



North Gosforth Academy

Important information for parents and carers

Includes documents to be signed and returned

School Year 2021-2022

North Gosforth Academy, Dudley Lane, Seaton Burn, Newcastle upon Tyne, NE13 6EJ

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Dear Parent/Carer,

Welcome to North Gosforth Academy.

Our philosophy is that we want to develop well rounded individuals who are confident, resilient, emotionally intelligent and independent.

We work in close partnership with parents and carers for the benefit of the students and have established a caring, friendly and supportive atmosphere. With your help, we can do much to ensure that the years spent by your child in North Gosforth Academy are both happy and successful.

In this booklet you will find key information that will be important to know before your child joins us at North Gosforth Academy. Some of the information refers to issues that help us to safeguard and take care of your child, as well as information to help your child to learn and achieve.

In addition, there are three important documents for you to sign and return to us. These are:

- Admissions information form (2021-22)
- Consent form for
 - participation in enrichment and other extra-curricular activities off school premises
 - participation in additional activities before and after school that take place on school premises
 - photographic/video/electronic media images to be used in specific circumstances
- Home-School Agreement*

* We would like you to read through the **Home-School Agreement** with your child as we request that you and your child sign the agreement.

Please sign, print your name, disclose your relationship to the child, date and return all of the aforementioned documents to us, either in person to our reception, or by post to: **North Gosforth Academy, Dudley Lane, Seaton Burn, Newcastle Upon Tyne, NE13 6EJ** as soon as possible.

If there is anything you wish to discuss, please contact the school and request a telephone call from your child's Form Tutor. The school telephone number is 0191 236 1700.



Pete Fox
Principal

Dates of school terms and holidays 2021/2022

- For Year 7 students only - the new school year begins on **Tuesday 7th September at 8.40am.**
- For all other students – the new school year begins on **Wednesday 8th September at 8.40am.**

Holiday	School breaks up	Return to school
Autumn half term 2021	Friday 22 nd October	Monday 1 st November
Christmas 2021	Friday 17 th December	Tuesday 4 th January
Spring half term 2022	Friday 18 th February	Monday 28 th February
Easter 2022	Friday 8 th April	Monday 25 th April
May 2022	Friday 27 th May	Monday 6 th June
Summer 2022	Friday 22 nd July	Monday 5 th September
<i>Please note school is closed on bank holidays</i>		

On the final day of the Autumn, Spring and Summer Term, school closes at 1.00pm.

The school will be closed to students on the following Teacher Training/Development Days:

Monday 6th September 2021

Thursday 7th October 2021

Friday 3rd December 2021

Monday 27th June 2022

Details of school terms and holidays can be reviewed by consulting our school website
<https://www.northgosforthacademy.org.uk/about-the-academy/school-information/term-dates>.

Daily routine

Timings	Period (Duration)
8.40 - 8.55am	Registration/Assembly (15 mins)
8.55 – 9.40am	Period 1 (45 mins)
9.40 – 10.25am	Period 2 (45 mins)
10.25 -10.45am	Lower School Break (20 mins) <i>(Year 7 and 8 only)</i>
10.45 – 11.30am	Period 3 (45 mins)
11.30 – 12.15pm	Period 4 (45 mins)
12.15 – 12.55pm	Lower School Lunch (40 mins) <i>(Year 7 and 8 only)</i>
12.55 – 1.40pm	Period 5 (45 mins)
1.40 – 2.25pm	Period 6 (45 mins)
2.25 – 3.10pm	Period 7 (45 mins)
3.10pm	End of school day

Please note: Students should arrive on school site by 8.30am in preparation for the school day beginning at 8.40am. A breakfast club is available from 8.00am each morning.

Students who arrive after 8.40am receive a 30 minute detention that evening.

Pastoral care

Our pastoral system is overseen by our Assistant Principal, Mr Cooper. The pastoral team is organised into year groups with a Head of Year who is responsible for tracking students' progress, supporting their learning, ensuring their welfare and maintaining discipline in each year group. These activities are also supported by the Form Tutors, who are responsible for the daily registration of students and who are usually the most appropriate first point of contact for parents/carers wishing to discuss general issues regarding their children.

All staff within the academy have pastoral responsibilities and they are expected to ensure a high and consistent standard of discipline while acting with fairness, courteousness and respect in their dealings with students. The academy has clear expectations for student behaviour. These expectations can be found in the student planner and are based on common sense, in order to protect the interests of each member of the school community. Each student is required to:

1. Do as they are asked – first time, every time.
2. Be prepared for lessons with the right equipment and the right attitude
3. Be courteous and respectful to all staff and students
4. Take pride in their work
5. Wear the correct uniform at all times
6. Have their planner in school each day
7. Be punctual to all lessons
8. Complete homework on time and to a high standard
9. Follow the rules of the PRAISE code at all times
10. Do the very best they can in each and every lesson

We also expect our students to follow our RICH ethos. This is to be:

- **Resilient** – have the ability to bounce back
- **Industrious** – have a passion for hard work
- **Curious** – have a thirst for knowledge
- **Honourable** – have a commitment to respect

There is a graded system of sanctions for any students who do not conform to these reasonable standards. This is highlighted in our PRAISE code. We give a high priority to recognising good work, effort and behaviour. At North Gosforth Academy, we reward achievement and offer academic prizes.

We are fully committed to the welfare of every child, and each student has daily contact with a tutor who usually remains with them until they leave the academy in Year 11. Registration periods aim to promote good relationships between staff and students, focusing on aspects of personal and social education, tracking attainment and recording individual achievement.

How does your school know if my child needs extra help?

- If your child is transferring to North Gosforth Academy and already has a special educational need, your current school will inform the Special Educational Needs and Disabilities Co-ordinator at the academy. These children form the majority of SEND students.
- On entry to the school, all students are screened on key skills. This system can pick up potential needs at the earliest stage.
- Some children do well at primary school but find the transition to secondary education more difficult. Our teachers are highly alert so that such areas of need are spotted early and referred to the Pastoral and Learning Support Teams so that support can be co-ordinated promptly.
- The school listens to parents/carers. Sometimes, the first signs of needs are identified through conversations at home so parents/carers are always welcome to contact the school to talk about concerns.

What should I do if I think my child may have a special educational need or disability? Who can I contact for further information?

If you are concerned about your child's abilities or well-being, the school will listen to your concerns, discuss them with you and agree on a plan that requires monitoring or may require assessment by specialist staff or external agencies.

- You can contact the school by phone, letter or e-mail
- The Academy is appointing a new SENDCO for September 2021. Information about this appointment will be shared in due course.

First aid and accidents in school

The academy has a well-equipped first aid provision. There are a number of staff within the academy who are trained to help with first aid. If your child is unwell during the school day, they should speak to their teacher, who will contact the first aid team for assistance. Your child should not contact home to advise they are unwell without informing the school. It is extremely difficult for the academy to manage parents/carers arriving to pick up a sick child, if your arrival is the first the staff know about the illness. If your child needs to come home, we will contact you.

Medical conditions

In our Academy we look after a number of children who have a variety of medical conditions, including allergies. Pastoral and SEN staff coordinate the care and support for students with such conditions and allergies. If your child has a condition, or if one develops during their time at the Academy – including if symptoms change (for better or for worse) – please let us know so we can ensure your child is looked after effectively. There may be occasions when we require you to attend the Academy in person to meet and agree how we can best support your child.

In some circumstances the school can assist with prescribed medication (see Medication policy on school website for full details) However, this will need to be discussed with a member of the first aid team at the academy. In brief, medication:

- **MUST** be brought into school by a responsible adult;
- **MUST NOT** be brought in by students, (Best Practice);
- **MUST** be in the official box with the chemist's label showing the pharmacy name and contact number on it;
- **MUST** clearly show the student's name;
- **MUST** clearly state the dosage, "when required" is not allowed and it is illegal for a chemist to write this on a prescription for a child;
- **MUST** show the expiry date.

If the label has been changed i.e. dosage on front has been changed from one tablet to two in pen the school will not accept the medication. It is illegal for a chemist to do this – he/ she must print a new label if there is a mistake and we cannot accept the word of parent's/carer's – this information **MUST** come from the chemist.

The school will not accept any medication that does not meet all the criteria set out above.

The school planner

On the first day of the new academic year, each student will be given a hard-backed student planner which they will keep with them for the whole year. The planner is central to the administration of the PRAISE code and will be the basis for rewarding students for their good work ethic in lessons. It is also used for recording sanctions if behaviour falls below the levels expected. The planner supports students with planning and organisation. The planner is also used by the school to communicate with parents and vice versa. Parents/carers should sign their child's planner once per week. This will be checked by their tutor during registration.

It is vital that students have their planner in school every day. The planner is used in each and every lesson by both students and teachers. Students will be required to show their planner to a member of the staff at the school gate when they arrive to school. Students who forget their planner will be provided with a temporary planner for that week. If students lose, damage or graffiti their planner then they will be required to purchase a new planner at a cost of £5.00. The school hold the right to advise if a planner needs replacing due to damage or graffiti.

Uniform & students' personal appearance

We are proud of our Academy and ask that our students wear their uniform with pride. Uniform is compulsory and must be worn by students at all times in school.

Our current uniform is supplied by Emblematic. This can be purchased online from their website at www.emblematic.co.uk or by visiting their shop in Longbenton.

Emblematic Ltd, Unit 26, North Tyne Ind. Est., Longbenton, Newcastle upon Tyne, NE12 9SZ

Our uniform requirements are below:

Boys
<ul style="list-style-type: none">• School sweatshirt with North Gosforth Academy logo• White polo shirt with North Gosforth Academy logo• Black trousers (see note 1)• Black shoes (see note 2)

Girls
<ul style="list-style-type: none">• School sweatshirt with North Gosforth Academy logo• White polo shirt with North Gosforth Academy logo• Black trousers or black skirt (see note 1 & 3)• Black shoes (see note 2)

Key Points for Uniform

1. **Trousers:** School trousers for both boys and girls should be traditional formal black dress trousers. They should not be denim, leggings, linen or cargo-type. Likewise they should not be skin tight and should not resemble jeans. The school is aware that some shops are now advertising and selling 'school uniform' trousers that do not match our definition of formal dress trousers. We ask that parents/carers check this carefully before making purchases. *See attached sheet.*
2. **Footwear:** Students are required to wear smart, plain black, formal school shoes/ankle shoes. Shoes must be polishable over their entire surface with a traditional sole and be plain black and carry no logos. Black trainers that have the appearance of school shoes are not acceptable. Trainers are not permitted unless there is medical exemption from a doctor. The school reserves the right to determine what shoes are acceptable designs. Parents should be aware that many retailers advertise school shoes which are not in line with the school's expectations on footwear. We ask that parents/carers check this carefully before making purchases.

3. **Skirts:** Skirts must be knee-length and tailored. No stretch material or skin-tight material is permitted. Please wear black, plain tights with skirts. *See attached sheet.*
4. **Belts:** No wide or coloured belts with large buckles or logos.
5. **Outdoor coats:** Students should wear an outdoor coat that is appropriate for the weather conditions. Outdoor coats should not be worn indoors and should be removed prior to entering the school building.
6. **Bags:** It is a requirement that every student should have a school bag large enough to fit an A4 ring binder. This is to ensure that they can carry PE kit and all the books and equipment they need for the school day. Bags should be marked or labelled with the owner's name.

PE Kit

Boys/Girls
<ul style="list-style-type: none"> • Sky blue polo shirt with school logo • Royal blue sweatshirt with school logo • Navy/black shorts • Navy/black joggers or navy tracksuit bottom

Food Technology

Boys/Girls
<ul style="list-style-type: none"> • Apron (essential) – Aprons are available from Emblematic but any apron is acceptable

Uniform will be checked by staff on a daily basis. If your child attends school in non-uniform items without suitable explanation from a parent/carer (by telephone/letter) sanctions will be imposed.

In addition to the above, the following infringements may also result in your child receiving sanctions:

- Inappropriate hair colour/haircut. The school reserve the right to determine what is considered "inappropriate";
- Nail extensions/false nails;
- Excessive make up. Subtle make up is acceptable and should be natural in colour. False eyelashes and false tan are not allowed. Excessive make up must be removed;
- Jewellery. The only jewellery allowed to be worn in school is a watch and one plain ear stud in each earlobe only. For obvious reasons of safety and risk of personal loss, jewellery other than these should not be worn to school. Should a student choose to wear items of jewellery the school will confiscate these items, parents/carers will be expected to collect these from school.

The following uniform must be worn daily whilst at North Gosforth Academy:



White Polo Shirt
Embroidered with North
Gosforth Academy Logo



Navy Sweatshirt
Embroidered with North
Gosforth Academy Logo



Black Trousers
Traditional black formal
dress trousers



Skirt
Plain black skirt – knee
length and tailored (none
stretch/skin tight)



Shoes
Plain black formal polishable
school shoes



Suitable Bag
An appropriate bag for
carrying equipment (to fit an
A4 ring binder)

The following uniform must be worn for PE whilst at North Gosforth Academy:



Royal Blue PE Sweatshirt
Embroidered with North
Gosforth Academy Logo



Sky Blue PE Polo Shirt
Embroidered with North
Gosforth Academy Logo



Plain Navy/black Shorts
No markings or logos



Navy/black
Tracksuit Bottoms
No markings or logos



Sports Trainers
Not to be worn as school shoes



Football Boots

Note: *The school reserves the right to determine whether an item of clothing abides by the uniform policy.*

Student personal property

Students are responsible for their own property. Therefore, books and materials required during the course of the school day should be carried in a bag of reasonable size.

In all schools dealing with lost property can become a major issue. We ask parents/carers to ensure that all personal property is marked with the name of the student. We do not operate a 'lost property room'. In the event of student's personal property being found in classrooms, the property will be left in the classroom for a reasonable time so that the student can trace it. Student property found in the PE area will be kept by the PE staff for a reasonable time and then passed to charity. Occasionally things are lost, and while every effort is made to return property to its rightful owner, we are not always successful in doing so.

For obvious reasons, items of high monetary or sentimental value should not be brought to school. Students do so at their own risk. The school cannot be responsible for loss or damage.

We strongly advise you to consider taking out insurance cover against loss of property (such as your child's bike etc.) and injury to your child. Under the budgetary arrangements of local financial management, the school is not able to budget for ex-gratia payments in respect of loss or damage to personal property.

Travelling to and from school by bus

All bus passengers have the right to travel safely. Poor behaviour is never acceptable and we will work with Nexus and the bus companies to ensure high standards of behaviour on the bus journeys to and from school.

Students are responsible for their own conduct when travelling on scholars' and public service transport. It is very important to have the full support of parents/carers in order to maintain good behavior.

The bus companies request that parents take time to read through the following code with their child.

Parents are asked to ensure that their child:

- Is at the departure point five minutes before the transport is due;
- Knows what to do if the transport is late or does not arrive;
- Has a Concessionary Travel Pass as drivers will ask for the pass when boarding;
- Carries his/her ticket and travel pass at all times;
- Knows that he/she must find a seat and remain seated for the duration of the journey;
- Knows that he/she must only stand if no seats are available, but not on the platform, stairs or top deck;
- Knows that he/she must not use the emergency exit except in an emergency;
- Knows that he/she must not smoke.

Nexus advises that sanctions will apply for serious and persistent misbehaviour, which may involve exclusion from scholars' transport, the payment of compensation for damage and students being reported to the police.

Bringing a bicycle to school

Bicycles should be parked in the designated area within the school grounds. All bicycles should be secured using a substantial lock and chain. The owner of the bike should ensure the key for this lock is kept in a safe place. Students should have a satisfactory level of competence and awareness of cycling proficiency should they choose to cycle to school. Students should also ensure they wear a helmet and have appropriate safety equipment fitted to the bike (lights etc).

It should be noted that, as with all personal property, bicycles are brought onto the school premises at the owner's risk. Parents/Carers are advised to take out appropriate insurance if their child cycles to school as the school cannot be held responsible for loss or damage.

Use of mobile phones, personal music players and wearing of headphones

We require students to be reasonable and helpful in respect to all electronic devices. These items are extremely popular but have potential nuisance value. Mobile phones are permitted at school but should only be visible outside of the school building. Personal music players and headphones are prohibited within school.

If students are in the dining hall or inside on a wet break, mobile phones should not be visible or in use.

Infringement of these simple rules will lead to confiscation until the end of the school week, when the student can collect the item/s, or until a designated adult collects the item/s. School will not accept liability for the damage to and/or loss of such items.

Reporting absence

When you know that your child is to be absent on a given day, please inform the school, preferably by telephoning the school office (telephone 0191 236 1704) before 8.30am on the first day of absence. A 24-hour answerphone service is available on this number. On returning to school, your child must bring a signed and dated note from you, and give this to his/her tutor. If we have not received this from you, you may receive a visit from an Attendance Officer.

As you will be aware, absence from school may have a negative impact upon your child's education. School is no longer able to authorise absence from school for the purpose of taking a holiday.

Punctuality

School begins at 8.40am. Students should arrive on site by 8.30am to ensure they are in registration for 8.40am. Late arrival is recorded and a planner comment issued to that student. Students will also be issued with a 30 minute after school detention on the same day. Persistent lateness will be dealt with by school and the Attendance Service and may result in sanctions against the child and/or parents/carers.

Participation in enrichment and other extra-curricular activities

Throughout the year, your child may wish to participate in regular enrichment activities before or after school, in local visits off the school premises or in extra-curricular activities. Parents/Carers will always be informed that these are to take place, but students will be expected to ensure that their parents/carers are aware on each occasion and informed if necessary that they may be returning home later than normal.

Sporting events are often at the mercy of the weather and may be rearranged at short notice. Some of the events will be off-site and students are transported to them either by coach or minibus.

At students' request, after 'away' fixtures, we can sometimes allow mini bus drop-off points as we pass close to students' homes, otherwise we will ensure that all students are returned to the school site as close to the estimated return time as possible.

The safe use of ICT equipment in the School

You are asked to ensure that your child understands and agrees to comply with the following:

- To use only the school's ICT systems, including the internet, email, digital video, mobile technologies etc. for learning
- Not to download or install software on school technologies
- To log on to the school's network/Learning Platform with his/her own user name and password
- To follow the school ICT security system and not reveal his/her passwords to anyone
- When in school only use his/her school email address
- Not to deliberately browse, download, upload or forward material that could be considered offensive or illegal. If he/she accidentally comes across any such material, to report it immediately to a member of staff
- Not give out any personal information such as name, phone number or address over the internet
- Not to arrange to meet or communicate with someone via the internet unless this is part of a school project approved by a member of staff
- To respect the privacy and ownership of the work of others on-line at all times

Privacy Notice (how we use pupil information)

At the Gosforth Group we collect information from pupils and from their parents and carers. We may also receive information about pupils from their previous schools.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, address, next of kin);
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as examination and test results);
- Medical information (such as medical conditions about which the school need to be aware);
- Special educational needs information (such as information of pupils' learning needs);
- Behavioural information (such as exclusions from schools)

Why we collect and use this information

We use the pupil data:

- to admit pupils to the schools within the Academy;
- to support pupil learning (including online resources);

- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under the General Data Protection Regulation (GDPR). Under this European rule we collect and use the information we gather to allow the Academy to complete its public task in providing education to pupils. The processing is necessary for the Academy to perform its functions to pupils and parents.

There will also be occasions when we need to collect sensitive information, for example, about your educational needs or health. The processing of this information is necessary to allow the Academy to carry out its obligations in providing your education and to keep you safe (conditions (b) and (g) of the GDPR Article 9(2)).

In some circumstances your consent will be needed and this will be used as the lawful basis for collecting information, when we take photographs for the website, for example, or needing your fingerprints to pay for your school meals. On these occasions we will let you know when your explicit consent is required.

Collecting pupil information

Whilst the majority of pupil information you provide us is compulsory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice.

Storing pupil data

We do not hold pupil information for longer than is necessary. The Academy has a schedule that lists the length of times that we keep different pupil records and how they are disposed of when they are no longer needed.

Who we share pupil information with

To ensure we abide by the law we routinely share pupil information with:

- schools that pupils attend after leaving us;
- our local authorities;
- the Department for Education (DfE);
- the National Health Service (school nurse, for example)

We will also share information with other people and organisations like official school photographers and travel companies with whom we arrange educational visits.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age of 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers;
- youth support services;
- careers advisers

For more information about services for young people, please visit our local authority websites.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please submit your written request to the Academy's Data Protection Officer at dataservices@judicium.com. Alternatively please write to:

The Data Protection Officer, Judicium Consulting Limited, 72 Cannon Street, London, EC4N 6AE

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please also contact the Data Protection Officer at the addresses above.

Please complete and return the accompanying forms to North Gosforth Academy