



George Stephenson
High School

Guide for Parents 2020 – 2021

**(Includes consent forms to
return to school)**



GEORGE STEPHENSON HIGH SCHOOL

Senior Leadership Team

Headteacher:	Mr I D Wilkinson
Deputy Headteachers:	Mr P Douthwaite Mrs K Williams
Assistant Headteachers:	Mr A Lunn Mr S Tyson Mrs L Dunn Ms S Rix
Associate AHT	Mr A Williams
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.

For information about the school's Governing Body, please contact: **Mrs S Fitton**, 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)	12.40 – 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

8.00	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)	12.40 – 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 2020-2021

Year 7 is led by Mr Merrett and Mr D Jarvie

Leadership Team Link: S Tyson. Transition link: L Dunn. Attached Staff: J Fuller, E Stephenson.

Year 8 is led by ANO and Mrs Riccalton

Leadership Team Link: S Rix. Attached Staff: K Ainsworth, B Nicholls, L Smith.

Year 9 is led by Mr Patrick and Mr Ronan

Leadership Team Link: A Lunn. Attached Staff: J Cunliffe, T Tasker, T Campbell.

Year 10 is led by Mr Gibson and Mr Houghton

Leadership Team Link: K Williams Attached Staff: J Fuller, E Stephenson.

Year 11 is led by Mr Mogie and Miss Tatters

Leadership Team Link: P Douthwaite Attached Staff: T Curry, K Harrison, E Hill, A Thornton

Additional Maths Tutors: Mrs Tunmore (A9); Miss McCrory (A12); Mrs Snowball (A6)
Additional English Tutor: Mrs H Bell (C8)

Years 12 and 13 are led by Mrs Ronan and Miss Lauren Bell

Leadership Team Link: L Dunn.
Attached staff: G Kerrison, E Fletcher, M Howells.

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.

SIMS Parent

At George Stephenson High School we use SIMS Parent, an app (and website) that allows you to view information about your child's attendance, achievement, behaviour and home learning. 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 form at the back of this booklet. 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:

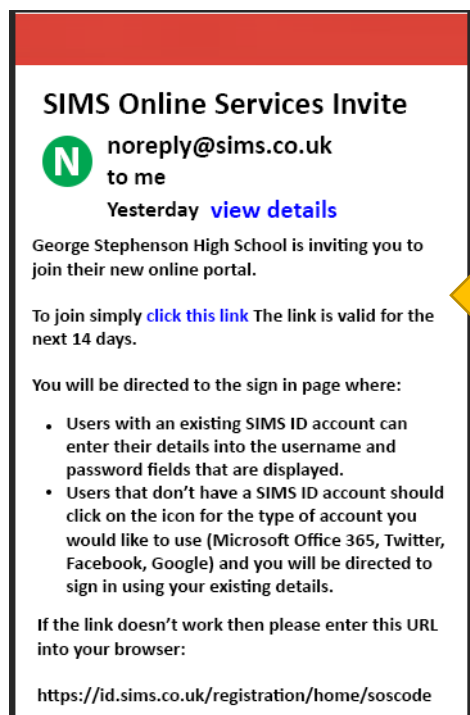
- An email from **SIMS** with an activation code (once you have provided your email address to the school.)
- Access to a computer or mobile device with an internet connection.

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

STEP 1

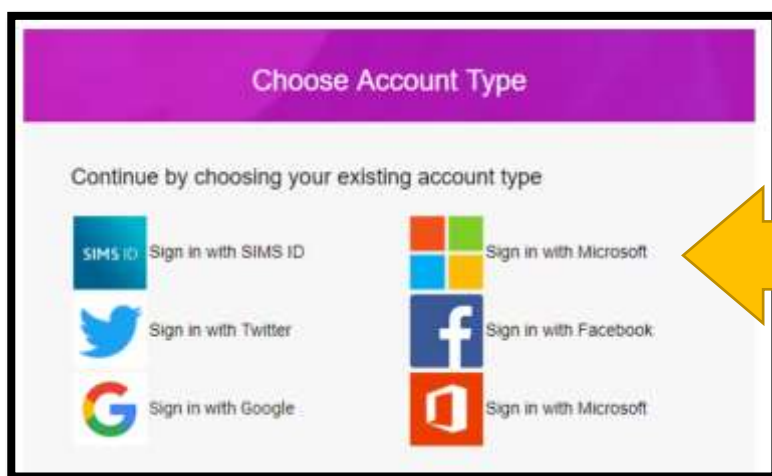
Once you have returned the form with your email address to the school, within a few days you will receive an activation email from **SIMS Online Services** similar to the one shown below.

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

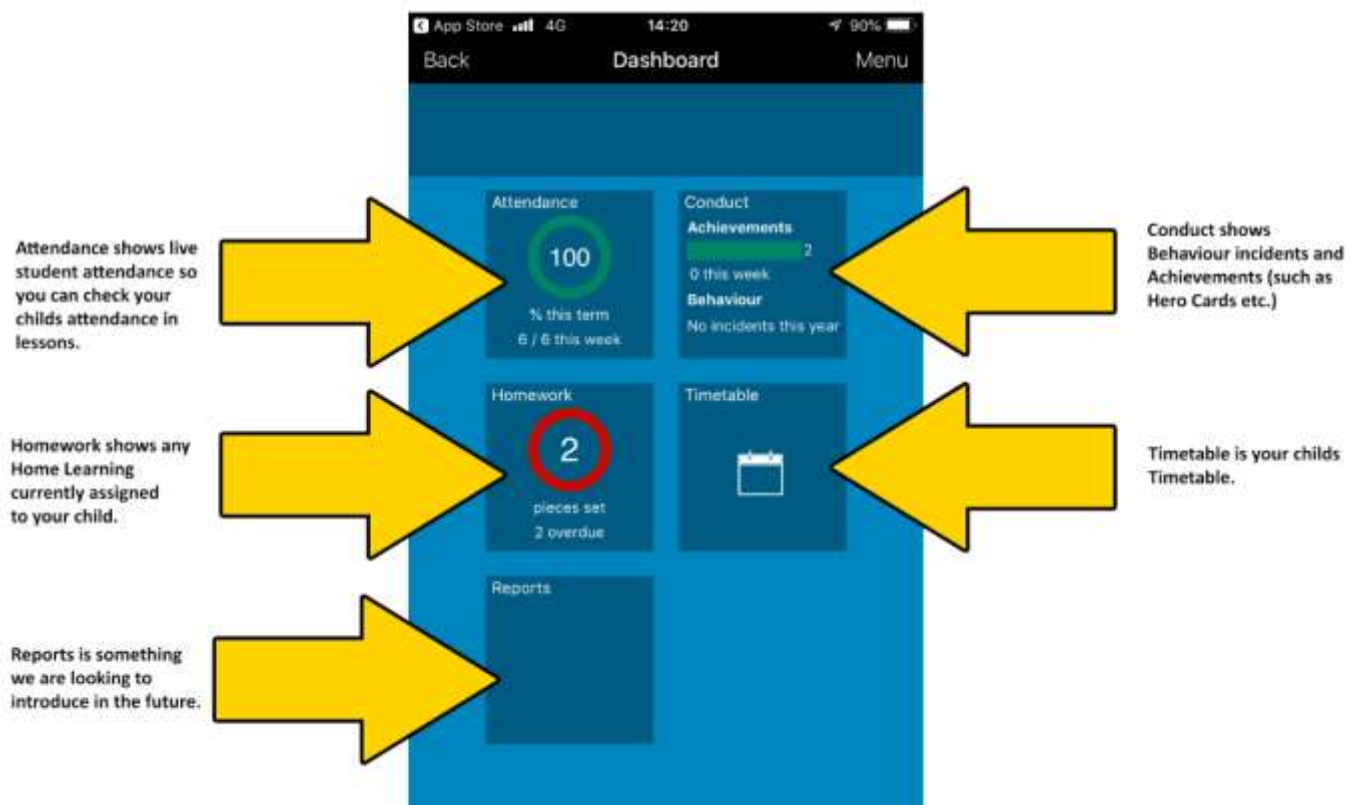
You will be asked to type in your child's date of birth as an extra security measure. Click **Verify** and please give the process a few minutes to complete. This can take a little while.

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

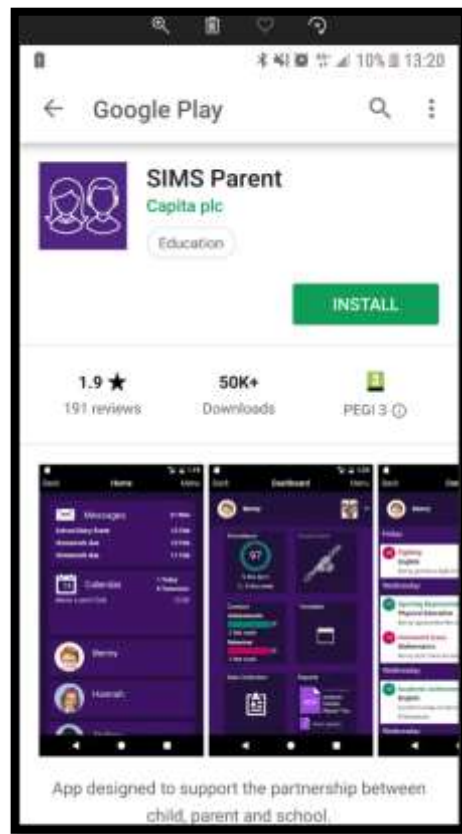
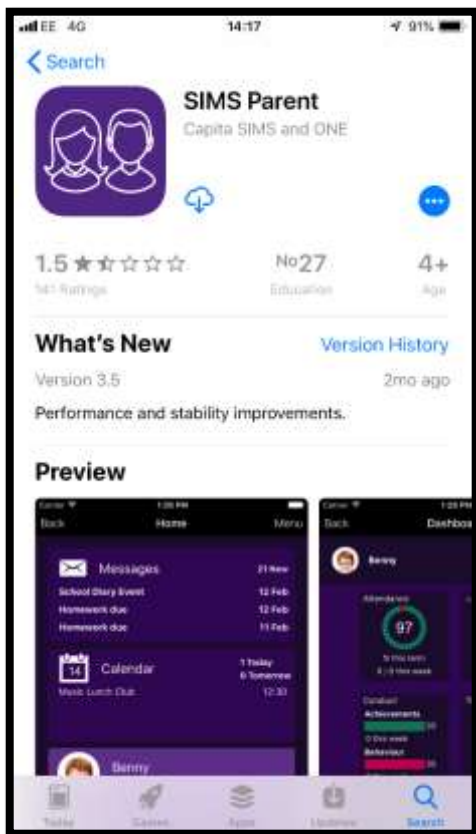
Once you are registered, you can choose to install the **SIMS Parent App** and use this instead of the website.

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

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 us.

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 **Mrs Kathryn Williams** (Deputy Headteacher) and support comes from the Deputy Designated Safeguarding Lead, **Mrs Louise Dunn** (Assistant Headteacher), the other Guidance Managers in school, and our two Family Liaison Workers, Sarah Graham and Alison Miller. The Governor with responsibility for Safeguarding is **Kimberley Flynn**.

If you are concerned about your child or another young person you can contact **Mrs Williams** or **Mrs Dunn** in 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/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 SIMs Engagement. 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.

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.

ACCELERATED READER

All Year 7 and 8 students participate in the Accelerated Reader Program. The Accelerated Reader program is a computerised program that tests reading comprehension. Students select books on their reading level, which is determined by the 'Star Reading Assessment'. The books are read independently and once finished a comprehension test is taken on the computer. Each book is worth a certain amount of points based on its length and reading level. Accelerated Reader enables 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.



THE GSHS BEHAVIOUR BLUEPRINT

“This is how we do it here.”

Visible Adult Consistencies

1. Calm
2. Welcoming
3. Positive

Rules

1. Ready
2. Respectful
3. Safe

Over and Above Behaviours

1. HotChoc Friday
2. LORIC Points and Cards
3. Rewards Assemblies
4. Celebration of Achievement
5. Positive Calls Home

Stopped Sanctions

1. Remind
2. Warning
3. Last Chance
4. Relocate
5. Time Out/Medication

Microscript

30 Second Intervention

- I've noticed that you are
- This is the second time I've talked to you about this. Remember last lesson when youthat's the student I need now.
- I need you to
- If you choose not to do that there will have to be a further consequence of ...
- I'll leave you to make your decision. Thank you.

Restorative Questions

1. What happened last lesson
2. What were you thinking at the time?
3. Who has been affected?
4. How did this make them feel?
5. How can we put things right / do things differently in the future?

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 HotChocFriday, LORIC 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 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 (After School Workshop) – see details below.

The non-negotiables are:

- Lateness to registration or lessons (L)
- Not having the correct equipment for learning (E)
- Failure to complete home learning (H)
- Unacceptable behaviour which leads to a Relocated 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 in lesson time (including change of lessons)
- swearing (particular emphasis on directed foul language)
- littering
- smoking/use of e-cigarettes
- 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 him or her. If the problem is repeated, the teacher will follow our Stepped Sanctions below.

Our Sanctions

STEP 1 **Remind**

STEP 2 **Warning**

STEP 3 **Last Chance**

30-second intervention script: last chance for student to take control of their behaviour, this should take place outside the classroom preferably.

Relocation (student is moved to another classroom)

The classroom teacher may follow-up the incident with parental contact by phone. Two Relocations in one week would lead to Departmental Report for one week.

Duty Support (student is moved to Time Out)

- The classroom teacher will follow-up the incident with parental contact by phone.
- A Restorative Conversation will be held the following day in registration.

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.

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 the bolthole and on the SIMS App, this would appear as an R for parents. 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). On the SIMS App, this would appear as a D for parents.

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 three levels of Detention in school; these are:

- **Break and/or Lunch time Detention**
- **Departmental Intervention**
- **Whole School Detention**

Break or Lunchtime detentions are used as a direct consequence for lateness to school. If a student arrives in school after 8.35 a.m. they will need to complete a 10 minutes break time detention. If a student arrives after 8.55 a.m. (after the bell for Period 1), they will be issued with a lunchtime detentions. Break or Lunchtime detentions are also used as a consequence of failure to meet behaviour expectations (Ready, Respectful, Safe) in social times.

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

Whole School Detentions, which are considered to be a more serious disciplinary sanction, are issued to students who have consistently failed to meet the school's expectations.

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

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 or recognition is given at every opportunity to recognise positive behaviour and approaches to learning as well as outstanding efforts and different types of achievement. The SIMS Parent App allows you to monitor your child's rewards on a daily basis.

In the classroom, we recognise and award points and LORIC cards for our 5 main learning habits (LORIC):

- Leadership
- Organisation
- Resilience
- Initiative
- Communication

LORIC 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. 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. All students on the list receive a postcard home and a smaller group from the list are selected at random to have a Hot Chocolate with a member of the Leadership Team.

RAISING ACHIEVEMENT

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

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
- 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
- Differentiated work and an adapted curriculum
- Differentiated home learning
- 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.

SOCIAL MEDIA

FACEBOOK/INSTAGRAM/TWITTER/SNAPCHAT 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

Manager: Mrs J Dickinson

The Learning Resource Centre (LRC) is open Monday – Thursday 8.00 a.m. to 4.00 p.m and on Fridays 8.00 a.m. to 3.30 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 DVDs. 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 and will receive a 10 minute breaktime detention. Students who arrive after registration (after 8.55 a.m.) will receive a 10 minute lunchtime detention.

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 students being asked to stay behind for an After School Workshop on a Wednesday.

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 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 Head Teacher) The amendments make clear that:

'Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances .Head Teachers 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 Head Teacher and is not a parental right. It is at the Head Teacher'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 Head-teacher/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 son/ daughter from school without requesting leave of absence or without authorisation from the Head Teacher the parent/carer 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 pupil 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.

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.

We have been in contact with Emblematic and are able to update you on the service they are providing within the context of the COVID-19 pandemic. Their embroidery facility is currently open, with a reduced staff following all Government Guidance, therefore they are able to complete all current online orders. They are also taking school orders via email as normal to orders@emblematic.co.uk. Following the government update on 10 May 2020, they will be offering the following options to parents this summer.

- Free delivery on all orders placed until the 1st July.
- After that, parents will either pay for delivery to home or use Emblematic's "Click and Collect" option (starting date to be decided). Parents will not be able to order with "Delivery to School" as an option.
- They have put measuring videos on their website, which parents can use to purchase the correct size, using measurements they have taken at home.
- They currently offer a free returns system, where parents use their website to return items, parents must then make a new order for the correct size (i.e. this is not an exchange service, as garments must be safely stored (Covid-19) before going back into stock).
- They are also offering a "Click and collect" option in the future from our Benton shop only (date and times to be decided), but plan to stop this mid-August, so we don't have the final rush of the summer with long queues which would be deemed unsafe.
- Emblematic will continue to follow the guidance and decide if/when their shops can re-open and what other changes can be safely made. They have also confirmed that all their plans are working to time and that their manufacturers have not missed any delivery dates as yet, so they will have a full stock available all summer and don't foresee any shortfalls in supply for going back to School in September. That said, Emblematic have asked us to express to parents the need to order early (especially this year i.e. before 1 August 2020) so they can deliver all the correct uniform, with plenty of time available for exchanges.

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.

DAILY UNIFORM

Navy blue school sweater with school badge*
School tie (clip on only)
Black school trousers with school badge* or
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

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

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 (optional-from Emblematic) with school badge
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 or rugby boots (advisable)
Shin pads (advisable)
Tracksuit bottoms (PLAIN BLACK – NO STRIPES) (optional)
Gum shield (advisable)

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 sandshoes – no coloured laces, logos or labels.

Designer shoes of any kind e.g. Vivienne Westwood

Fashion belts or scarves.

Non-school sweaters or cardigans.

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.

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 George Stephenson branded Leggings (OPTIONAL) No other leggings to be worn
- 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/Guardian 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: sun tan 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 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) may result in parents being contacted and asked to come in to school.

Students who are seen with a mobile telephone at the above times will be escorted to the main office to hand it over to a member of staff. The telephone 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, parents will be contacted to come into school to collect the mobile telephone.

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 4.00 p.m. Monday to Thursday and 8.00 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 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 (2019/2020) £2.30 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 £2.30 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. 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 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 follow the instructions of the bus driver and the teacher on duty at all times;
- 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 in order 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.

**GEORGE STEPHENSON HIGH SCHOOL
SCHOLARS BUS TIMETABLES SEPTEMBER 2020-21**

MORNING SERVICE

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 15:30 EARLY 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

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.

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 or email parentmail@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.

AUTUMN HALF TERM 2020

School opens on Wednesday 2nd September

School closes on: Friday 23rd October 2020

School re-opens on: Monday 2nd November 2020

CHRISTMAS 2020

School closes on: Friday 18th December 2020

School re-opens on: Monday 4th January 2021

WINTER HALF TERM 2021

School closes on: Friday 12th February 2021

School re-opens on: Monday 22nd February 2021

EASTER 2021

School closes on: Friday 26th March 2021

School re-opens on: Monday 12th April 2021

SPRING HALF TERM 2021

School closes on: Friday 28th May 2021

School re-opens on: Monday 7th June 2021

SUMMER HOLIDAYS 2021

School closes on: Friday 16th July 2021

School re-opens on: Wednesday 1st September 2021

Teacher Training Days

Tuesday 1st September 2020

Friday 20th November 2020

Friday 25th June 2021

CONSENT AND SIGN UP FORMS

Please read the following forms carefully, complete details and sign where required then detach them from this booklet and return to school as soon as possible in the pre-paid envelope:

1. CONSENT FOR BIOMETRIC INFORMATION (CASHLESS CATERING)
2. SIMS PARENT SIGN UP
3. HOME SCHOOL AGREEMENT
4. E-SAFETY AND ICT ACCEPTABLE USE POLICY CONSENT FORM
5. ADMINISTRATION OF MEDICATION CONSENT FORM
6. EDUCATIONAL VISITS AND TRIPS CONSENT FORM
7. MEDIA CONSENT FORM

GEORGE STEPHENSON HIGH SCHOOL

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION (Cashless Catering Only)

Please complete this form if you consent to the School taking and using your child's biometric information being used by George Stephenson High School as part of an automatic biometric recognition system. This biometric information will be used by George Stephenson High School for the purpose of school's cashless catering system only.

In signing this form, you are authorising the School to use your child's biometric information for this purpose until he/she either leaves the School or ceases to use the system. Please note that only one parent/carer is required to give permission for their child to use the biometric system.

If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school at the following address:

George Stephenson High School FAO: School Business Manager Southgate, Killingworth Newcastle Upon Tyne NE12 6SA

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted from the School.

Having read the guidance provided to me by George Stephenson High School, I give consent to information from the biometric of my child:

Child FULL Name: _____ FORM CLASS: _____

being taken and used by George Stephenson High School for use as part of an automated biometric recognition system for cashless catering for which this data will be used.

I understand that I can withdraw this consent at any time in writing.

Student Name: _____ DOB: ___/___/___

Parent/Guardian Forename & Surname: _____

Parental Signature: _____ Date: _____

SIMS PARENT SIGN UP

Dear Parent/Guardian

At George Stephenson High School we use SIMS Parent, an app (and website) that allows you to view information about your child's attendance, achievement, behaviour and home learning. 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 complete this form.

Please provide us with your email address so we can register you in SIMS Parent. In accordance with the General Data Protection Regulation of 2018 (GDPR) we need signed permission to allow us to communicate with you via email. Your email address and contact details will be kept in our secure SIMS Database and will not be shared.

Yours sincerely

MRS L.DUNN

Assistant Headteacher

MR J.BUTTNER

IT Manager

Student Name: _____ FORM CLASS: _____

I would like to register for Sims Parent in order to receive information about my child's attendance, achievement, behaviour and home learning.

Parent/Guardian Forename & Surname: _____

Email address to use for SIMS Parent app/ParentMail:

Parental Signature: _____ Date: _____

HOME SCHOOL AGREEMENT

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

Student Name: _____ FORM CLASS: _____

Parent/Guardian Forename & Surname: _____

Parental Signature: _____ Date: _____



E-SAFETY AND ICT ACCEPTABLE USE POLICY (STUDENTS) CONSENT FORM (Revised – GDPR)

The school operates an E-Safety and ICT Acceptable Use Policy for students; which sets the expectations upon individuals using ICT school systems. **Please refer to policy.**

STUDENT ICT ACCEPTABLE USE POLICY

- I will only use ICT systems in school, including the internet, email, digital video, and mobile technologies, for school purposes.
- I will use the ICT equipment in school with respect and care.
- I will not download or install software on school technologies.
- I will only log on to the school network/email with my own user name and password.
- I will not reveal my passwords to anyone and will change them regularly.
- I will not knowingly perform an act that could cause technical disturbance to anything on the IT network, including the introduction of viruses, worms or any other destructive mechanism.
- I will use responsible and sensible language in all my ICT communications and respect the feelings of others.
- I will not give out any personal information such as my name, phone number or address on the Internet.
- I will not take images of pupils and staff unless I have express permission from school staff, along with explicit consent from the individuals photographed and it is for school purposes. I will not distribute any images outside the school network.
- I will ensure that my online activity, both in school and outside school, will not cause distress or embarrassment to my school, or any member of the school community.
- I will not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the internet filtering system or any other security features.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to a member of staff. Some examples are: Extremist, racist, discrimination, drug abuse, violence and sexual explicit material.
- If the school suspects that I am using the system for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant authorities.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied, my computer rights revoked and my parent/carer contacted.
- I understand the school monitors and logs all of my activity when I use IT equipment and the internet in school.

I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied, my computer rights revoked and my parent/carer contacted. I have read and understood and agree to comply with this policy.

Student Name (Print): **FORM CLASS**

Student Signature: **Date:**
.....

We have read and understood this policy and have discussed it with our child.

Parent/Carer Signature: **Date:**
.....



ADMINISTRATION OF MEDICATION CONSENT FORM (Revised GDPR)

Student Name:		FORM CLASS:		D.O.B:	
Medical Condition or illness:					

Medicine <i>(please ensure student's name and dosage are clearly displayed on the container)</i>			
Name/Type of medication: <i>(as described on the container)</i>			
Date dispensed:		Expiry Date:	
Dosage and method:		Timing/s:	
Special precautions:			
Side effects that school need to be aware of:			
Plan C - Is the medicine to be self-administered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Plan A - School to administer medicine?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Plan B - Does the student have complex needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please give details:			
Is a medical Healthcare Plan in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Procedures to take in an emergency:			

Parent/Guardian Contact Details:			
Name:		Relationship to child:	
Telephone Number:		Mobile Number:	
I understand that I must deliver the medicine personally to the School and accept that this is a service that the School is not obliged to undertake.			
I understand that I must make note of the expiry date of the medication and ensure that further supplies are provided prior to the expiry date.			
I understand that I must notify the School of any changes, to medication or dosage, in writing.			

Signed:		Date:	
Print Name:			



EDUCATIONAL VISITS & TRIPS CONSENT FORM

(Revised – GDPR)

As part of your son/daughter's education he/she will be given the opportunity to go on a wide variety of visits and trips, inclusive of sports fixtures, to enhance his/her understanding and skills within different subjects. There were over 50 visits organised over the past year.

Not all trips are compulsory and this will be made clear to you in the letters that we send home. Some visits are planned to enhance school learning, develop thinking skills, others are needed for coursework.

Please complete the consent form that enables us, provided that we have notified you, to allow your son/daughter to participate in visits and trips within the school day. This will save you having to fill in a separate form for each visit. Payment will be needed by the deadline if your son/daughter is to attend (where appropriate).

If the visit is a Residential or an extended day, we will need you to complete an additional form. It is your responsibility to keep us up to date of any changes to your son/daughter's health. These will be sent out via ParentMail if you are registered or via your child's Tutor.

Student Name:		FORM CLASS:	Date of Birth:	
Medical Information				
GP's Name:		Tel No:		
Address:				
Is your child currently vaccinated against tetanus?			YES	NO
Date of last booster:				
May your child be given paracetamol?			YES	NO
May your child be given ibuprofen?			YES	NO
Does your child have any condition or illness that requires medical or surgical treatment, including medication? If YES please provide details below:			YES	NO

Does your child have any allergies? (dietary / medicinal / materials / animals / insects)	YES	NO	If yes, please give details:
--	-----	----	------------------------------

Specific dietary requirements:

Any other relevant information:

- Please note:**
1. Where medication is required, an adequate amount for the entire visit must be provided in its original packaging, labelled with the student's name, the name of the medication, the condition which it treats and the appropriate dosage.
 2. If specific advice needs to be followed in an emergency, these details and a doctor's letter confirming the treatment and fitness to participate in the individual visit must be provided.

Consent – I agree to the information section overleaf

That my child may attend and participate in all low risk educational visits, day trips and off site sporting activities organised by George Stephenson High School for the duration of their time at the school.

I have ensured that my child understands that it is imperative for their safety, and the safety of the group, that rules and instructions given by persons in charge of the visit/activities are obeyed. I accept that if my child does not meet the Code of Conduct requirements then he/she may be returned home, accompanied by an adult, before the end of the trip and that I will be required to bear the cost of this.

I authorise members of staff to approve such medical treatment for my child as is deemed necessary in an emergency. While I understand that the school will use all reasonable endeavours to contact me, I agree to my child receiving medical treatment, including anaesthetic, as considered necessary by the medical authorities present and that I will be responsible for any costs not covered by insurance.

I understand and accept that it is **my responsibility to update the school** should there be any changes to the medical information about my child. This form can be downloaded from the school website at any time.

I,, give consent for my child to attend educational visits and trips.

Parent/Carer's Signature: **Date:**

Student if over 13 years: I,, consent to attend educational visits and trips.

Student's **Signature:** **Date:**
.....

THE INFORMATION ON THIS FORM WILL BE TAKEN ON EVERY VISIT BY THE GROUP LEADER.



MEDIA CONSENT FORM (Revised – GDPR)

This form explains the reasons why and how George Stephenson High School (GSHS) may use photographs and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Student Name (Print):	FORM CLASS:	
Please place a tick in your desired option (Yes or No)	Yes	No
Allow your child's photographs within the school premises (such as on displays, notice boards, electronic screens).		
Allow your child's videos within the school premises (such as electronic screens).		
Allow your child's image for assessments, monitoring or other educational uses within the school. These images or recordings will be used internally only.		
Allow your child's videos for assessments, monitoring or other educational uses within the school. These images or recordings will be used internally only.		
Allow your child's image in our prospectus, newsletters and other printed publications that we produce for educational and promotional purposes.		
Allow use of images, including videos of your child for North Tyneside Learning Trust publications, displays, website, social media and press. I understand this will NOT include my child's name.		
Allow your child's photographs for use on the school website.		
Allow your child's videos for use on the school website.		
Allow your child's photographs for use on school social media (such as Facebook, Twitter, other).		
Allow your child's videos for use on school social media (such as Facebook, Twitter, other).		
Allow your child's photographs for use by a third party connected to the school.		
Allow your child's videos for use by a third party connected to the school.		
Allow your child to appear in the media e.g. if a newspaper photographer or television film crew attend an event organised by the school.		
Allow your child's photographs for use in local press.		

Please place a tick in your desired option (Yes or No)	Yes	No
Allow your child's photographs for use in national press.		
Year 11 only – Permit the school to use my child's personal information, photographs and videos, from previous academic years, for school leaving reasons such as: <ul style="list-style-type: none"> ❖ Leavers Hoodies ❖ Leavers Year Book ❖ Year 11 Group Photograph ❖ Year 11 Leavers Assembly 		

DECLARATION

Parent/Carer: I,

understand:

Student if over 13 years: I,

understand:

- Why my consent is required.
- The reasons why George Stephenson High School uses photographs and videos of my child/myself.
- Which other organisations' may use photographs and videos of my child/myself.
- The conditions under which the school uses photographs and videos of my child/myself.
- I have provided my consent above as appropriate, and the school will use photographs and videos of my child/myself in line with my requirements.
- Consent is refreshed on an annual basis and I must provide annual consent for photographs and videos of my child/myself to be used in other academic years.
- I will be required to provide consent again when any circumstances change.
- I can amend or withdraw my consent at any time and must do so by contacting the school.

Name of Parent/Carer:	
Signature of Parent/Carer:	
Signature of Student if over 13:	
Date:	

