



Handbook for Parents and Students

This handbook contains information about the school's ethos, expectations, routines, procedures and policies. You may wish to keep it in a safe place as it may be useful to refer to it from time to time.

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School Aims and Ethos

Our purpose is to prepare our students for life in the 21st Century. In doing so they will become:

- flexible in their thinking;
- independent in their learning;
- effective in their communication skills;
- inspired with enthusiasm for continued learning.

Our intent is to actively promote continuing learning throughout the whole school community, in which:

- happiness and high self esteem are developed by recognising success;
- change is welcomed;
- all demonstrate the conviction that the school is infinitely improvable;
- the role of parents in developing learning is explicit, recognised and valued;
- technology is used to develop borderless thinking and to transcend the boundaries of time, place and subject content.

Our vision is that as a school community:

- we will develop a passion for learning rather than an acquisition of knowledge;
- we will develop the desire and aptitude to be inquiring, willing to test and hypothesise, and to take risks;
- we will become creative problem solvers and effective decision makers;
- we will develop high levels of communication skills.

We will achieve this by:

- inspiring students with curiosity by our example;
- developing in our students the capacity to ask questions rather than providing them with answers;
- recognising and celebrating the achievement of all students;
- identifying and maximising the full potential of all students.



Senior Staff

Steve Wilson
Linda Buckle
Andy Sherlaw
Sarah Lackenby
Ian Short
Natalie Thorne
Rachel Thurlow
Steve Williams

Headteacher
Deputy Headteacher
Deputy Headteacher
Assistant Headteacher
Assistant Headteacher
Business Manager
Assistant Headteacher
Assistant Headteacher/Director of Sixth Form

Heads of Department

Kim Smith
Jill Langthorne
Alan Keegan
Alice Robertson
Ben Cox
Stuart Dean
Hilary Henderson
Jane Scott
Jane Bennetts
Brindley Reece
Kieran Baldwin
Lisa Wrigglesworth
TBC
Ian Teasdale
Annalisa Reith
Jonathan Okwe-Pearson
Sarah McKeown

English
Mathematics
Science
Art
Business Studies
Geography
History
Food and Textiles Technology
Information Technology/Computing
Modern Foreign Languages
Music
Physical Education
Religious Education
Technology
Drama
Media
Psychology

Student Support Staff

Richard Chambers
Lesley Clark
Abi Welch
Ankita Karn
Michael Wright
Zoe Medhurst
Matt Bland
Sarah McKnight
James Mackenzie
Dave Lee
Gareth Ellis
Kate Swinburne
Kirsty Hutchinson
Marni Thomas
Helen Daglish

Head of Year 12
Head of Year 13
Head of Year 9
Assistant Head of Year 9
Head of Year 10
Assistant Head of Year 10
Head of Year 11
Assistant Head of Year 11
Special Needs Co-ordinator
Alternative Curriculum Co-ordinator/Assistant SENCO
Library Manager
Public Health Nurse
Sixth Form Support Tutor
Learning Mentor
Student Support Co-ordinator



The School Day

Arrive at School	8.50 am
Registration/Assembly*	8.55 – 9.10 am
Period 1*	9.10 – 10.10 am
Period 2*	10.10 – 11.10 am
Break time	11.10 – 11.25 am
Period 3*	11.25 – 12.25 pm
Lunch time	12.25 – 1.15 pm
Period 4	1.15 – 2.15 pm
Period 5**	2.15 – 3.15 pm

*Except Wednesday when there is an extended tutorial period until 9.25 AM.

** Except Tuesday when school concludes for students at 2.15pm for staff training

Term Dates 2017 - 2018

Autumn Term

School commences for students

Wednesday, 6th September 2017

Half Term

Monday, 23rd October 2017 to

Friday, 27th October 2017

Term recommences for students

Monday, 30th October 2017

Last day of term for students

Friday, 22nd December 2017

Spring Term

School commences for students

Monday, 8th January 2018

Half Term

Monday, 12th February 2018 to

Friday, 16th February 2018

Term recommences for students

Monday, 19th February 2018

Last day of term for students

Thursday, 29th March 2018

Summer Term

School commences for students

Monday, 16th April 2018

Half Term

Monday, 28th May 2018 to

Friday, 1st June 2018

Term recommences for students

Monday, 4th June 2018

Last day of term for students

Friday, 20th July 2018

Please note that there will be Training Days on the following days when school is closed to students:

4th and 5th September 2017

Friday, 29th June 2018



Attendance and Punctuality

In order that students can achieve their best with us and we can look after them, we ask students to do the following:

- In the mornings, be at school by **8.50 am** and in tutor rooms by **8.55 am**;
- In the afternoon, be at school by **1.10 pm** and in classrooms by **1.15 pm**;
- To report to the office if for any reason they need to leave the school site other than at lunch-time and home-time;
- Arrive at lessons on time.

Parents can help us by:

- Contacting the school by phone and providing a note whenever a child is absent;
- Trying to arrange, whenever possible, appointments with a doctor, dentist, etc. for after the end of the school day, at weekends, or in the holidays;
- Booking holidays in official school holiday periods and not in term time. (Government advice prohibits schools from granting requests for term time holidays except in “exceptional circumstances” – see website for further details).

School will:

- Telephone on the first day of absence if at all possible.

Note that North Tyneside Council may issue a Penalty Notice if a student has unexplained absences, or is persistently late for school after registration has closed.

It is essential that students always carry the school identification card with them.

The Tutor

The Tutor is at the centre of each student's education at the school. They will meet students daily, and will help their tutees make progress by:

- Ensuring good communication with home;
- Ensuring good punctuality and attendance;
- Liaising closely with the Head and Assistant Head of Year;
- Encouraging academic and social progress;
- Teaching the Tutorial Programme;
- Helping students set realistic and achievable targets;
- Monitoring achievement of targets;
- Monitoring the reward system;
- Issuing information;
- Introducing discussion on the 'Pause for Thought'.



Expectations Agreed by Staff and Students

Class Expectations

To allow everyone to learn:

- Arrive on time with everything you need for the lesson;
- Go in quietly, take off your coat and get ready to work. This includes switching off mobile phones and music equipment, and putting these items into bags;
- Never use camera phones to take photos or video of staff or students;
- Listen to the teacher and follow instructions;
- Respect other students' right to work;
- Take care of equipment and the classroom;
- Chewing, eating and drinking (except for water) are not allowed;
- Always act in kind and considerate ways.

Out of Class Expectations

- Queue patiently in the dining hall or at the "Qube" – don't push in;
- Put litter in the bins;
- Eat and drink hot food/drinks in 'A' Block hall unless given permission to take to a work session by a teacher;
- Co-operate with school and kitchen staff;
- Respect the fabric of buildings;
- Look after the toilets to ensure they are always fit to use;
- Do not smoke or vape anywhere on or near the site;
- Respect other people's property, such as bicycles;
- Behave responsibly at all times when out in the community.



Rewarding Achievement and Monitoring Progress

The Student Planner aims to help students:

- organise themselves;
- set targets, review and record achievements;
- record homework and deadlines;
- provide information about day to day school matters.

We ask parents to keep in regular touch with us through the planner by making comments and checking the planner each week. Also, if you write a message in the planner for teachers or tutors, make sure that your daughter/son shows it to the appropriate member of staff at the earliest opportunity.

We aim to reward particularly impressive achievements, such as:

- full attendance;
- outstanding effort;
- exemplary work;
- extra – curricular success;

and the exemplification of such attributes as:

- teamwork skills;
- resilience;
- reflectiveness;
- readiness to learn;
- adaptability.



The Tutorial Programme

In all year groups, students follow a planned tutorial programme designed to prepare them for their roles and responsibilities as an adult. This will include citizenship, careers support, preparation for the world of work, health issues, study support, stress management, e-safety, general knowledge, etc. For these reasons punctual attendance at tutorial is essential.

Also as part of the tutorial programme, students will be encouraged to set targets and review their progress with their tutors. This is one of the reasons students do so well academically here.

Parents will be formally invited into school for Parents' Evenings, but are asked to make comments in the Student Planner and contact tutors whenever they feel it is appropriate.

Where it is agreed that a student needs even closer monitoring of their attendance, punctuality, performance or behaviour, they will be asked to keep a daily/weekly target report sheet.

Independent Working

At High School, we aim to develop all students' ability to work independently. We will be addressing this vital skill at the very beginning of Year 9 and thereafter with a carefully planned programme, designed to support students to develop those key learning skills and effective habits necessary to see them become curious, reflective and resilient learners, which will result in success in examinations and beyond. Regular homework will form a part of our expectation of students.

Students should note details of homework in their Student Planner, and parents are asked to check and sign these regularly.

From previous experience we have found that it is really important that parents start the Planner checking process from the first week of Year 9 if it is to be a successful way of tracking work set and work completed.



The Library

The school has a well-equipped library, with 3 full time specialist staff to support students. The library houses 30 networked computers with internet access, has a range of magazines, newspapers, reference books, and a huge number of fiction and non-fiction books. As well as being used during lessons, the library is usually available to students at break times, lunch times and after school. The library runs a wide range of exciting extra-curricular activities and all students should try to get involved with one of these during Year 9.

Research about regular reading in Years 9-13 has shown it improves both students' exam outcomes and career success in later life, so please make a positive effort to keep your child's interest and enjoyment of reading high.

The Internet

Access to the Internet enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with other Internet users throughout the world. This is a vital part of students' education and one which helps them 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 from accessing unwanted Internet material. However, our service provider filters all the material coming into our institution and makes every effort to keep up to date.

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.

We have an Acceptable Use Policy, which is explained to all students during their induction, and monitoring software that allows us to check all sites that students access, and it keeps a record of these sites. If students are found to be viewing inappropriate sites, parents will be contacted, and the student's access rights may be altered as a result.

During school, teachers and library staff will guide students towards appropriate materials. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, videos, computer games, radio and other potentially offensive media.

Parents who are concerned about e-safety or who would like more advice and guidance about monitoring usage should contact the Head of Year in the first instance.

Facebook/Twitter and other Social Media

Parents are strongly urged to work closely with their children to avoid problems of name-calling or ganging up on Facebook, Twitter or other social media sites. The school cannot be responsible for inappropriate behaviour involving Instagram, Snapchat and Facebook. That is a parental responsibility. We further urge parents not to become involved in exchanges with young people on their children's behalf.



Student Guidelines for Use of the Computer Network and Internet

It should be remembered at all times that the school computer network is provided for educational purposes and should not be misused. We have sophisticated monitoring software which we use to track usage.

When using the Network students must:

- keep their password safe and never give it to another user;
- treat the equipment with care and respect;
- not be wasteful of resources e.g. paper, printer ink etc.

Students must not:

- attempt to access the network areas of other users;
- attempt to access software other than that assigned to them or alter programs or settings.

When using the Internet students must:

- only do so for curriculum purposes;
- be aware that staff constantly review files and communications to ensure that the system is being used responsibly.

Students must not:

- attempt to gain access to unsuitable information;
- pass on unsuitable information to others.

When using the system students must:

- report any damage or malfunctions to a member of staff as soon as possible.

Website Security and Student Safety

From time to time we like to publicise school events, celebrate achievement or participate in online activities such as the Carnegie Reading Award via our Internet, Website or Twitter Account
www.whitleybayhighschool.org

**The School's Website can be visited at
www.whitleybayhighschool.org**

**Twitter Account
[@whitleybayhigh](https://twitter.com/whitleybayhigh)**



Special Educational Needs

The school's SEND Policy runs in line with the 2014 Code of Practice. The main emphases in the Code are Inclusive Education and student and parental involvement in the decision-making processes. The school's information report and North Tyneside's Local Offer are available to read on the school website.

The SEND Department at the school operates a flexible system, which supports both staff and students in a variety of ways. Provision depends on the nature of a given problem. It could include:

- In-class, one-to-one or small group support from the Learning Support Assistant;
- In-class or one-to-one support for students with statements from the Statement Support Teacher;
- A reading programme to improve reading and comprehension age;
- In-class support using trained Year 12 and 13 students;
- One-to-one support using trained Year 12 and 13 students;
- Small group withdrawal to focus on numeracy, keyboard skills, spelling and reading;
- Before and after school intervention programmes and homework support;
- Differentiated work and an adapted curriculum;
- External agency support;
- Attending a Friendship Group to improve social communication skills;
- The use of technological aids to facilitate learning in the classroom.

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 about your daughter or son, please contact James Mackenzie, the Special Educational Needs Co-ordinator.

Gifted and Talented Students

The school is committed to helping all students, whatever their ability, achieve better than expected progress. To that end, students who are identified as exceptionally able or talented are nominated for a register and their progress is closely monitored to try to ensure that the work they are given has the right level of challenge and stimulates higher order thinking. Many students benefit from the special events and activities which are provided through the Gifted and Talented Programme for targeted groups.

The Gifted and Talented Co-ordinator is James Marshall.



Keeping Safe—Guidelines for Students

You should feel safe and happy at school.

If you feel threatened or insecure it is important you share this with a teacher.

- Be careful who you share your personal contact details with. This includes mobile phone numbers and email addresses. This is particularly important if your email address contains part, or all, of your name.
- Be aware people with whom you interact in chat rooms may not be who they say they are. You are strongly advised **not** to share personal details and never meet anyone you know only online.
- Don't say things online that you would not say in person; think before you type.
- Remember that any mobile phone or webcam image that you share or allow to be taken of you can be passed on to the whole world via the internet. Be cautious.
- Mobile phones can play an important part in personal safety. However, avoid using mobiles and text messages in an insensitive and inappropriate manner. Camera phones must never be used to take photos or videos of staff or students.
- ID cards help the school to be a safer place. Make sure you always have yours with you.
- Do not use Facebook or other social networking sites to post offensive material or to allow others to do so or to get yourself into any kind of difficult situation.
- Do not engage in personal conversation with people you don't know very well/at all.
- Tell your parents and friends the details of the people you are communicating with. If they mean no harm, then they will not mind.

Looked After Children

Looked After students are carefully supported at our school. Sarah Lackenby, James Mackenzie or Helen Daghish attend the Care Team Meetings and Looked After Reviews, which are usually held in school.

Sensitive Issues

Linda Buckle leads our school response to sensitive issues. Please do not hesitate to contact Linda Buckle, Deputy Headteacher, if you need any help on these matters.



Medical Information

Parents will be asked to fill in a **medical form** giving details of any medical condition that applies to their daughter or son, as well as information on any medication being used.

Students should take medication prescribed by a doctor at home if at all possible. If students are required to take medication at school, parents must inform the school and complete a Medication Care Plan. It is particularly important to inform the school if students regularly carry medication for conditions such as asthma, diabetes, epilepsy, anaphylactic shock, etc. If a student carries an epipen, protocol will come from the parents on the advice of their GP. A form requesting this information will be given to parents of all children when they start the school and must be updated if a new condition is diagnosed.

The school has a First Aid Clerk, Maria Meikle, available in the school office daily.

In the case of illness during the school day, students should:

- ask to be excused from the lesson
- be taken by another student to the school office (students should not go to the First Aid Room without reporting to the main office)

The school First Aid Clerk will occasionally contact you if there is a health issue about which you should be notified. The First Aid Clerk will also be up to date with the special medical needs of identified students and you can contact the First Aid Clerk if you need to do so.

Use of Aerosols on the School Site

We have a number of students who are allergic to aerosols and would request that you support us in discouraging the use of aerosols anywhere on the school site.

If a student needs to be sent home, the office will contact you so please keep us up to date with your emergency contact phone numbers.

Text Messaging

Please note that we will use our text messaging service from time to time when we need to contact you with reminders or important information.



Free School Meals

Some information published about schools is linked to percentage of students **ELIGIBLE FOR** free school meals. Even if students do not intend to take free school meals, it is useful to have the application forms filled in.

Parents can apply for free school meals if in receipt of

- Income Support
- Income Based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Pension Credit Guarantee
- Child Tax Credit without Working Tax Credit and an annual taxable income below £16,190 (as assessed by HM Revenue and Customs).
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit and an annual taxable income below £16,190
- Universal Credit – during the initial roll-out of the benefit

If your child is not in receipt of free school meals and you think he/she maybe eligible, please contact 0191 6432288 for an application form.

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 Heads of Year 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.

Detention

A student may be kept behind briefly at the end of a lesson by a teacher. If this continues after 12.25 pm at lunchtime or after 3.25 pm, then it will be regarded as detention and the following guidelines will apply:

Parents will be informed by phone or in writing at least 24 hours in advance of the time, place and reason for the detention. This will allow you as a parent enough time to contact us if you wish to bring any relevant points to our attention.

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 response following other strategies. A key factor is likely to be where behaviour constitutes a risk to the safety and happiness of other pupils or staff. In this context, issues such as possession of illegal substances, weapons capable of threatening or causing physical damage, inappropriate use of language, or actions which put others in danger will be regarded as serious breaches of behaviour.

Managed Moves/Fair Access

For students who, because of unacceptable behaviour, are regarded as being at risk of permanent exclusion, there is the possibility of a Managed Move or Fair Access move to another school. The procedure will be discussed in detail with parents, should the situation arise.



Bullying

We are aware that bullying may occur when groups of students are together, but we believe in trying to create a climate in which bullying behaviour is not accepted by any member of the school community.

We believe that students have the right to be happy and safe, to be themselves, and to enjoy peace of mind. We do not believe that any student should be frightened by the words, threats or actions of others. We do not condone any physical violence or verbal abuse, even when it is provoked by the behaviour of others. Our policy is intended to promote a situation where students, staff and parents work together to eliminate any form of bullying at Whitley Bay High School.

We use questionnaires on bullying to allow tutors and Heads of Year to monitor problems should they arise and to take appropriate steps to address issues. The Student Council was involved in writing our anti bullying policy.

We aim:

- To use all staff, parents, outside agencies as a positive resource in countering bullying behaviour;
- To use the curriculum to develop the personal and social skills of students in preventing, handling and responding to bullying in a positive manner;
- To give help and ongoing support to victims and to bullies to change their behaviour;
- To use the students of the school as a positive resource against bullying behaviour.

Expectations of Parents and Students on bullying:

- We expect no bullying behaviour to be tolerated and that you will actively support the school's policy on bullying;
- We expect any student, parent, or any third party, aware of or suspecting that bullying is taking place will talk to a relevant representative of the school;
- We expect you to work together with the adults in school to stop bullying; no parent should become involved in exchanges on Twitter, Facebook or other social media.

Equal Opportunities—Single Equality Duty

A key priority of our work with students is to explain our single equality duty and what this means day to day in practice.

i. Racial Equality Policy

The school has a Racial Equality Policy designed to secure the entitlement of students and staff from different ethnic groups on the school site. Racial Harassment is rare and any incidents are treated very seriously and reported to the Governing Body and Local Authority. If your child witnesses any racist behaviours please encourage them to report these as a matter of urgency to help us keep the school safe and welcoming to all.

ii. Homophobia, Gender and Disability Issues

The school treats all students equally, respecting and valuing all members of its community. Therefore, homophobic, disability or sexist harassment is treated with equal seriousness to other forms of bullying. Please support the school in encouraging tolerance and open-mindedness in your children. Any examples of prejudice or intolerance will be taken very seriously and parents will be notified.



Substance Use and Misuse

The school is committed to the health and safety of its members, and will take action to safeguard their well being. In this context, the misuse of tobacco, alcohol, solvents and drugs is unacceptable, as is the illegal supply of these substances. The Governors' adopted Policy below outlines how the school will tackle issues related to substance use and misuse.

Note that there is a procedure to follow where students, who have been prescribed drugs for medical purposes, have to take these while in school. This procedure is outlined in a previous section.

Statement of Policy regarding Substance Use and Misuse

- A coherent drugs education programme is in place, designed to inform all students of the risks and potential consequences of the use and misuse of substances, including drugs, tobacco, alcohol and solvents.
- Students must not bring, use, or be under the influence of illegal drugs, alcohol or solvents, or have in their possession illegal drugs, so-called legal highs, tobacco, E cigarettes, alcohol or solvents, at any time on the school premises.
- The use or possession of illegal substances is a criminal activity. The school will inform parents and the police on all occasions when it suspects any use, possession or exchange of illegal substances on school premises.
- Because of the criminality of the offence, the school will also inform parents and the police if it knows or suspects students of possession, selling or using illegal substances outside school premises.
- Teachers cannot offer any guarantee of confidentiality to students who reveal information related to illegal substances.
- The school will exercise the right to search bags, and to ask students to turn out their pockets, shoes etc. Two members of staff will usually be present in such a situation. No physical search of students will take place.
- If a student is found to be using illegal substances, then the school will seek to make available to parents, information about sources of advice and support. Continuance at school may be conditional on evidence that this support is being taken up.
- To enforce this policy, the Headteacher will employ a range of sanctions, which could include exclusion from school.

No Smoking Policy

In line with legislation banning smoking in all public places from 1st July 2007, and North Tyneside Council's Policy on no smoking on all council premises, Whitley Bay High School is a **no smoking** site. This means that no one is permitted to smoke on site at all. This smoking ban includes all members of staff, parents, students, visitors, etc. In promoting this policy, we ask for the support of all parents in ensuring that students do not bring cigarettes or lighters to school, or smoke on their way to or from school. Vaping is also similarly prohibited.



Extract from Student Planner on Drugs

Whitley Bay High School accepts and understands that drugs are a problem in society. However, we are absolutely committed to the position that school is a place of teaching and learning and that there is no place for drugs in such an environment.

Young people in particular are likely to be exposed to the issue of drugs and drug use and will be faced with choices. In order to help you make these choices, the school's response to the use, possession or supplying of drugs is outlined below. This is in addition to our drug education programme which is part of the PSCHE curriculum (entitled LV on timetables).

The school's response to drugs is based around a combination of support and sanction. We always consider individual circumstances and contexts. What follows is typical of our response and is the response which should be expected.

If discovered to be in possession of drugs in school:

- your parents will be informed;
- the police will be called; you may be searched in the presence of an appropriate adult;
- you may be referred to an agency for advice, coping strategies and support.
- you may be excluded from school for a number of days and your parents will be required to come in for a re-admission meeting.

If discovered to have used a drug during the school day (on or off site):

- your parents will be informed and you will be taken home;
- the police may be informed and you may be searched in the presence of an appropriate adult;
- you may be referred to an agency for appropriate advice, coping strategies and support.
- You may be excluded from school for a number of days.

Should you be discovered to have supplied drugs during the school day whether on or off site:

- your parents and the police will be informed;
- you will be given an initial fixed term exclusion and the headteacher will consider from a variety of options for your future.



Extra Curricular Activities

Outside the classroom we encourage students to participate in a wide range of activities to increase their happiness and enjoyment of life, broaden their horizons and develop their social circle. This is a key priority of the school.

There are many sporting activities available and clubs and teams range across many physical activities. Departments offer activities specific to their expertise such as the UK School Mathematical Challenge and visits to the Clothes Show. There are opportunities for all students to follow their interests. Further details such as times, dates and venues are communicated via subject teachers, the school's daily bulletin, calendar and the website.

Each year there are a variety of concerts and dramatic productions, which recently have ranged from musical spectaculars through to 20th century classics. All students are welcome to participate by performing or assisting in the organisation of these productions.

In recent years, several residential educational visits have taken our students to far-flung locations. The Governing Body is keeping our approach to residential activities under review in light of the revised DfE Guidance about taking students out of school. We are anxious to keep the delicate balance between offering students the widest range of experience and maintaining their safety. This does create paperwork demands for parents sometimes in terms of completing Consent Forms, but whilst this may appear irksome at times, it is a necessary and important part of the risk assessment process.

Mobile Phones and Music Players

We understand that many parents wish their children to carry mobile phones as a means of ensuring their safety after school hours. We wholly support this. However, we require mobile phones to be switched off between 8.55 and 12.25 then 1.15 to 3.15 as a matter of good manners and courtesy to others. If a student is asked to give their phone to the teacher we expect them to do so immediately and with no fuss. They should **NEVER** be used for personal use during lessons. If you want your daughter or son to carry a phone please can you insist on buying a cheaper model and insuring it separately. Students are strongly advised not to bring expensive mobile phones to school at any time as they are attractive to thieves. Students are not permitted to use mobile phones to take photographs or video of staff or other students, under any circumstances.

The use of phones or other devices to play music is not allowed in lessons. Ear pieces **MUST** be removed and also kept in bags. Please note that the school's insurance policy does not include theft of students' property.



Teaching School Alliance

Whitley Bay High School became one of the first cohort of Teaching Schools in the Country in May 2011. As you will be aware we have since received a second Ofsted 'outstanding' in all aspects of our provision (May 2013) and we are a recognised centre of excellence for Teaching and Learning, English, Maths, Science and CPD. As a National support school we work closely with a number of other schools in the locality.

The benefits of Teaching School to staff and students include:

- access to additional funding for new innovations
- regular sharing of best practice with visitors from across the world
- new approaches to raising achievement
- prestige which attracts the best fields for vacancies

School Direct

In 2017-18 up to 24 new graduates will join our School Direct Programme where they will get their first experience of teaching. However, it is important to note that only a few will be on teaching placement with us. They will do their teaching practices at our alliance partner schools across North Tyneside and Northumberland.

Investors In People

In June 2014 the school was redesignated with Investors In People status as a recognition of the value we place on strong, effective relationships in the school.

Contact with School

There may be occasions when you are not happy with the way the school dealt with an issue. Please, if you are angry or upset, do not let your feelings override normal courtesy. In particular please speak calmly to our office staff, our teachers or the member of the Leadership Team who deals with you. This is a very large school with many interactions going on every day and we will do our very best to help you with your issue as quickly as possible. Schools can be stressful environments and this stress is intensified if parents approach the school in a confrontational way. Please be patient, calm and polite as this will make it much easier for us to respond quickly and appropriately. If you speak aggressively or discourteously to our staff then we may choose to terminate the conversation and re-schedule it later when you are more composed. Bullying language, threats and open hostility have no place in school/home dialogue. Please note it is not reasonable to expect our office staff to respond to detailed questions during the school holidays.

Safeguarding

If you wish to see a member of staff please telephone to make an appointment. Do not simply turn up at the school. If you have an appointment you must enter the buildings by the visitor reception area and sign in. Please do not walk into the school without having done so. All visitors must sign a Visitor Information Sheet and take a name badge before going beyond reception. After your appointment is finished please leave the site directly via reception.



Whitley Bay High School Parents' Trust Fund

The Trust replaced the former School Fund to which each parent made a regular payment. The change to voluntary donations and independent administration enabled a charitable Trust to be set up and reclaim income tax on covenanted donations. The tax reclaimed by the Trust increases the support we can give to the school by 33%.

The Trust provides a regular income to the school to cover non-budgeted expenditure on terms which benefit the whole school, and in addition it has provided or contributed towards projects such as:

- support of Sports Day;
- drama equipment;
- music concerts;
- affiliation fees and insurance for Sports Teams;
- provision of outside seating;
- curtains for the stage;
- music and transport for the choir etc;
- sports equipment and facilities;
- sound systems for the hall;
- support for teams who succeeded in regional competitions and had to travel to national venues (Bar Mock Trial/Schools' Question Time).

You will see that the Trust fulfils a vital support role in today's current financial climate and enables the enhancement of the quality of school life to the benefit of all students. It is hoped that all parents will feel the Trust is a suitable way in which they can support the school. The Trustees will be writing to you in September to enlist your support: please participate.

The Governing Body

For information about the school's Governing Body, please contact:

Chair of Governors
Mr Paul Mitchell
c/o Whitley Bay High School
Deneholm
Whitley Bay
NE25 9AS
Telephone Number: (0191) 200 8800



School Uniform: Years 9, 10 and 11

All students are expected to wear correct school uniform at all times. The excellent reputation of the school has caused the demand for places to be ever increasing. Students attending this school benefit from its reputation, and we expect students in turn to help maintain that reputation by high standards of behaviour and appearance, both in school and in the local community. Parents whose children are allocated places here are expected to fully support the school policy on uniform.

Trousers

Plain black, full length, smart trousers. Please note that the following are **not acceptable**: casual or fashion trousers in any colour or fabric, including jeans, cords, track suit bottoms, combat trousers, cargo pants, ski pants, jogging pants, *leggings, jeggings, shorts, three-quarter length trousers, and trousers with metallic decorations. Only small unobtrusive black belts are acceptable. (*We have been advised that girls wearing leggings, particularly those that are see through or threadbare is potentially a safeguarding issue).

Shirts

Plain white polo shirts with school logo. The following are **not acceptable**: other shirts in any colour, including sports shirts, tee shirts and aertex tops.

Skirts

We do not recommend skirts for school wear as they tend to be short and impractical. However, if students wish to wear them, black skirts of decent length with opaque tights (not footless tights) are acceptable.

Sweatshirts and/or Hoodie

Navy blue sweatshirt (round necked or zipped) with school logo. Navy blue hoodie with school logo. Students should **NOT** wear any other hoodie or sweatshirt. Cardigans and jumpers should **NOT** be worn. Students **must** wear a school polo shirt underneath a school sweatshirt or school hoodie.

Shoes and Socks

Plain black, sensible shoes, or plain black trainers (with no other colours or logos). Casual footwear or trainers in other colours are **not acceptable**.

Coats and Bags

Students can obviously wear outdoor coats to travel to and from school. These must not be sweatshirts or hoodies unless they are the school sweatshirt or hoodie. Outdoor coats must be removed when students are in school. Coats must not bear large graphics or writing on the front or back. Denim jackets should not be worn.

Students will need a suitable bag to carry books, equipment, PE kit, etc. Expensive designer bags are not advisable. The local police strongly endorse this statement as such items can put students at risk on their way to and from school.

Jewellery

Elaborate or expensive items or jewellery **must not** be worn to school. For safety reasons, only small studs are acceptable and these will have to be removed for physical education lessons. Also for safety reasons, other types of body piercing are inadvisable.

Parents are advised to ensure that all items of clothing worn to school are clearly marked with the student's name. Our school does not have insurance cover against loss, theft or damage to students' property, and for this reason, students are advised to keep coats, bags, and other belongings with them at all times. For the same reason, expensive items of clothing and jewellery should not be worn or brought to school. Police advise marking all personal property in such a fashion that it can be identified.

At Whitley Bay High School, our priority is a high quality education for all of our students. For this reason we intend to ensure that tutorial and lesson time is used effectively for the benefit of students. It is unacceptable for teachers to have to use valuable teaching and learning time debating with students whether or not they are wearing correct school uniform. To avoid such situations, which disrupt effective teaching and learning and can damage relationships, parents are expected to ensure that students wear the correct school uniform.



PE Kit

The following items will be required by the students in order to fulfil the PE curriculum safely and comfortably:

- Navy Blue Sweatshirt with PE Logo
- Plain Navy Blue Jogging Bottoms with PE Logo
- Plain Navy Blue Polo Top with PE Logo
- Royal Blue Football Shorts (optional)
- Royal Blue Football Socks (optional)
- Football Boots
- Shin Pads

Training shoes, with laces that fasten safely and which are cushioned for varied impact work are vital. If students wear training shoes for football they are not able to compete against other students wearing boots, which makes teaching more difficult.

OPTIONAL PE KIT ITEMS

- Gum shields for hockey and rugby if played in club or match situations.

- A badminton, table tennis and tennis racket is also beneficial so that students can play with better quality equipment. These can be kept in the PE office as long as they are named.

INFORMATION:

Students are encouraged not to leave their kit around school or loan it to friends as this can cause problems and it can be difficult to trace. We encourage students to have their name in their PE kit to ensure it is easily identified. Students should also wear kit when unwell or injured as they are still part of the lesson.

For health and safety reasons, jewellery (including body piercing) must be removed or well taped over during PE lessons. Parents are reminded that the school cannot accept responsibility for items lost or damaged, such as ipods and mobile phones.



Home-School Partnership Agreement

This is a copy of the Home School Agreement which will be in the Student Planner in September. In signing this statement, partners (student, parents and school) are indicating agreement with, and commitment to the principles described in the handbook.

The home-school partnership agreement has been drawn up in response to statutory guidelines under section 111(1) of the School Standards and Framework Act, which came into effect on 1st September 1999.

Name of student: _____

As a student at Whitley Bay High School, I will do my best to:

- Work hard at school and home, and help others to enjoy learning.
- Come to school regularly, punctually, and properly equipped for work.
- Carry the school Identification Card at all times.
- Wear school uniform exactly as described in this handbook.
- Follow the school's expectations for conduct both in the classroom, in the buildings and around the site.
- Comply with the guidelines for the use of the Computer Network and the Internet.
- Comply with the Policy on Substance Use and Misuse, including the No Smoking policy.
- Comply with the guidelines for use of Mobile Phones.
- Talk about any difficulties with my Tutor or Head of Year.
- Keep my Planner up to date, and show it to my parents regularly.
- Keep my family informed about school by delivering newsletters, reports and other communications.

Signed: _____ (Student signature) **Date:** September 2017



Home-School Partnership Agreement Continued

As parents, we will do our best to:

- Make sure that our child comes to school regularly, punctually and properly equipped for work.
- Inform the school as soon as possible about the reason for any absence.
- Make sure that our child wears school uniform as described in this handbook.
- Support the school's expectations on conduct.
- Support the school's guidelines on the use of the Computer Network and the Internet.
- Support the School Governors' Policy on Substance Use and Misuse, including the No Smoking Policy.
- Support the school's Mobile Phone Policy and acquaint ourselves with the advice on Facebook/Texting, accepting that we are responsible for our child's Internet/phone usage.
- Check and sign our child's Planner regularly.
- Contact the school if we become concerned about any aspect of our child's work, behaviour or welfare.
- Come to Parents' Evenings, and other meetings to discuss our child's progress.
- Get to know about our child's life in school.
- Inform the school immediately of any change of address or phone number, or any circumstances likely to affect our child at school.
- Treat all who work on the school site with courtesy and respect.

Signed: _____ (Parent signature) Date: September 2017

The school will do its best to:

- Provide the highest possible quality of teaching.
- Provide the best possible atmosphere for learning.
- Regularly set appropriate homework.
- Mark work done in school and at home, to support your child's learning.
- Check that your child comes to school regularly, punctually and properly equipped for work.
- Check that your child wears school uniform as described in this handbook.
- Make sure that your child follows the school's expectations on conduct.
- Check your child's Planner regularly.
- Contact you about any aspect of your child's life that is causing us concern.
- Provide regular information about school and your child's life here, including a written Progress Check each year.
- Provide an opportunity each year for you to discuss your child's progress with teachers.
- Deal calmly, sympathetically and supportively with stressful situations involving children, their friends and families.

Signed: _____ (Tutor signature) Date: September 2017



Whitley Bay High School Home/School Partnership Agreement 2017 - 2018

Parent of: _____

Tutor Group: _____

Privacy Notice

Whitley Bay High School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you require more information, please contact:

Information Strategy Manager
Children, Young People and Learning
North Tyneside Council
2nd Floor Left
Quadrant East
The Silverlink North
Cobalt Business Park
North Tyneside NE27 0BY
Telephone: 0191 6438130

Connexions North Tyneside — once you are aged 13 or over, we are required by law to pass on certain information to Connexions, which is part of North Tyneside Council. We must provide both your own and your parent/s name/s and address/s, and any further information relevant to Connexions.

Photographs

From time to time we like to publicise school events, celebrate achievement or participate in online activities such as the Carnegie Reading Award via our Internet and Website.

www.whitleybayhighschool.org

We are keen to use photographs and film of students to illustrate these activities. On most occasions photographs of students will not bear individual names.

I have read the Whitley Bay High School Home/School Partnership Agreement. Please tick to show your agreement.

Home/School Partnership Agreement

Permission for Photographs

Privacy Notice

ICT User Agreement

Signed: _____ Parent

Date: _____

(Please return on Induction Day)