



George Stephenson
High School

Guide for Parents 2018 - 2019



GEORGE STEPHENSON HIGH SCHOOL

Headteacher:	Mr I D Wilkinson
Deputy Headteachers:	Mr P Douthwaite Mrs K Williams
Assistant Headteachers:	Ms L Simpson Mr S Tyson Mrs L Dunn Ms S Rix
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 each and 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.

In May 2012, we were inspected by Ofsted and were graded Outstanding in every single category: Achievement, Teaching, Behaviour and Leadership. In April 2014, we were awarded Teaching School status by the DfE. This is very exciting for both our school and our Teaching School Alliance, which is made up of seventeen local schools and Universities, and represents a great opportunity for us to work across schools, and other organisations in the North East, to have a positive impact on the families and lives of young people.

For information about the school's Governing Body, please contact: Ms K Bradley, 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.

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SCHOOL AIMS AND VALUES

We are a school that provides the best possible educational experience for all, where students make excellent progress and secure the most appropriate destination.

We value the individual differences of our students, encourage them to succeed in everything they do and help them to become caring, confident and responsible young people.

We are the centre of our local community, a popular and growing school with a very positive reputation as a place to study and work.

We achieve this through:

- Excellent teaching;
- Positive and supportive relationships;
- A personalised and enriched curriculum;
- High aspirations;
- Strong partnerships.

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 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 school work.

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

8.00	Building open to students		
8.35	First Bell – report to Tutor Rooms		
8.40 – 8.55	Morning Registration/Assembly		
8.55 – 9.45	PERIOD 1 (50 minutes)		
9.45 – 10.40	PERIOD 2 (55 minutes)		
10.40 – 11.00	Break		
11.00 – 11.50	PERIOD 3 (50 minutes)		
11.50 – 12.25	Early Lunch	11.50 – 12.40	PERIOD 4 (50 minutes)
12.25 – 1.15	PERIOD 4 (50 minutes)		
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

8.00	Building open to students		
8.35	First Bell – report to Tutor Rooms		
8.40 – 8.55	Morning Registration/Assembly		
8.55 – 9.45	PERIOD 1 (50 minutes)		
9.45 – 10.40	PERIOD 2 (55 minutes)		
10.40 – 11.00	Break		
11.00 – 11.50	PERIOD 3 (50 minutes)		
11.50 – 12.25	Early Lunch	11.50 – 12.40	PERIOD 4 (50 minutes)
12.25 – 1.15	PERIOD 4 (50 minutes)		
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 2018-19

Year 7 is led by is led by Mr Jarvie and Mr Ronan

Leadership Team Link: L Simpson. Attached Staff: C Broadley, F Holland

Year 8 is led by Mr Gibson and Mr Houghton

Leadership Team Link: S Tyson. Attached Staff: S Ali, T Tasker, T Campbell

Year 9 is led by Mr Mogie and Miss Tatters

Leadership Team Link: S Rix. Attached Staff: J Fuller, E Stephenson, L Cook

Year 10 is led by Mr Merrett and Mr D Jarvie

Leadership Team Link: K Williams Attached Staff: M Howells, T Curry, K Harrison

Year 11 is led by Mr Carr and Mrs Riccalton

Leadership Team Link: P Douthwaite. Attached Staff: A Stothard, E Hill, D Leigh

Years 12 and 13 are led by Miss R Tate

Leadership Team Link: L Dunn. Attached staff: R Begum, E Fletcher

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 P Turner
Design	Mrs A Douglas
English	Mrs H Bell
Food Technology	Mr A Ingham
Geography	Miss K Bailey
Health and Social Care	Mr A Ingham
History	Miss C Ward
Business and Enterprise	Mr L Allen
ICT	Mrs N Fenn
iLearn	Mrs H Smith
Maths	Mrs A Tunmore
Media Studies	Mr Musgrave
Modern Foreign Languages	Ms L Prior
Performing Arts	Mrs K Lee
Physical Education	Mr M O’Dea
RE and Social Sciences	Miss A Rigby
Science	Mr A Williams

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 a number of 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 as a whole. 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. In particular, 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 number. It is crucial for us to be able to make contact with a parent should the need arise.

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. Please contact the school for details of how to register with ParentMail.

On occasion you may also receive letters or information sheets which will have a return slip for you to sign and it would be appreciated if you could do so and return the slip to the Form Tutor. 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.

Reports

Progress reports are issued on a regular basis.

Parents' Meetings

On one evening during the year you will be invited in to school to discuss your child's progress with his/her subject teachers. If you are unable to attend, or have particular concerns about individual subjects at any time during the year arrangements can be made for you to talk to staff at a mutually convenient time.

General Meetings

There are also many school events to which you will be invited.

Parents' Forum

The Parents' Forum is an informal group of parents and school staff who meet once a term to discuss parental opinions on topics relating to school and share information relating to whole school development. More details and minutes of meetings are available on the school's website (www.gshs.org.uk). If you are interested in joining this group, please contact Lynn Simpson (Assistant Headteacher) at the school.

LEADING PARENT PARTNERSHIP AWARD

In December 2012 and again in April 2016, the school achieved the Leading Parent Partnership Award (LPPA). This award is recognition of the work we do with parents and carers, how welcoming the school is and how we support parents in helping their children to learn. As part of LPPA we strive to continue to improve communication with parents and the community, and look forward to working with you throughout the year.

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 of 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 Kathryn Williams and support comes from the Deputy Designated Safeguarding Lead, Stephen Jarvie (Guidance Manager), the other Guidance Managers in school, and our two Family Liaison Workers, Sarah Graham and Alison Miller. The Governor with responsibility for Safeguarding is John Morley (Chair of Governors).

If you are concerned about your child or another young person you can contact Mrs Williams or Mr Jarvie at school.

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

THE STUDENT PLANNER

Each student will receive a Student Planner. It is designed to be used as much more than a home learning diary. It also helps students to:

- **Plan** their work
- **Manage** their time
- **Meet** deadlines
- **Record** their achievements and attendance
- **Review** their progress
- **Set Targets** for improvement
- **Improve** their literacy skills

We will expect all **Students** to:

- Maintain their planner, graffiti-free, with care
- Use it every day and keep all sections **up to date**
- Record when they are given and have completed set **home learning**
- Remember to **record achievements** both in and out of school
- Record their attendance and set attendance targets every half-term
- Convey messages between home and school
- Review and record academic targets
- Record when they receive any letters or information for parents

Teachers, Tutors and the Guidance Manager will **check planners on a regular basis**.

We also ask all **Parents** to:

- **Monitor** their son or daughters proper use of the planner
- **Check and sign the planner each week** and make a comment either to encourage your child, or to bring something to the attention of the Tutor or subject teacher
- Use the planner to **communicate with school** e.g. absence note, warning of appointments, etc.

Replacement Planners will be available at the cost of £2.00 from the Learning Resource Centre.

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/Guardians

I/We shall:

- see that my/our child attends school regularly, wearing the correct uniform, on time and with proper equipment
- 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 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

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

The Student will:

- 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 and expectations
- try to make school a happy place for all who work in it
- 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

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.

In Year 7, your child should be set 30 minutes to 1 hour of home learning per week in English, Maths and Science. In their other subjects they will receive 30 minutes to 1 hour of home learning per fortnight, or on a regular cycle (depending on how many lessons they have in that subject in a fortnight). In addition to this they will have 35 minutes reading per day.

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.

CODE OF CONDUCT AND EXPECTATIONS

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 show **RESPECT**, be **RESPONSIBLE** and **LISTEN**.

Respect

- Yourself
- Other opinions
- People's feelings
- Other peoples' property
- Reasonable requests
- Your environment

Be Responsible for:

- Your own learning
- Your own behaviour
- Arriving fully equipped
- The learning of others
- The atmosphere in the classroom
- Your local environment

Listen

- Whilst looking at the teacher
- With undivided attention
- To reasonable requests
- Without interruption
- To others
- Actively

ACHIEVEMENT FOR ALL

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 praise, rewards points 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 him or her 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 in to 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. A build-up of non-negotiable marks in a week will lead to a Whole School Detention – see details on page 13.

The non-negotiables are:

- Lateness to school/lessons
- Unacceptable behaviour
- Failure to have the correct equipment for learning
- Failure to complete Home Learning

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

- mobile telephones or MP3 Players in lesson time (including change of lessons)
- swearing (particular emphasis on directed foul language)
- littering
- smoking/use of e-cigarettes
- fizzy or energy drinks

REFERRALS

If a student behaves inappropriately in a lesson, the class teacher will deal with the issue in the first instance by talking with him or her. This will be logged as an Unacceptable Behaviour non-negotiable mark (B). If the problem is serious or repeated, the teacher will make a referral to the Curriculum Leader (Head of Department) who will deal with the issue at Departmental level. This may involve an intervention session (see below) or Departmental Report. The Form Tutor will always be made aware of any referrals and will talk to students on a regular basis about their behaviour.

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 his or her behaviour by meeting the targets he or she has 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 parent/guardians on a daily basis and have them signed 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 his or her 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, might otherwise lead to exclusion from school may be supported via the Behaviour Support Programme within the school's Student Support Base. 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 in Behaviour Support, their parents/ guardians will be contacted immediately.

BOLTHOLE

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 (the 'bolthole') to be supervised by another member of staff. On movement to the bolthole, the student will be issued with a 'bolthole referral' slip that they take with them. This requires the member of staff in the bolthole to comment on the students' behaviour and conduct whilst with them. The Form Tutor and Guidance Manager are informed every time a student is placed in the bolthole. Should this become a regular occurrence parents will be informed and invited in to school to help resolve the issue.

DUTY SUPPORT

If a student causes a serious disruption in a lesson, and the teacher feels he or she needs 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). If the student is placed in Time Out parents will automatically be informed.

EXCLUSION

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 two levels of Detention in school; these are:

- **Departmental or Year Group Intervention**
- **Whole School Detention**

Students may be issued with a Departmental Intervention by their class teacher/ Curriculum Leader or a Year Group Intervention by their Form Tutor/Guidance Manager.

A Whole School Detention, which is considered to be a more serious disciplinary sanction, is held after school, and may be issued to students who have consistently failed to meet the school's expectations. These include the following **non-negotiable** incidents referred to on page 10.

Every time a **non-negotiable incident** occurs it will be recorded on the school's behaviour management system. A build-up of non-negotiable incidents in a week will result in at least one Whole School Detention.

In certain circumstances Guidance Managers or Senior Staff may also impose a Whole School Detention for more serious issues. Students who do not attend a Whole School Detention without good reason will face further disciplinary action, which could ultimately result in exclusion.

Timings of Detentions:

- **Departmental Intervention:** either at lunchtime or after school.
- **Whole School Detention:** *either* 3.00 – 3.45 p.m. or 3.00 – 4.30 p.m. Timing depends on the number of non-negotiable incidents accumulated in a week. Parents will always be given at least 24 hours written notice. It is the student's responsibility to ensure that this is shown to parents.

REWARDS

Celebration of Achievement

This annual event takes place on **Thursday 13th September 2018 for KS3 students and Thursday 20th September 2018 for KS4 and KS5 students.** It is an opportunity to give public recognition to a substantial number of students of all ages, and to bring parents, staff and students alike together for a celebration of academic, sporting and pastoral achievements.

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 rewards are given at every opportunity to recognise positive behaviour and approaches to school, as well as outstanding efforts and different types of achievement.

In the classroom 3 main areas focused on for rewards on a daily basis are:

- ✓ Achievement
- ✓ Effort
- ✓ Improvement

Rewards given in the classroom will be in the form of Points and Hero Cards (worth 10 points). Hero Cards are also used across the school to award larger numbers of points for a variety of different reasons such as:

- ✓ Community Involvement
- ✓ Charity Participation
- ✓ Performing Arts
- ✓ Sport
- ✓ Student Voice
- ✓ Guidance Manager recognition

Each term Guidance Managers will also use the Points totals for their Year Group to award prizes in the end of term prize giving assembly. These prizes will be in the form of gift and cinema vouchers.

Staff use other forms of rewards, such as certificates for student of the month/week and parental contact by telephone or letter.

There is also a termly 'Golden Ticket' draw for a £50 gift voucher. Each member of staff awards a Golden Ticket to a student of their choice. Students can receive a Golden Ticket for a variety of reasons including exceptional effort, achievement and positive contribution to the life of the school.

RAISING ACHIEVEMENT

As a school we continue to support the raising of achievement in many different ways.

We want students to have high aspirations, and so we set challenging but realistic targets for each student based on the expectation that they will perform in line with the top 20% of students nationally given their individual starting points. These targets are called 'Benchmark Grades'.

We then track each student's progress towards these 'Benchmark Grades' using a 'flightpath' approach. We then make a judgement as to whether students are making Expected, Above Expected or Below Expected progress by comparing their performance in each subject to a typical flightpath.

Where students are making less progress than we would expect, we intervene to support students in their learning. Again much of this is done in lessons, where intervention is bespoke to the individual learning needs of students. In addition to this we may also sometimes intervene in a more formal way. This may involve student's effort and achievement being reviewed more regularly by a mentor or senior member of staff. It may also involve additional support being provided via mentoring groups or through additional support outside lessons. Whenever intervention is put in place we regularly review its effectiveness in bringing about the necessary improvement.

This information is communicated to parents and students via termly Progress Reports and through an annual Parent Evening for each year group. Parents will also receive an annual written report from their child's form tutor.

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.

The SEND (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 one-to-one support for students with EHCP's
- One to one support from the Special Educational Needs Co-ordinator
- A small literacy group to improve reading and comprehension age
- Small group withdrawal to work on social skills
- Lego Club with specifically trained staff
- Small group withdrawal to a Modern Foreign Languages class with a Higher Level Teaching Assistant
- Differentiated work and an adapted curriculum
- Differentiated Home Learning projects
- External agency support
- Exam preparation intervention for Year 11 students
- Attending one-to-one support during registration to work on anything from organisation to literacy skills
- After school course work catch-up sessions

- Staff training in order to fully understand the needs of an individual student
- An Individual Support Plan and/or EHCP with targets in order for students to achieve and progress

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

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 concerning your son or daughter, please contact Rebecca Bennett, Special Educational Needs Co-ordinator.

THE INTERNET

Access to the Internet enables students to browse the World Wide Web which is a valuable research and education tool. 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 allows 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: ICT) 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.

FACEBOOK/TWITTER AND OTHER SOCIAL MEDIA

Parents are strongly urged to work closely with their children to avoid problems of cyber bullying on Facebook, Twitter and any other social media or messaging websites and applications. Facebook and other Social Media websites are banned from the school computers and iPads. The **school cannot be responsible** for inappropriate behaviour involving Facebook or other 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

Manager: Mrs J Dickinson

The Learning Resource Centre (LRC) is open Monday – Thursday 8.00 a.m. to 4.30 p.m. Lunchtime and break are open access times for all students. Students must have permission to be in the LRC during lesson time.

All students are automatically members of the LRC. Students may normally borrow three items for a period of four weeks, but in special circumstances, students who need to borrow more items, or borrow items for longer, should see Mrs Dickinson.

The Learning Resource Centre has an excellent range of Fiction and Non-Fiction books and a small selection of DVD's. There is an area of bookable networked computers. A small Stationery Shop operates from the Learning Resource Centre selling basic items such as pens and pencils.

The library area is timetabled for Accelerated 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 often 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.

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. 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 to school or lessons will receive a non-negotiable mark for their lateness and this will mean that they are at risk of having to stay behind after school on a Wednesday. Students may also lose their social time at morning break if they are late regularly. Students who arrive after registration (after 8.55 a.m.) must inform their tutor/teacher the reason for their lateness.

Persistent lateness will result in parents being invited into school to discuss and attempt to resolve any issues which may be causing the lateness.

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. Please contact us **before the start of the school day** using the main school number **(0191 216 1115)**. This should be done on a daily basis, unless the absence is long term or you know how long your child will be absent. When your child returns to school after the absence, please ensure that they bring a note signed by you. 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 son's or daughter's work in school (such as a medical or physical condition or difficult home circumstances) please let their Form Tutor 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.

Leave of Absence during Term Time

Amendments to the Education (Pupil Registration) (England) Government Regulations 2006 came into effect from 1st September 2013, and state that Headteachers may not grant any leave of absence during term time - **including family holidays** - unless there are exceptional circumstances. **Therefore, leave of absence for holidays in term time will not be granted.**

Parents will be asked to complete a leave of absence form and to explain the nature of any exceptional circumstances that necessitate their child being absent from school during term time. Headteachers can determine the number of school days a child can be away from school if the leave is granted.

If leave of absence is taken without permission from the Headteacher, it will be marked as unauthorised. Under government guidelines any absence marked as unauthorised can lead to involvement of the Education Welfare Service. This can include warnings, penalty notice fines and legal action. Please note that any absence from school during term time will seriously disrupt the continuity of your child's learning and will have an impact on their present and future progress and achievement.

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.

SCHOOL UNIFORM AND EQUIPMENT

All students are expected to wear school uniform at all times. 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 he/she is 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.

School uniform is available from: Emblematic Ltd, Unit 20G, North Tyne Industrial Estate, Benton, Newcastle upon Tyne, NE12 9SZ. Telephone: 0191 270 1449. Opening Times: Monday-Friday, 09.00 a.m. - 5.00 p.m. (also open on Saturdays during summer months – please check their website for opening times). Orders can also be placed online with Emblematic's Internet Ordering Service. Simply visit www.emblematic.co.uk and place your order. Payment can be made by credit/debit card and orders are posted to your home address. This will incur a small delivery charge. Orders may take up to 3 weeks for delivery during the busy summer period. Please note: In order to guarantee delivery of online orders before the start of school term in September please place orders before 1st August.

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.

Opening Times:

Monday – Wednesday: 9.00 a.m. – 6.00 p.m.

Thursday: 9.00 a.m. – 8.00 p.m.

Friday and Saturday: 9.00 a.m. – 6.00 p.m.

Sunday: 10.00 a.m. – 4.00 p.m.

Sweaters, trousers, skirts and ties are compulsory items of clothing – all students must have and wear both the tie and sweater at all times (in very hot weather staff will use their discretion as to when students are permitted to temporarily remove their sweater in the school working environment).

GIRLS DAILY UNIFORM

Navy blue school sweater with school badge*
School tie (clip on only)
Black school trousers with school badge*
Trutex pleated black school skirt with school badge/or school check skirt*
Plain white school shirt with collar
Black tights / black or white socks
Sensible plain black school shoes with a low heel
A plain dark outdoor jacket or coat

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 (advisable)
Tracksuit bottoms (PLAIN BLACK – NO STRIPES) (optional)
Black Leggings from Emblematic with school badge (optional)
Gum shield (advisable)

BOYS DAILY UNIFORM

Navy blue school sweater with school badge*
School tie (clip on only)
Black school trousers with school badge*
Plain white school shirt with collar
Black or white socks
Sensible plain black school shoes
A plain dark outdoor jacket or coat

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 or rugby boots (advisable)
Shin pads (advisable)
Tracksuit bottoms (PLAIN BLACK – NO STRIPES) (optional)
Gum shield (advisable)

****students in all year groups must only wear the authorised branded trousers, skirts and sweaters available from Emblematic Ltd – www.emblematic.co.uk***

ALL UNIFORM AND KIT MUST BE NAMED

We do NOT allow:

- Hoodie-style jackets/sweatshirts, tracksuit-type or sports tops, or denim jackets for outdoor wear.
- Polo neck shirts, tee-shirts and shirts with a sports type collar (shirts must have a collar and be large enough at the neck to allow the top button to be comfortably fastened at all times).
- Any colour, other than white, for shirts.
- Brown or any other colour of shoes.
- Trainers, trainer-type boots, boots, ankle boots, cross trainer shoes, ANY sports branded shoes (e.g. Nike, Adidas, Puma, Umbro, La Coste, Converse, Vans etc.), canvas shoes of any kind, plimsolls or sandals – no coloured laces, logos or labels.
- Jeans, chinos, leggings/jeggings/tightly fitting/skinny fit trousers, footless tights, joggers, combat trousers, ski pants, tracksuit bottoms or other leisurewear including fashion belts or scarves.
- Non-school sweaters.
- Non-school trousers or skirts.

- Hats to be worn in school.
- Hairstyles which follow extremes of fashion such as shaved heads, patterns or dyed hair (only simple, plain headbands or hairclips are allowed for girls). We reserve the right to determine what is a reasonable style or colour of hair and to insist that students with inappropriate hairstyles have them restyled or coloured, or remain in isolation until their hair is acceptable.
- Excessive amounts of makeup.
- False eyelashes.
- Expensive fashion items, which are not appropriate for school.

Jewellery

- Students in Years 7, 8, 9, 10 and 11 may wear one ring only (on either hand), a maximum of two ear rings, 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 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 his or her 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.

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 personal stereos, MP3 players, 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 main school office for a period of two weeks only, after this time any items will be disposed of as appropriate. Students who lose something 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 he or she understands the need to have it **switched off during all lessons, between lessons and during tutorial times** and to avoid using it inappropriately. Inappropriate use of a mobile telephone (including social networking) will result in parents being contacted and asked to come in to school.

Students who are seen with a mobile telephone or MP3 player at the above times will be escorted to the main office to hand it over to a member of staff. The telephone/MP3 player will be labelled with the students' name and locked away in a secure location until the end of the day when it can be collected. If this happens more than two occasions, parents will be contacted to come into school to collect the mobile telephone/MP3 player.

DAY TO DAY PROCEDURES

Travel Passes

The following application forms for travel permits are available from the main school office from 8.00 a.m. until 4.30 p.m., Monday to 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.

SCHOLARS BUS SERVICE: AUTUMN 2018 - SUMMER 2019

MORNING SERVICE

652 SERVICE – DEPARTS WEST ALLOTMENT 07:45

VIA A191 Benton Road, Holyfields, A191, New York Road, Park Lane, SHIREMOOR METRO (0752), Earsdon Road, Station Road, MOORSIDE ESTATE (0755), B1322, Backworth Lane, CASTLE PARK (0800), Killingworth Lane, B1317, Simonside Way, East Bailey (South), to school turning circle.

ARRIVES GEORGE STEPHENSON HIGH SCHOOL 08:10

653 SERVICE – DEPARTS HOLYSTONE 08:00

VIA Whitley Road, Great Lime Road, Palmersville Metro, Great Lime Road, CLOUSDEN HILL (0810) Great Lime Road, Southgate,

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

ARRIVES GEORGE STEPHENSON HIGH SCHOOL 08:15

AFTERNOON SERVICE MON-WED-THURS-FRI

EARLY FINISH EVERY TUESDAY AT 14:15

652 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 15:08

VIA: East Bailey (South), Simonside Way, B1317, Killingworth Lane, Backworth Lane, BACKWORTH (1516), B1322, Station Road, MOORSIDE ESTATE (1518), Earsdon Road, SHIREMOOR METRO (1525), Park Lane, New York Road, Benton Road A191, WEST ALLOTMENT.

ARRIVES WEST ALLOTMENT 15:30

655 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 (OLD BENTON ROAD JUNC) 15:35

EARLY FINISH EVERY TUESDAY AT 14:15

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

No smoking legislation on school buses

The No Smoking in Enclosed Spaces law came into force on 1 July 2007. The new law strengthens the existing no smoking ban on buses. Under the law, a bus driver could be prosecuted for allowing smoking within his/her vehicle. As a consequence bus drivers may request any students who do smoke to leave the vehicle if they persist in smoking after being challenged. If students refuse to leave the vehicle the driver will be instructed to seek assistance from either the depot or the police. Parents should be aware that the school works closely with the bus companies and will support any decision which may result in a student being banned from using the service.

School Meals

The school is committed to promoting a healthy lifestyle in our students. In the Dining Hall there is a cafeteria service with a wide choice of food including sandwiches, snacks and full meals. Students may spend as much or as little as they like but at present £2.20 will buy quite a substantial meal. Students will be required to pay cash for whatever they have chosen to eat. Your son or daughter may also bring a packed lunch.

Students on Free School Meals will have an individual account to which £2.20 will automatically be credited each day.

If you would like more information or have any concerns about school meals, please contact Mrs Emmerson on 0191 216 1115.

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 lunch time for students to replenish water bottles. To help encourage students to drink more water, 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

Snacks

Snacks can be purchased in the dining hall during break.

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 have to 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 on the same day then they **must register in their lesson** again, and return the LA slip. Copies of the slips are held in the School Office.

Under no circumstances should a student leave the school and go home without the permission of the Guidance Manager. In the event of illness or injury they will be taken care of until a parent or guardian can be contacted.

Illness

If your son/daughter feels unwell or has had an accident he or she must report it to a teacher straight away. Normally they will be sent to the school office where a trained First Aider will take care of them. **Students should not telephone parents directly to arrange to be picked up from school or report any illness - they must report their illness to a member of staff initially.** If students are too ill to remain at school parents will be contacted in order for suitable arrangements to be made. It is very important that parents let us have some point of contact, for example, **a telephone number at home and at work as well as the telephone number of a friend, relative or neighbour.** Please make sure that the school is kept up to date regarding any change of contact details.

Medicines

Prior to staff administering any medication or student self-medication the school must have written confirmation of details from the parent/guardian. In order 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 school office as soon as possible and they will arrange for the relevant form to be issued for you to complete.

Please note that the school is unable to provide paracetamol or any other such medicines to students.

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 the school office. Parents are asked to contact students in this way, rather than directly using mobile telephones, to minimise the disruption to the students' learning. As already mentioned, it is expected that mobile telephones will be switched off during lessons.

Support Services

Students sometimes have needs that cannot be met by the school and, as a result, the Local Authority provides a number of 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 665455.

EDUCATIONAL VISITS AND CHARGING

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 regard 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 he/she has 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.

When any activity is organised, anyone in receipt of Family Credit or Income Support is entitled to claim exemption from charges for board and lodging on residential trips that are not optional extras but are an essential part of the curricular provision of the school.

Please do not hesitate to contact the school if your son/daughter 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 particular circumstances please do not hesitate to contact Mrs McNally on 0191 216 5160 (kmcnally@gshsh.org.uk) or Miss Marley on 0191 216 1115, extension 261, (Imarley@gshs.org.uk).

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 is a lively school, which encourages students to take part in a wide range of extracurricular and study support activities. Firstly, 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
- Cricket
- Dance
- Home learning clubs in all subject areas
- Instrumental lessons e.g. violin, cello, flute, clarinet, guitar
- Mandarin
- Mathematics – Level 8 Club
- Masterclasses at local universities
- Netball
- Outdoor Activities
- Performing Arts
- Photography
- Rounders
- Singing Club

PROCEDURE FOR COMPLAINTS

Schools must have a complaints procedure in place in order to meet requirements laid down in the Education Act 2002. Any parent has the right to enter a formal complaint if he or she thinks 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.

KEY DATES - 2018 / 2019

September	3	Staff Training Day
September	4	Autumn Term begins for students
September	13	KS3 Celebration of Achievement Evening (7.00 p.m. – 8.30 p.m.)
September	20	KS4 and KS5 Celebration of Achievement Evening (7.00 p.m. – 8.30 p.m.)
September	27	Open Evening (5.00 p.m. – 8.00 p.m.)
October	1	Parents' Forum (1) (6.00 p.m.)
October	3	Year 7 Parent / Tutor Meeting (4.00 p.m. – 6.00 p.m.)
October	5	Staff Training Day
October	5	Year 11 Progress Report 1 issued to parents
October	26	Year 10 Progress Report 1 issued to parents
Oct 26 – Nov 4		Half Term Holiday
November	5	Term begins for students
November	15	Year 10 Parent Evening (4.00 p.m. – 8.00 p.m.)
November	23	Year 11 Progress Report 2 issued to parents
November	26	Year 11 Mock examinations (2 weeks)
November	30	Year 9 Progress Report 1 issued to parents
November	30	Year 12 Progress Report 1 issued to parents
November	30	Year 13 Progress Report 1 and Subject Reports issued to parents
December	07	Year 8 Progress Report 1 issued to parents
December	13	Christmas Concert 6.30pm
December	14	Year 7 Progress Report 1 issued to parents
Dec 21 – Jan 6		Christmas Holiday
January	7	Spring Term begins
January	7	Year 7 Health Week (health awareness activities)
January	14	Year 11 Mock Exam Results Issued in Assembly

January	14	Year 12/13 Mock Exams begin (1 week)
January	18	Year 11 Progress Report 3 issued to parents
January	21	Parents' Forum (2) 6.00 pm
January	24	Year 11 Parent Evening (4.00 p.m. – 8.00 p.m.)
January	28	Year 11 Post 16 Internal Taster Sessions this week
February	1	Year 9 Progress Report 2 issued to parents
February	4	Year 11 Post 16 Taster Sessions at Longbenton Community College
February	5	Year 11 Post 16 Taster Sessions at George Stephenson High School
February	13	Year 12 and Year 13 Parent Evening at George Stephenson High School (4.30 p.m -7.30 p.m)
February	15	Year 10 Progress Report 2 issued to parents
February 15 – 24		Half Term holiday
February	25	Term begins for students
February	28	Year 9 Combined Parent and Options Evening (4.00 p.m. - 8.00 p.m.)
February	28	World Book Day
March	8	Year 9 Option Forms Return Deadline
March	8	British Science Week (to 17 March)
March	15	Year 12 and Year 13 Progress Report 2 issued to parents
March	22	Year 8 Progress Report 2 issued to parents
March	26	School Production (6.30 p.m.)
March	27	School Production (6.30 p.m.)
March	28	School Production (6.30 p.m.)
March	29	Year 7 Progress Report 2 issued to parents
March	29	Year 11 Progress Report 4 and tutor report issued to parents
April	04	Year 8 Parent Evening (4.00 p.m. to 8.00 p.m.)
April 05 – April 23		Easter Holiday
April	22	Bank Holiday
April	23	Staff Training Day
April	24	Term begins for students

April	29	Year 10 Villiers STEM Residential (to 1 st May)
May	09	Year 7 Parent Evening (4.00 p.m. to 8.00 p.m.)
May	13	Summer GCSE/GCE exams begin
May	13	Parents' Forum (3) (6.00 p.m)
May	20	Year 12 Mock Exams begin (1 week)
May 24 – June 2		Half Term Holiday
June	3	Term begins for students
June	12	Year 9 History Trip 1
June	13	Year 9 History Trip 2
June	20	Year 10 Geography Fieldwork Trip
June	25	Year 10 Geography Fieldwork Trip
June	25	Summer GCSE/GCE exams end
June	28	Year 10 Progress Report 3 and Tutor Report issued to parents
July	3	Year 7 Maths Trip
July	5	Year 9 Progress Report 3 and Tutor Report issued to parents
July	10	Sports Day
July	12	Year 8 Progress Report 3 and Tutor Report issued to parents
July	16	Year 7 Progress Report 3 and Tutor Report issued to parents
July	15	Year 10 Work Experience Week
July	15	Whole School Open Day (Tours at 09.00 a.m and 11.00 a.m)
July	19	LAST DAY OF TERM
August	15	A Level Results Day
August	22	GCSE Results Day
September	2	Staff Training Day
September	3	Autumn term starts for students