



George Stephenson
High School

Guide for Parents

2024 – 2025



GEORGE STEPHENSON HIGH SCHOOL

Senior Leadership Team

Headteacher:	Mr P Douthwaite
Deputy Headteacher:	Mrs K Williams Mrs L Dunn
Assistant Headteachers:	Mr A Lunn Mr D Lee Ms K Bailey Mrs K Robson
SENCO	Ms Rebecca Bennett
Business Manager:	Mrs A Emmerson

George Stephenson High School prides itself on reflecting the great inventor's two passions - innovation and education. We put learning first to give every one of our children the best chance for the future. We are an 11-18 Trust School with excellent facilities for learning. The staff and governors of the school are committed to its continuing development and improvement and to the enjoyment and success of every individual student. Over the last ten years the school has improved significantly, building up a reputation as a lively, caring school and an exciting place for students to learn. Examination results at all key stages have improved significantly over the last few years. Students are encouraged and supported throughout their time at George Stephenson High School to achieve in everything they do. We believe that the learning environment we provide allows students to grow and develop academically, socially and personally into responsible, caring and confident young people. Our school has an extremely positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning. We believe that the support, care and welfare of our students are second to none. This school is, and will always be, fully inclusive and puts the students at the very centre of all that we do. We believe that it is a happy, safe and enjoyable place to be with a purposeful atmosphere. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here.

For information about the school's Governing Body, please contact Angela Cowen, the head's PA, Clerk to Governing Body, GSHS, Southgate, Killingworth, Newcastle upon Tyne, NE12 6SA.

The Local Authority is North Tyneside Council, whose Children, Young People and Learning function is at: Quadrant West, Silverlink North, Cobalt Business Park, Newcastle upon Tyne, NE27 0BY. Telephone: 0191 643 5900.

Student support and safeguarding

Designated Safeguarding Leader: Mrs Louise Dunn

Deputy Safeguarding Leader: Mr Alex Lunn

SENDCo: Mrs Rebecca Bennett

Please remember that we are here to support you and your child at any time.

You can contact us via the main office (phone) or by email enquiries@gshs.org.uk

For queries regarding attendance or absence, please email absence@gshs.org.uk

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SCHOOL AIMS AND VALUES

Our Mission

Our mission is to create a fully inclusive, caring and ambitious school at the heart of the local community providing the best possible education for all.

Our Vision

Our vision is to be the most ambitious school in North Tyneside, both academically and personally. We aim to be a place where students are fully supported and prepared for the next stage of their lives, and where students and staff are valued and proud to study and work.

Our Values

Our values reflect the views of our staff, students, parents and wider community, and are the guiding principles for our long-term plans. They are based on **Ambition, Respect and Community**.

INTRODUCTION

The main school is organised into five-year groups, each with a Guidance Manager and Achievement Support Co-ordinator.

Each student will normally remain with the same Form Tutor until the end of Year 11. This means that throughout their time at school all students have a regular member of staff to whom they can turn to for help and support.

Tutors meet with their students every day and have a very important role to play in helping them settle into their new school, in encouraging their progress, in detecting any problems which may arise and in helping them to solve them. Tutors also work closely with subject staff to help students who may experience difficulties with any schoolwork.

Tutors provide the vital link between home and school. Parents are asked to contact the Tutor whenever they require help or further information on school matters and to keep school informed about the reason for any absence. It is also helpful if parents can inform the Tutor of any change in circumstances which may affect their child's behaviour or work at school, which will help staff deal with students sympathetically.

STUDENTS JOINING THE SCHOOL DURING THE YEAR

From time-to-time students will join the school during the academic year. We are aware that their induction and settling in period is an important time. Tutors and Guidance Managers will monitor them closely to ensure a smooth integration. Parents can help by making sure that new students have all the right equipment and by contacting the school in the event of any problems.

THE SCHOOL DAY

Monday. Wednesday. Thursday. Friday

8.20	Building open to students		
8.30	First Bell – report to Tutor Rooms		
8.30 – 8.55	Morning Registration/Assembly		
8.55 – 9.45	PERIOD 1 (50 minutes)		
9.45 – 10.40	PERIOD 2 (55 minutes)		
10.40 – 10.55	Break		
10.55 – 11.45	PERIOD 3 (50 minutes)		
11.45 – 12.25	Early Lunch	11.45 – 12.35	PERIOD 4 (50 minutes)
12.25 – 1.15	PERIOD 4 (50 minutes)	12.35 – 1.15	Late Lunch
1.15 – 2.10	PERIOD 5 (55 minutes)		
2.10 – 3.00	PERIOD 6 (50 minutes)		

Early Lunch	Late Lunch
Week 1: Years 7, 8, 12, 13	Week 1: Years 9, 10, 11
Week 2: Years 9, 10, 11, 12, 13	Week 2: Years 7, 8

Tuesday

8.20	Building open to students		
8.30	First Bell – report to Tutor Rooms		
8.30 – 8.55	Morning Registration/Assembly		
8.55 – 9.45	PERIOD 1 (50 minutes)		
9.45 – 10.40	PERIOD 2 (55 minutes)		
10.40 – 10.55	Break		
10.55 – 11.45	PERIOD 3 (50 minutes)		
11.45 – 12.25	Early Lunch	11.45 – 12.35	PERIOD 4 (50 minutes)
12.25 – 1.15	PERIOD 4 (50 minutes)	12.35 – 1.15	Late Lunch
1.15 – 2.10	PERIOD 5 (55 minutes)		
2.20 – 4.00	Staff Training		

Early Lunch	Late Lunch
Week 1: Years 7, 8, 12, 13	Week 1: Years 9, 10, 11
Week 2: Years 9, 10, 11, 12, 13	Week 2: Years 7, 8

The school day finishes at 2.10 p.m. every Tuesday

Students are welcome to work in the Learning Resources Centre (LRC) from 2.10 p.m. should they wish.

YEAR TEAMS 2024-2025

Year 7 is led by Mrs Scott (Guidance Manager) and Mrs Riccalton

Year 8 is led by Mr Patrick (Guidance Manager) and Mr Cassells

Year 9 is led by Mr Harrison (Guidance Manager) and Mr Houghton

Year 10 is led by Miss Spooner (Guidance Manager) and Ms Tatters

Year 11 is led by Mr Merrett (Guidance Manager) and Mrs Bell

Years 12 & 13 are led by Mrs Ronan (Head of Sixth Form) and Miss Bell

ASSEMBLIES

Assemblies take place in the Hall and start at **8.40 a.m. prompt.**

Monday – Year 11 **Tuesday** – Year 10 **Wednesday** – Year 9 **Thursday** – Year 8 **Friday** – Year 7

CURRICULUM LEADERS

Applied Studies	Mr J Hall
Design	Mrs A Douglas
English	Mrs H Bell
Food Technology	Mr A Ingham
Geography	Mrs J Walby
Health and Social Care	Mr A Ingham
History	Miss C Ward
Business and Enterprise	Mrs A Eastwood
Computing	Mrs N Fenn
iLearn	Mrs H Smith
Maths	Mr P Rochester
Modern Foreign Languages	Ms L Prior
Performing Arts	Ms C Connor
Physical Education	Mr M O’Dea
RE and Social Sciences	Miss A Rigby
Science	Mr C James

COMMUNICATION WITH PARENTS

Parents are important to the school and essential to the education of our students.

Parents can help the school to run smoothly in several ways. At home parents can help by monitoring home learning regularly, checking and signing planners on a weekly basis and talking about what is happening in the classroom and in school life. In turn, if you feel that there are any problems, please get in touch with us so that we can look at them together. To do this, it is always best to make an appointment because people can’t always come out of classes to talk to you. If you are unable to do this however, if something is very urgent, there will always be someone to see you, but please be aware that Tutors and Guidance Managers are also very busy. If you need to speak to them and they are unavailable, please leave a number so they can call you back.

If you are unhappy with the way the school has dealt with an issue and need to speak to us about it; do not let your feelings override normal courtesy. Please speak calmly to our teachers or the Guidance Manager or member of the Leadership Team who deals with your concern. Please be patient, calm and polite as this will make it easier for us to respond quickly and appropriately.

Please ensure that school is kept up to date with any changes of address or telephone numbers. It is crucial for us to be able to make contact with a parent should the need arise. Changes should be made via the SIMS Parent app.

In the meantime, here is some information you might find useful:

Letters and Information Sheets

Where possible we communicate with all parents electronically via ParentMail. Parents will receive letters and information from school directly to their personal email address or mobile telephone. Parents of Year 7 students will automatically receive a ParentMail registration link once students are transferred to the system. This allows Parents/Carers to register over the Summer before their child attends in September.

Please contact the school if you have any problems registering for ParentMail by emailing enquiries@gshs.org.uk with your query.

On occasion you may also receive letters or information sheets which will require approval. This is done via ParentMail. There is also a section in the Student Planner for you to sign to acknowledge receipt of letters/information. Copies of whole school correspondence are also displayed on our website.

If you already have a child at George Stephenson High School and have already registered for ParentMail then you do not need to sign up again.

DATA PROTECTION and GDPR

The school has a clear policy on GDPR and data protection. This alongside our privacy notices and other documentation can be found on our school website

<https://www.gshs.org.uk/Information/policies>

SIMS PARENT GUIDE

At George Stephenson High School we use SIMS Parent, an app (and website) that allows you to gain access to your child's attendance, progress reports and to update personal information such as telephone numbers. SIMS Parent can be accessed via a mobile device or on a desktop computer. For more information on the features of SIMS Parent, please visit the following website:

<https://www.capita-sims.co.uk/products-and-services/sims-parent-app>

If you already have a child in George Stephenson High School and have already registered for SIMS Parent, then you do not need to sign up again.

If you do not yet have a child in our school, then you will need to sign up for SIMS Parent. You can do this by completing the online sign up. Once you receive your email from SIMS with an activation code, you will need to use the following guide to set up your account.



To setup SIMS Parent you will need the following:

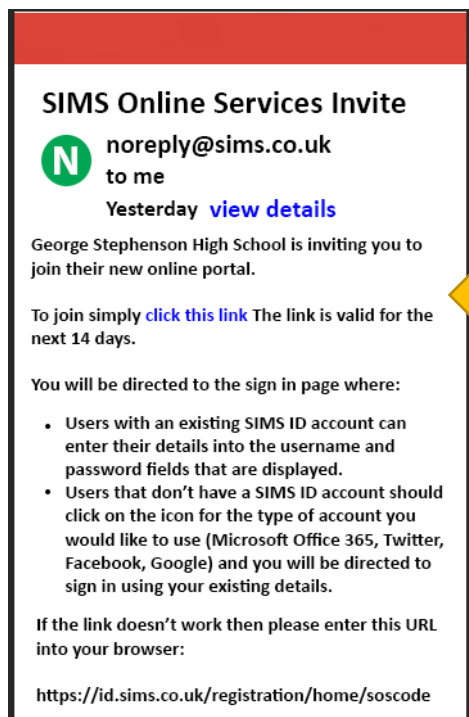
- An email from **SIMS** with an activation code (once you have provided your email address to the school.)
- Access to a computer or mobile device with an internet connection.

Please ensure your mobile device, tablet or computer is password protected to keep the data of your child secure.

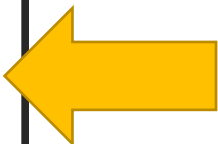
STEP 1

Once you have returned the form with your email address to the school, within a few days you will receive an activation email from **SIMS Online Services** like the one shown below.

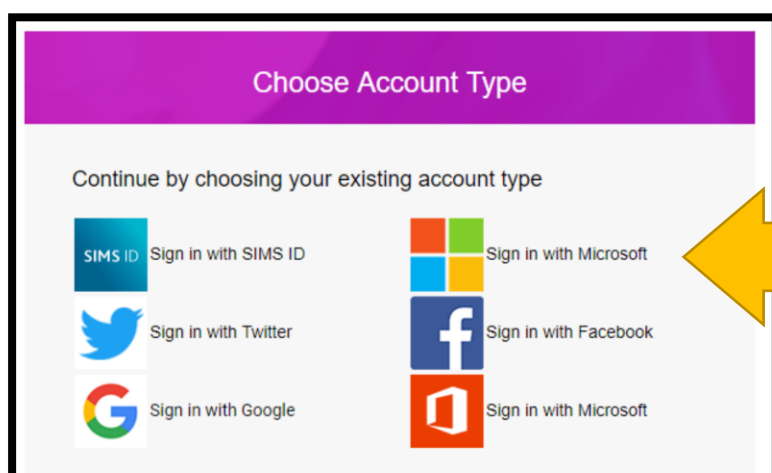
The email will ask you to click on a link to join.



Please note that your activation email is unique to you and should not be used by anyone else. Your activation email will expire after 14 days if it is not used. Please contact the school if you require a replacement after this date.



STEP 2



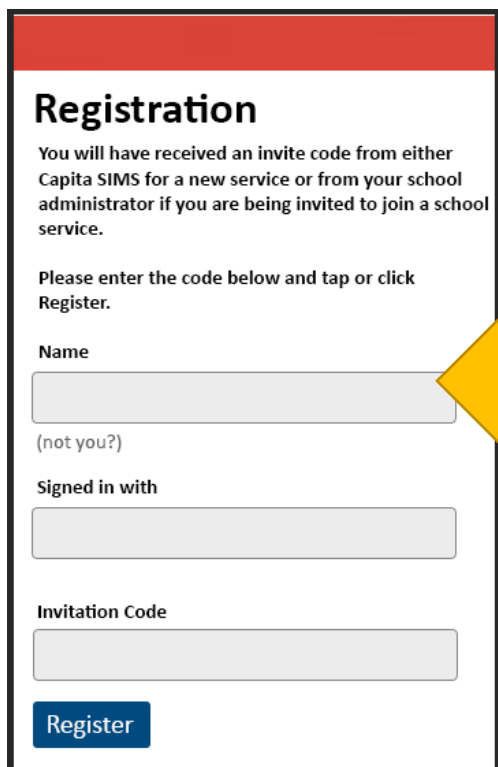
When you chose join, you will then be asked to choose the **Account Type** that you would like to register with. It is entirely up to you which account you use.

You don't need to create a new account if you already have one, you simply just login with an existing account (for example you can log in with your existing Google account.) Please note that the **SIMS ID** cannot be used.

Please keep your login and password secure.



STEP 3



Registration

You will have received an invite code from either Capita SIMS for a new service or from your school administrator if you are being invited to join a school service.

Please enter the code below and tap or click Register.

Name

(not you?)

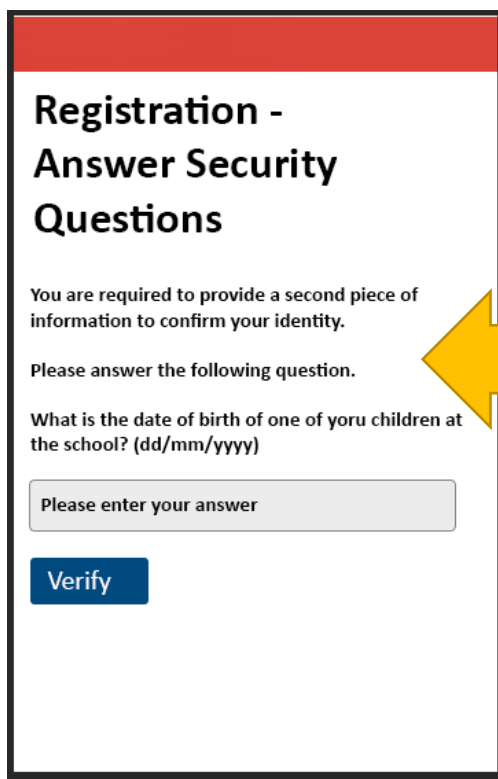
Signed in with

Invitation Code

Register

Ensure your name and sign in method is correct and select **Register**. Your **Invitation Code** should already be filled in for you.

STEP 4



Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

Please answer the following question.

What is the date of birth of one of your children at the school? (dd/mm/yyyy)

Please enter your answer

Verify

You will be asked to type in your child's date of birth as an extra security measure. Click **Verify** and please give the process a few minutes to complete. This can take a little while.

STEP 5

You are now registered and logged into **SIMS Parent**.

You can log into SIMS Parent from any computer/device by visiting <https://www.sims-parent.co.uk>

Below is a screenshot showing you all the relevant information for your child on **SIMS Parent**.



Please note if you have more than one child in the school, you do not have to register twice, when you log into **SIMS Parent**, you simply choose which child you want to view.

Setting up the SIMS Parent App on a mobile device

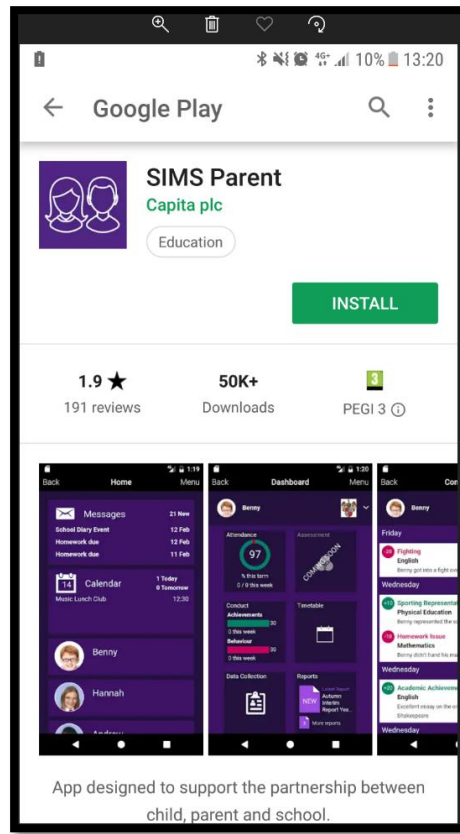
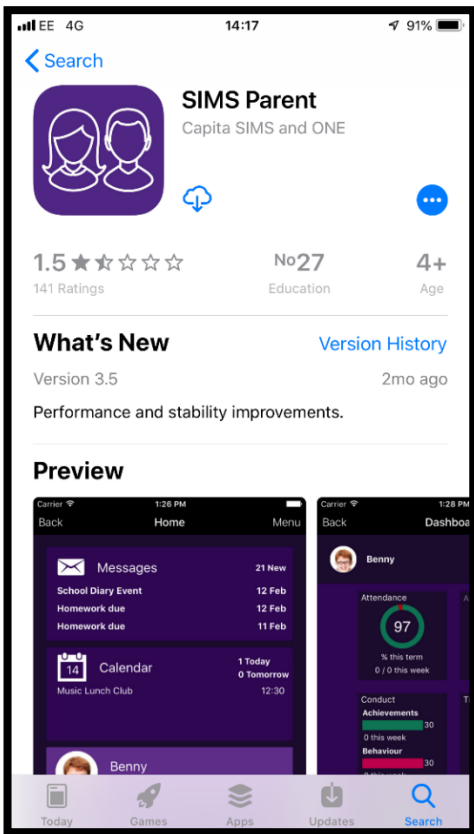
Once you are registered, you can choose to install the **SIMS Parent App** and use this instead of the website.

We recommend you use the mobile app as the preferred way to access SIMS Parent.

Both the Apple and Android versions of the apps are very similar. In the example on the following page, we will show you how to install **SIMS Parent App** on an **Apple iPhone**.

On the Apple **App Store**, find and install the free **SIMS Parent App**.

The next page shows how the app in the **Apple App Store** and the **Android Google Play Store** looks like when you go to install it.



Once installed, this is the first screen that you will see on the app.



Choose **Yes, Sign In** and you will be asked to sign into **SIMS Parent**, which you have already set up during registration in **Step 2** in this guide.

You can now use the app instead of the website (you can still obviously use both if you wish.)

If you have an issues accessing **SIMS Parent**, please email **Mr J Buttner (IT Manager)** at simsparent@gshs.org.uk



Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and carers. One of the key benefits of using Class Charts is that we can securely share your child(s) achievements with you and to keep you up to date in real-time. You can access Class Charts through your browser or by downloading the Class Charts Parent App from the App Store of your IOS or Android device.

Signing up to Class Charts

When your child starts in September, you will be provided with an access code that will allow you access to the parent account. The process is as follows:

1 Select Sign up from the main page and fill in the form provided. Enter your parent code into the Access code field.

Please note: Your Access Code is not the same as your password. The access code is only needed for the initial sign up.



2. Click on the Sign-Up button below the form:

3. Confirm the pupil's date of birth when asked. Click on the Date of Birth field and use the date picker to enter the correct date.

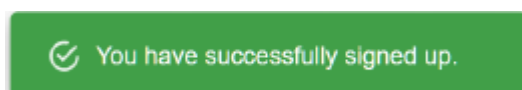
Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth
06/04/2007

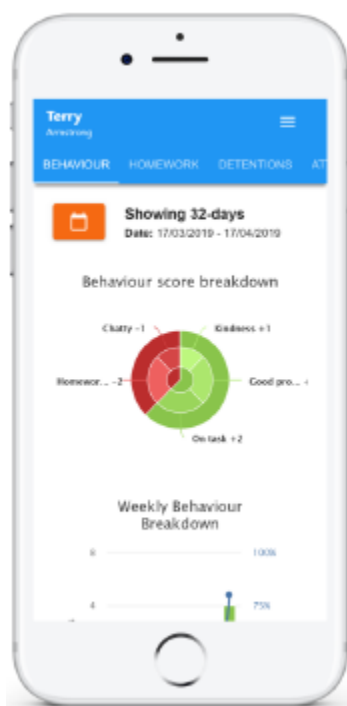
OK CANCEL

4. A confirmation message will appear, indicating that the sign-up process is complete. Verify your email address to continue.



Behaviour on Class Charts

You will see the Behaviour tab when viewing pupils from that school. Selecting this tab will display multiple graphs which represent an overview of your child's achievement and behaviour data within a customisable timeframe. By default, the displayed date range is 31 days. To view a different range of behaviour data, click on the Date button to select from the available resets or create your own custom date range.

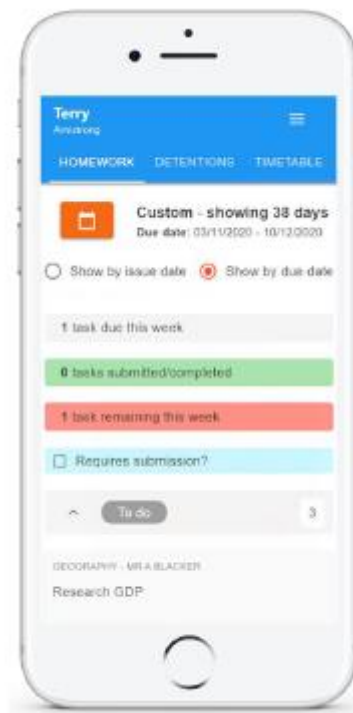


Below these graphs you can find a list of behaviour activity relating to your child. These display the behaviour that was awarded, when it was awarded, who awarded the behaviour, the lesson the behaviour was awarded in, and how many points the award is worth.

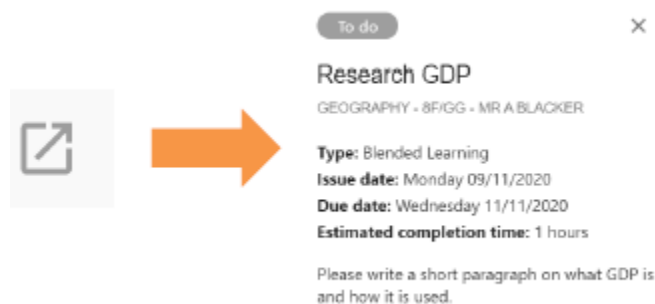


Homework

You will see the Homework tab when viewing pupils from that school. Selecting this tab will display a list of homework tasks which your child has been assigned to. To change the date range for displayed homework tasks, click on the Date button to select from the available pre-sets or create your own custom date range. To display tasks in the order they were set, click on the Issue Date button. To display tasks in the order they are expected to be handed in, click on the Due date button.



To view a homework task in more detail, click on the expand icon in the bottom right-hand corner of the homework tile. A popup will appear that contains a description of the homework task, the estimated completion time and any links or attachments that may have been included.



Progress Reports

Progress reports are published via SIMS APP on a termly basis and you will receive three progress reports during Year 7. In the first progress report (Autumn Term) we only report on effort but from the second progress report onwards we will report on both effort and academic progress. You will need to sign up for SIMS APP to access your child's progress reports. Please see above for details and go to simsparent@gshs.org.uk if you need any help.

Parent Evenings

There will be two Parent Evenings in Year 7. The first of these in the Autumn Term will be with your child's tutor only and will be combined with the Year 7 Information Evening. This will be followed by a full parent evening early in the Summer Term when you will have the opportunity to discuss your child's progress with their subject teachers. Parent meetings will either take place as face-to-face events in school, or remotely by video appointments. We will send out further details nearer the time. If you have concerns at any point, please do not wait for the parent evening. In these situations, you should contact the Year 7 Guidance Manager or the Curriculum Leader for the subject concerned.

SAFEGUARDING & CHILD PROTECTION

We take the health and wellbeing of our students very seriously. As a school we are committed to and have a legal duty to safeguard your child's welfare. We follow the model policies and protocols outlined by North Tyneside Local Safeguarding Children's Board. All our staff receive regular Safeguarding training to ensure that they have the skills and knowledge to spot concerns and are aware of how to report these if appropriate. We will not promise confidentiality to any young person and, where possible, we will always share concerns with parents so that we can work closely to address the problem or issue.

If a member of staff is concerned that a child is at risk of suffering harm, they will report it to the senior member of staff responsible for Child Protection matters (the Designated Safeguarding Lead). The Designated Safeguarding Lead will then investigate the matter and decide whether it is necessary to contact social services. If the Designated Safeguarding Lead does have concerns about the child's welfare, they must by law refer this on to a social worker.

Our Designated Safeguarding Lead is **Mrs Louise Dunn** (Deputy Headteacher), and support comes from the Deputy Designated Safeguarding Lead, **Mr Alex Lunn** (Assistant Headteacher), the other Guidance Managers in school and student support worker Ruth Laws. The Governor with responsibility for Safeguarding is Andrew Elliott.

If you are concerned about your child or another young person you can contact **Mrs Dunn** or **Mr Lunn** in school.

Please go to our website for further information and advice on Safeguarding:
<https://www.gshs.org.uk/for-parents-2/safeguarding>

THE HOME SCHOOL AGREEMENT

Below is a copy of the Home School Agreement which all parents and students are asked to sign up to on entry to the school, after having read the contents of this booklet.

The Parents/Carer shall:

- ✓ see that my/our child attends school regularly, wearing the correct uniform, on time and with proper equipment.
- ✓ wherever possible, avoid arranging holidays during term-time that will involve your child missing school and try to arrange any medical appointments outside of school.
- ✓ Inform the school of any concerns or problems that may affect my/our child's work or behaviour
- ✓ support the school's policies and guidelines for behaviour
- ✓ support the school in taking responsibility for monitoring my child's mobile phone and social networking use to ensure the safety and well-being of all members of our school community.
- ✓ support my/our child in home learning and other opportunities for learning
- ✓ attend Parents' Evenings and discussions about my/our child's progress
- ✓ get to know about my/our child's life at school, e.g. via the Parents' Forum
- ✓ encourage my/our child to take part in extra-curricular activities and the wider life of the school

The School will:

- ✓ provide a broad and balanced curriculum to meet the individual needs of all children
- ✓ care for your child's safety and happiness
- ✓ ensure that your child achieves success as a valued member of the school community
- ✓ achieve high standards of work and behaviour through promoting a partnership between home and school and developing a sense of responsibility
- ✓ keep you informed about school activities and achievements through regular newsletters, notices and other lines of communication
- ✓ send home regular reports and arrange Parents' Evenings during which your child's progress will be discussed
- ✓ set, mark and monitor home learning and provide facilities for children to do home learning in school
- ✓ let parents know about concerns or problems which could affect their child's work
- ✓ celebrate achievement and success through school reward systems and public acknowledgement
- ✓ be welcoming and offer you opportunities to become involved in the life of the school
- ✓ offer you opportunities to develop your own learning and to learn with your child
- ✓ ensure that you are fully aware of all school systems and procedures

The Student will:

- ✓ agree to abide by our three school values: Ready, Respectful, Safe
- ✓ attend school regularly and on time
- ✓ arrive at lessons on time
- ✓ bring an appropriately sized school bag containing all the equipment needed every day (pen, pencil, ruler)
- ✓ wear the correct school uniform in the appropriate manner
- ✓ work hard in class and do all home learning set (and hand it in on time)
- ✓ be polite and helpful to others
- ✓ keep the school pleasant and tidy, free from litter and graffiti
- ✓ behave in a way which allows others to learn and follow the school's code of conduct including following our scholar's bus code of conduct and IT acceptable use policy.
- ✓ try to make school a happy place for all who work in it – bullying of any sort will not be tolerated.
- ✓ take pride in and celebrate their achievements and those of the school
- ✓ report any concerns they may have to their Form Tutor, Guidance Manager or teacher
- ✓ act responsibly in the community as a representative of the school

HOME LEARNING

All home learning is set in Class Charts. Tasks and deadlines are visible to students and parents. Please check this regularly to support your child in completing their home learning. Effective home learning is central to raising achievement at all levels. Every piece of home learning that your child receives will be based around either retention, challenge or exam preparation. The specific tasks set will take a variety of different forms, depending on the subject. It is your child's responsibility to record their home learning in their planner, along with the date that it is due to be handed in.

To allow our youngest students to adjust to the expectations regarding home learning in high school, for the first term In Year 7, your child will only be set home learning in English, Maths and Science. Please ensure that your child reads for 35 minutes a day and that their reading record is completed and signed each day and handed in during their Reading lesson. In Maths, work will be set in Sparx Maths. In Science, a range of paper based, and online tasks will be set. After the first term. Your child will be set regular home learning in all their subjects.

Failure to complete home learning to an acceptable standard will result in sanctions. We ask that you assist us in helping your child to make the best possible progress by supporting them with their home learning as appropriate.

Home learning is used to:

- reinforce classroom learning.
- extend more able students.
- support less able students.
- promote enthusiasm and motivation for study.
- develop self-discipline, confidence and organisational skills.
- encourage students to take pride in their work.
- strengthen links between home and school, enabling parents to take an active role in students' learning.
- develop autonomous, independent learners.

Home learning is likely to take a variety of forms to meet the needs of different learning styles and different subjects. It may include:

- reading.
- research.
- short answers.
- extended writing.
- redrafting/reworking of tasks.
- learning.
- annotation of texts.
- diagrams.
- planning.
- practice examination answers.
- coursework.

READING LESSONS

All Year 7 and 8 students have fortnightly reading lessons in the school library. Students reading age will be determined by the New Group Reading Test which is a computerised program that tests reading ability and comprehension. Students will take this test every term. The test also highlights any additional support required at this stage. Students will read books independently during their Reading lesson and once they have finished each book, they will complete a short-written comprehension test. Each book is worth points based on its length and reading level.

Reading lessons enable both the Librarian and English Staff to monitor the progress of each student and guide them to appropriate books for their level and interest. Please support your child with their reading by ensuring they read for at least 35 minutes each day and by signing their reading record. They must bring their reading book to school every day.

Some books in our library are graded as Upper Years (14 years plus) due to their content. If you do not wish your child to access these books until Year 9, please email Mrs Spencer, Librarian at jspencer@gshs.org.uk



GSHS BEHAVIOUR BLUEPRINT

We believe that everyone at George Stephenson High School has the right to learn and achieve in a safe environment. All people working at George Stephenson High School should be **READY, RESPECTFUL** and **SAFE** at all times.

Be **READY** to

- Arrive in school on time each day.
- Wear the correct uniform at all times.
- Do your best and fulfil your learning potential every lesson.
- Accept challenges and demonstrate resilience.
- Stop and Listen when a member of staff talks to you.

RESPECTFUL of

- Yourself
- Everyone's right to learn
- Other opinions
- People's feelings
- Other peoples' property
- Reasonable requests
- Your environment
- Your local environment

SAFE in terms of your behaviour

- In lessons (both theory and practical)
- At Social Times (break and lunchtime).
- On the School Bus
- To and from school
- In the Local Community

All behaviour has a consequence, either positive or negative. In all areas of the school, we have on display our positive and negative consequences to help everyone learn. Positive consequences include students being invited to Hot Choc Friday, Success Builder points and cards, certificates and prizes in termly Rewards Assemblies and letters home. When there is a problem with a student's behaviour, the school has a clear, staged system of negative consequences to help them to put such a problem right. Negative consequences can include being moved seats, loss of social time, extra work, removal from lessons and behaviour monitoring reports. Any student who refuses to comply with such consequences or persistently fails to meet basic non-negotiable expectations such as behaviour, equipment, home learning etc. (see below) will be at risk of being referred to the school's Behaviour Support Programme. At this point you will be contacted and invited into school to meet with your child's Guidance Manager and senior staff to discuss their future at the school.

NON-NEGOTIABLES

The school will always endeavour to deal with incidents of poor behaviour and failure to meet basic school expectations on an individual basis, taking into account all circumstances. Every time a **non-negotiable incident** occurs it will be recorded on the schools Behaviour Management System.

The non-negotiables are:

- Use of mobile phone
- Verbal abuse of staff
- Unacceptable behaviour which leads to a relocation from their lesson. (R)
- A serious breach of behaviour which leads to the student being placed in Time Out by Duty Support (D)

In addition, the following are **NOT** allowed in school at any time:

- mobile telephones (should not be seen or heard in school, must be kept in bags once inside school gates)

- swearing (particular emphasis on directed foul language)
- littering
- smoking/use of vapes
- fizzy or energy drinks

STEPPED SANCTIONS

If a student behaves inappropriately in a lesson, the class teacher will deal with the issue in the first instance by talking with them. If the problem is repeated, the teacher will follow our Stepped Sanctions below.

Our Sanctions

STEP 1 **Warning**

STEP 2 **Last Chance**

Last chance for student to take control of their behaviour.

1) Relocation (student is moved to another classroom)

Reason recorded by teacher on Class Charts.

Multiple relocations may result in interventions such as reports.

2) Duty Support (student is moved to Time Out)

- The reason will be recorded on Class Charts.
- A Respectful Conversation will be held at an appropriate time before the student returns to the classroom.

GUIDANCE REPORTS

In addition to Departmental Report, there are also different levels of Guidance Report. It is hoped that a student who is put on Form Tutor's Report will improve their behaviour by meeting the targets set and will be able to come off report after an agreed length of time. If this is not the case, however, he or she will be put on a higher level of Report. The different levels of Report are as follows:

- Form Tutor Report
- Guidance Manager Report
- Senior Staff Report

Students are expected to show their report to their parents/carers daily and have them sign it to confirm this.

PASTORAL SUPPORT PLANS

Being put on Senior Staff Report is an indication that a student is at risk of exclusion from school. If the student's behaviour does not improve at this stage, a Pastoral Support Plan will be set up to try to help the student, in a very structured way, to improve their behaviour and so avoid exclusion. A meeting is held when a Pastoral Support Plan is set up to which parents are invited.

BEHAVIOUR SUPPORT PROGRAMME

Students whose serious bad behaviour, or repeated refusal to comply with the school's disciplinary procedures, which might otherwise lead to suspension from school, may be supported via the Time Out room or Stephenson Centre. This involves keeping them in school and working with them on a programme of behaviour improvement and academic study but isolating them from their peers (on some occasions this may include loss of social time). Should a student continue to exhibit serious bad behaviour, their parents/carers will be contacted immediately.

RELOCATION

If a student has not responded to a warning about unacceptable behaviour, they may be asked to leave the classroom and go to a different room in the department (Relocation) to be supervised by another member of staff. The Form Tutor and Guidance Manager are informed every time a student is placed in Relocation and in the Class Charts app, this would appear as an R for parents. A relocation leads to a 20 minute after school detention that day. Should this become a regular occurrence parents will be informed and invited into school to help resolve the issue.

DUTY SUPPORT

If a student causes a serious disruption in a lesson, and the teacher feels they need to be removed from class, they may use 'Duty Support'. In such a situation, a senior member of staff will take the student to a quiet area to discuss the problem. If it is not possible to resolve the situation and re-admit the student to class, they will be moved to another classroom in the area, or in more serious situations, to Time Out, where they will work for the rest of the lesson (the student does not decide on the option taken). A Duty Support leads to a 30 minute after school detention that day.

SUSPENSION

The Governing Body has an Exclusion Policy which guides our response to serious breaches of behaviour. It emphasises that exclusion from school is a sanction used sparingly and normally as a last resort following other strategies. A key factor is likely to be where behaviour constitutes a risk to the safety and happiness of other students or staff.

INTERVENTION AND WHOLE SCHOOL DETENTIONS

The Education and Inspections Act 2006 gives school the legal right to detain students at the end of a school session on disciplinary grounds. At times we feel that Detention is an effective sanction. There are three levels of Detention in school; these are:

- Break and/or Lunchtime Detention**
- Departmental Intervention**
- Whole School Detention**

Departmental Intervention may be issued by the class teacher/Curriculum Leader should there have been a specific issue in a subject area.

Detentions

Detentions take place at the end of the school day on the same day the incident took place. Detentions are issued for being removed from a lesson, internal truancy or another serious breach of the school behaviour policy. Detentions may be up to an hour long, depending on the reason for the detention. **Parents will be informed of detentions via the Class Charts App, so please make sure you are able to access the app.** Should you not be able to access the app, please contact your child's Guidance Manager and they will arrange for you to be informed in another way. More serious sanctions follow if a detention is not attended, up to and including suspension from school, so please discuss with your child the importance of attending detentions.

REWARDS

The Rewards System

George Stephenson High School's Rewards Policy forms an integral part of the positive reinforcement model, which the Behaviour Management Policy is based on. The rewards system is used throughout the school and recognition is given at every opportunity to highlight positive behaviour and approaches to learning as well as outstanding efforts and different types of achievement. The Class Charts app allows you to monitor your child's rewards daily.

- In the classroom, we recognise and award points in line with our school values of Ambition, Respect and Community and our George Stephenson Learning habits. These points will culminate in a Rewards Afternoon in the summer term.

Each term class teachers will also nominate outstanding students for their contribution to lessons, progress, classroom learning behaviours and Home Learning. Their Guidance Manager will award prizes in the end of term prize giving assembly. These prizes will be in the form of gift and may include a voucher. We also send home letters on a half termly basis praising outstanding attendance and behaviour.

Staff use other forms of rewards, such as certificates for student of the month/week and parental contact by telephone or letter. We also hold our weekly Hot Chocolate Friday where staff nominate students for their "above and beyond" behaviour or work that week. A smaller group from the list are selected at random to have a Hot Chocolate with a member of the Leadership Team.

SPECIAL EDUCATIONAL NEEDS

The Schools SEND Policy runs in conjunction with the Special Educational Needs and Disability Code of Practice 2015. The main emphasis in the code is inclusive education and increased student and parental involvement in the decision-making process.

During their time at school many students will have special educational needs which may relate to learning, health or emotional factors. If you have any specific concerns for your child, please contact Rebecca Bennett, Special Educational Needs Co-ordinator at school on 0191 2161115.

The Special Educational Needs (Learning Support) Department at the school operates a system which supports both staff and students alike in a variety of ways. The provision provided depends on the nature of the given problem. It could include:

- In-class, one to one or small group support from a Special Support Assistant
- In-class or small group intervention for students with an EHCP
- A small literacy group to improve reading and comprehension age
- A small numeracy group to improve understanding in mathematics
- Small group withdrawal to work on social skills
- Lego Club with specifically trained staff
- An adapted curriculum.
- Differentiated home learning where appropriate
- External agency support such as Language and Communication Team, Educational Psychology service and CAMHS
- Attendance at professional meetings such as EHA's
- Exam preparation intervention for Year 10 and Year 11 students
- Attending one-to-one support during registration to work on anything from organisation, literacy skills and Dyslexia programmes
- After school course work catch-up sessions
- Continued professional development in order that staff fully understand the needs of all individual students
- A Pupil Support Passport and/or EHCP with targets in order for students to achieve and progress
- Arranging testing for Access Arrangements for both internal and external examinations.
- Providing students with SEMH with THRIVE interventions where appropriate.

Students are also offered the use of the fully staffed Learning Support Centre before school, during break time, lunchtime and after school. We also have a snug which some of our most vulnerable students are allowed to use when they are feeling unable to cope with the traditional teaching environment.

THE INTERNET

This is a vital part of students' education and helps them to become independent learners. Families should be warned that some materials via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

It is our belief that there is no present or future technical solution which can completely guarantee the restriction of students to unwanted Internet material. However, our Firewall filters all websites accessed in school and we have various systems in place that allow us to closely monitor and report internet usage for each and every student. The Firewall also allows us to restrict and allow age-appropriate websites for students when required.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

The school has a Student IT Acceptable Use Policy, which is explained to all students during their induction and is displayed as a reminder every time a student logs into a school computer which they have to accept. We also have keyword logging systems in school that track and report when inappropriate terms are typed in on all school computers and iPads. If students are found to be accessing or attempting to access inappropriate websites, parents will be contacted and the student's access rights may be restricted or taken away as a result.

During school, staff will guide students towards appropriate materials when using computers and when students are using school iPads they will always be supervised by a member of staff. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as mobile devices, television, telephones, videos, computer games, radio and other potentially offensive media.

Parents who are concerned about e-safety outside of school or who would like more advice and guidance about monitoring usage should contact Mrs N Fenn (Curriculum Leader: Computing) who can provide contact details for specialists in this field.

For further information on the Internet security and monitoring systems the school has in place, parents should contact Mr J Buttner (IT Manager) for further details.

SOCIAL MEDIA

FACEBOOK/INSTAGRAM/TWITTER/SNAPCHAT/TIKTOK AND OTHER SOCIAL MEDIA

Parents are strongly urged to work closely with their children to avoid problems of cyber bullying on social media or messaging websites and applications. Social Media websites are banned from the school computers and iPads. The **school cannot be responsible** for inappropriate behaviour involving social media sites. This is a **parental responsibility**. We further urge parents not to become involved in exchanges with young people on their children's behalf.

THE LEARNING RESOURCE CENTRE

The Learning Resource Centre (LRC) is open Monday – Thursday 8.30 a.m. to 4.00 p.m and on Fridays 8.30 a.m. to 3.30 p.m. Break time is open access times for all students. Lunchtime is open to certain year groups depending on staffing. Students must have permission to be in the Learning Resource Centre during lesson time.

All students are automatically members of the Learning Resource Centre. Students may normally borrow three items for a period of four weeks. For students in Years 7 and 8 one of the items has to be their Reading Book. In special circumstances, students who need to borrow more items, or borrow items for longer, should speak to the Librarian.

The Learning Resource Centre has an excellent range of Fiction and Non-Fiction books. There is an area of networked computers that students can use during break and lunchtime.

The library area is timetabled for Reading Lessons for Years 7 and 8 students.

BULLYING

This school operates a zero-tolerance approach to bullying of any kind.

Bullying can take many forms. It may be verbal such as name calling, spreading rumours, being deliberately ignored, physical such as pushing, hitting, demanding money or possessions, or cyber-bullying via mobile phones and/or social networking sites. Bullying takes place on a repeated, persistent basis. It is worth noting that most bullying takes place when there are not teachers around, such as on the way to and from school, at breaks or lunchtimes, in changing rooms or between lessons.

If students are being bullied, or see someone else being bullied, they must tell a member of staff. They could also keep a diary of what is happening, ask parents to visit the school or discuss it with someone they trust. They must not give up if no one seems to be listening.

The school takes any form of bullying seriously. The way in which it will be dealt with depends upon the individual circumstances, but it could involve talking to the bully, discussing the problem with both parties concerned, inviting parents into school, and in extreme or persistent cases, a period of exclusion from school. Please see our Anti-bullying policy on our website for further details.

EQUAL OPPORTUNITIES – SINGLE EQUALITY DUTY

Racial Equality, Homophobia, Gender and Disability Issues

The school has a Single Equality Policy designed to secure the entitlement of students and staff from different groups. The school treats all students and staff equally, respecting and valuing all members of its community. In line with the Equality Act 2010 we value Protected Characteristics and therefore any racial, homophobic/biphobic/transphobic (HBT), disability or sexist harassment is treated with equal seriousness to other forms of bullying – such incidents are treated very seriously and reported to Governing Body and Local Authority as required.

Please support the school in promoting tolerance and open-mindedness in your children by encouraging them to report any form of discrimination they may witness as a matter of urgency to help us keep the school safe and welcoming to all.

Any examples of prejudice or intolerance will be taken very seriously and parents will be notified.

THE SCHOOL'S ANTI-BULLYING POLICY IS AVAILABLE ON OUR WEBSITE.

PUNCTUALITY

Punctuality is an important part of self-discipline and good time management. As a result, **good punctuality has a positive effect on learning.**

Students are expected to be in school by 8.35 a.m. to attend registration at 8.40 a.m. Those registering after 8.40 a.m. will be marked **late** in the school register. Students who are late three or more times in a week will receive a 30 minute after school detention on a Wednesday or Friday.

Persistent lateness will result in parents being invited into school to discuss and attempt to resolve any issues which may be causing the lateness. Failure to attend punctuality detentions will result in more serious consequences.

ATTENDANCE

Good attendance is essential if students are to fulfil their potential. Research suggests that for every 17 days missed from school (that is 90% attendance) per year, a student's GCSE grades are likely to go down by at least a grade.

The school operates a 'First Day Contact' system and parents will be contacted on the first day of absence if no contact has previously been made with the school. This contact may be a text message to a mobile phone, or a direct phone call. Your child's Form Tutor may also contact you if attendance becomes a concern during the year. In cases of persistent poor attendance, our Education Welfare Officer will begin working with you.

A child of compulsory school age must, by law, attend regularly. If students are to make the most of the educational opportunities available to them then they must attend regularly. Irregular attendance disrupts continuity of learning and is likely to lead to underachievement.

What to do if your child is absent

If your son or daughter is absent from school, you should contact the school by telephone to let us know the reason for their absence.

These are the three ways you can contact us to inform us of the reasons for your child's absence: by email on absence@gshs.org.uk, by Parentmail or by text on 07841211349. This should be done on a daily basis, unless the absence is long term, or you know how long your child will be absent. If the absence is a prolonged one, please let us know and we will arrange to have work sent home to prevent students from falling behind.

Sometimes there are concerns other than sickness, and we are here to help whenever we can. Should there be anything that might affect your child's work in school (such as a medical or physical condition or difficult home circumstances) please let their Form Tutor, Guidance Manager or the EWO know.

Whenever possible, medical/dental appointments should be made outside of school time. If this is unavoidable, your child will need to provide a medical/dental appointment card to verify their absence or have a note in their planner signed by a parent/carer.

Leave of absence during term time

Amendments came into force in September 2013 changing the 2006 pupil regulations and removing references to family holiday, extended leave and the statutory threshold of ten school days. (Authorised at the discretion of the Headteacher)

The amendments make it clear that:

'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted'

Leave of absence during term time is entirely at the discretion of the Headteacher and is not a parental right. It is at the Headteacher's discretion to request the Local authority to issue a Fixed Penalty Notice.

All decisions in relation to whether leave of absence is granted (authorised) or not (unauthorised) should be applied consistently and equitably.

Application Process

- A parent/carer requesting leave of absence during term time must make the application in writing at least two weeks in advance on the leave of absence request form
- School may invite the parent/carer into school to discuss the reasons for the application and the impact the absence may have on the child's education
- The school will reply to all applications. All replies will be signed and dated by the Headteacher/Acting Head
- If leave is granted, the length of authorised absence will be clearly stated including the date the child is expected to return to school
- If the leave is not granted, the reason for not authorising a request will be clearly stated, as well as the possible consequences of disregarding the refusal

- If a parent /carer removes their child from school without requesting leave of absence or without authorisation from the Headteacher the parent/carers will be informed in writing that a referral will be made to the Local Authority requesting a Penalty Notice be issued. Parents/carers will be made fully aware of a Penalty Notice being issued, and that failure to pay could lead to prosecution. A penalty notice is a fine issued by the Local Authority of £60 per parent, per child, if paid within 21 days and £120 per parent per child if paid after this date but within 28 days. Failure to pay the Penalty notice could result in the Local Authority starting legal proceedings against you.
- If a student fails to return and contact with the parents/carers has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2016. This means that the child will lose their school place.

Staying on Site

During morning break and at lunchtime **all** students in Years 7 – 11 are expected to remain in school. They may go out into the school grounds but are not allowed to leave the school premises.

LUNCHTIME

Students are not allowed to wander around the school at lunchtime and should stay in their allocated areas; the Dinner Hall, Canopy Area or the Yard.

SCHOOL UNIFORM AND EQUIPMENT

All students are expected to always wear school uniform. It is designed to be comfortable, attractive and practical. Having a school uniform avoids competitive dressing and helps to set the tone of the school. Uniform is a key aspect of creating a purposeful learning environment to allow students to work and realise their full potential.

As parents and carers, we would like to thank you for your continued support in ensuring that high standards are reached. When purchasing new shoes, skirts or trousers please ensure that they conform to school policy. Please do not be convinced by your child that other items are acceptable for school. Your child's Guidance Manager will always be willing to advise you if you are unsure of any item of school clothing.

If your child is not wearing the correct uniform at any time, you will be contacted and asked to ensure that they are in the correct uniform by the following day. Unless there are exceptional circumstances which make this impossible, your child may be asked to work in isolation until the situation is rectified; if there are exceptional circumstances, please discuss this with your child's Guidance Manager at your earliest convenience.

All of our school uniform is available to purchase from Emblematic either online or in their store at Unit 26, North Tyne Industrial Estate, Whitley Road, Benton, Newcastle Upon Tyne, NE12 9SZ.

Footwear may be purchased from a range of suppliers, however, school approved footwear is available from: Wynsors World of Shoes, Unit 3, Whitley Road Retail Park, Whitley Road, Benton, Newcastle upon Tyne, NE12 9SZ. Telephone: 0191 270 9200.

PLEASE ALSO REFER TO UNIFORM BOOKLET

DAILY UNIFORM

Navy blue school sweater with school badge
School tie (clip on only)
Black school trousers or
pleated black school skirt or school check skirt
Plain white school shirt with collar
Black tights / black or white socks
Sensible plain black footwear

GIRLS SPORTSWEAR

Black school polo shirt (short sleeved – PE indoors)
Black school sweatshirt (outdoors)
Black shorts (plain – no stripes)
White socks (PE indoors)
Black football socks (Games)
Training shoes (non-mark soles, not plimsolls)
Football boots (advisable)
Shin pads
Tracksuit bottoms (PLAIN BLACK – NO STRIPES) (optional)
Black sports leggings
Gum shield (advisable)

BOYS SPORTSWEAR

Black school polo shirt (short sleeved – PE indoors)
Black school sweatshirt (outdoors)
Black shorts (plain – no stripes)
White socks (PE indoors)
Black football socks (Games)
Training shoes (non-mark soles, not plimsolls)
Football boots (advisable)
Shin pads
Tracksuit bottoms (PLAIN BLACK – NO STRIPES) (optional)
Gum shield (advisable)

ALL UNIFORM AND KIT MUST BE NAMED

We do NOT allow:

- Additional non-uniform jumpers or sweatshirts to be worn over the top of or instead of school jumpers.
- Jeans, chinos, leggings/jeggings/tightly fitting/skinny fit trousers, footless tights, joggers, combat trousers, ski pants, tracksuit bottoms or other leisurewear.
- Any “extreme” hairstyle or extreme hair colouring
- Acrylic or gel nails or nail varnish of any sort
- Tattoos or body art
- Excessive make up (no false or semi-permanent lashes, no fake tan)
- Hats or Hoods to be worn when inside school

Jewellery

- Students in Years 7, 8, 9, 10 and 11 may wear one ring only (on either hand), a maximum of two earrings, one in each earlobe (simple studs or sleepers) and a watch.
- Any other rings/studs/bars used in face, mouth, ear or body piercing are not allowable in school for health and safety reasons.
- Ear expanders must not be worn.
- All jewellery must be removed for PE/Games.
- Necklaces and bracelets should not be worn.
- We reserve the right to confiscate or insist that students remove any item which contravenes these guidelines or which is a potential safety hazard. Students who refuse to remove such items will remain in isolation until they do so.

Equipment

Being well organised with books and equipment is essential if students are to learn effectively.

The school will provide most of the equipment and books needed for learning. **As a minimum, students must bring to every lesson a blue or black pen, a reading book, a pencil and ruler.** A spare pen, rubber, pencil sharpener and a few coloured pencils are strongly recommended. Correction fluid (Tippex) is not allowed. **Every student must have an appropriately sized strong bag to carry their own and the school's equipment.** There are specific requirements relating to Health and Safety in certain practical lessons, of which students will be made fully aware.

PE KIT AND EQUIPMENT POLICY

Students are expected to arrive at EVERY PE lesson with the correct PE kit. This consists of:

- Plain Black George Stephenson Polo Shirt
- Plain Black George Stephenson Sweatshirt
- Plain Black shorts
- Plain Black Tracksuit Bottoms (No white lines on the side)
- Plain black sports leggings
- Black/White sports socks/football socks
- Appropriate footwear

If a student arrives to lessons without the correct PE kit the department have a stock of spare kit that the student will be expected to wear for that lesson.

If a student has an injury/illness or any other reason why they are not able to take part physically in lessons they must provide a note from their Parent/Carer to explain the reasons behind their non-participation. **STUDENTS ARE EXPECTED TO STILL BRING IN APPROPRIATE PE KIT AND FOOTWEAR EVEN IF THEY HAVE A NOTE EXCUSING THEM FROM TAKING PART PHYSICALLY IN LESSONS.** Students will be expected to take part in lessons in some form (referee, coach, umpire, helping with equipment etc.) and as such should be suitably dressed in PE Kit to do so. Being in full kit will enable students to fully partake in the activity when they return to full health, it prevents their school uniform from getting damaged in inclement weather and in cases of illness it prevents conditions from worsening as students still have their dry uniform to get changed into if it is raining during the lesson. Where an injury or illness prevents students from being able to get changed easily, PE staff will use their discretion to allow that student to stay in their school uniform and contribute to lessons in an appropriate manner.

Appropriate Footwear for PE Lessons

- Footwear needs to be fit for purpose and appropriate for the lesson location and surface.
- Football/rugby boots will be required for activities that are carried out on the playing field during the winter months (football, rugby, cross country etc.). The department has a small number of pairs of boots that can be loaned out and used during this time.
- Trainers and indoor footwear should be in good condition and suitable for the activity being undertaken. Plimsolls, canvas shoes, 'high top' trainers are not permitted.
- For gymnastics students will be expected to be barefoot when performing – exceptions to this are the wearing of ballet shoes/dance shoes which are suitable for gymnastics. In trampolining non-slip socks should be worn at all times. Tights are not to be worn when trampolining.

The PE Department strongly advises that students should wear appropriate protection where necessary. These include shin pads for football and mouth/gum guards for rugby. These can be purchased from all good sports retailers. The school also has a small number of shin pads of various sizes which can be used by students on a temporary basis.

Jewellery & Personal Effects

Jewellery, watches (including “Fitbit” type devices) and bracelets/wristbands are not allowed to be worn in PE lessons and must be removed for all lessons. Therefore, should students wish to get their ears pierced this should be completed at the start of the summer holidays so earrings can be removed from September. Long hair should be tied back at all times.

Should students require the use of an inhaler they must have it with them for EVERY PE lesson and pass it to their teacher before taking part in physical activity. During periods of hot weather students are advised to come to lessons prepared to participate safely outside for their PE lessons. Students should be responsible for bringing with them to lessons: suntan lotion, water bottle and a plain hat or cap.

LOSS OR DAMAGE OF PROPERTY

Every possible precaution is taken by the school to ensure that students’ property is not lost or damaged. Unfortunately, however, such damage or loss does occur occasionally. For this reason, expensive personal belongings, such as electronic games, expensive clothing, valuable jewellery or large quantities of cash **should not be brought into school.**

Items of **lost property** which are found will be held in lost property in the school Hall for a period of two weeks only, after this time any items will be disposed of as appropriate. Students who lose valuable property should check with the Main Office to see if it has been handed in. Any damaged property should be reported to the Guidance Manager.

Please be aware that schools are unable to obtain insurance which covers loss or damage to students’ property. We therefore cannot accept liability if our advice is disregarded and valuable items are brought into school.

MOBILE TELEPHONES

Whilst we recognise that some parents may wish students to carry mobile telephones for safety reasons, it is important to stress that their use should be strictly limited and it is not advisable to bring expensive mobile telephones into school. If your son or daughter does carry a mobile telephone, please ensure that they understand **that it must be kept in their bag and must not be seen or heard in school at any time.**

If a mobile phone is seen or heard by a member of staff, it will be confiscated. The phone will be labelled with the student’s name and locked away in a secure location until the end of the day when it can be collected. If this happens on more than two occasions in a term, parents will be contacted to come into school to collect the mobile telephone.

DAY TO DAY PROCEDURES

Travel Passes (Bus Passes)

The following application forms for travel permits are available from the main school office from 8.30 a.m. until 4.00 p.m. Monday to Thursday and 8.30 a.m. until 3.30 p.m. on Friday.

Teen Travel Identity Card – Sixth Form (for use by students attending schools in Tyne and Wear)

The Teen Travel Identity Card enables students to purchase a Teen Travel Ticket from any Travel shop, allowing them to travel on almost all public transport in Tyne and Wear, reducing the travelling costs whilst they continue their education.

Under 16 Card

Children who live in Tyne and Wear and are aged 5 to 15 on the 31st August before the start of the current academic year are entitled to an Under-16 Card. This lets them travel in Tyne and Wear at concessionary child fares.

SCHOOL CATERING

Cashless Catering System – Information for Parents and Students

Our school catering is provided by Mellors. Please refer to the school website for further information. The contact email for the catering team is 1354@mcs-unit.co.uk.

What is a Cashless System?

The school operates a cashless system by Biometrics technology or a cashless lunch card. Students will be provided with a cashless card at the start of year 7. Lost or damaged cards there will be a charge of £5 to replace.

- Recognise each individual student
- Hold a record of individual cash balances
- Record cash spent and received
- Record where the money is spent, the date and time and details of what was purchased.

For all enquiries on school meals, please contact Mellors on:

Email: 1354@mcs-unit.co.uk

Telephone: 0191 2165164

(Telephone between 7am and 3pm or leave a voicemail)

Please state your child's Full Name and Year Group on any enquiries.

How is money entered into the system?

1. Using our ParentMail system online – more information can be found on: <https://www.parentmail.co.uk/help/parenthelp/payments/dinner-money/>. This is the preferred option for payment for school meals.
2. By “Cash Note and Coins” into an automatic cash revaluation terminal located in the Hall, which is to accept £20, £10, £5 notes and coins (except 1p, 2p and 5p coins), which will be credited to their school meal account.

How will the student be able to check their current cash balance?

By using the revaluation station. Students use their lunch card to check their balance. Tap the card on the machine and the card user's name is displayed along with the current balance. There is no need to deposit any money, just press the silver button to finish. Students can also see their balance on the display at the point of sale (till). The new balance will be shown once the food service is complete.

If we pay for a set number of school meals, can it be spent in one day?

No, a daily spend limit is set for all students. Once the spend limit is reached no food can be purchased. An individual daily spend limit of your choice can be set, to include a school dinner and break time snacks. Any amount of money can be paid into the student's account and any money spent on food and drink will be deducted daily.

The school will add a daily spend limit of £5.00, this can be increased or decreased by parents making a written request to 1354@mcs-unit.co.uk.

Free School Meals Students

The system works the same for all students whether they pay for meals or have a Free School Meal. All students have their own account to use. All Free School Meal entitlements are entered onto the system daily. The cashless system automatically allocates the appropriate accounts with the value of the Free School Meal allowance.

Parental Access to Information

Parents/Carers will be able to access from the system detailed information on all aspects of your child's food purchases, such as:

- All food purchases and cost (per day/date)
- List of all payments made into the account (online and revaluation terminal)
- An overview of all cash deposited and the current cash balance

Main Benefits:

- Convenient way of paying for school meals
- Alleviates many of the associated problems with the use of cash in schools
- Healthy eating is encouraged
- Queuing times are reduced through increased speed of service using a lunch card
- Automatic free meal allocation with the student remaining anonymous

As part of the school's commitment to effective learning and healthy living, students are encouraged to drink water throughout the day. Water is for sale in the cafeteria and a free water fountain is available at break and lunchtime for students to replenish water bottles. Fizzy pop and energy drinks are **not allowed** in school and will be confiscated.

Free School Meal Entitlement

Students may be eligible for free school meals if parents are in receipt of Income Support.

If you think you may be eligible for free school meals, then an application form may be obtained from:

North Tyneside Council Student Support Service
Langdale Centre
Langdale Gardens
Wallsend, Tyne and Wear
NE28 0HG

Telephone: 0191 643 2288 Option **2**

Signing in and out of school

It is expected that, whenever possible, students will make any medical/dental appointments outside of school hours. If students must leave school during the day for any reason, then please send a note in advance of the date concerned.

Students **must sign out** at the School Office as they will receive an LA authorised 'out of school' slip. If they return to school later the same day, then they should return the slip and **must register in their lesson** again. Copies of the slips are held in the Main Office.

Illness

If your child feels unwell the student needs to inform their teacher. Duty Support will be contacted, and the student will be taken to their Guidance Manager. Students should not telephone parents directly to arrange to be picked up from school or report any illness. If students are too ill to remain at school parents will be contacted for suitable arrangements to be made. It is especially important that parents let us have some point of contact. Please make sure that the school is kept up to date regarding any change of contact details.

First Aid

If your child requires First Aid the student needs to inform their teacher. A dedicated First Aider will be contacted by the staff member and will assist the student. If medical attention is required a parent or carer will be informed to collect the student. It is very important that parents let us have some point of contact. Please make sure that the school is kept up to date regarding any change of contact details by using the SIMS Parent app. Parents will be notified of a First Aid incident when they receive a First Aid E-Form via ParentMail (normally within 1-2 hours), unless it is deemed necessary by the First Aider to contact a Parent/Carer about the incident.

Medicines

Prior to staff administering any medication or student self-medication the school must have written confirmation of details from the parent/carers. To comply with Government legislation, we also require written confirmation of instructions from a health practitioner.

Please note that there is no legal duty which requires staff to administer medication, however staff who volunteer to do this will be unable to administer any medication without the appropriate consent form.

There are three situations which may arise:

- Staff to administer medication on an adhoc basis (usually short-term treatment)
- Staff to administer medication for more complex medical needs
- Student to carry/administer their own medication

If your child has any of the above medical needs, please contact the Main Office as soon as possible and they will arrange for the relevant form to be issued to you.

Please note that the school is unable to hold and administer medication that is not prescribed by a G.P/Hospital. Prescribed medication will be kept in the First Aid room, and/or with your child once the relevant paperwork has been completed.

Toilets

In an 'emergency', students leaving a lesson receive a toilet pass from their teachers and are allowed access to the toilets. Usually, we expect students to use the toilet at break and lunchtimes.

Students with specific medical problems who need to use toilets on a more regular basis will be given a special notification pass. Please notify the Form Tutor if you feel your child falls into this category. Such a situation will be dealt with discreetly and sensitively.

Telephone

If parents need to contact students urgently, they can do so by contacting Reception. Parents must contact students in this way, rather than directly using mobile telephones to minimise the disruption to the students' learning and avoid mobile phones being confiscated.

Support Services

Students sometimes have needs that cannot be met by the school and, as a result, the Local Authority provides several supportive services for this purpose, such as the Psychology Service, the Education Welfare Service and Social Services.

School medical services are provided by staff of Newcastle and North Tyneside Health Care Trust, based at Albion Road Resource Centre in North Shields.

Health problems which may affect a student's well-being or progress at school are of particular concern to the Public Health Nurse (Children and Young People), who is available for discussion of such problems and can be contacted on 0191 6432110/8966.

SCHOLARS BUS CODE OF CONDUCT

Expected Behaviour

- Students should sit down and remain seated for the whole journey.
- Students standing need to stand quietly, and not push or move around the bus.
- Drinking and eating is NOT permitted.
- Students must not throw objects inside or out of the bus.
- Students should use acceptable language when talking to other students and the driver.
- Students must NOT harass, bully or abuse other students or the driver, either verbally or physically.
- Students should respect other students' property and not interfere with it.
- Students should listen to and always follow the instructions of the bus driver and the teacher on duty.
- Students are NEVER to engage in any behaviour that could put other students, the driver, or themselves, at risk.
- Students should respect the bus property (standing on seats or vandalising/causing damage are NOT acceptable actions).
- Do NOT smoke.

Safety Matters - Getting on the Bus

- Wait back from the road (stay on the path).
- Wait until the bus has stopped before attempting to get on the bus.
- Carry your bag in front of you to avoid getting it stuck in the door.
- When seated, put your belongings on your lap, allowing another student to sit next to you.
- If there are no seating places, stand and place your bag on the floor and hold on to a seat-back or handrail.

Safety Matters - Getting off the Bus

- Wait until the bus has stopped.
- Carry your bag in front of you so it does not get caught in the door.
- Get off the bus carefully without pushing.
- Wait back from the road until the bus has moved away.
- If you need to cross the road, wait until the bus has moved away and you can see up and down the road before you cross it.

What happens if a student behaves unsafely or inappropriately?

The school will take steps to address this behaviour. This could include requesting and viewing CCTV footage from the bus company to investigate any reported incidents made by the driver, students, parents or even members of the public. The consequences of not meeting the expected standards of behaviour are:

- Losing their place on the bus temporarily or permanently.
- In case of damage, costs will be passed on to parents/guardians.
- Potentially, the student could be prosecuted by the police if the bus provider presses criminal charges.
- School sanctions (detentions, Internal Exclusion). In extreme situations, the school may choose to issue a Fixed Term Exclusion or Permanent Exclusion from school.

SCHOLARS BUS TIMETABLES SEPTEMBER 2024-2025

MORNING SERVICE *subject to change

652 SERVICE – DEPARTS SHIREMOOR METRO 07:45

VIA: : SHIREMOOR METRO (0745), Earsdon Road, Station Road, MOORSIDE ESTATE (0748), B1322, Backworth Lane, CASTLE PARK (0753), Killingworth Lane, B1317, Simonside Way, East Bailey (South), to school turning circle.

ARRIVES GEORGE STEPHENSON HIGH SCHOOL 08:08

653 SERVICE – DEPARTS HOLYSTONE 08:00

Via Whitley Road, Great Lime Road, Palmersville Metro, Great Lime Road, CLOUSDEN HILL (0810) Great Lime Road, Southgate, East Bailey (South), to school turning circle.

ARRIVES GEORGE STEPHENSON HIGH SCHOOL 08:20

654 SERVICE – DEPARTS WEST ALLOTMENT BENTON ROAD 07:45

Via A191 Benton Road, Holyfields, A191, New York Road, Park Lane, SHIREMOOR METRO (0752), Earsdon Road, A186, Whitley Road, HOLYSTONE (08:02), Whitley Road, Great Lime Road, B1505, Southgate, East Bailey (South), to school turning circle.

ARRIVES GEORGE STEPHENSON HIGH SCHOOL 08:15

AFTERNOON SERVICE MON-WED-THURS-FRI

652 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 15:08

VIA East Bailey (South), Simonside Way, B1317, Killingworth Lane, Backworth Lane, BACKWORTH (1423), B1322, Station Road, MOORSIDE ESTATE (1425), Earsdon Road, SHIREMOOR METRO (1432), Park Lane, New York Road, Benton Road A191, WEST ALLOTMENT.

ARRIVES WEST ALLOTMENT 15:35

655 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 15:08

VIA :East Bailey, Southgate, Great Lime Road, Whitley Road, HOLYSTONE(14:25) A191, WEST ALLOTMENT(14:30) Benton Road, Holyfields, New York Road, Earsdon Road, Upper Crone Street, SHIREMOOR METRO (1437), Park Lane. NEW YORK ROAD.

ARRIVES NEW YORK ROAD (OLD BENTON ROAD JUNC) 15:35

656 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 15:08

VIA: East Bailey, Southgate, Great Lime Road, Whitley Road, HOLYSTONE (15:18) A191, WEST ALLOTMENT(15:23) Benton Road, Holyfields, New York Road, Earsdon Road, Upper Crone Street, SHIREMOOR METRO (1532), Park Lane. NEW YORK ROAD.

ARRIVES NEW YORK ROAD 15:35EARLY FINISH EVERY TUESDAY AT 14:15

TUESDAY EARLY FINISH

652 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 14:15

VIA: East Bailey (South), Simonside Way, B1317, Killingworth Lane, Backworth Lane, BACKWORTH (1423), B1322, Station Road, MOORSIDE ESTATE (1425), Earsdon Road, SHIREMOOR METRO (1432), Park Lane, New York Road, Benton Road A191, WEST ALLOTMENT.

ARRIVES WEST ALLOTMENT 14:35

655 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 14:15

VIA: East Bailey, Southgate, Great Lime Road, Whitley Road, HOLYSTONE (14:25) A191, WEST

ALLOTMENT(14:30) Benton Road, Holyfields, New York Road, Earsdon Road, Upper Crone Street, SHIREMOOR METRO (1437), Park Lane. NEW YORK ROAD.
ARRIVES NEW YORK ROAD (OLD BENTON ROAD JUNC)14:40

656 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 14:15

VIA: East Bailey, Southgate, Great Lime Road, Whitley Road, HOLYSTONE (14:25) A191, WEST ALLOTMENT(14:30) Benton Road, Holyfields, New York Road, Earsdon Road, Upper Crone Street, SHIREMOOR METRO (1437), Park Lane. NEW YORK ROAD.
ARRIVES NEW YORK ROAD 14:40

Additional Information:

All scholar's buses do not operate a cashless system. Students are required to have the correct money for each journey.
For enquiries and queries, contact NEXUS on 0191 203 3925.

EDUCATIONAL VISITS AND PAYMENTS

Many students participate in voluntary activities in the community including helping and entertaining the elderly, raising money for local charities and helping in our feeder Primary Schools. We consider this kind of activity to be of great benefit to students and it often contributes to enhancing their personal CV.

Educational Visits

As part of the school curriculum students are often involved in visits within the locality, usually travelling by school mini-bus or hired coach, and occasionally by public transport. Details of such visits are supplied to parents in advance.

Trips away from school also require detailed parental consent forms, which authorise staff to act in the event of an emergency. Given some nationally high-profile problems with school trips, and the concern we all share for the safety of our students, we have very rigorous procedures in place for the planning of school trips.

Students may be selected to play for one of the many school teams and travel to other schools in the region. All these visits play an important part in the whole educational experience of our students.

Charges for School Activities - Policy Statement of Governors of GSHS:

The Governors of GSHS observe the law as laid down in the 1988 Education Reform Act with regards to charges for school activities.

Under normal circumstances voluntary contributions will be requested for the following activities:

- individual music tuition
- activities offered to enhance the curriculum, but which take place wholly or mainly outside normal school hours
- examination fees where a student fails, without good reason, to take an examination for which they have been entered
- examination entry for examinations other than the prescribed public examinations
- materials, books, transport, instruments and equipment for optional extras to the statutory curriculum
- board and lodging on a residential trip

Some school trips are organised by a third party e.g. a travel company, and under those circumstances' charges may be levied by the third party, e.g. for a trip abroad.

Please do not hesitate to contact the school if your child is unable to take part in a trip or visit for financial reasons. We will always do our best to help and guarantee that the problem will be dealt with discreetly and confidentially.

Payment for School Trips/Visits

Payments for school visits and trips should be made electronically via ParentMail only. If you are not registered on ParentMail and you would like to discuss with someone in school on “how to register” and/or bring to our attention your circumstances, please do not hesitate to contact us.

Please be assured that ParentMail is registered with the Information Commissioner, is GDPR compliant and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

CLUBS AND ACTIVITIES

George Stephenson High School is a lively school, which encourages students to take part in a wide range of extracurricular and study support activities. Our GSHS “Engage” Programme will be published to parents in the first half term and includes a huge range of activities including an extensive lunchtime club offer.

The Learning Resource Centre is open every day at lunchtime and after school so that students may continue with their learning. In addition, the school’s ICT facilities, which are continually being upgraded, are also available for student use outside of the timetabled day and there are home learning clubs for each year group.

The Physical Education department offers teams in a wide range of sports including soccer, rugby, hockey, netball, basketball, tennis, cricket, cross country, athletics and volleyball.

Music, dance and drama are very popular activities involving many students. Each year the school stages a full-scale production as well as regular concerts and dance displays.

There are many opportunities for students to broaden their experience by taking part in national competitions, visits to the theatre, trips to France to improve their language skills, ski trips, visits to art galleries in Britain and in Europe, as well as outdoor activities locally and further afield. We also offer many study residentials to help students to maximise their achievements in external examinations – as well as to enjoy some fun together!

The list below gives a flavour of what is on offer. New activities are being added all the time.

- Art Club
- Athletics
- Basketball
- Cheerleading
- Chess
- Cricket
- Dance
- Home learning clubs in all subject areas
- Instrumental lessons e.g. violin, cello, flute, clarinet, guitar
- ESports
- Mathematics – Level 8 Club
- Masterclasses at local universities
- Netball
- Lego Robotics
- Eco Club
- Performing Arts
- Eurovision Club
- Rounders
- Singing Club

PROCEDURE FOR COMPLAINTS

Schools must have a complaints procedure in place to meet requirements laid down in the Education Act 2002. Any parent has the right to enter a formal complaint if they think that certain things are not being done properly. Copies of the Local Authority's Complaints Policy and Procedure followed by the school are available on the school's website (www.gshs.org.uk) or on request from the school. The areas covered by the Act are mainly concerned with:

- the delivery of the National Curriculum and exemption from it
- the provision of information
- the way in which Governing Bodies deal with appeals from parents about withdrawal from the National Curriculum. The Authority's statement will give fuller details of these.

It is expected that if there are any complaints they will be resolved informally between school and parent, but if this breaks down parents can complain to the Governing Body. If parents are not satisfied with the treatment of their complaint by the Governing Body, they then have the right to appeal to the Secretary of State for Education and Skills.

AUTUMN HALF TERM 2024

School opens on Tuesday 5th September

School closes on: Friday 25th October

School re-opens on: Monday 4th November

CHRISTMAS 2024

School closes on: Friday 20nd December

School re-opens on: Monday 6th January 2024

SPRING HALF TERM 2025

School closes on: Friday 21st February 2025

School re-opens on: Monday 4th March 2025

EASTER 2025

School closes on: Friday 11th April 2025

School re-opens on: Monday 28th April 2025

SUMMER HALF TERM 2025

School closes on: Friday 23rd May 2025

School re-opens on: Monday 2nd June 2025

SUMMER HOLIDAYS 2023

School closes on: Friday 18th July 2025



Southgate, Killingworth, Newcastle upon Tyne, NE12 6SA

T: 0191 216 1115

E: enquiries@gshs.org.uk

W: www.gshs.org.uk

Headteacher: Peter Douthwaite BSc (Hons)

Deputy Headteacher: Kathryn Williams BA (Hons)

Deputy Headteacher: Louise Dunn BA (Hons)