



Shipston High School



Information for Parents Academic Year 2026- 2027

Ambition Achievement Learning Respect



@shipstonhighschool
@shipstonhighpe
Shipston High School

Darlingscote Road,
Shipston on Stour
CV36 4DY

01608 661833
www.shipstonhigh.co.uk

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School

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Welcome



We are delighted to welcome you and your child to Shipston High School as they take this exciting step into secondary education. Moving from primary to secondary school is a big moment one filled with anticipation, curiosity and, quite naturally, a few nerves. At Shipston, our mission is to make this transition not only smooth and supportive, but genuinely inspiring for every family who joins us.

Our school is built on the values of ambition, learning, respect and achievement, and these principles shape everything we do. We are proud to be a high-achieving, student-centred community where every child is known, valued and encouraged to thrive, academically, socially and personally. Your child's potential is at the heart of our work, and we are committed to helping them grow into confident, capable young people ready for the future.

This booklet has been created to give you a clear, friendly introduction to life at Shipston High School. Inside, you'll find the routines, expectations and support systems that help our pupils settle quickly and feel at home. From our pastoral care to our learning culture, every detail is designed to help your child begin their secondary journey with confidence.

For the latest updates, news and further information, please explore our website at www.shipstonhigh.co.uk a great companion to this booklet as you get to know our school.

We are excited to begin this partnership with you and look forward to supporting your child as they embark on the next stage of their learning journey with us.

Dan Rushworth
Headteacher



Shipston High School



Understanding the Transition to Secondary School

Moving to secondary school is a major milestone — one filled with new opportunities, fresh experiences and the thrill of growing independence. It's natural for this moment to bring a mix of excitement and nerves for both children and parents.

At this stage, pupils often feel a blend of confidence, curiosity and a little uncertainty as they find their feet. These feelings are completely normal, and they're all part of the adventure that comes with stepping into a bigger world.

Common worries at this stage

As children step into secondary school, it's completely natural for them to have a few worries buzzing around their minds. Many pupils wonder about things like:

- Finding their way around a bigger school site new buildings, new corridors, new routines.
- Having different teachers for each subject and getting used to new teaching styles.
- Managing timetables, equipment and homework, a big step toward independence.
- Making new friends and feeling like they belong in a new community.
- Feeling less “known” than they did at primary school, where everyone knew them well.

Parents often share these same concerns and may notice temporary changes in mood or confidence as children adjust. This is all part of the settling-in process and with the right support, pupils quickly find their rhythm and begin to flourish.



What is different about secondary school?



Secondary school opens the door to greater independence, and pupils rise to this brilliantly. They begin moving between lessons, learning from specialist teachers and gradually taking more responsibility for organising themselves. These changes are intentional and carefully supported so that children build confidence, resilience and independence at a pace that feels right for them.

Pupils are guided to:

- Navigate their day independently as they move between classrooms and learning spaces.
- Work with specialist teachers who bring expertise and variety to each subject.
- Take ownership of timetables, equipment and homework as part of developing strong organisational habits.
- Grow steadily in confidence with support from staff who understand the challenges of this transition.

With the right encouragement, pupils quickly adapt to these new expectations and begin to enjoy the independence that comes with secondary school life.

We place a strong emphasis on early support to ensure every child feels welcomed, settled and ready to thrive.

Our transition programme includes:

- Induction days and transition activities before the summer break to help pupils get to know the school.
- A dedicated form tutor who sees your child every day and acts as their first point of support.
- Strong year-team oversight with close communication between staff to ensure consistency and care.
- Targeted transition support for pupils with SEND or additional needs.
- Early mentoring and check-ins for those who may need extra reassurance as they settle.

Staff closely monitor attendance, behaviour, wellbeing and learning so that any concerns are identified early and addressed promptly, ensuring pupils feel supported from the very start.



SCHOOL CONTACTS



Headteacher:

Mr Dan Rushworth

Deputy Headteachers:

Mr Andrew Larkin (Curriculum)

Ms Jordan Allsworth (Standards and Culture)

Assistant Headteachers:

Miss Rachael Lissaman (Behaviour and Safeguarding)

Mrs Alex Freeman (Interventions)

Associate Assistant Headteachers:

Mrs Kerri Hewitt

Mr Dan Wilson

Mrs Hendrikson

Mrs Kirsty Shuker (SENDCo)

Heads of Academic Standards:

Mrs Vic Hall (Year 7)

Mr Luke Jelley (Year 8)

Mr James Phillips (Year 9)

Mrs Kelly Costello (Year 10)

Mrs Rachael Arkell (Year 11)

School Business Manager:

Mr Colin Atkins

Headteacher's PA/Admissions:

Miss Charlotte Daubney

Attendance Officer:

Mrs Mandy Burn

Examinations and Data Manager:

Mrs Amy Wixey

Student and Pastoral Support Officer:

Mrs Denise Holland

Family Support Officer:

Miss Keira Hammond

Pastoral Support Coordinator:

Mrs Steph Sheasby

Address: Darlingscote Road, Shipston on Stour, Warwickshire
CV36 4DY

Telephone: 01608 661833

Website: www.shipstonhigh.co.uk

e-mail: info@shipstonhigh.co.uk

Instagram: [@shipstonhighschool](https://www.instagram.com/shipstonhighschool)

Facebook: Shipston High School



Shipston High School

School Uniform: September 2026

Students should attend school in smart, clean and tidy uniform, ready for the working environment. Trousers should be worn on the waist, skirts should be the required length and shirts tucked into waistbands. Ties should be worn correctly. The school asks for parents' co-operation in enforcing these requirements. Should there be any dispute on what is considered a reasonable standard of uniform a final ruling will be made by the Headteacher or a member of the Leadership Team.

Please ensure that all items of uniform, especially P.E. kit, are clearly marked with the owner's name

Badged Shipston High School uniform (blazer, tie and skirt) and badged P.E. kit is obtained online from Price & Buckland.

Please visit the dedicated webpage www.pbuniform-online.co.uk/shipstonhigh where you can view the items of uniform, check sizing etc. (blazer size samples are available in school).

All items of non-badged uniform (e.g. trousers, shirt, PE football socks) may be purchased either from Price & Buckland or a store of your choice.

Black or charcoal grey tailored trousers (not denim or black jeans)
or

Black school skirt with school logo

White shirt

School tie

Black or navy v-necked pullover (optional)

Navy blazer with school badge

Black or grey socks or black tights (white socks may be worn with skirt)

Black flat, leather or leather look shoes (not trainers)

Physical Education

There are four compulsory items of P.E. kit:

Red and navy polo shirt

Navy shorts or Navy skirt

Navy and red rugby shirt

Football socks (you can buy Navy/Red from Price & Buckland or plain navy from a shop of your choice)

together with a choice of optional extras:

Navy full length leggings Navy track pants

Navy and red ¼ zip sweatshirt Navy base layer

Navy ¼ zip showerproof jacket Navy knitted hat

Reminders:

·Skirts should be no shorter than 5cm above the knee. and the only skirt to be worn is the designated school black skirt with logo obtained from Price & Buckland. Any other make/design of skirt is not acceptable.

·Pullovers or cardigans are optional but must be worn with a blazer

·Hair should be neat: no extremes (colouring, styles etc.). In practical lessons long hair should be tied back for safety reasons.

·Jewellery: Students are permitted to wear two pieces of jewellery and a watch (for information on what watches are allowed please see our uniform policy). Stud type earrings only. Facial or body piercings are not allowed. Should student have a nose piercing clear plugs are permitted.

·Any make up should be unobtrusive and nails should be a neutral colour and not excessively long due to the health and safety implication of practical activities.

Timetables and the School Day



Our school operates on a two-week timetable, known as Week A and Week B. Every student receives their own personalised timetable, which is also available at any time

through the EduLink app. This two-week structure allows us to offer a broad and balanced range of National Curriculum subjects while maintaining a well-organised, purposeful school day.

The school day begins at 8.35am, and pupils are expected to arrive on time, prepared and ready to learn. Anyone arriving after this time must sign in at Main Reception, ensuring they are safely registered for the day.

To help families get familiar with the rhythm of the day, here is our daily schedule:

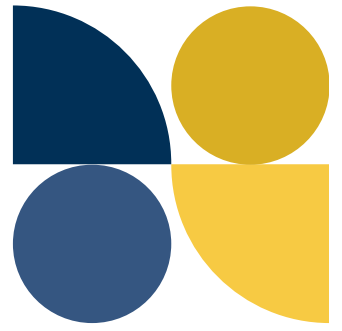
Time Lesson / Activity

<u>Time</u>	<u>Lesson</u>
<u>08:35-08:40</u>	<u>Line up in forms</u>
<u>08:40-09:40</u>	<u>Lesson 1</u>
<u>09:40-10:40</u>	<u>Lesson 2</u>
<u>10:40-11:00</u>	<u>Breaktime</u>
<u>11:00-12:00</u>	<u>Lesson 3</u>
<u>12:00-13:00</u>	<u>Lesson 4</u>
<u>13:00-13:40*</u>	<u>Lunchtime</u>
<u>13:45-14:10</u>	<u>Form time</u>
<u>14:10-15:10</u>	<u>Lesson 5</u>

This structure helps pupils settle quickly into a predictable routine, supporting their independence and confidence as they move through the school day.



Homework and Independent Study



To help develop our students into independent learners, your son or daughter will be set homework and independent study tasks throughout their time at school. Research shows that well-designed homework can improve learning, strengthen knowledge recall and help students develop effective study habits. We also recognise that managing homework is a skill that needs to be taught and developed over time. For this reason, we carefully increase the expected time commitment as students progress through the school. In Year 7, homework tasks should typically take around 20 minutes to complete, gradually increasing to around 40 minutes per task by Years 10 and 11. In Year 7, students will receive one homework per week in each core subject, with foundation subjects setting a small number of additional tasks across each half term. This approach helps students build confidence, organisation and resilience while developing the independent learning skills needed for future success.

Challenge for all

Shipston High School aims to ensure that all students are appropriately challenged to enable them to make good academic progress. The school is dedicated to ensuring that all students fulfil their potential. Our lessons and activities are designed to challenge and motivate all students. Students learn at different rates and in different ways; whatever their style, students will receive lessons best suited to enabling progress and achievement.

Special educational needs

Our full-time Special Educational Needs Co-ordinator and her team of teaching assistants are all highly qualified and experienced in supporting students with a wide range of learning and behaviour needs. Shipston High School is a mainstream school and support is provided within that context.



School Apps

EduLink one app



At Shipston High, we use EduLink One as our homework and communication system. This can be used online with your login details, or as an app. EduLink One is a one stop app that allows you to see everything you require for your child's life at school. EduLink One features include:

- An easy to use interface
- Access to your child's school reports
- Access to letters sent home
- Access to your child's homework
- Access to your child's exam timetable
- Access to your child's attendance by lesson, month and academic year
- Access to your child's achievements and any behavior points including notification of detentions
- Access to your child's catering records
- Allows you to notify the school of any changes required to your child's personal details
- Report absence due to illness
- Receive and send messages and emails to your child's form tutor and teachers

If you experience any issues with EduLink One, please call the main office.



Parent pay and school meal smart cards



In school we use the on-line payment system ParentPay for parents to pay for school lunches, school trips, music lessons, revision books, etc. ParentPay enables the school to be fully cashless and offers parents the freedom to make online payments using debit or credit cards whenever and wherever they like. The technology ParentPay uses is of high security ensuring that parents' money will reach the school safely and quickly and their personal details are safe. Parents will be issued with a log-in name and password before the start of the term so they can activate their individual ParentPay account in good time.

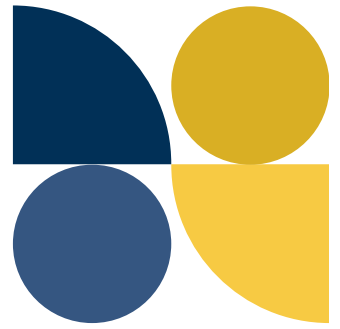
On joining Shipston High School, each student is provided with a smart card registered in their name which they can use to pay for any food or drinks they purchase from the canteen before school, at break or lunchtime. The first Smart card is issued free. Replacement cards cost £3.00 each and are available from the canteen. Through the smart card, parents are able to view what items their children have purchased from the canteen and know the exact balance in the account.

Cashless catering enables the school to maintain total confidentiality for those students receiving Free School Meals. Students on free meal entitlement are issued with an identical card that is updated electronically each day with their meal entitlement value. Parents can also top up with additional money for students on free school meals if they so wish.

It will be necessary for parents to activate their account and credit the lunch card with sufficient money before their child can make purchases in the canteen. For parents who don't currently have access to the Internet, there is an option of paying using a PayPoint card or letter at PayPoint stations in any local shop that subscribes. More details will be contained in a separate letter containing your ParentPay log-in details.

If there are any queries please feel free to contact the Finance Office.
finance@shipstonhigh.co.uk





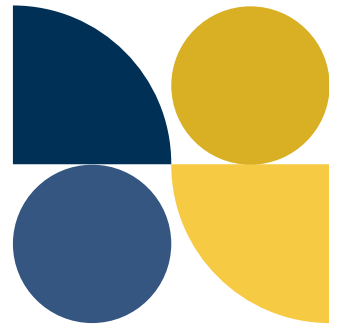
Free School Meals – Claim Your Entitlement

Free school meals are available for any eligible child, who attends school on a full time basis. Families who receive any of the following may be eligible for free school meals:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

To claim this benefit or for more information please go to the Warwickshire County Council website <https://www.warwickshire.gov.uk/education-learning/apply-free-school-meals>. We recommend that you apply on-line but you can also apply by calling 01926 359189. The school benefits from the number of students entitled to free school meals so please register your entitlement even if you do not intend to claim these.





Young Carers

The School works with Warwickshire Young Carers to raise awareness and make sure there is support in place for Young Carers.

Young Carers help to look after a sibling, parent or relative with a long-term illness, disability, mental health issue or someone who has a substance dependency. They may be impacted by what is going on at home and may help in many different ways such as doing household chores, providing personal care, administering medication, giving emotional or communication support, looking after siblings and themselves. Warwickshire Young Carers provides support for 6-25 year olds in a number of different ways including groups, activities, residential trips and one to one support.

If you believe your child is a Young Carer but is not registered and would like to access the support on offer from Warwickshire Young carers please visit their website for more information. You can make a self-referral to the service on their site: <https://www.warwickshireyoungcarers.org.uk>.

For further information on how the School support Young Carers, please contact Keira Hammond khammond@shipstonhigh.co.uk or Mrs Sheasby ssheasby@shipstonhigh.co.uk.





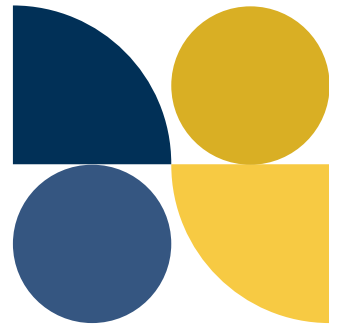
Rewards

We believe very strongly in the importance of rewards in maintaining our ethos where students are motivated to achieve. Our rewards include:

- Staff praise
- Achievement points recorded on Edulink
- Celebration Assemblies
- Postcards and certificates
- Prize draws
- Achievement awards
- House competitions and activities
- Examples of good student work put on display in classrooms and around school
- Public award of prizes and certificates to students at our annual, formal Awards Evening

Sanctions

Shipston High School has very clear expectations of students in terms of work and behaviour; we have high standards which are met admirably by the majority of students. When standards are not met, appropriate sanctions will be applied. These range from verbal warnings and detentions to, very rarely, fixed term exclusions from school. Such measures are an essential part of students' wider life skills, linking action with consequence, and are an important part of creating a culture of structure, consistency and fairness. The school's decisions in awarding sanctions are final. In all cases we aim to work closely with parents; your support is always crucial.



Bullying

Whatever schools may like to say, bullying does happen from time-to-time in every school. The important thing is how schools deal with it. At Shipston High School we are fortunate that the emphasis we place on knowing our students and giving them individual attention means that bullying is rare and is dealt with quickly. At Shipston High School we work at a number of levels to reduce the severity and incidents of bullying.

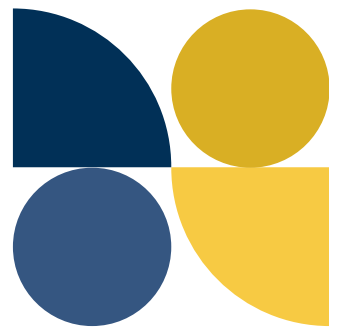
Form tutors build up a close relationship with their form and will discuss any issues with individuals. The pastoral and safeguarding team work with each year group and with individuals. Pastoral staff are available for students to meet if they have any concerns, not just bullying. The important thing is that students report any concerns to staff immediately. In all cases, we take bullying very seriously and deal with it as a matter of urgency.

More details can be found here:

<https://shipstonhigh.co.uk/information/policies/>

Shipston High School





Pastoral Care and Safeguarding

Your child's wellbeing, safety and sense of belonging are central to everything we do. We know that pupils are most successful when they feel known, supported and safe, and we work hard to ensure that no child feels overlooked.

Daily support: the tutor system

Every pupil belongs to a tutor group and is supported by a Form Tutor, who sees them every day and is the key adult who gets to know them best.

Form Tutors: Mrs A Oliver, Miss B Gayle, Miss N Webb

The form tutor monitors wellbeing, attendance, and organisation, and is usually the first person to notice when something is not quite right.

The Pastoral Team

Form tutors are supported by a wider year team who oversee pastoral care for all pupils in the year group.

Head of Academic Standards: Mrs V Hall

Additional pastoral support

Some pupils may need extra support at different points in their school journey. We offer a range of pastoral and wellbeing support, including:

Family Support Officer: Miss K Hammond

Pastoral Support Coordinator: Mrs S Sheasby

SEN support and coordination: Mrs K Shuker -SENDCo

Targeted interventions (where appropriate)

Support is adjusted to meet individual needs and may be short-term or ongoing.



Safeguarding and child protection

Safeguarding is everyone's responsibility. All staff are trained to recognise concerns and know how to act on them.

Designated Safeguarding Lead (DSL): Miss R Lissaman

Assistant Head Teacher of Pastoral Matters

Deputy Safeguarding Leads: Mrs S Sheasby, Miss K Hammond, Mrs R Arkell, Mr L Jelley, Mrs K Costello

If you have a safeguarding concern, you should contact the DSL or DDSL via email: rlissaman@shipstonhigh.co.uk, ssheasby@shipstonhigh.co.uk, khammond@shipstonhigh.co.uk or call 01608 661833 and request to speak to a member of the safeguarding team .

Student wellbeing and mental health

We take a proactive approach to wellbeing and mental health. Pupils are encouraged to talk openly to trusted adults, and we promote help-seeking as a strength. Staff regularly review welfare and engagement so that emerging concerns are identified early.

Who to contact if you are worried

- Academic or day-to-day concerns: Contact your child's Form Tutor
- Ongoing wellbeing or pastoral concerns: Contact the Head of Academic Standards
- Safeguarding concerns: Contact the Designated Safeguarding Lead

We strongly encourage parents to get in touch if something is worrying them. Early communication allows us to work together and put the right support in place as quickly as possible.

We do have regular formal contact times with parents regarding progress. These formal opportunities include progress data sent home at points during the school year and a Parents' Evening where parents can meet with teachers. In addition, parents may be invited into school to meet with staff to review concerns and support.

Contact with Parents

Once students have started Shipston High School, you are welcome to contact the school at any time with your enquiries. In order to help you to get the most informed response, please address your initial query to your child's Form Tutor who will take details and refer the query on to a further member of staff if appropriate.

We do have regular formal contact times with parents regarding progress. These formal opportunities include progress data sent home at points during the school year and a Parents' Evening where parents can meet with teachers. In addition, parents may be invited into school to meet with staff to review concerns and support.

Attendance at School

School Attendance Strategic Lead Ms J Allsworth

School Attendance Co-ordinator Mrs M Burn

Attendance is a Home-School Partnership

Parents are legally responsible to ensure that their children attend school regularly and on time and that they remain in school for the duration of the school day.

Parents should make sure that their children arrive on time in their school uniform, properly equipped and ready to learn.

Parents should tell their children that the school expects them to keep to the Classroom Guidelines and School Rules.

The school must support attendance and take seriously problems that may lead to non-attendance.

If attendance becomes a concern, the school will write to parents to organise a meeting or phone conversation with a view to implementing support to help improve the situation. This will happen when attendance falls below 95%. If attendance falls below 90% and includes any unauthorised absence, the school may be obliged to refer the student to the Warwickshire Attendance Service.

Should we feel your child's attendance is becoming a concern we may request you to provide medical evidence for any absence. This can be in the form of appointment cards, doctor's note etc.

In the eyes of the law, only the school can authorise absence, not the parent.

Remember

- Regular attendance is very important if a student is to make progress
- The School requires a prompt, clear, written explanation for any absence
- If there are problems we welcome all communications from parents via the student's Form Tutor or Head of Academic Standards.
- The School may refuse to issue work permits to students with a poor attendance record and working without one is against the law
- The School will report attendance when writing references for students.



Please find our full attendance policy on our school website.
<https://shipstonhigh.co.uk/information/policies/>

HERE ARE SOME FREQUENTLY ASKED QUESTIONS BY PARENTS OF NEW STUDENTS:



WHAT DO I DO IF? ...

My child is late?

Students who are late **MUST** sign in at the main office. In the case of persistent lateness a letter will be sent home to parents.

My child is absent?

The proper place for your child to be on a school day is at school. If your child is not in school then there must be a justifiable reason. Parents should report their child's absence by 8.50a.m. latest each morning of their absence. Please contact the school by either StudyBugs, or by leaving a message on our absence line 01608 661833.

My child needs to take medicine at school?

If your child needs to take medicine at school they should bring a letter from you stating when they need to take it.

Medicine must be left with Student Support and Pastoral Officer. The only exception is if a student has an inhaler for asthma.

We are not allowed to give any medicines to students.

My child feels ill or has an accident?

Normally students will be sent to Student Support and Pastoral Officer where a trained First Aider will take care of them. If they are too ill to remain at school or if hospital treatment is necessary then parents will be contacted to make suitable arrangements.





Continued..



Please therefore ensure that the school office is notified of any changes to your contact details.

Students should not telephone home themselves and under no circumstances should students leave school or go home without permission.

My child needs to leave school during the day?

It is best to make medical appointments outside school hours. If students must leave school during the day for any reason please send a note into school with your child in advance of the date. Please collect your child from school reception.

My child is being bullied?

Bullying may be verbal, written or physical and will not be tolerated by the school in any form whatsoever. If your child is a victim of bullying, do not hesitate to inform a member of staff.

My child doesn't have school uniform?

Students should bring a letter from home explaining why they are not in uniform. If students are not wearing any part of the school uniform for medical reasons they will need a note from their doctor.

In cases of financial hardship, parents are encouraged to contact the school in strictest confidence.

We need to go on holiday in term time?

Because of the detrimental effect of time off school on children's education, please be aware we are not permitted to authorise any holiday during term time.



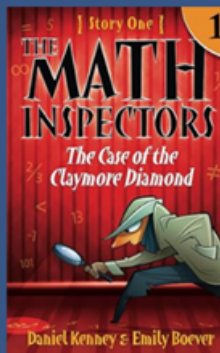


Shipston High's Year 6 into Year 7 Reading List

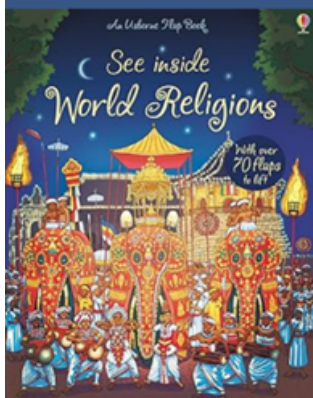
Please find attached books that will support your child with learning about their first topics for Year 7.



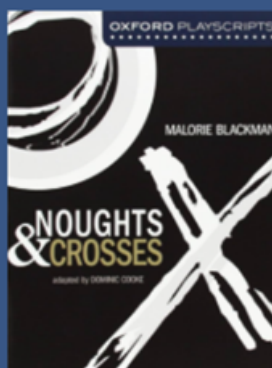
English:
Percy Jackson and
The Lightning Thief
- Rick Riordan



Maths:
The Math Inspectors
- Daniel Kenney



REP:
See Inside World
Religions
- Alex Frith

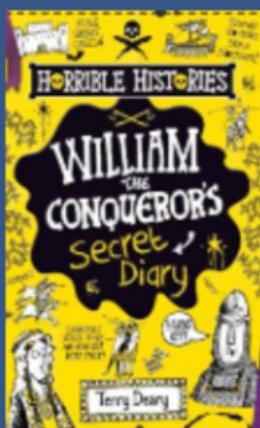


Drama:
Noughts and
Crosses Playscript



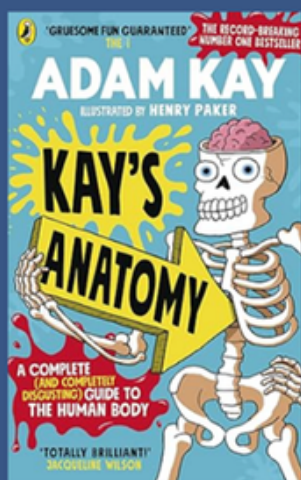
Computer Science:
The Wild Robot
- Peter Brown

Many of these texts
are available to
borrow at Shipston
Library!

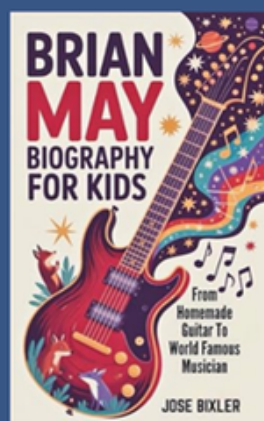


History:
William the
Conqueror's Secret
Diary
- Terry Deary





Science:
Kay's Anatomy
- Adam Kay



Misc:
Brian May
Biography for Kids
- Josie Bixler



MFL:
Duolingo
Vocabulary
Exercises



PE:
Sir Chris Hoy's
Autobiography

Reading at Shipston High School

Hopefully these texts give you a flavour of our staff and Departments at SHS.

Shipston High prioritises reading for pleasure for all students. Students will complete tutor time reading, alongside completing 'SparxReader' as part of their weekly homework tasks for English.



Please contact Mrs Hendriksen
(ahendriksen@shipstonhigh.co.uk) if you have any
questions (Head of English).

Shipston High School Policies.

Please click here - <https://shipstonhigh.co.uk/information/policies/> for all school policies. Please take the time to read the following policies:

Shipston High School Privacy Notice

Uniform Policy

Attendance Policy

Parent Code of conduct