, wishes and rights



#### **Resilience**

We support individuals to face challenges and deal with them positively



#### **Excellence**

Everyone is capable of excellence and our purpose is to ensure they achieve it

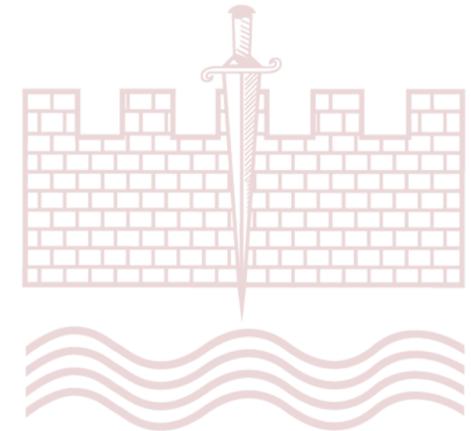
EXPECT EXCELLENCE

**Our vision is for every student to feel proud of themselves**

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What to do	How to do it	Tick
Purchase or order uniform	Visit the given suppliers either in store or online to purchase the correct	
Buy school equipment and bag		
Visit the website		
Follow Facebook		



# FAQ

## What do I need to do now so that my child is prepared for Shoeburyness High School?

What to do	How to do it	Tick
Send information about your child to SHS	Complete admission form online	✓
Attend Parents' Information Evening		✓
Download Bromcom My Child At School app	Download app from app stores	
Put money onto student's account	Transfer money to your child's account using MCAS	

Key contact	Contact information
School Office	01702 292286
Attendance	STUDYBUGS app
Teachers	Email <<teacher initial>><<surname>>@shoeburyness.secat.co.uk
Faculties	Email Head of Faculty, Subject or Key Stage Names can be found on our website in Who to Contact/Student Welfare and Progress
Head of Year Miss Miller	vmiller@shoeburyness.secat.co.uk or call 01702 292286
Pastoral Year Manager Mrs Beale	abeale@shoeburyness.secat.co.uk or call 01702 292286



CONTACT DETAILS

[www.shoeburyness.secat.co.uk](http://www.shoeburyness.secat.co.uk)

01702 292286

[office@shoeburyness.secat.co.uk](mailto:office@shoeburyness.secat.co.uk)

Caulfield Road

Shoeburyness

SS3 9LL

For further contact details,  
please go to website 'Who to contact'

## FAQ

# How do I keep informed about what is going on in school?

We have a number of methods of communication. This can only work effectively if we always have the most up to date contact details which will be taken from your completed admission forms. If at any point you need to update this information, this can be done through My Child At School in the Data Collection Form.

### Bromcom My Child at School (MCAS)



This allows you to access your child's attendance, grades and behaviour whenever you wish. As well as student performance data, the portal also provides general information about the school, such as the school calendar and any important announcements.

### Bromcom Student Portal



This allows the student to access their timetable and view any homework set which should be done on a daily basis.

### Emails



Each member of staff has a direct email address. A list of main contacts can be found on our website at 'Who to Contact', either within General Enquiries and Administration or Student Welfare and Progress.

### Telephone

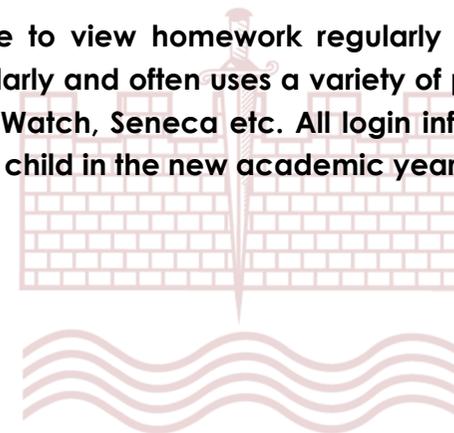


If you wish to speak directly to a member of staff, it may not always be possible to do this instantly due to teaching and learning commitments. If you ring through to the main school number, our front office will aim to put you through but you may wish to email the member of staff to arrange a convenient time to talk.

## FAQ

# How will I know what homework has been set?

You and your child will be able to view homework regularly by using Bromcom. Homework is set regularly and often uses a variety of platforms such as Microsoft Teams, Maths Watch, Seneca etc. All login information for these will be shared with your child in the new academic year.



## FAQ

# What extra curricular activities can my child get involved in?

Clubs and Activities are updated on our website.

Please go to 'Key Information' and then 'Clubs and Activities'.

Please also follow our many official Twitter accounts that also promote different activities for your child to get involved in.

# FAQ

## What will my child learn?

Shoeburyness High School offers a broad and balanced curriculum to all students, ensuring equal access to learning to all and appropriate levels of challenge and support. The curriculum is constantly changing and although as an Academy the school is not required to follow the National Curriculum, nonetheless, in the interests of our students and consistency, the school continues to meet statutory requirements.

The curriculum is subject based, with all students studying the full range of subjects in each year group. Students study the following subjects at Key Stage 3:

- English
- Mathematics
- Science
- Modern Foreign Languages, (French and Spanish)
- History
- Geography
- Religious Education
- Art
- Music
- Performing Arts
- Design and Technology
- Physical Education
- Computing
- SCOPE (a programme of personal, social, health, citizenship, enterprise and careers education)

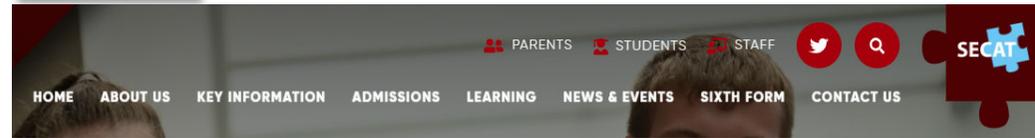
Additional subjects are then available for application at Key Stage 4 and Key Stage 5.

Please go to 'Learning' on our website for further information.



### Website

Our website has a breadth of information. Please use it regularly as a direct source, either within the main menu or the 'Parent' or 'Student' section.



### Facebook

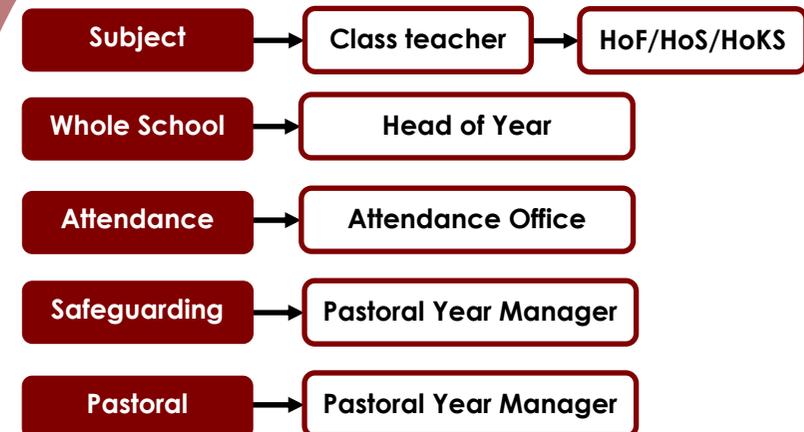
We are incredibly proud of our students and their achievements and we use Facebook to celebrate this. We will not use this as a method for any formal communication.



### Newsletters

Newsletters are emailed to you and available on our website in 'News and Events'. It is an excellent way to keep informed of what is going on in school and the amazing achievements of our students.

## Who to contact



# FAQ

## How do we use My Child at School?

Our main communication system is Bromcom My Child At School (MCAS) parental portal which can be accessed via a web browser or dedicated App. On admission new parents/carers will be sent an invitation code and link to redeem the code, as well as instructions on how to access MCAS.

Once you have entered the invitation code login details into the relevant fields you will be asked to set a password to access MCAS and confirm your email address for password recovery purposes.

A parental guide for MCAS can be found here:

[MCAS Parent Guide](#)

Please go to the SECAT website for further information

[Southend East Community Academy Trust - My Child at School](#)

To login to MCAS via a web browser follow this link:

[MCAS Login](#)

[www.mychildatschool.com/MCAS/MCSParentLogin](http://www.mychildatschool.com/MCAS/MCSParentLogin)

If you have any issues with MCAS, please contact the ICT support team via the link on the SECAT website.

[Support : SECAT ICT Helpdesk](#)

# FAQ

## How will my child find their way around the school?

Please do not worry! It is a large school but you will be surprised how quickly students become familiar with their surroundings.

This is because:

1. They will be given a tour on their Transition Day on the 4th July
2. They will be taken around again on their first day by their form tutor
3. There are maps around the school that they can refer to
4. They can ask their form tutor every day where classes are before their lessons
5. Each subject has large signs and colour coordinated door signs indicating you are in the right area



6. They can ask anyone. Staff and other students are more than happy to help new students find their way. If someone is not available, they can go to the front office for help.

# FAQ

## How do I discuss my child's subject progress ?

Faculty Staff, Subject Heads, Key Stage Heads, Heads of Faculty

In the first instance, we advise that you contact your child's teacher as we are able to resolve a great majority of questions in this way. If however, you wish to discuss your child's progress with the Head of Faculty, Subject or Key Stage, please find their contact details on the website.

# FAQ

## How will my child be assessed?

At Shoeburyness, we believe that regular assessment is a key part of supporting every student's learning journey. Throughout each unit of work, teachers use a range of strategies to check understanding and provide feedback. At the end of a unit, students complete a formal assessment that reflects the key knowledge and skills taught. These assessments are marked and given a percentage score.

The timings of these assessments may vary depending on the subject and the length of the unit. Once per term, the percentage scores from these assessment are reviewed in relation to each students starting point. This allows us to measure whether a student is making progress above, in line or below expectations. In addition to academic progress, we also report on students' Attitude to Learning, both in class and for homework. These are scored on a scale from 1-4 with 4 indicating an excellent attitude. All this information is shared through termly reports, which are accessible via My Child at School. We also warmly invite you to attend our annual Parents' Evening where you will have the opportunity to discuss your child's progress directly with their teachers.

### Helping your child at home

You can help your child by:

- building links with staff by communicating through your child's teachers, Head of Year and attending parents' evenings
- monitoring your child's progress on My Child at School
- making sure your child is in school every day on time
- sharing books and listening to your child read on a regular basis
- encouraging your child to complete their daily homework and checking that it reflects your child's ability
- giving your child responsibility and fostering independence
- Encouraging your child to be involved in the wide range of extra curricular activities we have on offer

### GDPR

Shoeburyness High School is GDPR compliant. A copy of the Trust's Privacy Notice for Parents and Pupils can be located within the policies section of the SECAT website.

## My Child At School

To download the MCAS App to your phone or tablet please use the appropriate store depending upon your type of device:



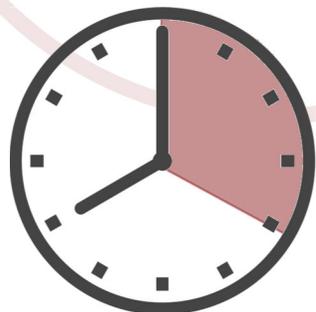
# FAQ

## What does my child need to do on their first day?

Lessons start at 8:30am so your child should aim to arrive by 8:20am every day to give them time to get to their class. Students must enter via the Caulfield Road entrance. Gates are locked at 8.40am.

A suitable school bag is needed in order to carry books or resources that may be given. Bring basic equipment such as pens, pencils, rulers, rubbers etc. Further information can be found on our website.

Prepare a packed lunch and refreshments if your child is not using the school canteen facilities. We are a nut-free school and as a Healthy School, we do not allow high energy or sugary drinks .



## FAQ

# Who can my child see for support ?

Your child's first port of call is their tutor. They will see them every afternoon during their tutor period

Students should always bring any concern to their tutor, however small they may think it is.

The tutor may be able to resolve the issue themselves, or ask for support from the Head of Year or Pastoral Year Manager, depending on the nature of the concern.

Each Year 7 tutor group will have Year 12 prefects assigned to them to provide a 'buddy' system. The younger students can ask questions of the older students about life at secondary school; getting organised, keeping on top of homework etc.

Each tutor group will elect 2 representatives to join the Student Council. The Student Council meet the Senior Student Leadership team regularly to discuss concerns their tutor group may have raised during discussions in Tutor time.

We also use our older students to mentor others, to help with option choices at GCSE or post 16 pathways.

We have wellbeing staff in school to support students and staff. We also refer on to external mental health professionals.



Students will be able to purchase food from our canteen. **We run a cashless system so students will have their fingerprints taken on their first day. You must put money on My Child At School (MCAS) beforehand.**

To see our menu, please go to 'Key Information' on our website and then 'Canteen'

Students DO NOT need to bring a PE kit as it will be their first day and the issued timetable will clarify when they must bring it in.

Student timetables will be given on the first day. Once you are set up on Bromcom you and your child will be able to have access to this information.

**We run a  
cashless system.  
More information  
on the next page.**

# FAQ

## What is cashless catering?

Cashless catering is our system for paying for school dinners. At Shoeburyness High School, the cashless catering is 'pay as you go', so food orders are not paid for in advance.

Parents/Carers will need to access MCAS (My Child At School) website or App and top up their child's account to allow them to buy food in the canteen. Instructions to do this will be sent to Parents/Carers before the summer holidays.

If you have any queries regarding using MCAS (My Child At School), please email [mcas@shoeburyness.secat.co.uk](mailto:mcas@shoeburyness.secat.co.uk)



### Head of year introduction

I would like to welcome you to the start of your journey here at Shoeburyness High School. My name is Ms Miller and I am the head of year 7. My job is to support and encourage your children to be their best selves, try new things and become part of the school community. They will get the chance to study new subjects, try new hobbies and sports. We want to get the chance to celebrate all their achievements, so we hope they try as many different things as possible to discover activities they enjoy and then share with their classmates and tutors as well as yourselves, about what they have found out. Mrs Beale and I are here to help them make the step up to high school: we have great suggestions about how they can contribute to our school and local community, as well as helping to do their best in their studies. By working together, we will be able to achieve great things.

### Safeguarding

We have robust safeguarding systems and procedures, a focus upon equality and respect for all and all behaviour concerns and worries about bullying are taken extremely seriously

### Young Carers

A Young Carer is under 18 and helps look after a family member. Southend Social Care provide support with and can be contacted on 01702 534000.

<https://www.southend.gov.uk/help-advice-carers/young-carers-1>

**Your Head of Year  
Vicky Miller**

**Your Pastoral Year  
Manager  
Amy Beale**

## FAQ

“Who can my child see for support?”

Head of Year and  
Pastoral Year Managers

Students in each year group are supported by a Head of Year (HoY) and a Pastoral Year Manager (PYM).



Ms Miller

Year 7 Head of Year



Mrs Beale

Year 7 Pastoral Year Manager

## FAQ

“How will my child pay for school dinners?”

Your child will have a 10 point scan taken of their fingerprint. This scan will be registered to them and links to your MCAS account.

At the till your child will place their finger on the reader and what they have purchased will be deducted from their MCAS school dinner balance.

## FAQ

“Can my child check their balance at school?”

Yes. There are two balance checkers in school. One in the canteen and one in the Singleton Centre/Street outside G2. Simply place the finger on this machine to display the balance on the account.

**All payments  
must be made  
using MCAS**

## FAQ

# Are Free School Meals included in the cashless catering system? ”

Yes. Free School Meals are part of this system.

The amount allocated for Free School Meals each day is refreshed daily and the allocated amount can be spent at any time during the day for breakfast, break time and lunch time up to the value allocated for the day.

Free School Meal daily allocations are not carried over to the next day.

## FAQ

# My child is eligible for Free School Meals, can I top up additional funds on their account? ”

Yes. Using your MCAS (My Child At School) login you can add additional funds to your child's account to spend in the canteen. Your daily child free school meal allocation will be used first when paying for items followed by whatever balance is on the account.

## FAQ

# Can I see what my child has purchased in the canteen? ”

Yes, using the MCAS App or online you will be able to see which items your child has purchased. Look for the Menu heading titled 'Dinner' in the App or online.

## FAQ

# What if my child can not be in school uniform? ”

Uniform cards will be given to students on their first day and they are expected to carry them at all times. If a student is not in full uniform and a note is not provided by you giving a reason for this, they will be asked for their uniform card in order to sign it. A lost card or four or more uniform breaches a week will result in a 30 minute detention.

If your child arrives not in school uniform and without communication from you, the form tutor or pastoral year manager will make contact with you to discuss. In some cases, your child may be sent home to rectify their uniform or isolated until the matter is resolved.

## Uniform Suppliers

### Crawlers School Uniforms and Embroidery

361 Hamstel Road, Southend on Sea, Essex. SS2 4LE  
01702 601274    [www.southendschoolwear.com](http://www.southendschoolwear.com)

### National Schoolwear Centres

96 Hamlet Court Road, Westcliff on Sea, Essex. SS07LP  
01702 330300    [www.schoolwearcentres.com](http://www.schoolwearcentres.com)

### Anglia Sports and Schoolwear - online store

[www.yourschoolwear.co.uk/shoeburyness-high-school-215-c.asp](http://www.yourschoolwear.co.uk/shoeburyness-high-school-215-c.asp)

# FAQ

## What is the school uniform ?



We pride ourselves on a smart and practical school uniform. We firmly believe our school uniform:

- Gives our students a greater sense of belonging to our school and creates an identity for the school in our community
- Helps students to prepare for when they leave school and may have to dress smartly or wear a uniform
- Can improve learning by reducing distraction, sharpening focus on schoolwork and making the classroom a more serious environment, allowing students to perform better academically
- Reduces the worry of peer pressure

All information about where to buy your school uniform including PE kits was included in the recently sent Return Pack.

Students must remember that when they are in school uniform they are representing the school at all times.



## FAQ

I have not added any funds to MCAS will my son/daughter still be able to purchase items from the canteen? ”

No. The canteen will only accept payments via the cashless catering system. Your sons/daughters MCAS account will therefore need sufficient funds to allow for items to be purchased. It can take up to 24 hours to appear on students accounts.

## FAQ

# What if my child forgets to bring something in? ”

It is always good practice that students prepare themselves for their day at school the night before so that they:

1. Have their correct uniform ready
2. Know what lessons they have which can be accessed on 'My Child at School'
3. Have done their homework
4. Have their PE kit if needed
5. Have any other specific equipment needed (such as additional ingredients for food lessons, musical instruments etc ). Please note main ingredients are provided but your child may wish to bring in others.
6. Have their daily equipment.

We appreciate though that there can sometimes be extenuating circumstances that may mean your child does not come in fully equipped. If this is the case:

1. Uniform cards will be given to students on their first day and they are expected to carry them at all times. If a student is not in full uniform and a note is not provided by you giving a reason for this, they will be asked for their uniform card in order to sign it. A lost card or four or more uniform breaches a week will result in a 30 minute detention.

## FAQ

# Can my child bring in a phone? ”

Please see Expectation 5. Whilst we appreciate that phones are being used more frequently for cashless services (such as public transport), the use of \*mobile phones, smart watches or personal entertainment systems on school premises is banned. This is to ensure safeguarding, support the wellbeing of your child and to avoid disruption to learning.



**If a member of staff sees or hears any of these\*, they will be confiscated, without exception**

# FAQ

## What are the school expectations?

The number of students and staff at Shoeburyness High School is nearly 2000. For a community of this size to work effectively and for each member, of whatever age, to be safe and to be shown respect, requires careful organisation and some regulation. We have intentionally kept the number of school expectations to a minimum and consider that they are clear and easy to follow.

### Expectation 1



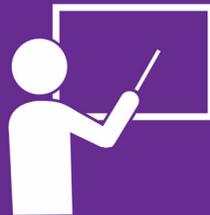
Be positive and work together

### Expectation 2



Walk quietly in the corridors and keep our school tidy

### Expectation 3



Follow instructions

### Expectation 4



Be properly equipped and follow the school dress code

### Expectation 5



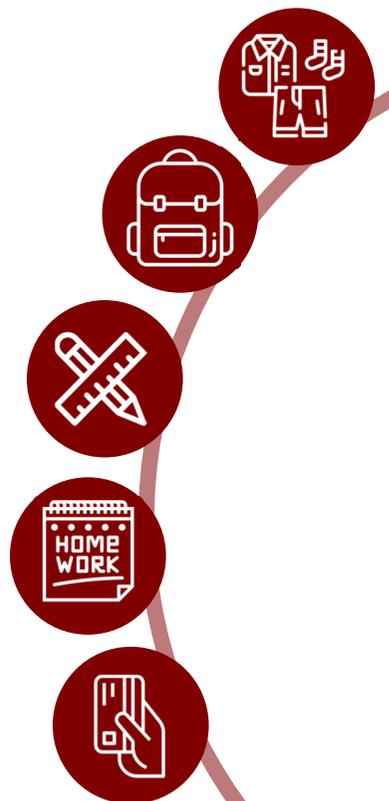
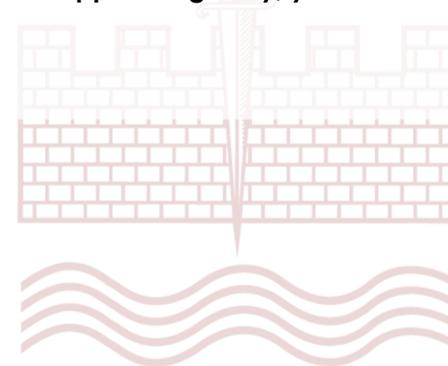
No mobile phones or any other electronic devices, including smart watches

### Expectation 6



No inappropriate language or anti-social behaviour

2. Please email the teacher or write them a note explaining why your child's homework has not been completed. If there is not a valid reason, your child's teacher will discuss this with them and may result in a detention.
3. Students are able to call you when they are not in lessons from the front reception to see if you are able to bring in their PE kit
4. Students are able to call you when they are not in lessons from the front reception to see if you are able to bring in their resources
5. Equipment will be checked daily by their form tutor. If they do not have a specific item, the form tutor will provide them with a replacement in the first instance. If however this happens regularly, you will be contacted by the form tutor.



## FAQ

# What are the times of the school day?

08:30 to 09:30	Period 1
09:30 to 10:30	Period 2
10:30 to 11:00	Break
11:00 to 12:00	Period 3
12:00 to 13:00	Period 4
13:00 to 13:30	Lunch
13:30 to 14:00	Tutor time
14:00 to 15:00	Period 5
15:00	End of school

- If cycling to school, allow time to put their bike in the bike shed
- If being dropped off in a vehicle, please allow extra time due to traffic and congestion. Please drop off at a safe point and not directly outside the school
- If travelling by public transport, please select a bus or train that gives your child time to get to school in case of delays.

## FAQ

# Can I take my child out of school during term?

In line with guidance from Southend Local Education Authority and the Government:

*'There are 175 non-school days (13 weeks) where you as a parent or carer can take family holidays and days out without having time off school. Headteachers should only agree to a holiday during school time in exceptional circumstances.*

*If you believe there are exceptional circumstances, you must put the holiday request in writing to the Headteacher as soon as possible. If you take the holiday without permission, you may be issued with a fine and/or be prosecuted for non-attendance.'*

Request for Absence forms can be obtained from the school office.

**Absence - use our new  
STUDYBUGS app to  
report your child's  
absence**

## FAQ

# What if my child is unable to attend?

There may be times when your child has to miss school because they are ill. This is to be expected and you should follow the school's procedures for notifying illness. Children may also have to attend a medical or dental appointment in school time. However, you should try to make routine appointments such as dental check-ups during the school holiday or after school hours. Any absence must be requested as far in advance as possible. Absences can only be authorised by the school.

The NHS provide guidance 'Is my child too ill for school?' which can be found at [www.nhs.uk/live-well/is-my-child-too-ill-for-school/](http://www.nhs.uk/live-well/is-my-child-too-ill-for-school/)

If your child is unable to attend, we ask that you use our new system, the STUDYBUGS Attendance app. This is a new, more efficient and secure way of reporting your child's absence.

Please download the free STUDYBUGS APP or register on the STUDYBUGS website. Use it to tell us whenever your child is ill and unable to attend school before 8am. This will eliminate the need to call/email the Attendance team and will automatically sync with MCAS.

**Get the app or register now (<https://studybugs.com/about/parents>)**

If your child feels poorly whilst at school, they need to inform staff and report to the front office. As with all illnesses, if symptoms persist, please seek medical advice.

### Prescribed medicines

Children can come into school even if they are taking prescribed medicines, as front office staff may be able to give them their medicines in school. Please make sure that the bottle is labelled with your child's name and how often they should have it.

## FAQ

# What if my child is late?

If your child is late to school before 8.40am they must enter through the student entrance in Caulfield Road and report to staff there.

After 8.40am your child should enter through the school reception and sign in on the screen.

If you have not informed us of the reason for your child's lateness, they will receive a detention.

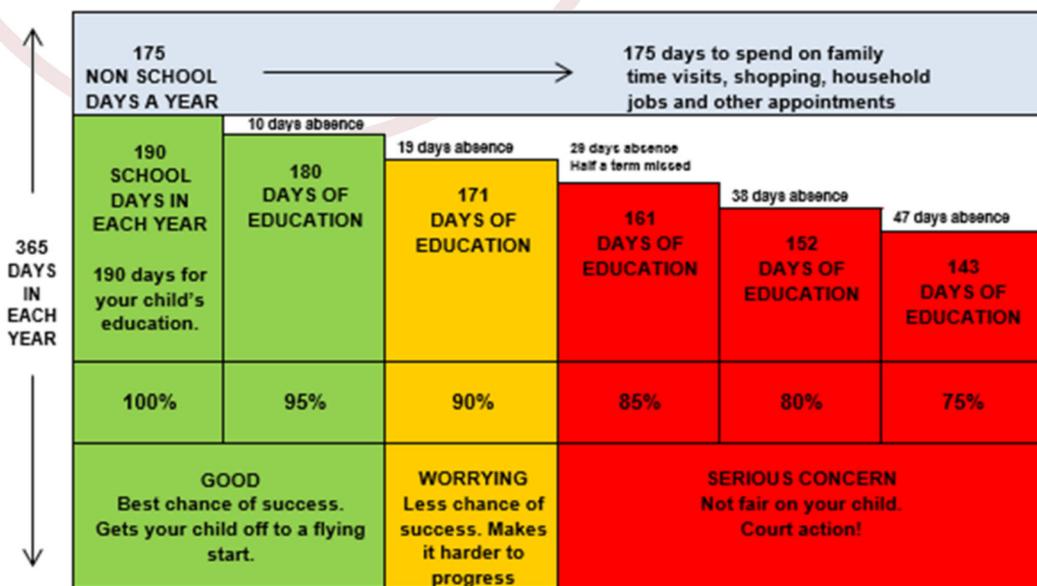
All students are to be in their first lesson in school on time by 8:30am.

**Arrive by 8:20am  
so your child is  
ready to start  
learning in  
Lesson 1**

# FAQ

## Does good attendance matter?

Yes! Having a good education is important to ensure that your child has the best opportunities in their adult life. They only get one chance at school, and your child's future may be effected by not attending school regularly.



The school will:

- contact parents/carers during the first day of absence, using text messages to mobile phones, if absence is not accounted for.
- contact parents/carers to request notes for any absence that is not accounted for.

You are urged to contact the school if there are any problems you wish to discuss relating to attendance. Our full-time Attendance Officers are available to discuss any issues regarding attendance. The school does carry out home visits to ascertain reasons for absence. Attendance data is regularly monitored throughout the year.

# FAQ

## When are the school holidays?

Term	First day of term	Last day of term (3pm finish)
Autumn 1 2025	Wednesday 3rd September 2025	Friday 17th October 2025
Autumn 2 2025	Monday 3rd November 2025	Friday 19th December 2025
Spring 1 2026	Monday 5th January 2026	Friday 13th February 2026
Spring 2 2026	Tuesday 24th February 2026	Friday 27th March 2026
Summer 1 2026	Monday 13th April 2026	Friday 22nd May 2026
Summer 2 2026	Monday 1st June 2026	Thursday 23rd July 2026

## Bank Holidays/ Non Pupil Days

- Monday and Tuesday 1st and 2nd September 2025 - Non Pupil Days
- Monday 23rd February 2026 - Non Pupil Day
- Monday 4th May 2026 - Bank Holiday