



LITCHAM
SCHOOL

**STUDENT
PROSPECTUS**

2023/2024

Quotes from students

The school starts off seeming very big, but then magically starts to shrink, until you know it like the back of your hand.

When I first arrived I was worried about getting around school and being late. I soon realised it's easier than I thought. You're given a good sized time slot to get around and people are more than happy to help you. Once you've been to the classroom once I found it easy to get there again. I also worried about the food, however the food is really good and there's a wide range for everyone to choose from. I hope you enjoy being a year 7 and good luck.

Yes, the school is bigger and yes you might get lost but don't be afraid to ask an older student (don't worry they look big but they won't bite 😊) or reception. You will get used to the school before you know it. Good Luck! 😊

Try to do your homework as soon as you can so that you don't have to panic later

If you are stuck on homework you can go to room 2 at lunchtime and practice. They will help you with homework.

I was once a year 7 too and I know how it feels to move to a new school, new teachers, and new friends. I didn't really have one specific worry, it was everything, but if I had to give you one tip, it would be to be involved, have a good attitude and you will be fine! The school gives amazing opportunities such as reading challenges, Expert Learner for badges, school plays, school trips and genuinely good education! Yes, the school is bigger, and there are new rules, but it will be fine! Now I wonder why I ever worried! If you ever need anything, just ask reception, your teachers or tutors, because they are all kind. Remember to get involved with clubs and try your best!

I was worried about lunchtime and if I would be lonely but it was fine. I got involved with clubs, like creative writing, reading and dance after school. Also I was never lonely because there were a lot of opportunities like the Kids Lit quiz and the school production which was my favourite thing I've done. I made so many friends. If you do ever feel lonely go to friendship club where you meet people. You're never lonely at Litcham



A WELCOME FROM THE HEAD OF SCHOOL

Mr Wilson

Welcome to your new school. This is a very special and exciting time for you, and I am delighted that you will be joining us in Year 7.

During the first few weeks you will meet your new form tutor, make new friends and experience lessons in all of your new subjects. Litcham may seem very big and different at first but don't worry, because you will quickly get to know us. If you are unsure about anything, there are people who will help. You can ask any teacher, any student, or any of our support staff. Some of the Year 11 students will be wearing special badges to show they are Prefects and their job is to look after you.

Many of the subjects that we teach will build on your excellent work from primary school. Some subjects however will be completely new to you, and the day is organised differently to what you have been used to. For example, each lesson is 60 minutes long and you will have five different lessons each day. You will also have a different teacher for each lesson and you will have to move around the school quite a lot.

Our number one priority is for you to be happy in school and achieve the highest possible academic outcomes. We have very high expectations of you, especially about your work, your behaviour, your uniform and your attendance. In essence, we expect you to try your hardest in everything you do.

There will be many opportunities for you to take part in a wide range of activities at lunchtime and after school. You will get the chance to do a number of things that you haven't tried before.

I wish you a very happy and successful five years with us.

A WELCOME FROM THE HEAD OF YEAR 7

Mrs Pavey

This is an exciting time for us all as we prepare for the new school year in September and I am very pleased you have decided to start your next chapter of education with us.

I work closely with Miss Dillnutt and your form tutors to make sure you settle in well at Litcham, ensuring you feel safe, enjoy yourself and of course, work hard. There are three things I will be asking of you on your first day - try your best, make new friends and get involved. Along with this, the very highest standard of effort, behaviour and uniform are expected at all times.

My job is to ensure you succeed in all areas of school life in your first year at secondary school – from friendships to French and extra-curricular activities to English, and I look forward to welcoming you in September.

STAFF

SENIOR LEADERSHIP TEAM

Mr	T	Gibbs	Executive Headteacher
Mr	S	Wilson	Head of School
Ms	K	Atkins	Deputy Headteacher/Head of Primary Phase
Mr	P	Taylor	Assistant Headteacher
Mr	P	Clark	Assistant Headteacher
Ms	K	Chambers	Assistant Headteacher
Mrs	J	Taylor	Deputy Primary Phase Lead
Mrs	N	Bannister	SLT Secondment

TEACHING STAFF

Mrs	N	Bannister	Head of Science
Ms	T	Bateman	English/Mentoring Lead
Mr	C	Bell	Head of ICT, Computing & Design and Technology
Mrs	L	Bullimore	Modern Foreign Languages
Mr	D	Bridge	Maths
Miss	M	Byford	English
Mr	M	Chown	Science/Second in Science
Mr	P	Clark	Maths /Assistant Headteacher Curriculum/Attendance
Ms	K	Chambers	History / Assistant Headteacher Teaching and Learning
Mr	J	Cunningham	Head of Year 9/Head of Drama/Designated Teacher for LAC
Miss	E	Dillnutt	Design Technology: Textiles/Assistant Head Year 7 & 8
Mrs	L	Elkins	Science
Miss	N	Fisher	Head of Mathematics
Mrs	P	Fletcher	Co-Head of Modern Foreign Languages
Mrs	C	Forth	Geography/Second in Geography
Mrs	H	Gelder	Religious Education
Mrs	A	Gibbs	Design Technology: Food
Mr	T	Gibbs	Executive Headteacher
Miss	A	Hemp	Physical Education
Miss	A	Henderson	Science
Ms	S	Hogg	Head of Art
Mr	B	Howell	SENDCo/Mathematics
Mr	A	Hughes	History
Mr	I	McEvansoneya	Head of Music
Mrs	M	Molenaar	Mathematics
Miss	R	Nicholas	Mathematics
Mrs	A	Ogden	Co-Head of Modern Foreign Languages
Mr	J	Palmer	English/Second in English
Miss	L	Robinson	Modern Foreign Languages
Mrs	J	Ryan	Physical Education
Mr	N	Ryan	Head of Year 10 & 11
Mrs	A	Sims	Religious Studies/PP Lead
Mrs	J	Strafford	Geography
Miss	L	Timblin	Head of English and Humanities
Mrs	T	Thorarinsson	Physical Education/PP Lead
Mrs	S	Upton	Design Technology: Food
Mrs	K	Watson	History

TEACHING STAFF

Mr	G	White	Head of Physical Education/Assistant Head of Year10 & 11
Mr	S	Wilson	Head of School/Designated Safeguarding Lead
Mr	L	Wolsey	Design Technology/Art/Assistant Head of Year 8
Mrs	S	Yaxley	Science

SUPPORT STAFF

Administration

Mrs	S	Greef	Administration Assistant
Ms	H	King	Reception/Administration
Mrs	E	Payne	Administration Assistant
Mrs	V	Plummer	Reception/Administration
Mrs	R	Taylor-Balls	Head of School PA/Administration & HR Manager

Cafeteria

Mrs	S	Fitzsimmons	Catering Assistant
Mr	S	Nobbs	Catering Manager
Mrs	R	Ravenscroft	Catering Assistant
Mrs	S	Taylor	Deputy Catering Manager
Mrs	S	Warden	Catering Assistant

Cover Supervisors

Mrs	R	Medford	Cover Supervisor
Ms	R	Peak	Cover Supervisor
Mrs	H	Savage	Cover Supervisor

Curriculum & Learning Support Department

Mrs	C	Berry	Librarian
Mrs	D	Corsini	Teaching Assistant
Miss	A	Cubitt	Teaching Assistant
Ms	S	Dickens	Teaching Assistant
Mrs	K	Henson	Teaching Assistant
Mr	B	Howell	SENDCO/Mathematics
Mrs	C	Mason	Teaching Assistant
Mr	E	Powell	Assistant SENDCo
Miss	L	Soanes	Teaching Assistant
Mrs	I	Talbot	Teaching Assistant
Miss	L	Taylor	Teaching Assistant
Mrs	N	Thomas	Deputy SENDCO

Finance

Mrs	S	Long	Finance Assistant
Mrs	M	Richmond	Finance Assistant

ICT/Data

Mrs	N	Barlow	Data, Cover & Exams Assistant
Mrs	M	Sheekey	Data, Cover & Exams Manager

Mid-Day Supervision

Mrs	S	Fitzsimmons	Mid-Day Supervisor
Mrs	R	Ravenscroft	Mid-Day Supervisor

Pastoral Care

Mr	D	Abrahams	Designated Safeguarding Lead
Mrs	L	Alston	Pastoral Support Officer
Mrs	S	Barrett	Attendance Officer
Mrs	C	Hinchliffe	Designated Safeguarding Lead
Mrs	M	Mattless	Pastoral Support Officer
Mrs	E	Pavey	Senior Pastoral Care
Mrs	J	Viner	Manager/Designated Safeguarding Lead / Head of Year 7/8 Parent Support Adviser/ Pastoral Support Officer

Site

Mr	J	Endersby	Assistant Caretaker
Mr	A	English	Site Manager
Mr	K	Kerr	Caretaker

Technicians

Mrs	K	Daniels	Assistant Science Technician
Mrs	S	Dennis	Science Technician
Mr	N	Dryden	Science Technician
Mr	J	Stewart	Technology Technician
Ms	H	King	Art Technician
Mrs	S	Taylor	Food Technician
Mrs	G	Westhorpe	Food Technician
Ms	H	King	Art Technician

Code of Conduct and Non Negotiables

1. Always work to the best of your ability and allow others to work without disruption.
2. Behave with courtesy, care and consideration for others and keep the school a safe place for everyone.
3. Treat the school's and others' property with respect.
4. Care for the school environment.

SOME QUESTIONS ANSWERED

Where do I go on the first transition morning?

When you arrive on the first transition morning, you will be directed to the Hall for a welcome assembly. Mrs Pavey, Miss Dillnut, Mrs Mattless and peer buddies will be there to welcome you. You will be told your tutor group, meet your form tutor and receive your timetable for the transition days. There will be fun, 'ice breaker' activities in your tutor groups and plenty of time to become familiar with your new school and all it has to offer.

What is a form tutor and tutor time?

You will be in a tutor group, or class. These tutor groups are known as B for Balmoral, C for Caernarfon, S for Sandringham and W for Windsor. Each tutor group has a tutor who will meet you each morning, take the register and read out notices. Once a week you will attend an assembly and on the other four days, you will meet for a 20 minute tutor group session, known as tutor time. At least one of these is ERIC (Everyone Reads in Class). You will need to have your library book with you every day. You will also work on your Expert Learner Challenge.

Detentions

We are sure no one will receive a detention. These can be given for lack of homework or inappropriate behaviour. They may take place at lunchtime and some are held after school.

What can I do if I have a Problem?

We are a telling school, so, please talk to an adult if you have a concern. Your form tutor, Mrs Pavey, Mrs Dillnutt, Mrs Mattless and Mrs Alston are all there to help. You also have older students who will be attached to your tutor group along with PALS (Pupil Advice & Listening Service) and peer buddies. If you are unsure about anything during your day our reception staff are incredibly helpful – just ask.

Buying Food and Drinks in the Canteen

We have a system to save you having to carry money about with you all day. This is called a 'Cashless System'.

You can put credit on your account from home via the ParentMail website. Your parents/carers should already have their login details.

Then, when you want to buy some food or a drink in the canteen, you use your thumb print or give your name at the till and the cost of your purchases is taken from your 'account'.

Just remember to keep your 'account' topped up!

SCHOOL MEALS

The school canteen runs on a cafeteria system and each day there is a wide choice of meals including salads, sandwiches, filled rolls, a hot meal, fruit and cakes or cookies. We also have a 'meal deal' that currently costs £2.30. This includes a hot main course with vegetables and a pudding.

Most students spend about £2.50 - £3.00 on their meal.

If you go on a school trip you are able to book a packed lunch to take with you.

If you usually have a packed lunch, you can also eat it in the dining room. Remember that a vacuum type lunch box or an 'icepack' will keep your lunch fresh.

There is not enough room for everyone to eat their lunch at the same time and so there is a rota system. A list of when Year 7 students have lunch is posted on the hall wall. When it is time for you to go into lunch, you must line up and wait quietly until you are told to go in. Please remember to listen for the 'single' bell every day, which will tell you when it is time for Year 7 to go into lunch!

You may be going to a club at lunchtime. If so, you will need to go into lunch at 12.35 and the teacher in charge of the club will give you a special pass that you will show to the person on duty in the dining room.

At break, the canteen area is open and you can buy drinks and savoury snacks.

Eating is not allowed anywhere inside the school, except the canteen area and playground.

CYCLING TO SCHOOL

If you cycle to school, you should make sure that your bicycle is in good condition and has lights. You must remember that cycling along busy or narrow roads can be dangerous and you should always cycle in single file. You should also wear a safety helmet and high visibility clothing.

The cycle shed is at the side of the school and you should enter the school grounds from the back entrance in Church Street. You must never ride your bicycle in the school grounds but dismount and mount at the school gate.

You must make sure that you immobilise your bicycle by locking it securely. The school cannot accept any responsibility for the loss of bicycles, or parts of bicycles, or for any damage. Students bring bicycles to school with their parents' permission and accept full responsibility for them. Your parents must also ensure that your bicycle is in a safe, roadworthy condition.

TRAVELLING BY BUS

Most of you will come to school by bus and year 7 sit towards the front. If at any time you miss your bus, you should go to the office and staff will arrange for you to get home. You must never start to walk home.

You must come straight into school when you arrive in the morning - you are not allowed to go to the shop.

Each bus has bus representatives who will look after you, assist in the boarding of the buses and report any concerns.

CLUBS

There are many clubs and activities during and after school, including:

School production

Singing practice

String ensemble & Production/jazz band

Wind band and Junior wind band

Art club

Computer use

Textiles club

School council

Chess club

Friendship

Games club

Drama club

Tennis

Netball

Athletics

Cricket

Football

Basketball

Table tennis

Homework club

Reading club

Writing club

HOMEWORK

You will receive work to complete at home. Homework is an important part of your learning. Usually you will have two different pieces each evening.

You will need to spend about an hour on your homework each night. Sometimes you will have a written homework but sometimes it will be a reading or research homework. You may be asked to watch or listen to the news or even log the phases of the moon. If, for a very special reason, you are unable to do a homework, you must see the teacher before the lesson to explain why it has not been completed.

Homework Club

Homework club is open all lunchtime every day in room 2. Apart from homework, you are welcome to come and read quietly as well. A Teaching Assistant and some Year 11 students will be there to work with you - you can bring a friend too!

Homework is set using a computer programme called INSIGHT. You will receive a username and password for this. Your parents/carers will also have a log in.

Here are some tips for you:

- Do the hard parts first.
- Do your homework on the night you get it.
- Phone your friends if you are unsure.
- Do one half an hour piece then have a break.
- Don't do it when you are tired.
- **Most of all** - don't be afraid to ask for help.
- 30 minutes per subject may be the norm for homework but you can put in more effort - quality is better than quantity.

'It's easier to do homework at Homework Club than at home because you get help and there's not so much noise as in the tutor base.'

'I come to Homework Club because all the teachers there help me get it done quickly.'

'I come to Homework Club for a particular homework because nobody at home can help me with it.'

STUDY

In the first year you are taught in mixed ability classes for some subjects and set according to ability in others.

Your subjects are:

English; Mathematics; Science; Spanish; French; History; Geography; Art; Music; Technology (including Food, Resistant Materials and Textiles); Computer Science, Religious Education, PSHE and Physical Education.

'My favourite lesson is Science because I like doing experiments and finding out new things that happen'.

'I like humanities because we sometimes go on field trips'.

THE SCHOOL DAY

8.55	-	9.00	am	Registration
9.00	-	9.15	am	Tutor Period/Assembly
9.15	-	10.15	am	Lesson 1
10.15	-	10.35	am	Break
10.35	-	11.35	am	Lesson 2
11.35	-	12.35	pm	Lesson 3
12.35	-	13.25	pm	Lunch
13.25	-	13.30	pm	Registration
13.30	-	14.30	pm	Lesson 4
14.30	-	15.30	pm	Lesson 5
15.30	-	15.30	pm	School Day Ends

Always give yourself enough time to reach the right classroom. Litcham is a bigger school than you are used to, so particularly at the beginning of the day and at the end of break and lunch, allow at least five minutes to reach your destination.

You are not allowed to leave the school and the grounds unless you have written permission from a tutor or written permission from parents.

YOU MUST NOT LEAVE THE SCHOOL WITHOUT PERMISSION.

IF YOU ARE LATE ARRIVING AT SCHOOL, YOU MUST REPORT TO RECEPTION AND SIGN IN.

IF YOU ARE LEAVING EARLY YOU MUST BRING A NOTE FROM HOME AND REPORT TO RECEPTION TO BE SIGNED OUT BEFORE YOU LEAVE SCHOOL.

YOUR SCHOOL UNIFORM

- Footwear should be a black, formal, flat shoe. Black sports trainers, pumps, canvas shoes and boots are not permitted.
- Black trousers should be smart, formal and full length. Jeans-style and tight, skinny fitting, trousers or cropped trousers are not permitted. Hipster style trousers are also not appropriate.
- Litcham School jumpers, or blazers must be worn at all times except where classroom teacher permission is given or summer uniform is in operation. Jumpers should not be tucked into skirts or trousers.
- Litcham logo knee length skirts to be worn by all year groups (available from Birds of Dereham). If students choose to wear a skirt, they must also wear black tights, except when summer uniform is in operation.
- Litcham logo shorts (available from Birds of Dereham) may be worn during the summer uniform period.
- Shirts should be long enough to tuck into trousers. Short, fitted blouses are not permitted.
- Belts should be narrow with a small buckle.
- Socks or tights should be black and plain, not patterned.
- Make-up is not permitted.
- False eyelashes are not to be worn.
- Jewellery – One small, plain stud per earlobe and a watch are allowed. No other jewellery is permitted.
- Hair should be one natural colour and not, in the Head of Year's judgement, of an extreme style.
- Only clear nail varnish can be worn (no nail extensions or false nails or wearing of coloured polishes).
- Hoodies are not permitted in school.
- Outside garments (coats etc) are not to be worn in the school building.
- Failure to comply with the school's dress regulations will result in internal / social exclusion, or an external exclusion, until the problem is rectified.
- Summer uniform runs from May half-term holiday to October half term.

If you are replacing school uniform, including ties, jumpers, trousers and shoes, and the old items are still in good condition, we can always make use of these in school. Please send them in and we will gratefully take them off your hands. Please hand any washed unwanted items into reception.

PHYSICAL EDUCATION GIRLS/BOYS

- Shorts Blue, preferably with Litcham School motif
 - Skorts Blue, preferably with Litcham School motif
 - Shirt White, preferably with Litcham School motif
 - Sweatshirt Blue, preferably with Litcham School motif
 - Tracksuit bottoms Blue, preferably with Litcham School motif
 - Socks Navy/white
 - Socks White (for indoor PE and summer sports)
 - Trainers Suitable for sports activities (not fashion wear)
 - Football boots With non-marking soles
 - Shin pads Highly recommended for football
-
- No jewellery to be worn during physical education lessons
 - Long hair must be tied back. All piercings must be removed.

If you are really unwell and unable to take part in PE, your parent/carer must write a note in the PE participation page in your planner and you must hand this to the teacher at the beginning of the lesson. If you cannot take part in the physical activity, you will be asked to take part in other ways, such as umpiring so please bring kit and change.

It is important to wear the correct PE kit and if you do forget to bring it with you, you must tell the teacher at the beginning of the lesson.

***ALL YOUR KIT MUST BE CLEARLY
LABELLED WITH YOUR NAME***

You might be able to represent the school in a sport or in athletics. These matches or competitions usually take place after school.

At the end of the year, we hold a sports day.

On some evenings a variety of sports clubs are available for you to attend.

GENERAL EQUIPMENT

Students have to have their own equipment – a black handwriting pen, blue pen for peer marking, protractor, compass, sharpener, scientific calculator, ruler, pencils, coloured pencils, erasers, white board pen, highlighter and a glue stick. The stationery shop in the library stocks these items.

A strong bag is needed to carry books and equipment - we recommend a rucksack rather than a large sports bag. We encourage all students to have their own dictionary and thesaurus. Some students find spell-checkers useful. Calculators can be obtained from the Maths department or Library.

You will have the option to hire a locker to store your books and equipment. The cost is £25.00 for all the time you are at Litcham and you will be able to pay for this from the ParentMail Shop.

Please do not bring valuables to school.

TELEPHONE

Mobile phones should be switched off in school and not visible, or used in school hours. Should you need to contact home urgently please ask at reception. If your phone is seen or heard it will be confiscated.

LIBRARY

The library is open throughout the school day from 8.30 until 4pm. All students may borrow two books at a time. Other resources are also available for loan, including audio books and DVDs.

We have an excellent range of reading material - from picture to teen books, non-fiction books, graphic novels, newspapers and magazines. We also have a small suite of computers, all of which may be used during lessons, at morning break, lunchtime or during homework club. Students in years 7 & 8 also use the Accelerated Reader (AR) programme to select reading books, with online quizzes when books have been read. An inter-tutor group AR competition is held, known as the "Book Wars". Each term students battle it out to win the coveted Yoda mascot and tutor treats!

We run a stationery shop, which is also open every day, and sells all basic items at very inexpensive prices, for example:

Pencils (from 15p) Pens from (from 20p)

Rulers (from 15p) Rubbers (40p)

Compasses (from 30p).

The library runs a Teen book club where the latest books may be bought.

Students are invited to join the KS3 Reading Group, and the 'Carnegie' shadowing group (which is held in the summer term.)

The Librarian and Student Librarians are always on hand to help and advise you.

STUDENT SUPPORT SERVICES

Along with your tutors, there are other key staff who work closely to ensure you are really well supported in school; ensuring you are safe, that your learning and emotional needs are met and that your families are supported too. This team comprises of the Assistant Head, Teachers, Senior Pastoral Care Manager, Pastoral Support Officers, Sendco and Deputy Sendco, Heads of Year, Attendance Officer, Safeguarding Leads and our Parent Support Advisor. The Student Support Team works closely with health and other agencies to ensure the most suitable provision is available to meet identified needs.

PALS (Pupil Advice and Listening Service)

Our year 9 and 10 PALS are trained to offer peer support and are available to help other students.

PALS can be identified by purple badges or jumpers. PALS are available at lunchtimes and can be found in the friendship club as well as in and around the outside communal areas. PALS which have taken part in the Diana Award anti-bullying training programme are identified by their anti-bullying badges.

PALS can help with any concerns, just ask!

TELLING SCHOOL

We are a **telling** school because:

- You have a right to be treated with respect and kindness.
- You have the right to be believed.
- You have a right to feel safe and secure.

**If you are unhappy about the way you are treated:
TELL YOUR TUTOR OR HEAD OF YEAR**

GENERAL INFORMATION

Address: Litcham School
Church Street
Litcham
Norfolk
PE32 2NS

Telephone No: (01328) 701265

E-mail: office@litchamschool.org.uk

School Times: Morning: 8.55 am - 12.35 pm
Afternoon: 13.25 pm - 15.30 pm

School Terms:

Autumn:

Open: Thursday 7th September 2023

Half term: Closed: 3.30pm, Thursday 19th October 2023
Open: Monday 30th October 2023

End of term: 12.30pm, Wednesday 20th December 2023

Spring:

Open: Thursday 4th January 2024

Half term: Closed: 3.30pm, Friday 16th February 2024
Open: Monday 26th February 2024

End of term: 3.30pm, Wednesday 27th March 2024

Summer:

Open: Monday 15th April 2024

Bank Holiday: **SCHOOL CLOSED** - Monday 6th May 2024

Half term: Closed: 3.30pm, Friday 24th May 2024
Open: Monday 3rd June 2024

School closed on: **SCHOOL CLOSED** - Thursday 27th June 2024

End of term: 12.30pm, Friday 19th July 2024

ILLNESS

If you feel unwell, you should tell your tutor or teacher who will send you to reception. Sometimes you will feel better once you have sat quietly. If you continue to feel unwell we will arrange for someone to collect you.

Any medicines or tablets must be handed in to the office for safe-keeping and should not be carried around school. Any medication received must be accompanied by the relevant medication forms, completed and signed by your parent/carer. These forms are available from our website. All medication must be in its original prescribed packaging.

Some of you may have inhalers for asthma and are used to using them. You should, however, make sure that the PE teachers know that you use one. We would encourage you to have a spare one kept in the PE department.

DAILY BULLETIN

Each day a bulletin is read out at morning registration. It is important that you listen to this as all sorts of information can be mentioned, for example, room changes, teachers who may want to see you, sports information etc.

You can use the daily bulletin too, for example, if you have lost something, or to advertise an activity or club. Just go to the main office and ask the receptionist if you can write something on the bulletin.

THE WORD

Each week we will email you our weekly newsletter. It is packed with lots of important information. As well as telling you what's been happening in school and advertising upcoming school and community events, there are also lots of helpful links around keeping safe, good health, course opportunities etc. Please do let us know if there is something you have done that you are proud of, as we really enjoy sharing students' achievements too.

LOST PROPERTY

Your uniform and equipment must be named so that if you should lose it, it can be returned to you quickly. If you do lose something, firstly go to the library and ask if it has been handed in. The receptionist may put a message in the daily bulletin for you. Each half-term unclaimed property is displayed in the library. Unclaimed items are given to a charity shop.

FIRE DRILL

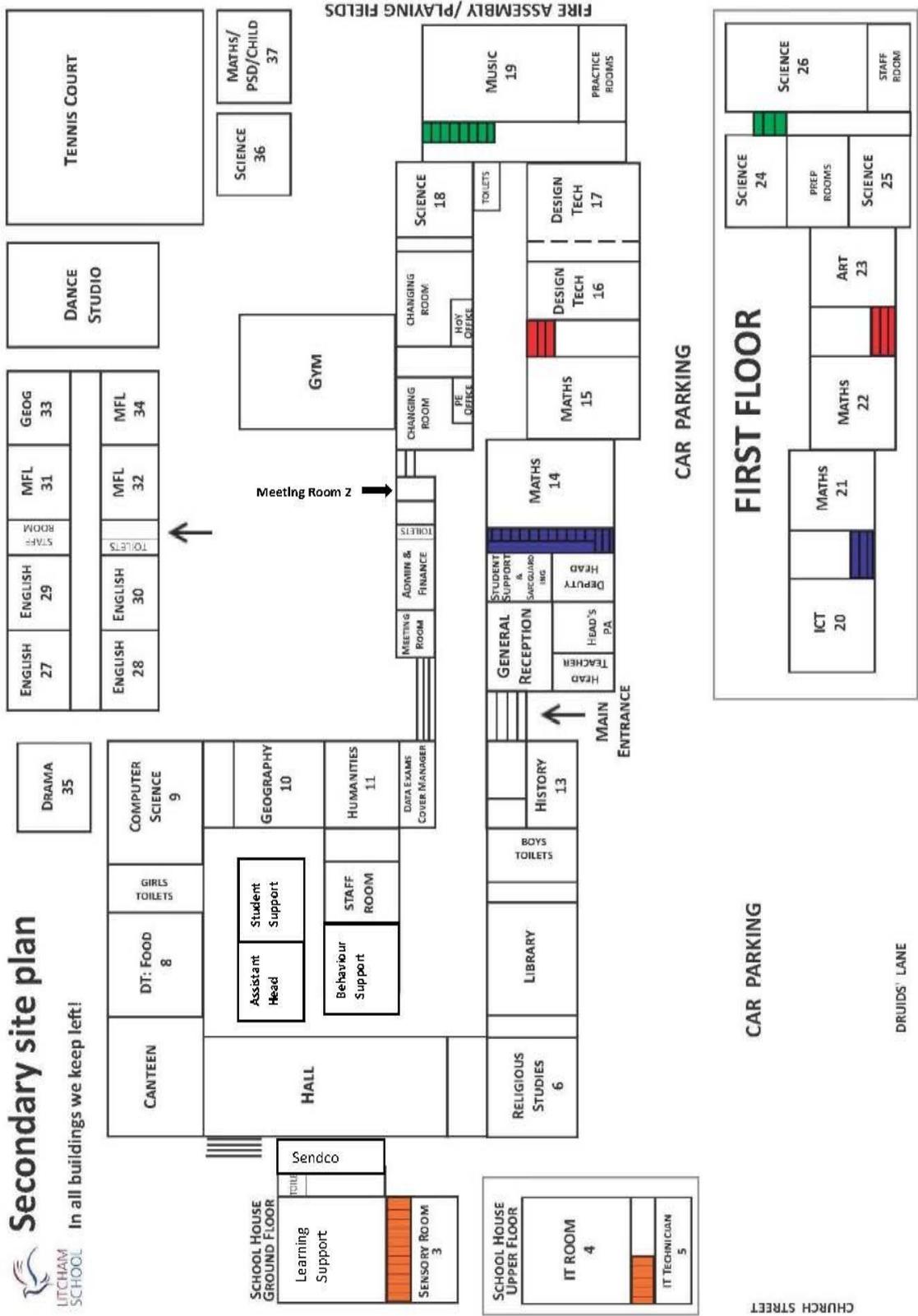
If you discover a fire, report it to the nearest adult.

If there is a fire, the school bell will ring continuously. If you are in a lesson, the teacher will close the windows and ask you to walk quickly and silently to the small field. You will line up in silence, in your tutor groups, and be registered.

You will need to stand in silence until the school is dismissed. If you are the first in the queue you may be asked to collect the register from one of the administrative staff who has brought them to the field.

SCHOOL MAP

SCHOOL MAP



Wishing you happiness and success at



LITCHAM
SCHOOL