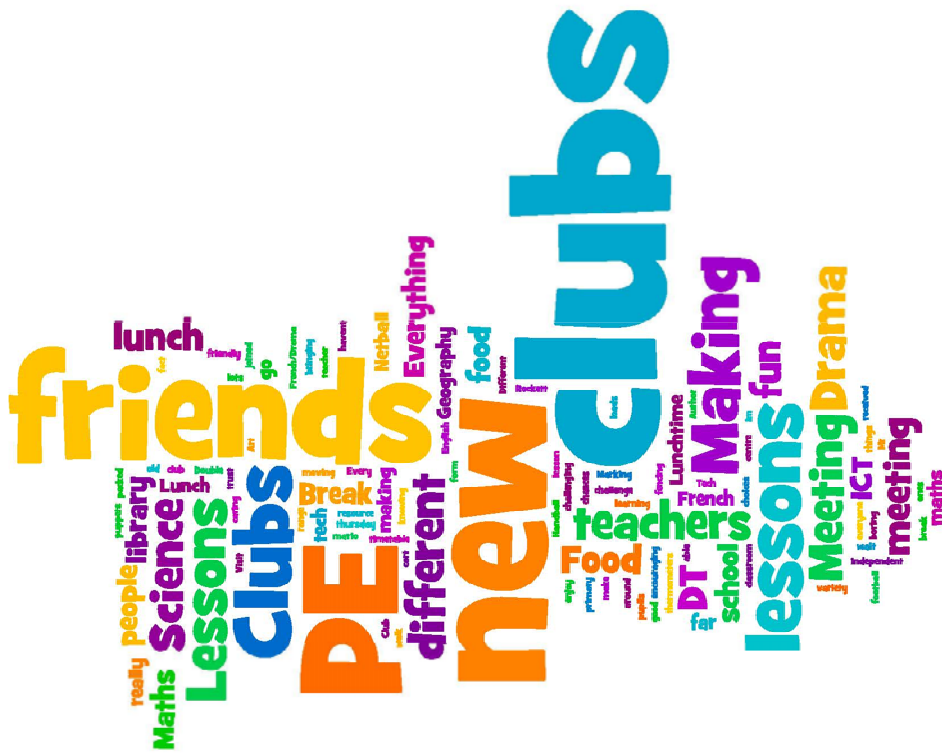


DEBENHAM HIGH SCHOOL

A Church of England High Performing Specialist Academy



Handbook for New Students 2025-2026



Welcome to Debenham High School!

The Headteacher, staff and present students of Debenham High School would all like to welcome you.

We hope that you will be happy here. This booklet is to help you find out about your new school, so that you will know what to expect when the new term begins.

Students usually join the High School from these Primary Schools:-

Bedfield
Helmingham
Wetheringsett

Earl Soham
Creting St Mary
Sir Robert Hitcham, Debenham

Stonham Aspal
Occold

Sometimes, students join us from other schools because they and their parents choose this school, or because they move into the area.

The full address of my new school is:-

Debenham High School
Gracechurch Street
Debenham
STOWMARKET
Suffolk
IP14 6BL

The telephone number is: 01728 860213

The Email address is: office@debenhamhigh.co.uk

The Headteacher's name is: Mr Martin



My Head of Year is: _____



We hope that you will not feel too confused at first. However, as soon as you learn to find your way around the school you will feel less anxious.

On the map over the page, highlight or colour these key places:

- Your Form Room
- The toilets
- The Dining Room

My Form Teacher is: _____

My Form Room is: _____

All schools are similar, whether they are Primary Schools or High Schools

Each morning students arrive at school, and wait outside or in the covered way until the bell rings at 9.05am. Students then hang up their coats and go to their classroom for registration. After assembly they work in lesson 1 and 2 until morning break; then work again in lessons 3 and 4 until lunch. After lunch, there are 2 lessons and they return home at 3.45pm.

High Schools are larger than Primary Schools. There are more students and more staff or teachers. For some special lessons the children go to special rooms and have different teachers. However, one teacher, the form teacher, looks after each group or form of students.

You will go to your Form Room for Registration at 9.05am and bells will ring at these times.

MAP OF THE SCHOOL



SCHOOL SUBJECTS

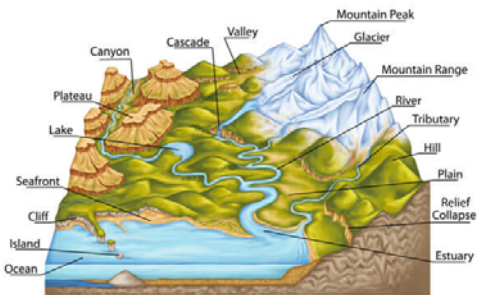
In your first three years at Debenham High School you will follow courses in many different subjects:-

English
Geography
Maths
Science
Drama
French
Physical Education

German
Computer Science
History
Religious Education
Music
Art/ Design Technology
Personal Social Health & Economic Education

Some of these will be new to you!

CAN YOU NAME THESE SCHOOL SUBJECTS?



THE TIMETABLE

	9.25 – 10.15	10.15 – 11.05		11.25 – 12.15	12.15 – 1.05		2.00 – 2.50	2.50 – 3.45
M O N			B			L		
T U E			R			U		
W E D			E			N		
T H U R			A			C		
F R I			K			H		

Each subject is taught in a different room with a different teacher.

There are _____ lessons per day. Each lesson is approximately 50 minutes long.

School starts: 9.05am

Registration: 9.05am - 9.15am

Assembly: 9.15am - 9.25am

Break: 11.05am – 11.25am

Lunch: 1.05pm – 2.00pm

School Ends: 3.45pm

CAN YOU WORK OUT WHAT TIME IT SHOULD BE AT:-

a) The beginning of lesson 1? _____

b) The beginning of lesson 4? _____

c) The end of the school day? _____

LOG BOOKS

All students are given a Log Book at the beginning of the school year. It contains useful information about the school, and you must record in it all homework set. When you receive your Log Book, get to know the different sections and **SHOW IT TO YOUR PARENTS / CARERS.**

You must have your Log Book with you **EVERY DAY**, and you must get it signed by your parents/carers **EVERY WEEK**. If you forget your Log Book you will have to see your Head of Year on that day to get a homework record sheet and the next day to show that you have copied your homework into your Log Book.

Keep your Log Book in good condition. Do not lose it. Do not deface it by scribbling on or in it, tearing it. It is a very important resource. If you lose your logbook, you must inform your Form Tutor and purchase a new one from the school office. **A replacement will cost you £2.50.**



HOUSES

Everyone at Debenham High School, students and staff, belongs to one of the five Houses. These are:

7A	Austen	colour Purple
7C	Curie	colour Green
7D	Da Vinci	colour White
7N	Nelson	colour Blue
7O	Owens	colour Gold

During the school year different competitions take place between the Houses and they compete for the House Cup. The School tie comes in five different colour combinations, each one representing a different House, and students wear whichever tie is the right one for their House.

School Uniform Expectations

All uniform is available from Price and Buckland and exactly meets the requirements of the school uniform. In an effort to acknowledge the cost of the uniform some items of the uniform are generic but must meet the requirements in our uniform expectations.

All students –

School Branded Items of Uniform

- White reverse blouse or collared white shirt/blouse which must be worn with a House tie.
- Any generic shirt/blouse should conform to the Price and Buckland specification. The top button of the shirt must be done up.
- Blouse/shirt should not be tight fitting, and should be long enough to remain tucked into waistband.
- School logoed jumper
- A House tie, available as a traditional or clip on tie.
- Plain logoed black school specific skirt which sits at or just above the knee. No other skirt is permitted.
- Or full length plain black tailored trousers, that are indistinguishable from the Price and Buckland website. Trousers worn that do not conform to this specification will not be permitted.
- Or tailored shorts, no other shorts are permitted.
- Black blazer with the school logo (optional).

Generic Items

- Plain black belt (optional), plastic or leather with no studs or decoration
- Plain black, grey or white socks or black/natural tights must be worn
- Black smart flat shoes (not boots). **No brand names or logos should be visible.**
- Discreet make-up only in upper school. False eyelashes or eyelash extensions are not permitted. No nail varnish, acrylic, gel or false nails should be worn by any students.
- Plain white T-shirts may be worn under the school shirt during the winter months, but should not be visible at the neckline or cuffs. Undergarments should not be visible.
- Hairstyles should not be exaggerated or attract undue attention and colours should be natural. No haircuts below grade 2.
- Jewellery: Students are permitted to wear a single stud per ear in lower lobe. Other visible piercings, necklaces, chokers, bracelets and rings are not permitted. Excess jewellery will be confiscated including piercings – it is not acceptable to cover this with a plaster or use a retainer. On the first occasion this will be returned to the student at the end of the school day. After three confiscations the items will only be returned to a parent or carer. Parents are asked to notify the child's head of year regarding jewellery which is worn for religious, cultural or medical reasons.
- Outdoor clothing (coats/jackets, scarves, hats and gloves) should be removed as students enter their classroom.

PE kit

All PE kit worn (other than shoes) must be school specific items. Compulsory items of PE uniform are:

- polo shirt and/or reversible long sleeved sports shirt
- shorts or skort
- DHS socks (students may wear plain white socks in Year 10&11)
- training shoes

Optional items of PE uniform are:

- school supplied & logoed –
 - tracksuit top and bottoms
 - Sports leggings (can be bought from other suppliers but must be of good quality and plain black with no logos)
 - school logoed fleece
- Base Layers
- Football boots are strongly recommended for use in wet and muddy weather
- For all rugby and hockey lessons, the wearing of a mouth guard is strongly recommended.

We strongly recommend, where there is an option, that all PE kit is named. Named items of uniform must be surname only, no abbreviations or nicknames.

Please note that **NO** jewellery may be worn during PE lessons for health and safety reasons.

ALL items of clothing and belongings **MUST** be clearly labelled with the student's name. Any unidentified clothing found in the school will be returned to lost property and held for a term. Parents who have difficulty financing school uniform are invited to contact the Head of Year, in confidence, for assistance. The Friends of Debenham High School offer a pre-loved uniform shop. Details of this can be found on the school website.

Mobile phone and smart devices

Students are discouraged from bringing any mobile phones or other electrical equipment including smart watches to school. Smart watches must not be worn. The school recognises that some parents/carers, for reasons of safety, may wish their daughter or son to bring a mobile phone to school. Any device remains the responsibility of the student and the school cannot be held liable for any loss, breakage or theft.

If students and parents/carers chose to bring any such device to school the following expectations will be enforced. All mobile phones, smart watches or other electrical equipment must be kept switched off and out of sight at all times on the school premises. Any use of phones or other devices for communication are prohibited – this includes making or receiving calls/ text messages / photographs / videos; listening to music; using as a calculator / conversion software; and checking the time.

In case of emergency, or where there is a particular need, students should ask at the front office to use a phone.

If a student is seen with a device at school it will be confiscated and a school detention will be issued. Multiple offences will result in parents being asked to come to school to collect the device.

HOMWORK TIMETABLE

A timetable will be provided within the first six weeks of the new Academic Year. The example timetable below will give you an idea of how much homework to expect each week, there will be occasions where homework might change to make sure that homework best supports the learning which is taking place in lessons.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
Maths	All groups				
English		All Groups			
Science		7D, 7A		7N	7O, 7C
French	7D	7O	7A	7C	7N
Geography	7D, 7O & 7C			7A, 7N	
German				All groups	
History	7O	7D	7A	7C	7N
Computing					
RE					
DT			All groups		
Art					

LUNCHTIME ARRANGEMENTS



In the High School cafeteria meals are locally sourced, freshly prepared and well balanced and made by our own kitchen staff. A choice of menu is available daily including meal deals, vegetarian and pasta options and a salad bar. All meals comply with the Healthy Schools Initiative by the School Food Trust. All food is individually priced. Snacks are also available at break times in the morning and a satellite service at lunchtime offers grab and go food.

Arrangements for going into Lunch:

Cooked lunches are eaten in the dining room. Year 7 students may eat packed lunches in either the dining room, the school hall or under the covered way – NOWHERE ELSE!

Students eating a packed lunch should not go into the Dining Hall until 1.20pm. Students having a cooked lunch take it in turns to go into the dining room first. This is done on a rota basis:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11	10	9	8	7
7	11	10	9	8
8	7	11	10	9
9	8	7	11	10
10	9	8	7	11

Each year knows when it is their turn to go in to lunch by the number of times the bell is rung:

Year 7	-	1 Bell
Year 8	-	2 Bells
Year 9	-	3 Bells
Year 10	-	4 Bells
Year 11	-	5 Bells

You must not line up outside the dining room until your bell is rung.

If you would like a hot snack or sandwich, you can buy these at the outdoor catering pod under the canopy anytime between 1.00pm and 1.30pm

SAMPLE MENU

	£	p		£	p
Special Dish of the day	1.	60	Baked Beans		45
Vegetarian Dish	1.	50	Salad Portion		55
Meal of the Day	2.	50	Cheese Portion		65
Medium Meal Deal	1.	90	Salad Pot	1.	55
Lite Bite Deal	1.	70			
Pizza	1.	45	Sandwiches (various)	from	1. 10
Pasta Dish	1.	50	Garlic Bread Slice		45
Sausage Roll	1.	00	Homemade Speciality Bread		45
Jacket Potato (Plain)		75	Hot Pudding & Custard		1. 00
Jacket Potato (filled)	from	1. 00	Cakes/ buns/ cookies	From	45
Chips (only Fridays)	1.	00	Fresh Fruit		40
Fresh vegetable portion		45			
Sauté/Wedge Potatoes		65			
			Flavoured Milk		65
			Fruit Juices		65
			Bottled Water, 330ml	From	55
			Cold Water from Machine (bring a bottle)		FOC

The menu changes daily and there is always a choice; a vegetarian meal is always available. At mid-morning break there is a variety of snacks available, e.g. pizzas, baguettes, wraps and fresh fruit. There are also drinks such as fruit juices, milk, water, and orange.

CLUBS

At lunchtime and after school there are many clubs to attend if you wish:

Eg;

Craft Club, Chess Club, Table Tennis Club, Textiles Club, Computer Club, Drama Club, Science Club, Fitness Club and Mr Rockett's 'Warhammer' Club.

There are also many sporting activities, which change at different times of the year.

Have a look at the list and pick some clubs you would like to attend. Try to get involved with a variety of clubs, it will help you meet new friends with similar interests and will keep you busy during lunchtime.

EX-CURRICULAR ACTIVITIES - Summer Term 1.

DAY	ACTIVITY	FOR	VENUE	STAFF	AFTER SCHOOL (4 - 5 PM)			
					ACTIVITY	FOR	VENUE	STAFF
MONDAY	Chess Club Textiles Club Flute Choir Mixed Fitness Cricket	All years All Years All years Ys 9 & 10	Physics Lab (Rm 23) Textiles Room (6) Music Room (29) Leisure Centre Field	Ms Dbo VSo NM	GCSE Food Tech	Y11 GCSE	Food Tech (1)	JTh
TUESDAY	SCSE Technology Windband Indoor Football Rounders	Y 11 All years Y11 boys Ys 7 & 8	Tech Workshop (10) Hall/Music Rm Leisure Centre Field	SWr Cth NM	Computer Club GCSE Technology	Y7 - 11 Yrs. 10 & 11	Room 20 Workshop(10)	JRo 6Wr
WEDNESDAY	Activity Club Orchestra Warhammer SCSE Technology	By invitation All years All years Y 11	Leisure Centre Hall Room 21 Tech Workshop (10)	ASC CRe/3Th SRo SWr	Warhammer Athletics Tennis	Y7 - 11 All Years	Room 21 School Field Tennis Court	SRo NM NM
THURSDAY	Science Club Mind Games Rounders Badminton Table Tennis (11/18/05) Junior French Club	Y7 - 10 Y7 & 8 Yrs. 9 & 10 All years All years Y7	Room 25 Room 28 Field Leisure Centre Hall Room 21	SSr PWb VSo CTh RR JNR	GCSE Art Cricket	Y10/11 students Yrs. 7 & 8	Art Rm (7) Field	JMi NM

MUSIC



In addition to your normal class music lessons, you may also choose to learn to play an instrument. There are different musical groups each lunch time including Orchestra, Bands and Choir amongst many other musical activities. For more information about music activities, please contact Mr Rinaldi, Head of Music.

THE FIRST DAY

- On your first day you must bring with you your pencil case, your PE kit, trainers (plimsolls) for drama, your packed lunch and your bus pass, if you have one.
- Make your way (via bus, foot or car) by 9.05am. If you travel by bus, your bus pass will be sent to your home address before the beginning of term. You must have it with you on the first day and every school day after that, as the bus drivers will check passes and will not let you on the bus without a valid one. If you don't get your pass on time, call 0345 606 6067.
- When you arrive, go to the playground or covered way and meet with other students until the bell rings.
- When the bell rings, make your way to your form room (the room you were in on Induction Day). In registration you will have a regular opportunity to discuss your progress with your Tutor, who will want to look through your work in each of the subjects you do. If you have any worries about your work or life at school, the registration time gives you a chance to discuss these with your Tutor. In fact, if there is anything which is making you unhappy it is important to tell your Tutor, so that he or she can try to help. Each form also has 2 Peer Mentors attached to them – these are older students from Years 9 – 11 who are there once each week to talk to, support and get to know the form. **Remember**, we can't help you unless we know what is wrong.
- When you have registered, you will be sent to Assembly, usually in the Main Hall.
- When Assembly ends go to your first lesson; which is on your timetable in the back of your log book.
- Bells will ring at the end of each lesson.
- At break time, you may go to the canteen and buy a snack if you wish, or go out to play. It is during this time NOT lessons when you should fill up water bottles in the covered way or dining hall and go to the toilet.
- When the bell rings for lunch, you should go to the covered way or main hall if you have packed lunch. If you are having a hot lunch from the canteen you must listen out for your year bell (1 bell ring) to tell you when to go to the canteen.
- At 1.50pm warning bells will ring. This tells you to go to your form room for afternoon registration with your Form Tutor. When the second bell rings you should be sat down quietly waiting for the register to be taken.
- When the bell rings again at 2.05pm you and your Form will make your way to afternoon lessons.
- The school day ends at 3.45pm. If you travel by bus you must line up in the front playground. Each bus is numbered on the ground and you must queue up in the bus line you travel on. If you are being collected, your parents/carers should collect you from the Leisure Centre Car Park. To get there you must go via the MUGA. Those walking home into Debenham should leave via the gate in the front playground.

Congratulations! You made it through your first day.

MY FIRST DAY AT DEBENHAM HIGH SCHOOL WILL BE

Your bus pass will be sent to your home address before the beginning of term. You must have it with you on the first day and every school day after that, as the bus drivers will check passes and will not let you on the bus without a valid one. If you don't get your pass on time, call 0345 606 6067

WHAT WILL I NEED?

Write down a list of the things you will need to bring to school.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

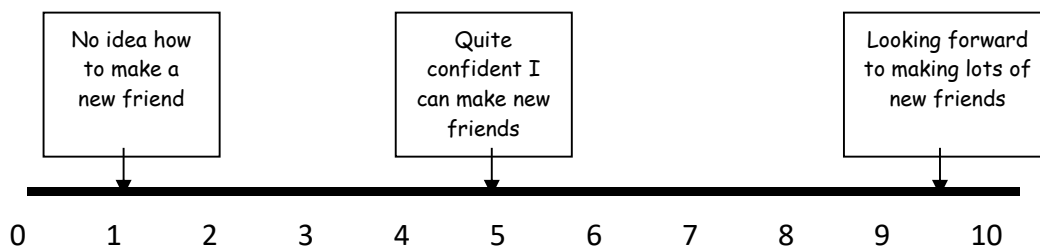


MAKING FRIENDS

Everyone has strengths and weaknesses. Some students find it really easy to get to the top level on a computer game whilst others never get past Level 1. Some students have no problems drawing amazing life-like pictures whilst others find it difficult to draw a good stick-man.

It's the same with making friends. Some students love meeting new people, are very chatty and make lots of friends easily. Others don't know how to begin to make even one new friend. Some of you will have come from one of the larger primary schools and will know lots of people in the year already. Others may be one of only a small number or the only person from their school. It is important for us all to make an effort to meet new people and make new friends.

Mark where you think you fit on the scale?



Below are a few hints and tips to help you make a new friend. Why don't you practise with a classmate?

- Smile;
- Tell them your name and ask what they're called;
- Find out what they are interested in, you may find you have similar interests like sport, art, etc;
- Talk about shared interests or something they like which you haven't heard of;
- Ask them if they want to do something at break-time, meet up for lunch or join the same lunchtime club.



QUESTION TIME

You probably have lots of questions to ask your tutor, but one thing that tends to worry students is homework. This is your chance to ask your tutor about it. If you can think of any others, jot them down at the bottom of the page!

1. How long will I be expected to spend on homework each night?

2. How will I know what to do?

3. How long will I have to complete it? _____

4. What should I do if I get confused when I'm writing the homework instructions in my diary?

5. What will happen if I forget to do it or forget to bring it in?

6. What should I do if I find the homework is too difficult?

Are there any questions you have? Write them down here and ask your tutor or helpers

WHAT DO I DO IF . . .



Here are some questions often asked by new students. See if you can work out the correct answers to each question.

1. Who can I talk to if I am unsure or unhappy about something? a) Apologise to the teacher at the beginning of the lesson or before, and try not to do it again.
2. How do I address teachers? b) Speak to your Form Tutor, to your Head of Year or any other teacher or to your parents/carers
3. What do I do if I am wearing incorrect uniform? c) Politely; Sir..... or Miss.....
4. What do I do if I forget one of my books? d) Speak to your Form Tutor, to your Head of Year or to any teacher and/or fill in a form and put it through the Pastoral Office letter box or visit the school's bullying website at www.debenhamhighschool.suffolk.sch.uk/BULLYINGWEB/HOME.htm
5. What should I do if I am going on holiday? e) Get a note (in your Log Book) from your parents, show it to your Form Tutor so that they can sign it, then show it at the school office when you sign in/ out.
6. What should I do if I am being bullied? f) Check with staff in the office to see if it has been handed in there. If it's PE kit, check with PE teachers to see if it is in the PE office. Check all the cloakrooms.
7. How do I know which lesson to go to next? g) Go to the office and ask to sign in
8. What do I do with something valuable? h) Get a note from your parents (in the Log Book) and show it to your Form Tutor
9. Who do I see if I have lost something? i) Go to the office, where you will be taken to the medical room and looked after
10. Where do I go if I have a cut? j) Look at your timetable in your Log Book
11. How do I make sure I will be able to find something of mine which I might have lost? k) Get a holiday form from the office for your parents/carers to complete. Return it to the school mailbox for authorisation
12. What do I have to do when I have been away for a day? l) Valuables should not be brought to school, but if you have to bring something in for a special reason, take it to the office and ask for it to be looked after until the end of the day. DO NOT leave it in your coat pocket or bag
13. What do I do if the bus was late and registration time is over? m) See your Head of Year with a note from parents, to get a uniform pass
14. What do I do if I am going to the dentist in school time? n) Write your name on it
15. What should I do if I cannot do PE? o) Get a note from parents/carers (in your Log Book) and show it to your PE teacher

Write your answers here:

- 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____
7) _____ 8) _____ 9) _____ 10) _____ 11) _____ 12) _____
13) _____ 14) _____ 15) _____ 16) _____

Here are some comments from some of our Year 7 students. They were unsure at first, but have all settled down well.

..... In the summer holidays I was looking forward to coming to the big school and people kept putting me off but I did not take any notice of them. When I came here I made friends with Philip and David.

..... When I first came to this school, I thought that no one would help, but I was wrong. I asked several teachers where my lessons were and they all told me where to go. As soon as I got to school, I already knew half of my way around the school because our people from the little school had been shown around the High School. I made a lot of friends the first week at school and I think that it is a nice school.

..... When I first came to this school, I was a bit frightened that I would get lost. But it wasn't as bad as I thought it would be. I got lost the odd once or twice, but I soon got to know my way about. It seemed a bit strange because I came from a small school and this is a lot bigger. There are lots of people to be friends with. In your second day you will fill in a timetable. I soon found out there were lots of clubs to go to and lots of activities to join and it's good fun at this school.

..... When I first came to Debenham High School I felt a lot older. I felt a bit lost when I started the lessons, but as soon as I got used to all the different kinds of times and what classroom you were supposed to be in, at what time, I started to enjoy being at Debenham High School.

..... When I first got to school, I was very nervous because the school looked very big and I thought I would get lost, but after a few days I got used to it and I felt very silly because there is nothing to be scared of because you have got your friends all around you.

..... When I started school at Debenham, I was a bit worried about the older children and what I would do if there was a problem. After the first week we had two peer mentors who came in to our form group to do activities to get to know us. I am now not scared of the older children and can talk to our matched peer mentor if I have a problem with new friendships.



SCHOOL RULES

We have rules in the school, to make sure that you are always safe and looked after; please do not break these rules:

1. You **MUST NOT LEAVE THE SCHOOL SITE** without:
 - a) Written permission from your parent/carer
 - b) Approval by Mr Martin, Mrs Ramsay or Miss McBurney
 - c) Signing out at the office as you leave and signing in when you return
2. You must have your **LOG BOOK** with you for every lesson.
3. **FOOD** must be eaten in either:
 - a) DINING ROOM
 - b) COVERED WAY
 - c) SCHOOL HALL

Please keep our school tidy. Do not drop LITTER. Use the bins provided.

4. **PE KIT** must be brought for all appropriate lessons.
All jewellery **MUST BE REMOVED** during PE lessons and handed in to the PE office for safekeeping.
5. **CHEWING GUM** is not permitted on the school site.
6. **SCHOOL UNIFORM** must be worn **CORRECTLY** on all occasions.
In case of difficulty a UNIFORM PASS must be obtained from Head of Year or Mrs Ramsay and carried for inspection by any teacher.
7. No visible piercing other than a single stud in the lower ear lobe is allowed.
8. Do not bring **VALUABLE ITEMS** (e.g. personal stereos, computer games, MP3s or iPods) in to school.
9. Mobile phone and music players - Students are discouraged from bringing any mobile phones, music players or other electrical equipment to school. The school recognises that some parents, for reasons of safety, may wish their child to bring a phone to school. Any device remains the responsibility of the student and the school cannot be held liable for any loss, breakage or theft. If students and parents choose to bring any such device into school the following expectations will be enforced.
All mobile phones, music players or other electrical equipment must be kept switched off and out of sight at all times on the school premises. Any use of phones is prohibited – this includes making or receiving calls / text messages / photographs / videos; listening to music; using as a calculator / conversion software; and checking the time.
In case of emergency, or where there is a particular need, students should ask a senior member of staff for permission to use the phone in an office.
The use of personal musical devices anywhere on the school site is not permitted.
If a student is seen using a device at school it will be confiscated. Multiple offences will result in an after school detention and parents will be asked to come to school to collect the device.

**CHECKLIST FOR
MY FIRST DAY AT
DEBENHAM HIGH SCHOOL**

Full Uniform

School bag with:

Pencil Case
PE Kit
Trainers
Packed Lunch (if needed)
Bus Pass (if needed)
Lanyard or Key Ring for locker key
