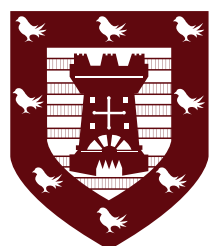




The King Edward VI School

Parent/Carer Handbook 2021/22



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Dear Parent/Carer

Welcome to The King Edward VI School. We are delighted that your child will be joining our school in September. The school has a long standing tradition of academic achievement and enrichment opportunities for all. We are a friendly and welcoming place and one where every individual is valued and we hope that you and your child will quickly become part of our community.

This booklet is intended to provide you with much of the information you will require before your child begins school in September. It will also prove useful to you throughout the year and we would therefore ask that you keep it for reference.

We are committed to providing a broad, balanced and creative education for all of our students. We will guide and support them to maximise their potential and hope that each student has his or her life enriched through learning both in and outside of the classroom.

During this school year your child will be faced with a number of challenges and opportunities. It is our aim to enable your child to develop his or her intellectual, social and personal skills to the full. The first challenge will be to manage the move from middle to high school. Although for some it is an overwhelming prospect, we will support your child through this transition, enabling him or her to feel part of The King Edward VI School community.

We insist on high standards of behaviour and expect much of your child. It is really important that all parents/carers support the school standards so that our conversations and dealings with your child are all positive and focus on helping your child achieve their very best. The atmosphere in our school is extremely positive and as a result we hope school will be a very enjoyable experience for your child.

You have a role to play in your child's development, by working closely with the school, supporting school policies and communicating with us on a regular basis. Please do not hesitate to contact the school if we can help in any way.

Yours sincerely

Ms Clare Savage
Headteacher

The Three Rivers Learning Trust



The Three Rivers Learning Trust provides education across eight schools in the Morpeth and Rothbury area. The Trust consists of Abbeyfields First School, Harbottle C of E First School, Stobhillgate First School, Thropton First School, Chantry Middle School, Dr Thomlinson C of E Middle School, Newminster Middle School and The King Edward VI High School. We provide an inclusive, supportive and high achieving learning experience for over 3,000 young people aged 4 – 19.

All eight schools have a rich and successful history and continue to be a central part of our local and regional community. We aim to build upon our successes whilst valuing our heritage, to ensure that our students are well prepared to succeed in the twenty-first century.

All Trust schools have shared values and priorities. A single Board of Trustees is responsible for the strategic direction and performance of The Three Rivers Learning Trust.

Our Purpose

Our fundamental belief is that everyone matters and can make a valuable contribution to the world in which they live. We provide experiences to inspire, motivate and meet the needs of all learners. We encourage a lifelong love of learning

to enable all to develop the attitudes, skills and knowledge to become confident communicators and responsible citizens.

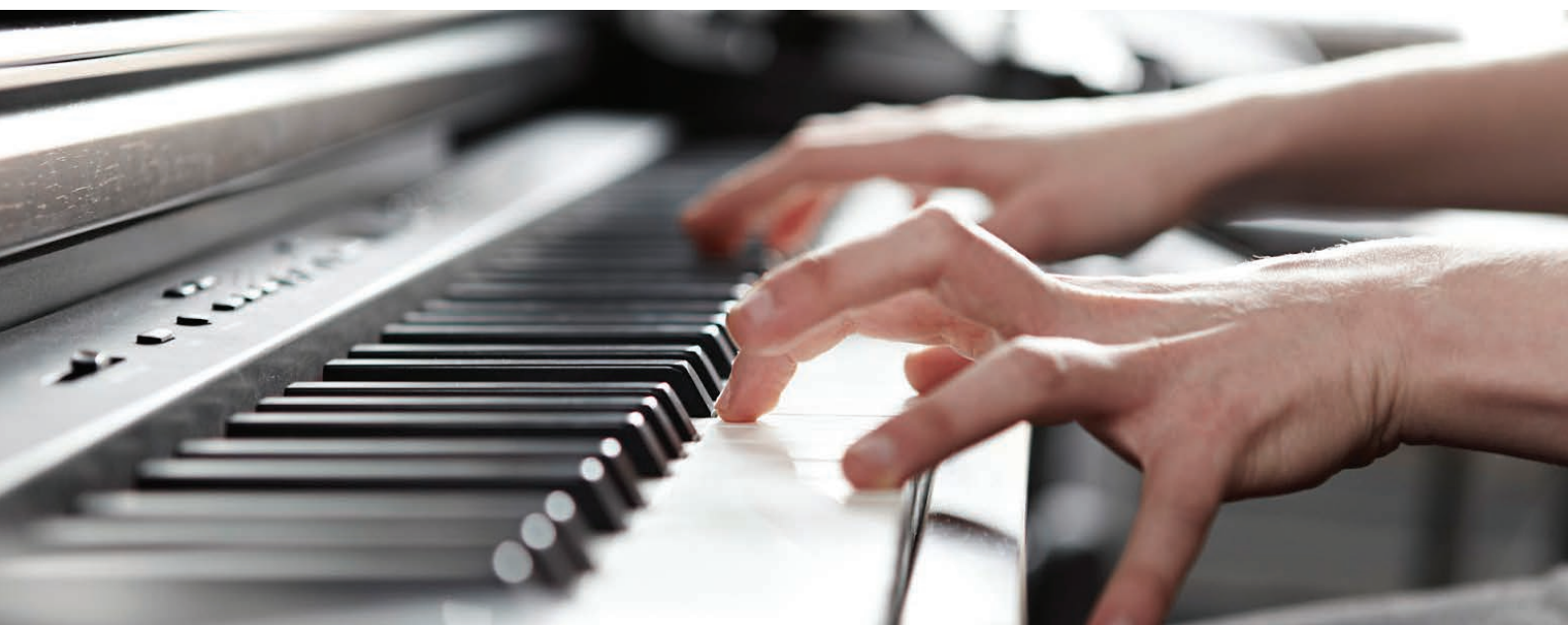
We want our young people to:

- make a positive contribution now and in the future
- aspire to be the best they can be, and to achieve success in their learning
- develop the skills to be successful for life beyond school
- make informed decisions for a healthy and safe lifestyle
- understand, appreciate and respect the diverse world in which we live

We aim to provide:

- the highest quality teaching, learning and assessment
- a broad, balanced and creative curriculum
- personalised support and guidance for all
- enrichment activities for development, challenge and enjoyment
- a flexible and enabling learning environment

The Three Rivers Learning Trust is a unique and innovative outward facing organisation open to learning from the best practice. Considered research and evaluation, at local, national and global levels, will inform our priorities and growth.



Accomplished Students

A King Edward's student is an Accomplished Student

Our overriding aim is to foster academic and personal development in a caring and challenging environment so that each individual can achieve his or her potential and become an accomplished student. The underlying principle for all of us in this school is that;

“ Everyone will act with courtesy and consideration at all times”.

We believe the key attributes of an accomplished student are:



Respectful

Responsible

Caring

Curious

Motivated

Resilient



We have planned our school curriculum and extracurricular activities and wider personal development programme to help fulfil this aim.

School Council & Extra-Curricular

Student Leadership & The School Council

There are many leadership opportunities for students in school, one notable area is our School Council. The School Council exists to represent the voice of the students, promote their ideas and advocate their views and interests. It is fundamentally democratic and its role includes helping the school to serve its students as effectively as possible and making students aware of wider issues, in addition to playing an important role in establishing links with the community. Each year group has its own council composed of two members elected from every tutor group, this Year Council then elects two Year Representatives who sit on the Executive Council of the School Council. Each elected member of the School Council receives training in their role to support their development and ensure the validity and inclusivity of the School Council; it gives students the opportunity to be involved more closely in the management of the school. They provide a forum for discussion, expression of opinion and the development of ideas.

The Executive Council has its own budget to spend, at its discretion, on improvements to student facilities or to donate to good causes. To date the School Council has succeeded in improvements to the outside spaces for students, the addition of bike storage facilities on-site and often generate over £5000 each academic year for a range of local and national charitable organisations. The elected Senior Students from Sixth Form represent the school on public occasions and at public functions, this includes Head Girl, Head Boy, Deputy Head Girl and Deputy Head Boy.

Extra-Curricular Activities

When your child arrives at The King Edward VI School they will be able to choose from an array of enrichment activities. If they are interested in music then they may like to be involved in the Choir, the school Orchestra or the Steel Pan, Ceilidh or Jazz Bands. The school runs a drama club, art clubs, a space club and many debate teams. As well as this school runs hugely successful musicals and stage

performances. Students can find out about all clubs and societies from their form tutor.

However if they are not keen in seizing the limelight then maybe they could work backstage in our highly professional and accomplished technical production team. There is even a chance for your child to get their work published through our excellent creative writing group. Maybe your child is more interested in Science and Technology, there are a number of STEM related activities from one off events to clubs and Tech Crew. At the start of each academic year, parents will be asked to give consent for their son/daughter to attend off site trips and activities within and outside of the school day

Student Voice plays a large part in the life of the school and your child could put themselves forward for the position of Form Representative, through this they could sit on the School Council, representing the form or their year group by sitting on the Executive Committee. They could volunteer to be a School Tour Guide. There are further clubs ranging from our school's various botanical projects to Film Club!

Such an array of enrichment activities is complemented by the school's excellent sports provision. We have teams in football, netball, rugby, hockey, cricket, cross country, athletics, trampolining, golf, volleyball and table tennis. All students are encouraged to take part in our very popular series of House Matches and earn points for their Houses. There are also chances for students to enjoy specialist coaching from outside agencies such as the Northumberland RFU and the Newcastle Eagles Basketball Team.

In addition to this, there are a huge range and variation of trips and visits on offer from exchange visits, rewards trips and subject-specific visits and experiences. The pinnacle of enrichment is our annual Enrichment Week, where students can select from a huge and diverse range of trips, visits and experiences, such as watersports, horse riding, art and photography, programming and mountain biking.

Attendance

We would like to stress the importance of excellent attendance in relation to your child's academic progress. Research suggests there is a very close link between academic progress and attendance, especially at high school. Persistent absence will undoubtedly have an adverse effect on your child's progress across all subjects. We have a team of lead professionals in the school who have great expertise and experience in working with students who have low attendance rates. If your child has an attendance rate below 95% the school will contact you to offer support to help improve your child's attendance. Here are some statistics linked to attendance and learning:

The figures set out below illustrate how your child's attendance will affect their chances of attaining at least five good GCSE passes (grades 4-9):

- If their attendance is 95.1% - 100%, their chances are 69.4%
- If their attendance falls to 90.1%-95%, their chances are 51.2%
- Should their attendance be 85.1%-90%, they have only a 28.2% chance
- Having just 10 days absence means that they can achieve no more than 95% attendance

Remember, taking 'a day off every couple of weeks' means that their maximum attendance can only be 90%. If your child is unable to attend school, please call the Student Support Area to report this before 9.00am. On return to school parents/carers are required to write a note, sign and date the relevant absence page in the planner which your child must show to his/her Form Tutor.

Leave of Absence during term time

The school does not grant Leave of Absence requests during term time except in exceptional circumstances. Legislation states that you do not have the right to take your child out of school for holidays during term time without the Headteacher's permission. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.

Requests for any Leave of Absence should be made in writing to the school at least two weeks in advance where possible.

Illness

If your child is unwell in school they report to their teacher for permission to go to the Student Support Area or the relevant first aider, where they will be attended to by a member of staff with first aid training. Minor injuries are dealt with on the same basis. More serious injury or illness is referred to your child's own doctor or to the hospital, in which case you are, if possible, immediately informed. You are also informed if we deem it advisable for your child to be sent home. Students should not phone or text parents/carers to arrange for them to be picked up from school if they feel unwell.

We ask you to inform us in confidence of any medical condition that may affect your child's progress or well-being in school. Please email studentsupport@the3rivers.net or call in confidence.



School Day Times

Registration starts at 8:55am – students need to be in school by 8.55am at the very latest. School is open from 8.00am every day.

Year 9

Registration/ Assembly	8.55-9.20
Period 1 - 60 minutes	9.20-10.20
Movement Time	10.20-10.25
Period 2 - 60 minutes	10.25-11.25
Break - 20 minutes	11.25-11.45
Period 3 - 60 minutes	11.45-12.45
Lunch - 35 minutes	12.45-1.20
Period 4 - 60 minutes	1.20-2.20
Period 5 - 65 minutes	2.20-3.25

Year 10

Registration/ Assembly	8.55-9.20
Period 1 - 60 minutes	9.20-10.20
Movement Time	10.20-10.25
Period 2 - 60 minutes	10.25-11.25
Period 3 - 60 minutes	11.25-12.25
Break - 20 minutes	12.25-12.45
Period 4 - 60 minutes	12.45-1.45
Lunch - 35 minutes	1.45-2.20
Period 5 - 65 minutes	2.20-3.25

Year 11

Registration/ Assembly	8.55-9.20
Period 1 - 60 minutes	9.20-10.20
Movement Time	10.20-10.25
Period 2 - 60 minutes	10.25-11.25
Break - 20 minutes	11.25-11.45
Period 3 - 60 minutes	11.45-12.45
Lunch - 35 minutes	12.45-1.20
Period 4 - 60 minutes	1.20-2.20
Period 5 - 65 minutes	2.20-3.25

Year 12

Registration/ Assembly	8.55-9.20
Period 1 - 60 minutes	9.20-10.20
Movement Time	10.20-10.25
Period 2 - 60 minutes	10.25-11.25
Period 3 - 60 minutes	11.25-12.25
Break - 20 minutes	12.25-12.45
Period 4 - 60 minutes	12.45-1.45
Lunch - 35 minutes	1.45-2.20
Period 5 - 65 minutes	2.20-3.25

Year 13

Registration/ Assembly	8.55-9.20
Period 1 - 60 minutes	9.20-10.20
Movement Time	10.20-10.25
Period 2 - 60 minutes	10.25-11.25
Break - 20 minutes	11.25-11.45
Period 3 - 60 minutes	11.45-12.45
Lunch - 35 minutes	12.45-1.20
Period 4 - 60 minutes	1.20-2.20
Period 5 - 65 minutes	2.20-3.25

Teaching and Learning

We are proud to be able to say that our teachers have expert subject knowledge and are continually involved in educational research, using cognitive science to help design engaging lessons that will stick in the minds of students to help expand their knowledge and skills in a wide range of areas.

Students will experience a variety of teaching formats which will maximise their experience of learning in each subject area ensuring it is

deep and meaningful. We stretch and challenge students to be able to question, probe and extend their thinking to ensure they leave us as confident ,knowledgeable, inquisitive people. Also important is that they are prepared for the examinations they will sit at the various stages of their school career - these examinations and their following qualifications will act as a passport for further study and career ambitions. In order to support this, students will learn how to become independent learners.

Home Learning

We know that students who engage in effective home learning activities are likely to make more rapid progress than those who do not. Students are expected to spend **at least 1 hour each weekday** evening on independent study including all homework tasks set by their teachers. Sometimes they will receive specific homework tasks from their teachers with set deadlines, they should make a note of these tasks and deadlines in their student planner. When no specific tasks are set, it is expected that students spend their home learning time on reviewing their learning - this is a really valuable action and should be actively encouraged and engaged with by parents/carers. Students’ Google Classrooms will contain revision and review materials to

help structure this. The school will provide help, support and facilities to those families who have difficulty in providing the resources necessary for homework completion. Please speak to Amanda Gilholm for advice. **The Learning Resource Centre is open every day until 4.30pm. Any student can use it to access computers and complete homework.**

The next page illustrates how students should be reviewing their work each day at home, all students should become familiar with these six approaches. This must be done from Year 9 and these methods will form the basis of formal revision strategies during exam season.





Summarising

Read through your class notes. Rewrite the main ideas of a lesson in your own words but don't just copy out your class notes word for word. Check through your notes one final time to see if you can add in any extra points.



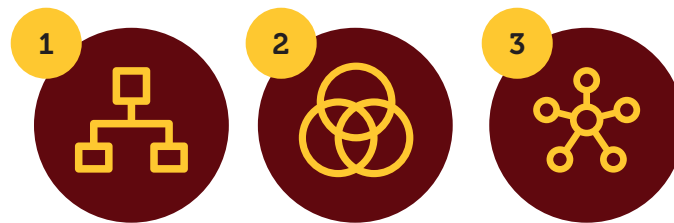
Self testing

Test yourself on previously studied content by answering practice questions - don't cheat, cover your notes. You may have example questions from past papers or you may need to use your class notes or textbook to write the questions yourself.



Drawing

Create a drawing to illustrate the content of a lesson.



Graphic Organiser

Convert your written notes or the text from a textbook or worksheet into a diagram. This could take the form of a (1) hierarchical topical organiser, (2) venn diagram or (3) bubble topical organiser.



Teaching others

Teach someone else about the content you have studied that day in a particular lesson. Ask a family member or a friend to be the 'student' and explain all of the key points to them, asking them questions about the topic covered.



Online Learning Platforms

Use Google Classroom, GCSE Pod and Mathswatch regularly to help organise your homework and revise for your subjects.

Reading

We place huge value on the place of reading and we encourage all students in every year group to read daily, both academically and for pleasure. Reading regularly will help support students' progress in all areas of their school studies and beyond. Here is what some of our teachers have to say about reading:

Mr J Lynch - Art Graphics Teacher

"Engagement with stories and novels form the hallmark of most childhood memories - children are more than passive learners. By nature, they are curious, inquisitive and are naturally creative thinkers. The strength of their imagination can turn a cardboard box into a dragon's cave, a bubble bath into a monster's swamp, or a twig into a magic wand. Through this type of creative engagement, children are able to turn the ordinary into the extra-ordinary. By encouraging and sharing these experiences with children, we may help to foster a future generation of creative thinkers and innovative problem solvers, who might even one day change the world."

Miss R Camsell - English Teacher and Literacy Lead

"Reading is powerful with a multitude of benefits. It is pivotal to achievement in all subjects and all areas of life. It provides escape whilst enabling us to access knowledge and information which broadens horizons and increases opportunities."

Student recommended reads

As well as reading for academic purposes, we want students to develop a love of reading in general, it is really important to us that they find books that they enjoy and find engaging. Our LRC (Learning Resource Centre/library) houses many books which students can borrow. Students have compiled a list of 100 books to read to help foster this love of reading.

- The Catcher in the Rye - J.D. Salinger
- Little Women - Louisa May Alcott
- Slaughterhouse 5 - Kurt Vonnegut
- Casino Royale - Ian Fleming
- Catch 22 - Joseph Heller
- Animal Farm - George Orwell
- 1984 - George Orwell
- The Winter of Our Discontent - John Steinbeck

- The Hobbit - J.R.R. Tolkien
- Lord of the Rings - J.R.R. Tolkien
- To Kill a Mockingbird - Harper Lee
- Wuthering Heights - Emily Bronte
- Jane Eyre - Charlotte Bronte
- Rebecca - Daphne Du Maurier
- The Great Gatsby - F Scott Fitzgerald
- For Whom the Bell Tolls - Ernest Hemingway
- Brave New World- Adolus Huxley
- Atonement - Ian McEwan
- The Wasp Factory - Iain Banks
- A Confederacy of Dunces - John Kennedy Toole
- Beloved - Toni Morrison
- Brighton Rock - Graham Greene
- The Woman in Black - Susan Hill
- The Book Thief - Markus Zusak
- The Perks of Being a Wallflower - Stephen Chbosky
- Oliver Twist - Charles Dickens
- Great Expectations - Charles Dickens
- The Bell Jar - Sylvia Plath
- A Town Like Alice - Nevil Shute
- Memoirs of a Geisha - Arthur Golden
- Lord of the Flies - William Golden
- The Fault in Our Stars - John Greene
- Noughts and Crosses - Malorie Blackman
- The Curious Incident - Mark Haddon



Supporting Your Child

At The King Edward VI School we believe that you play a key role in your child's learning. There are a number of ways in which you can support your child.

Planner

Please read and sign your child's planner once a week. Give praise for credits and discuss comments given and strategies to avoid.

Attendance

Please ensure your child attends school and do not book holidays during term time. **The expected minimum level of attendance should be 97%.**

Equipment

Please support your child by ensuring that he/she comes to school with the correct equipment. This includes black and purple pens, pencils, ruler, rubber, calculator and PE kit or other specialist requirements e.g. food ingredients when necessary. Please contact the school via the Student Support Area if you have any problems with these requirements as we can offer support.

Uniform

Please support the school by ensuring that your child wears the correct uniform at all times.

Stay in touch

Please check the school website once a week if possible to ensure that you are aware of events

and news within the school. All emails, letters, newsletters and mail shots will be found posted there. Contact the Student Support Area if you have any issues/questions you want to discuss or need information.

Grade Updates

You should support your child by ensuring that you are aware of your child's target grades and that progress against these is discussed after each of the three grade updates.

Detentions

Please support us if your child is set an afterschool detention by ensuring your child's attendance. Parents/carers should discuss the reason for the detention with their child and encourage them to take action to ensure that they do not receive further detentions. Notifications of detentions will be sent via text the day prior to the detention.

School Books and Equipment

Your child is issued with exercise books, text books and certain items of equipment needed for their studies. Books and equipment remain the property of the school. If loss or damage occurs students will be charged for replacement. As far as possible, we provide all students with a locker for the safekeeping of these items and personal belongings. There is a small hire charge which goes towards new lockers and repairs. Students pay a (returnable) deposit for the locker key.

How to Contact the School

You can contact the school by telephone on 01670 515415 - use option 1 to report an absence (Year 9 to Year 11) or option 2 for all other queries.

Please remember that most teachers are teaching through the school day. Messages will be taken by associate staff who will pass them on at the earliest opportunity. You can also contact us via email on kevi@the3rivers.net.

If visiting, for a pre-arranged appointment during the school day, please park at the front of the school building and then report to the Student Support Area where you will be signed in.

Staff Contacts

Student Support Area

Is there to help with day to day issues e.g. uniform, free school meals, lost property, illness. studentsupport@the3rivers.net

Ms Gilholm - Inclusion Officer

Our Inclusion Officer is available in the Student Support Area, providing a link between home and school, for students who are ill, or unable to come to school.

Email: amanda.gilholm@the3rivers.net

What else can the Student Support Area provide?

- We can provide first aid
- Sign students in or out of school and allow them to phone home (in an emergency) or take a mobile phone call
- Give information on: detentions, bullying, health issues, lost property etc
- Answer questions about free school meals or transport and after school activities



School Expectations

Our expectations are outlined below, these form the basis of ensuring students are able to feel safe and respected. Please spend time discussing these expectations with your child, talking about what this might look like in the classroom and around school. Spend some time with them reflecting on how well they met these expectations at their previous school and help them to understand the importance of making the right choices each day.

Everyone will act with courtesy and consideration at all times	
1	Do as you are asked by any staff - first time, every time
2	Act with respect - use appropriate language and listen carefully when someone else is talking
3	Work to the very best of your ability and allow others to do the same
4	Arrive on time fully equipped and ready to work for every lesson
5	Wear your school uniform correctly at all times
6	Look after property and put litter in the bin

Students choosing not to follow these expectations will receive a negative comment in their planner. This could result in a detention being issued (24 hours notice will be given). Continued issues could result in a student spending time in bridging. Further details can be found in our behaviour policy on the school website.

Home School Agreement

Student

I shall endeavour to:

- Attend school every day, be on time, in correct uniform with correct equipment
- Do all of my work to the best of my ability
- Think and reflect in my academic progress and strive to improve
- Demonstrate a positive Attitude to Learning and follow school expectations
- Make a worthwhile contribution to the school community
- Take pride in my school; keeping the site free from litter and graffiti
- Treat others as I would like to be treated
- Report incidents of bullying or misconduct
- Be an excellent ambassador for The King Edward VI School

Parents/Carers

I/We will support my son/daughter to:

- Attend school every day, is punctual, dress appropriately and equipped for learning
- Fulfil their potential, in partnership with the school
- Complete homework and independent study to assist academic progress

I/we will:

- Positively support the school’s policies and procedures e.g. behaviour, attendance etc
- Maintain communication with school

- Attend parents’ evenings and meetings; taking an interest in son/daughter’s school life

School

We want our young people to:

- Contribute positively and creatively now and in the future
- Aspire to be the best they can be, and to achieve success and independence in their learning
- Develop the skills, including teamwork, enterprise and handling risk, to be successful for life beyond school
- Make informed decisions about their future, for a healthy and safe lifestyle
- Understand, appreciate and respect each other and the diverse world in which we live

We aim to provide:

- The highest quality teaching, learning and assessment
- A broad, balanced, stimulating and creative curriculum
- Personal support and guidance for all students – especially as they make choices about their future
- A wide choice of enrichment activities to extend development, challenge, enjoyment and international awareness beyond the curriculum
- A continuously improving, flexible and enabling learning environment

Student Planner

The student planner is a vital communication document for your child, for you, and for the school. It is an individual diary for the year, with all school dates and important events noted and with ample space for students to record their homework study tasks as well as their personal diary entries. It is where teachers record House Points and any behaviour issues. It also includes all the printed information about the school that your child may need to refer to from time to time, a reminder of

the key learning expectations, some notes on independent study and space for students to record particular targets and achievements. Form tutors work with your child to help them to use their planners to their best advantage. You are asked to read and sign it weekly as a way of keeping ‘in touch’ with your child’s learning and form tutor. Your child must ensure the school planner is looked after and is not personalised in any way.

School Uniform

The school uniform is important. It helps set the high standards that we would all want from our school. It also ensures that every child is equal and removes potential stress and cost from students trying to follow the latest fashion trends.

We must insist that all students follow the correct uniform to ensure fairness to all.

Most of our uniform can be purchased from Emblematic, either via their website or their Bedlington shop www.emblematic.co.uk

The King Edward VI School Uniform

Trousers

Black only with school badge - **Authorised style only**. Trousers must not be rolled up.

Skirt

Black with the school badge - **Authorised style only**. Skirts must be an appropriate length and must not be rolled over at the waist.

Shirt

Plain white shirt with a collar. No logos allowed. Shirts must be tucked into trousers/skirt.

Blazer

Black with School Badge - **Authorised style only**. Blazers must be worn at all times.

Tie

School Tie only - must be worn at all times.

School jumper

Black V neck jumper with school badge. (Optional)

Belt

Black or grey belts only to be worn with trousers where there are belt loops.

Shoes

Plain **black** low heeled shoes, suitable for school (no trainers, mules, sandals, flip flops, thin heeled shoes, pumps or boots). **Plain** dark or white socks.

Jewellery

Watches are permitted (rings, bracelets or necklaces are not permitted). One earring per lobe – small and plain sleeper or stud (facial jewellery or retainers are not permitted).

Hair and nails

Hairstyles must be an appropriate style and a **natural colour**. Nails must be **natural in colour** and **no acrylic nails** allowed.

Make up

Must be natural looking only.

Outdoor wear

No outdoor wear, such as coats, hats, scarves must be worn in the building and no baseball caps or denim to be worn on the school site. School jumpers can only be worn beneath the school blazer. No other jumper / hoody will be accepted.

If a student arrives at school in the incorrect uniform, they must rectify this before they enter the tutor room.

Where the uniform cannot be corrected immediately (i.e. trainers, skirt etc.) students should go to the Student Support Area to borrow before 8.50am so that they are not late to the tutor period at 8:50am.

If there is no uniform to borrow then the student will be given one day's grace. After this time, or where there is no parental explanation, students will be placed into the Bridging Room until rectified.

A doctor's note must be provided where, for medical reasons, students cannot wear school shoes.

The King Edward VI School PE Kit

A choice of one of the following three tops:

- Rugby shirt, polo shirt, or t-shirt (authorised style only, please see Emblematic website). (All boys will play rugby so we therefore would advise that a rugby shirt would be more durable)
- Black shorts or skirt
- Black sports socks with a red band optional
- Hoody (please see Emblematic website)
- Black tracksuit bottoms or authorised sports leggings from Emblematic

For all uniform we reserve the right to determine suitability for school.



The Role of the Form Tutor

The form tutor is normally the first teacher students see each day, students have tutor time every day for either 15 or 30 minutes. The form tutor takes on the following roles:

- Supporting the academic progress of their tutees
- Supporting the social progress of their tutees
- Teaching PSHE
- Liaising with parents and carers
- Acting as a link between students and teachers or parents and teachers
- Writing an annual report and offering feedback at welfare evenings

- Taking the register and distributing messages about school events
- Supporting students with their attitude to learning
- Providing guidance with friendship issues
- Helping with exam preparations
- Taking a role in the safeguarding process
- Mentoring and coaching students

Form tutors will be happy to listen to any concerns you may have regarding your child at school and will ensure support is put in place for students. As tutor time provides such an important pastoral element for students, punctual attendance each morning is essential.

Anti-bullying Strategies

If you or your child feels worried, tell the Form Tutor or Year Leader and you will be put in touch with someone who can help.

If you think that your son or daughter is unhappy in school, or is not performing as you think that he/she should be, please let us know. A note to the Form Tutor or a telephone call asking for your call to be returned will usually suffice. Students can also send an email to our 'Tell Us' email address at tellus@the3rivers.net. It is particularly important that you let us know if you

think that he/she may be the victim of bullying behaviour. We have a clear anti-bullying policy and programme in the school and all students and teachers are familiar with it. We think it is effective but we know that some bullying exists in every human environment. Our aim is to deal with it, if it occurs, quickly, sympathetically and effectively.



The House System & Rewards

Each student in the school will become a member of a house and work throughout the year to earn House Points both individually and as a tutor group. Our houses are linked to significant historical figures from the town of Morpeth. We want students to know about their local history and be proud of the cultural heritage that sits within our town.



Collingwood

Vice Admiral Cuthbert Collingwood, born 1748 – died 1810, was an admiral of the Royal Navy, notable as a partner with Lord Nelson in several of the British victories of the Napoleonic Wars and the battle of Trafalgar.

When not at sea he resided at Collingwood House in the town of Morpeth. He is known to have remarked, "whenever I think how I am to be happy again, my thoughts carry me back to Morpeth."



Davison

Emily Wilding Davison was born in 1872 to Charles Davison, a retired merchant, and Margaret, both of Morpeth, Northumberland. She achieved first-class honours in English, but could not graduate because degrees from Oxford were closed to women.

She was highly active in the suffragette movement alongside Emmeline Pankhurst. On 4 June 1913 Davison held two flags bearing the suffragette colours and she ducked under the guard rail and ran onto the horse race course. She reached up to the reins of Anmer—King George V's horse and was hit by the animal. She died two days later.



Turner

William Turner (1509/10 – 13 July 1568) was a physician and a natural historian. He studied medicine in Italy. He was an early herbalist and ornithologist.

Turner was born in Morpeth, Northumberland, around 1509/10. He studied at Pembroke Hall, Cambridge University. While at Cambridge he published several works, including *Libellus de re herbaria*, in 1538 and he also published the first book ever devoted entirely to birds.



Hollon

The Hollon fountain, in Morpeth town centre, was paid for and erected by the people of Morpeth in 1885 to honour Thomas Hollon. On the death of Mary Hollon, four years earlier, he set up a trust fund in memory of his wife and the affection they both shared for Morpeth.

The Trust exists to help people in hardship or distress. The trust paid for an annual treat, bringing food and warmth to people awarded grants from the fund. Sacks of coal were provided along with an invitation to a meat tea in Morpeth Town Hall every November 5, Thomas Hollon's birthday. The trust fund continues to award grants in the town.

House Points

The King Edward VI School will always tell students when they are doing well. Teachers will recognise, praise and reward students. House Points earned are recorded in the student planner.

House Points are given for:

- Effort
- Attainment
- Contribution in class
- Homework
- Classwork
- Improvement
- Being helpful

In addition, each week Form Tutors will award a House Point to students who have had 100% attendance and punctuality.

House Points for involvement in extracurricular activities will also be awarded.

For example:

- Music & Drama productions
- Sports teams
- Assisting others
- Taking part in School Council
- Charity events
- Supporting Open Evenings
- Improving the environment

Headteacher and Year Leader Award

In addition to House Points, students may also be nominated for a Headteacher or Year Leader Award. Headteacher Awards are worth 30 House Points and Year Leader Awards are worth 20 House Points. Students receiving a Headteacher Award are sent a letter home and will also meet with the Headteacher, receiving a pen in recognition of their achievements.



Communication

Regular communication is vital in our shared responsibility to support your child. We communicate in a number of different ways. It is important to ensure that the contact information we have for you is kept up to date. Please contact the Student Support Area (01670 515415 or studentsupport@the3rivers.net) if you change your address, telephone or email.

Letters

We will email letters home regularly with useful information. We will try to strike a balance between too many and not enough.

School Gateway App

This will provide you with free access to your child's timetable, their behaviour log and achievement log (house points). In addition it will also provide a free text alert service for example if your child has not attended school, if there are any last minute changes to an event, if your child has a detention the following day, etc.

Telephone

This may be for a wide range of reasons, but might include because your child has not turned up at school, has taken ill, a subject teacher wants to discuss specific progress, welfare concerns, etc.

Grade Updates

We will email a Grade Update three times per year which will contain information about your child's progress in each subject along with attendance and House Points.

Form Tutor Reports

These will provide a written summary of your child's year at King Edwards.

Evenings

We offer a range of evenings depending on the year group that your child is in. These include:

Year 9 Welfare Evening - meet with your child's form tutor to discuss how your child is settling into King Edwards.

Parents Evenings - meet with subject teachers to discuss academic progress. Appointments can be made online via our booking system.

Year 9 One to One Options Meetings - an appointment with a senior or associate staff member to discuss GCSE options.

Support Your Child Evenings - usually a carousel of presentations to support the academic progress of your child.

Year 11 Progression One to One Meetings - an appointment with a senior or associate staff member to discuss options following GCSE exams, such as Sixth Form, college or apprenticeships.

Careers Events - each year group will have the opportunity to engage with a large number of employers and other organisations to support their careers education. This includes, but is not limited to, the highly successful King Edward's Inspires event.



Subjects and Options

Subjects studied in Year 9

Subject	Hours	Subject	Hours
English	7	History	3
Maths	7	Languages (French and/or Spanish)	6
Science (Biology, Chemistry & Physics)	6	Music	2
Art	2	PE	4
Computing	2	PSHE	1
Drama	2	RE	1
Geography	3	Design Technology & Food	4

Languages Personalised Pathways

25% of Year 9 students will study both French and Spanish in Year 9. All other students will study one language only in Year 9. A small number of students will study a Personalised English course.

All subjects except Maths and in some cases French and/or Spanish, are taught in mixed ability classes/or tutor groups.

Sex and Relationships Education

All students will receive Sex and Relationship Education (SRE) in line with the government guidance. Students can expect to receive lessons within Science on this important area, as well as broader lessons covering additional elements within specific PSHE lessons.

Options/Choices for Year 10/11

During the options process you can support your child by discussing the options and encouraging

your child to make considered choices. You should ensure your child:

- Chooses subjects he/she enjoys
- Finds out which subjects will help him/her if they have a particular career or course of study in mind for the future
- Looks at information on the Your Future (KEVI Careers) website <http://kevi.the3rivers.net/category/careers/>
- Attends one to one appointments with Janet, Student Mentor/Careers Adviser
- Asks the advice of form tutors and teachers
- Makes decisions for him/herself rather than copy friends
- Aims to choose a balanced range of subjects that will give a solid foundation for the future

ICT & E-safety

ICT

All students will have access to computers and to Google's **G Suite for Education**, including Gmail, Docs, Drive and Classroom. Each student will receive a username for the network and a separate username for their Google account. Students personal space must not be accessed by any other student and passwords must be kept secure at all times.

E-Safety

When using networked computers, there are strict filters in place to prevent unsuitable material being accessed. In addition, students are taught about being e-safe as part of their ICT/Computing curriculum, ensuring they can make the right choices when presented with inappropriate material. We also ensure that students are fully aware of the 'Dos and Don'ts' relating to the use of computers, something which is regularly reinforced when using ICT as part of their studies. We have an '**Acceptable Use Policy**' in student planners which all students sign. Please read this with your son/daughter and discuss any questions they might have.

There is further information on our website to support parents and students in managing e-safety issues. Whilst it is impossible to keep up to date with all of the latest social media tools, it is important that young people consider what they share with others and the potential implications to themselves and others.

Online learning outside of the classroom

We use Google's **G Suite for Education** suite to bridge the gap between in-school learning and home learning. Each student can log on to **Google** with his/her own username. The Google Apps provide access to online storage, email and the facility to create documents similar to Word, PowerPoint and Excel. The system is available on any device connected to the internet, does not require the use of additional purchased software and therefore is available to all.

If any student has forgotten a password, please contact the school's ICT technical team who can reset it.

The School Website <http://kevi.the3rivers.net> provides support and information to parents/ carers on all aspects of school life.

The Maths department use an online tool called MathsWatchVLE (<https://vle.mathswatch.co.uk/vle/>). Login details are provided by the Maths department.

Social Media

Whilst we understand the benefits and draw of social media, it can also be used in a significantly negative way. We will discuss social media with students, but we also ask that you discuss your son/daughters usage of social media with them. In most cases issues are often made much worse by posting comments on social media. In cases of bullying online outside of school time we reserve the right to report this to the police.

We also strongly request that you do not post negative comments or complaints about the school on social media. We do not have a mechanism to reply to any posts. Instead we request that you always contact the school to resolve any concerns you have.



Careers Guidance

Careers Education at The King Edward VI School aims to be broad, balanced and personalised. Our aim is to inspire students, broaden their horizons and support them to make informed decisions. The days of a Careers Adviser matching you to a particular job are long gone!

Careers Education is delivered in a variety of ways across the year groups, but never as a 'careers lesson', it is more holistic than that.

To us Careers Education means:

Competencies

The skills and dispositions beyond grades that are desirable to employers, these employability skills are about keeping 'the' job once you get it; developed through being an accomplished student.

Aspiration

Students should not be told 'no' but asked how. The only limitations we have are the ones we impose upon ourselves.

Research

The world of work is very different to what it once was, it is very dynamic with new companies and job types constantly evolving. Competition for jobs is fierce and truly international. Understanding Labour Market Information (LMI) is vital.

Employability

Essentially this is career management i.e. getting the job when you apply for it. This is about achievement and progress in subjects (the 'golden' ticket of 5+ grade 4s), attendance and punctuality, as well as competencies.

Empowerment

Hopefully students will be empowered to ask questions and make decisions. They will see the value of work and their place within a particular pathway. Students take pride in, and celebrate accomplishments.

Resilience

There will be setbacks, it is about having the self confidence and tenacity to deal with these. Learning from our disappointments and to keep trying. Reflection is a key skill.

Success

Success means different things to different people. It is about supporting students to be successful in their own right and move onto a Post 16 or Post 18 pathway that is right for them.

Students will have access to our Student Mentor, Janet, who is a qualified Careers Adviser. Although students will receive one to one's at key points in the year, they can book an appointment at any time.

Further details of careers provision at King Edward's can be found on our website <http://kevi.the3rivers.net/category/careers/>



Break, Lunch & Healthy Eating

For safeguarding purposes, your child must stay on the school site at break and lunchtime. The Upper School Hall serves hot and cold meals. Packed lunches can be eaten in the Lower School Hall.

Healthy Eating

We have a range of food options available for students in school, including vegetarian and vegan options. At breaktime, students can purchase snacks and drinks, this allows them to have a break from academic study and feel re-energised for their remaining lessons. At lunchtime, students can choose from hot and cold food options. We have a hot meal counter, pasta bar and salad bar. We really encourage students to have a healthy nutritious meal at lunchtime as this can have a positive impact on their learning and wider health. If students chose to bring packed lunches, we would encourage healthy choices to be made. Students should bring a refillable water bottle to school (filled up at home). Energy drinks are banned in school - the high levels of caffeine can be detrimental to the health of students.

We strongly encourage all parents/carers to plan healthy meals with their children, encouraging them to make healthy choices. Please stress the importance of the following:

Breakfast

Please help students to make healthy food choices in the morning by eating a good breakfast. This can have a positive impact on learning, concentration levels and behaviour.

Try some of these:

- Porridge with sliced banana
- Muesli, fresh fruit and low-fat yoghurt
- Baked beans on wholemeal toast
- Scrambled eggs on wholemeal toast
- Homemade smoothies with frozen fruit and low-fat yoghurt

Fruit and vegetables: are you getting your 5 A Day?

Fruit and vegetables are a good source of vitamins and minerals and fibre, and should make up just over a third of the food you eat each day. It's recommended that you eat at least five portions of a variety of fruit and vegetables every day. They can be fresh, frozen, canned, dried or juiced. There's evidence that people who eat at least five portions of fruit and vegetables a day have a lower

risk of heart disease, stroke and some cancers.

Eat less saturated fat, sugar and salt

Too much saturated fat can increase the amount of cholesterol in the blood, which increases your risk of developing heart disease. Regularly consuming foods and drinks high in sugar increases your risk of obesity and tooth decay. Eating too much salt can raise your blood pressure, which increases your risk of getting heart disease or having a stroke.

Enjoy a healthy balanced diet

Base meals on higher fibre starchy foods like potatoes, bread, rice or pasta. Have some dairy or dairy alternatives (such as soya drinks) and boost your protein levels by eating some beans, pulses, fish, eggs or meat. Try to choose unsaturated oils and spreads, and eat them in small amounts. Remember to drink plenty of fluids (at least six/eight glasses a day)

To manage payments for school lunches, we operate a Cashless Biometric System through Live Register. Parents can top up accounts via our website and School Gateway (see later guidance). The system uses the latest biometric technology to scan the students finger and generates a unique identifier to be used in the system to identify the student and allow them to pay for their lunch. A full scan of the thumb is not stored, but rather, three separate parts of the thumb and this cannot be used by any other system. Those children who do not have parental consent will be given a four digit code to use. The thumb print recognition also guarantees anonymity for those on free school meals.

Any information regarding what your child is purchasing is available on request from Alison Hoyle our Catering Manager who can be contacted by email at alison.hoyle@the3rivers.net. If your child is entitled to a free school meal please use the entitlement. The cashless system guarantees complete anonymity.

Special diets for medical or religious reasons can be provided and a form is available on request. As we continually strive to improve the catering service we welcome any comments or feedback via the school email kevi@the3rivers.net.

Free School Meals

Did you know ... just registering your child for Free School Meals means that the school gets extra money?

The Government gives money to schools to help children from lower income families do their very best. This funding is called a 'Pupil Premium'.

For every child registered as Pupil Premium The King Edward VI School gets £935. This additional money is used to provide additional resources and staffing to support Pupil Premium students. More details can be found on our website.

If you are registered for Free School Meals you could also get help with the cost of uniform, equipment and school trips. Please register to make sure your child does not miss out.

If your child is eligible for Free School Meals, even just for one day, it could entitle them, in the future to the Post 16 Bursary. This is a regular weekly payment made to students to support them in Sixth Form or College. Being in receipt of FSMs currently, or at any point in the previous six years would also support students accessing

many Widening Participation schemes with Universities; this can include reduced entry criteria and/or bursaries.

How does it work?

- First, check if you qualify – it is not just if you are unemployed, so please visit <https://www.gov.uk/apply-free-school-meals> to view eligibility criteria
- Registering is really quick and easy – if you think you qualify, contact our Inclusion Officer, Amanda Gilholm on 01670 515415 who will help you to register
- If you want your child to have a free, healthy meal at lunchtime we will top up your School Gateway lunch account each week saving you more than £350 a year
- If you don't want your child to have the school meals they can continue as normal – as long as you qualify and are registered, the school still gets £935 extra which is used to improve your child's education

No one will know you have registered and it will not affect any other benefits you are claiming. Please talk to us about registering your child.

Data Protection and School Health Services

For many years schools and the School Health Services have worked together to ensure that all children in school are offered immunisation, health and dental surveillance, advice and support. To do this the School Health Services need a population database – an up to date list of all children attending school. These are used to provide programmes, including immunisation against tuberculosis (BCG) and meningitis C. In response to changes in the Data Protection Act we are required to ensure that parents/carers know that the school gives their child's name, address and date of birth to the School Health Services for this purpose. This information will be shared unless you advised the school, in writing, that you do not wish this to happen. Information about the services offered by School Health Services are detailed in the information leaflet that you will have received when your child started school. Further copies, if required, can be obtained from the school nurse. Please note that no immunisation or dental work is carried out without a signed consent.

General Data Protection Regulations (GDPR)

We are very proud to be able to celebrate the achievements of our students with their families and the local community. We routinely do this via our school website, school social media accounts and the local press. In order to continue to do this, Data Protection Laws require the school to seek consent for some of the information we hold, use and share. On joining The King Edward VI School, parents and students will be asked if they want to consent to the use of images and videos of students for a variety of different purposes. Any consent given will be valid for the duration of the student's time at the school and beyond, allowing us to celebrate successes and achievements of students and the school. Students and parents have the right to amend the provisions for which consent has been provided at any given time. For further information about how The King Edward VI School processes all personal data please refer to our Privacy Notice: <http://kevi.the3rivers.net/privacy-notice/>



School Gateway

School Gateway is used to help parents stay informed on what is happening at school.

You can view the following information:

- Inform school of unexplained/future absences
- View achievements
- Check contact details
- View contact details of parents and carers that school holds for your child
- View details of medical conditions that the school has on record
- Send and receive messages
- Make payments for trips and school lunches
- Confirm places on school trips
- Student timetable

Download the app

Activating your School Gateway account is quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS you can message the school for FREE – this will also save the school money when we send you a text message.

Visit the School Gateway website and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

Difficulty logging in?

There are useful hints and tips on the School Gateway website

<https://schoolgateway.co.uk/help/>

Alternatively please contact:
finance@the3rivers.net

Personal Belongings

Your child is advised not to bring into school:

- Expensive items eg clothing, footwear, jewellery
- Electronic devices eg mobile phones, tablets, etc
- Large sums of money

The school cannot be held responsible for these items if they go missing.

Mobile Phones & Earphones

If, against the school's advice, your child chooses to bring a mobile phone into school, it must be switched off and kept out of sight throughout the day, including at break time and lunch time. If seen, mobile phones and ear phones also will be confiscated for the rest of the day and a negative comment placed in their planner. Personal property is the responsibility of your child, but we maintain a Lost Property store at Student Support from which students may reclaim items they

have mislaid. Please help us by ensuring that all items are appropriately marked and by ensuring that expensive, valuable items are not brought into school at all.

During games and PE lessons your child should hand valuables to staff in charge; at other times the Student Support Area or Main Office may accept for safekeeping valuables that have necessarily been brought to school, provided that you accept that neither school nor staff can be held liable in the event of loss or damage.

Lockers

Students can choose to have a locker for a small fee - these help students stay organised throughout the day. Lockers should only be accessed before school, after school or in the first or last 5 minutes of break or lunch.

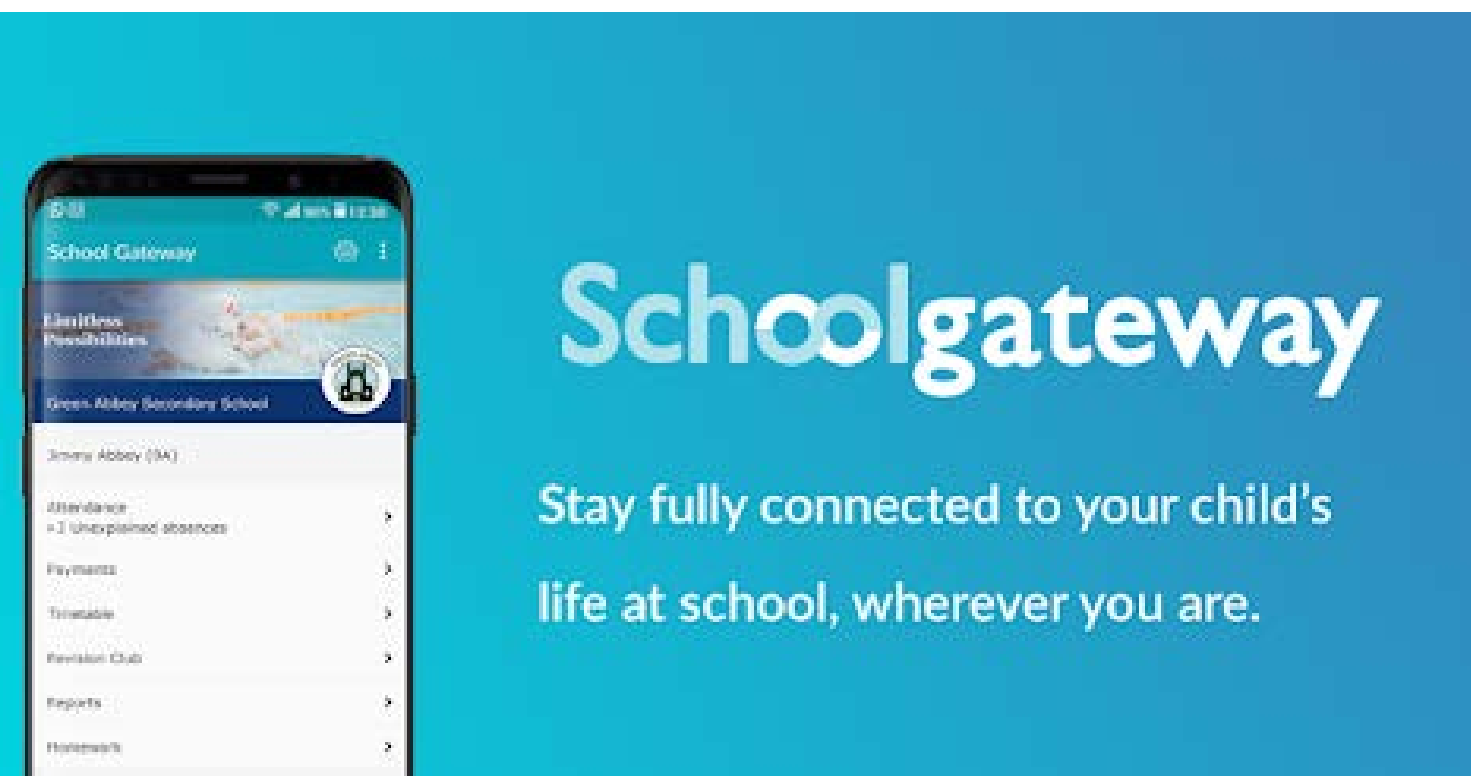
Transport

Students in the school's admission area who live more than three miles from the school are entitled to a bus pass covering their journeys to and from school on school days. Arrangements are usually made through the contributory middle school. New parents/carers should contact the Director of Education (School Transport). Students remaining late at school for school activities etc can see the member of staff running the activity for an additional voucher to pay for the bus. Students will still need to show their bus pass to the driver.

If you transport your child to school we would kindly ask if you could drop/collect your child at a safe place in Morpeth away from Cottingwood Lane. We are becoming increasingly concerned at the amount of traffic on Cottingwood Lane causing congestion and other Health & Safety hazards. We would suggest the following locations:

- Car park behind St James's Church
- Car park next to the Bus Station
- Car park opposite Dacre Street

If you have no other choice but to use Cottingwood Lane i.e. mobility/ accessibility, please note the speed limit is 20 miles per hour. Please avoid the following times between 8.50am-9.00am and 3.20pm-3.40pm when students are coming to and from the site. The school car parks are available to visitors and for after school events. The speed limit on entering the school site is 10 miles per hour. On arrival at school during the school day please report to the Student Support Area where your child will be signed in.



Charging for School Activities

In accordance with Sections 106-111 and 117-118 of the Education Act 1998, the school makes no charge for education or educational activities provided during school hours as part of the published curriculum.

Some activities (for example field study courses, theatre and museum visits) may be provided during school hours in support of the school's published curriculum. Parents/carers will be informed of such activities, and may be invited to make a voluntary contribution equivalent to the actual cost of their son/daughter's participation, on the understanding that if sufficient funds are not available the activity may be cancelled. Families in receipt of free school meals or the

Pupil Premium may be eligible to have part of the cost subsidised by the school.

When activities take place wholly or mainly out of school hours they are entirely voluntary. Parents/carers who wish their children to participate in them may be asked to meet the actual cost of their son/daughter's participation in the activity concerned, or (if the school chooses to subsidise the activity) some proportion of the cost.

Where resit examinations are approved in prescribed examination subjects, and the school has provided no further teaching, parents may be charged the actual cost of such examinations.

Making a Complaint

If you have a complaint, please try to contact the appropriate person to try to deal with it. In the first instance this might be the form or subject teacher. If you feel that the complaint needs to be dealt with at a higher level, then please contact the school via the email address (kevi@the3rivers.net) and it will be forwarded to the appropriate person. This will often be a Year Leader or Subject Leader.

If this the issue has not been resolved through your normal contacts with the school, you should let the Headteacher know, again via the school email. Normally the matter can be settled informally at this stage. If that is not the case, there is a formal procedure to take the matter further and the Headteacher will give you details.

Policy Statements

We have a large number of Policies which parents can access in the following ways: school website – <http://kevi.the3rivers.net> contact the main office for paper copies (there may be a small charge).

For any other queries regarding School Policies please contact the main office on 01670 515415 (Option 0).



What if...

It snows heavily

The Headteacher will make a decision. For students who catch buses, the bus companies will be contacted and arrangements made for students to contact parents/carers, sign out and go home by bus. Morpeth students will usually remain in school. Non-bus students will only be allowed to leave school with parental permission. We believe that students are safer in school, than out of it, in inclement weather. Messages will be put on the website and concerned parents/carers will find it easier to access this rather than ring the school when lines will be busy. We will also send a parent text.

There is an early closure

No child ever needs to walk the streets waiting for a lift or bus. The Learning Resource Centre is open until 4.30pm daily.

Your child is late for school

Your child must always register with the form tutor if it is before the end of registration. After this time students must sign the late book, which is kept in the Student Support Area.

Your child is feeling ill

Your child must always ask the class teacher for a medical pass and go to the Student Support Area or allocated area who will contact home if necessary. They must not use their mobile phone to contact home.

Your child needs to leave school

Complete the absent note page in the student planner, explaining the reason why, sign and date. Your child must show this to his/her tutor to sign. When it is time to leave, your child must sign out at the Student Support Area and show the appropriate page of the student planner.

Your child loses something valuable

Check whether it has been handed in at the Student Support Area. If this is not the case report it to the Year Leader. Wherever possible, your child should not bring valuable things to school.

Your child is absent from school

Always telephone or email studentsupport@the3rivers.net before 9.00am in the Student

Support Area if your child is going to be absent. Please complete the absence page in the Student Planner, explaining the reason why and sign and date, otherwise the absence is deemed as unauthorised.

Your child is wearing incorrect uniform

Your child must always have a letter from home if there is a genuine reason. Your child should not wait to be challenged on this and should go to Student Support before school. At Student Support they will be able to borrow our school uniform and then return it at the end of the day. They must do this in plenty of time so that they are not late for registration at 9.00am. If the school does not have spare uniform to loan, students will be given one days grace. After that, or if a student refuses to use our uniform, then they will be placed in the Bridging Room.

Your child is being bullied

Your child must always report this immediately to a member of staff, his/her friends, Peer Counsellor or Form Tutor. Do not accept it as being part of being in school!

Your child needs to go to the toilet during lessons

Your child must always ask his/her teacher to sign his/her planner. It is better to go at break and lunchtimes, even if it is not needed at that point in time.

Your child gets lost

Ask a Sixth Form student or member of staff. Don't worry, we all get lost from time to time!

Notes

[illegible]

The King Edward VI School

Cottingwood Lane
Morpeth
Northumberland
NE61 1DN

Telephone

01670 515415

Website

kevi.the3rivers.net

Email

kevi@the3rivers.net

Headteacher

Ms Clare Savage

Chief Executive Officer

Mr Simon Taylor

Chair of Board of Trustees

Mr Paul Carvin

Please note that the information in this handbook was accurate at the time of print but this is subject to change. Up to date information can be found on our website.