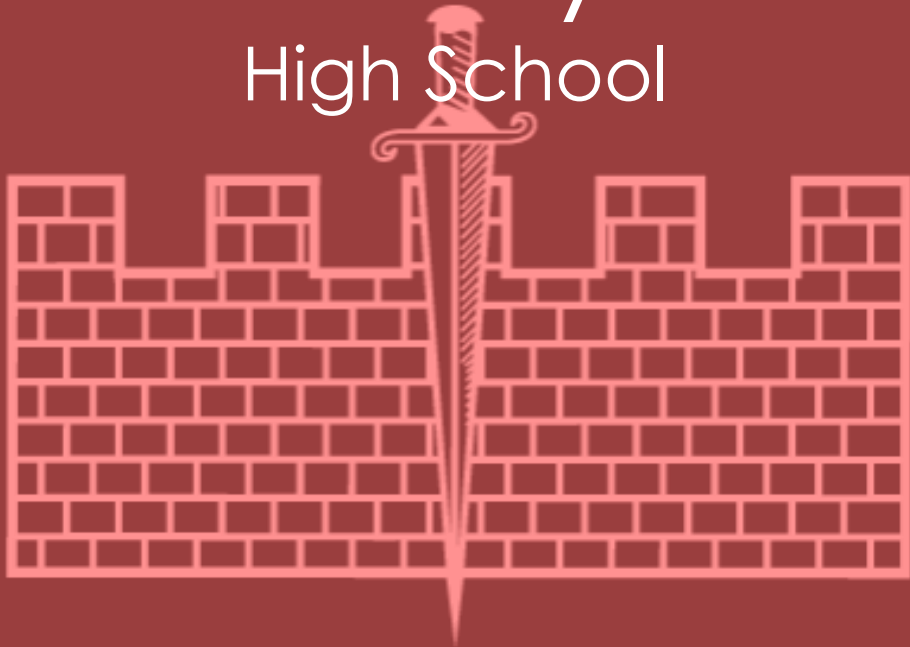


Shoeburyness High School



Information for parents
2026



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.

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 individual **outcomes** that prepare them for engaging and fulfilling **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



Our vision is for every student to feel proud of themselves

In this welcome pack....

Page 1	Welcome to Shoeburyness High School
Page 3	Contents Page
Page 4	Contact details
Page 5	How do I keep informed about what is going on in school?
Page 6,7	SHS Connect and contacting the school
Page 8	How can I help my child at home?
Page 9,10	What does my child need to do on their first day?
Page 11	Cashless Catering
Page 12	Paying for school dinners
Page 13,14	Free School Meals, Purchases in the Canteen
Page 15,16	What if my child forgets to bring something in?
Page 17	What are the times of the day?
Page 18	What if my child is late?
Page 19	Does good attendance matter?
Page 20	What are the school holidays?
Page 21	What if my child is unable to attend?
Page 22	Can I take my child out of school during term?
Page 23	What are the school expectations?
Page 24	Can my child bring in a phone?
Page 25,26	School Uniform
Page 27	Who can my child see for support?
Page 28	Head of Year 7
Page 29	Student progress and assessment
Page 30	Making their way round the school
Page 31	What will my child learn?
Page 32	Homework and extra curricular activities
Page 33,34	What do I need to do?
Page 35,36	Transition Day
Page 37	Notes

Contact Details

www.shoeburyness.secat.co.uk

Before contacting the school, please read our communication guide on page 6 and 7

Caulfield Road, Shoeburyness, SS3 9LL

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



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 love to share our good news with the community – our Facebook page is a great way to keep up to date with the fantastic events and activities in school. Follow us at "Shoeburyness High School SECAT"



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.



To report a child's absence across all year groups, please use the Studybugs app or visit studybugs.com for more details. Evidence for medical appointments - please send to AttendanceOfficer@shoeburyness.secat.co.uk

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 data collection 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)

Our main communication system is via Bromcom My Child At School (MCAS) parental portal which can be accessed via a web browser or dedicated App. Before September, parents will be sent details of how to access MCAS as well as a User Guide.

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

www.mychildatschool.com/MCAS/MCSParentLogin

If you have any issues with MCAS, please use SHS Connect as shown on Pages 6 and 7.

Bromcom Student Portal

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

Details for accessing this will be sent out via email before the start of the year.

For support with the Student Portal, please use SHS Connect as shown on Pages 6 and 7. Once the student has started at Shoeburyness, High School, they can visit the ICT Support Office for help with the Student Portal

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.

5

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:



SHS *Connect*

WE'RE HERE TO HELP

Working together for the best for *every* child.



CURRICULUM ISSUES

For any curriculum or subject-related queries:

- ✓ Please use the QR code / contact form and select the **relevant subject team**.



This ensures your enquiry goes straight to the right teacher or department.



FRIENDSHIP / PASTORAL / STUDENT SERVICES

For any friendship, pastoral or student services issues:

- ✓ Please contact your child's Head of Year (HoY).



Heads of Year are best placed to support and guide your child.



URGENT SAFEGUARDING

Urgent safeguarding concerns should go directly to the school office or the police if needed:



School Office:
01702 292286
or
Police: **999**

If you have concerns about something your child has seen or experienced online, such as threats, bullying or anything that upsets or worries them, please report it to the police as malicious communications:



Police (101)
Malicious Communications



IMPORTANT SAFEGUARDING INFORMATION

For the safety of all our students, all communication must follow our safeguarding procedures.



We cannot reply to emails that are not held on our school system (Bromcom).



We cannot call phone numbers that are not held on our school system.



We can only communicate using the contact details we hold for you on Bromcom.



This ensures your child's safety and helps us verify that we are speaking to the right person.

HOW TO CONTACT THE SCHOOL

A GUIDE FOR PARENTS/CARERS

1

SCAN OR CLICK
THE LINK

SCAN HERE



TO CONTACT
THE SCHOOL

Scan the QR code
or click the link on our
website or in our
communications.

2

COMPLETE
THE FORM



You will be asked to
provide your details,
your child's details
and a brief message
(255 characters).

3

CHOOSE THE
RIGHT TEAM



Select the Team
(curriculum area
or team) that your
enquiry is about.

*For example, if your
child is struggling in
maths, choose Maths.*

*If your child is
struggling with
friendships, choose
HoY.*

4

SUBMIT YOUR
ENQUIRY



Click submit.
Your enquiry will
be sent to the
relevant team.

5

CONFIRMATION
EMAIL



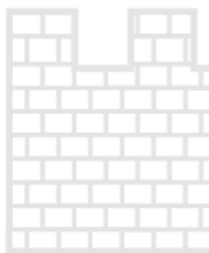
You will receive an
email confirming
your enquiry,
including a reference
number and a copy
of your message.

6

RESPONSE
WITHIN 3 DAYS



We will respond
to your enquiry
within 3 working
days.



FAQ: How can I help my child at home?

You can help your child by:

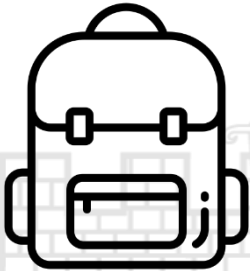
- building links with staff by communicating through your child's teacher, Head of Year and attending parents' evenings
- monitoring your child's progress on My Child at School
- making sure your child is in school every day on time
- sharing books and listening to your child read on a regular basis
- 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



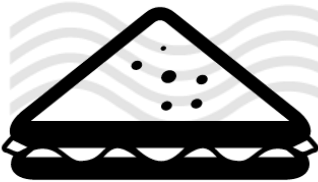
FAQ: What does my child need to do on their first day?



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 8:45am.



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.

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 use SHS Connect as shown on Pages 6 and 7.



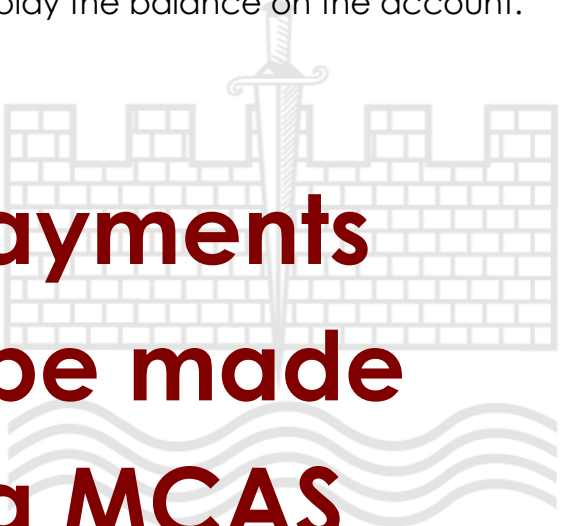
FAQ: How will my child pay for school dinners?

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 balance checkers in school. 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: 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.



**Our canteen
serves a wide range
of hot and cold food
with a three week menu
rotation**

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 extended circumstances that may mean your child does not come in fully equipped. If this is the case:

1. Please write your child a note explaining why they are not in full correct school uniform. This will then need to be shown to a member of staff when they arrive at the gates. If a note is not provided you will be contacted to resolve the issue

2. 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
3. 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.



**Being prepared
and ready to
learn every day is
the most
important part of
school**

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: What if my child is late?

If your child is late to school before 8:45am they must enter through the student entrance in Caulfield Road and report to staff there.

After 8:45am your child should enter through the school reception and sign in on the screen.

A new DFE rule means we can only keep our register open for a maximum of 30 minutes, if any child arrives after 9 am, they will receive a 'U code' and the morning will be marked as an unauthorised absence.

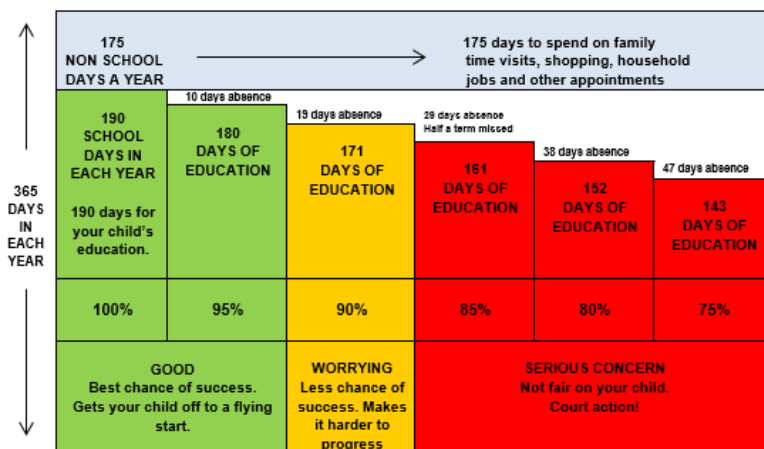
If you have not informed us of the reason for your child's lateness, they will receive a detention.



**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 affected 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
Autumn 1 2026	Thursday 3 rd September 2026	Friday 16 th October 2026
Autumn 2 2026	Monday 2 nd November 2026	Friday 18 th December 2026
Spring 1 2027	Monday 4 th January 2027	Friday 12 th February 2027
Spring 2 2027	Monday 22 nd February 2027	Thursday 25 th March 2027
Summer 1 2027	Monday 12 th April 2027	Friday 28 th May 2027
Summer 2 2027	Monday 7 th June 2027	Friday 23 rd July 2027

Bank Holidays/ Non Pupil Days

- **Non-pupil days:** Tuesday 1st and Wednesday 2nd September 2026
- **Bank holiday:** Monday 3rd May 2027

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/

If your child is unable to attend, please:

- Send a note prior to the absence if the reason is known beforehand.
- Use StudyBugs as early as possible on the morning of the first day of absence.
- Maintain daily contact with the attendance office throughout the absence.

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: 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
StudyBugs to notify the
school of absence**

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

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.



Mobile Phone Pouches

Students are able to bring their phone to school for use on the journey, but once they arrive, it will be locked away in their personal pouch. Students will keep their pouch with them at all times, but it can only be unlocked at key points around the school site at the start and end of the school day.

The school will provide every student with a pouch free of charge. Replacements will only be charged for if a pouch is lost or damaged, priced at £15.

This additional step is designed to reduce conflict, free up staff time, and create an even calmer environment in which students can feel safe and focus fully on their learning.

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 is sent to you via email and is on the school website.

Students must remember that when they are in school uniform they are always representing the school.



FAQ: What if my child cannot be in school uniform?

If your child is unable to attend school in the full correct school uniform, please provide a note explaining the reason. If there is a reason for an extended amount of time, please contact the attendance officers to discuss.

If your child arrives not in school uniform and without communication from you, you will be contacted by a member of staff 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

National Schoolwear Centres

96 Hamlet Court Road, Westcliff on Sea, Essex. SS07LP
01702 330300 www.schoolwearcentres.com

Anglia Sports and Schoolwear - online store

www.yourschoolwear.co.uk/shoeburyness-high-school-215-c.asp

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, 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.

Head of Year



Mrs Sutton

Hello and welcome to Year 7!

My name is Mrs Sutton, and I am delighted to be the Head of Year 7. The transition from primary to secondary school is a significant milestone, and we are committed to ensuring that every student feels supported, valued, and confident as they begin their journey with us.

Year 7 is an exciting opportunity for students to develop new friendships, explore a wide range of subjects and activities, and grow both academically and personally. Our aim is to create a safe, inclusive, and nurturing environment where every child can thrive and achieve their full potential.

Throughout the year, I will work closely with tutors, teachers, and families to support students as they settle into school life. We believe that a strong partnership between home and school is essential in helping young people succeed. Together, we will encourage students to develop positive learning habits, embrace new challenges, and achieve academic success across all areas of the curriculum.

I look forward to working with you and supporting your child throughout their first year at Shoeburyness High School. Together, we will make Year 7 a positive, rewarding, and successful experience.

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 see the guide on page 6 and 7.

FAQ: How will my child be assessed?

All students' work is regularly assessed in each subject area to determine whether they are on track and detailed feedback is given explaining how improvements can be made.

Each term, parents will receive a report on their child's progress and an Attitude to Learning score.

Parents of all year groups also receive a report once a term with Improvement Targets for each subject.

All Reports are available through My Child at School. There are also annual Parents' Evenings when there is an opportunity to discuss your child's progress with teachers.

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 3rd 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: 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
- RSHE

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.

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 X accounts (formerly Twitter) that also promote different activities for your child to get involved

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 the data collection form online	✓
Attend Parents' Information Evening		✓
Download the My Child At School app (MCAS)	Download app from app stores	
Put money onto your child's account from the 1 st September	Transfer money to your child's account using MCAS	

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 uniform	
Buy school equipment and bag		
Visit the school website	Search Shoeburyness High School or navigate to Shoeburyness.secat.co.uk	
Follow the school on Facebook:	Go to Facebook and search for "Shoeburyness High School SECAT"	



Our Facebook page is the best way to keep up to date with all the fantastic things that happen in school!

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.

Arrival 8.30am:

Pupils from Bournes Green, Friars, Greenways 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 3rd July

Caulfield Road entrance

Group 1—8:30am arrival

1:00pm dismissal

Group 2—8:45am arrival

1:15pm dismissal

Notes

