



Welcome to Duke's Secondary School

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Welcome

All at Duke's Secondary School look forward to welcoming pupils into the new academic year. Information provided in this document should help to answer any questions you may have before the year commences.

Throughout your child's time at school we will often talk about the five key values that the school holds dear. In Matthew chapter 5 we read the following: "Let your light shine so that others may see the good things that you do and give glory to God in heaven." It is this passage from the Bible that has inspired us to think about light, and how we all let our light shine in everything that we do. We remember the word LIGHT through our five key values:

- Love
- Inclusivity
- Goodness
- Hope
- Truth

These are the key values by which we make our decisions in this school, and the ways in which we encourage our pupils to learn and develop as they grow into young adults. There is a light shining in each child who comes into the school, and we want to help fan that flame into a bright shining light! We look forward to helping you to let your LIGHT shine at Duke's School!

With best wishes,







Mr R Atkinson
Principal

Duke's Secondary School

Part of the NCEA Trust

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Duke's Secondary School Academy Road Ashington NE63 9FZ	01670 816 111
	WEBSITE
	www.dukes.ncea.org.uk
	EMAIL
	admin.dss@dukes.ncea.org.uk

Senior Leadership Team		
 <p>Mr Atkinson Principal</p>	 <p>Mr Line Deputy Principal</p>	 <p>Mr Blight Assistant Principal</p>
 <p>Mrs Gadsby Assistant Principal</p>	 <p>Mr Rhodes Assistant Principal</p>	 <p>Mrs Chima Assistant Principal</p>

Pastoral Team		
 <p>Mrs Young Learning & Progress Manager and Head of Year 7</p>	 <p>Miss Matthewson Head of Y8</p>	 <p>Ms Spratt Head of Y9</p>
 <p>Miss Ireland Head of Y10</p>	 <p>Miss Graham Learning & Progress Manager and Head of Y 11</p>	 <p>Mrs Towers Head of Sixth Form and Careers Education</p>



Mrs Collin
Additional Educational Needs Coordinator



Sally Milner
Chaplain

Safeguarding

We aim to create a school learning environment where pupils feel secure, valued and are encouraged to talk in the knowledge that they will be listened to. We have a number of staff who have roles dedicated to ensuring that children are safe and those who are able to support in a range of different ways. We also work in partnership with the NHS, CYPS, and other agencies to support our young people where those needs can not be met by the school.

Within Duke’s Secondary School & Sixth Form we have two Designated Safeguarding Leads, and two Deputy Designated Leads. Any concerns should be reported to either **Mrs Gadsby** or **Mr Line** in the first instance, or if unavailable, to Mrs Young, Miss Graham or Mrs Towers – Sixth Form. Parents/Carers can reach these staff via the switchboard on 01670 816 111.



Mrs Gadsby
Designated Safeguarding Lead



Mr Line
Designated Safeguarding Lead



Mrs Young
Deputy Safeguarding Lead
Years, 7, 8 & 9



Miss Graham
Deputy Safeguarding Lead
Years 10 & 11



Mrs Towers
Deputy Safeguarding Lead
Sixth Form

Our Expectations

We have three golden rules at Duke's School. These are our "Three R's", and all pupils should strive to achieve these expectations every day at school.



Our rules are: Ready, Respectful and Responsible.

These rules were chosen as they are simple to understand and easily applicable to our everyday lives. Abiding by the rules will further enhance the positive and supportive culture we have at our school and maximise everyday learning opportunities. We believe that if students embrace being ready, respectful and responsible they will be equipped to meet the challenges that life has in store for them during their time at Duke's Secondary School and beyond.

Behaviour for Learning

We expect that all pupils will follow our school rules and when a member of staff raises their arm we expect the student to follow the LEARN procedure to ensure they are fully focused on the learning in the lesson.



Some pupils, however, may choose not to follow the rules and expectations of the school, and a series of sanctions are in place as a consequence for choosing behaviours which prevent our lights from shining.



Ready
Respectful
Responsible

C1. Verbal Warning

Spoken to about making correct choices, avoiding incorrect behaviours. A teacher may consider use of a time out, change of seats or an alternative solution help the student reflect upon their actions and consider how to put it right.

C2. Call back or Call back +

Persistent poor behaviour or a more serious issues will result in a 'Call back' or 'Call back +'

The 'Call back' is a 10 minute restorative meeting with the teacher to try to resolve and improve the situation. A 'Call back +' is a 30 minute meeting to allow a restorative conversation and if necessary completion of learning or further support. It is expected all students will engage in the restorative process. A student will continue to receive a call back until they have fully engaged with the restorative process. A note will be added to ClassCharts – a monitor will be along to speak to the student. As a parent/carer you will receive a notification on class charts.

C3. Centralised Lunchtime Detention

A more serious incident or continued poor behaviour a student may be given a lunchtime detention. They may also be removed to holding room if necessary. This will be recorded on ClassCharts and a parent/carer will receive a notification. A phone call home to parents may be made by the teacher. A mentor will be along to speak to the student. Time may be given away from the lesson. The Head of Year will contact the student to discuss the issue. If a student repeatedly receives C3's further sanctions may arise such as Tutor Report/Subject Report or HOY Report.

Referral to the LRC

Student may be given time in the Learning Recovery Centre to reflect upon their behaviour choices and to consider how they can improve their behaviour. A restorative conversation with the teacher will still take place. This time can help students think about their choices and gives them time to calm and be reflective.

Should a student not manage to make good behaviour choices in the LRC they will face a Fixed Term Exclusion. The head of Year will be in touch and a note on class charts will be made.

Head Teacher Detention

This is a 90 minute after school detention for a serious incident or persistent breaking of school rules.

If a pupil is involved in a serious incident, or a series of incidents, they may receive a Fixed Term Exclusion. This is a very serious sanction, and is only applied for serious or continuous breaches of school expectations. If a child is excluded from school they are not able to attend school again until the reintegration meeting has taken place, and a behaviour contract will be issued. During the time of an exclusion the child must not be present in public places, and is the responsibility of the parent/carer to supervise. Multiple fixed term exclusions or serious violation of school rules could result in a Permanent exclusion.

Staff members are encouraged to utilise the stages, progressing through them. However any stage can be given out without progressing through if the behaviour is deemed worthy of that stage.

On-Call

• If student had progressed through C1/C2 and cannot remain in lesson, or behaves in an extreme manner such as swearing, violence, racism, homophobia etc... they must be on – called. The student is removed from lesson and the Head Of Year will decide on the appropriate sanction. This will be recorded on Class Charts.

SECONDARY SCHOOL

We believe that a detention has more of an impact if carried out on the day of the incident. In order to do this the school use Class Charts and the parent/carer will receive a notification from this app. In some circumstances

contact with parent/carers will be made using telephone calls or text message however Class Charts is the default method of communication. We ask that parent/carers ensure that all contact numbers held by the school are current and updated when they change and parental engagement with Class Charts is essential so that you are fully up to date with your child's progress.

"Late Detentions" will be issued to pupils who arrive late without a reasonable explanation.

Call backs or Detentions can be set for morning, break, dinner, after school or on a Saturday. This will vary depending on the severity of the incident.

Although parental consent is **not** required for detentions to be issued, the school will make every effort to contact parents/carers if an after school detention is issued. Our policies for behaviour comply with the Department for Education's advice for schools:

"parental consent is not a requirement for any school to keep a child in detention"

It is the responsibility of the parent/carer to put provisions in place for collecting a pupil after a detention.

If you have any concerns about the detention, please contact the Pastoral Team or the teacher who gave the detention.

If a pupil is involved in a serious incident, or a series of incidents, they may receive a Fixed-Term Exclusion. This is a very serious sanction, and is only applied for serious or continuous breaches of school expectations. If a child is excluded from school they are not able to attend school again until the reintegration meeting has taken place, and a behaviour contract will be issued. During the time of an exclusion the child must not be present in public places, and is the responsibility of the parent/carer to supervise.



ClassCharts is our online system which teachers and support staff use to track achievement and behaviour throughout the school day. We believe in working closely with parents/carers and one of the key benefits of using Class Charts is that we are able to securely share your child's achievement and behaviour report with you electronically and so keep you up to date in real-time. We will also use this system to send out parent letters and information, it is of the utmost importance that you access ClassCharts.

Each child has a unique access code which we will issue to parents/carers. Once you have been issued with a code you will need to create an account and enter the code here: <https://www.classcharts.com/parent/login> You can also find links to mobile phone apps for parents/carers from this page or in the Apple store or Google Play store. If you have more than one child in the school then you can enter additional codes once you have created an account and are logged in.

This gives you the opportunity to praise or sanction your child as you see fit based upon their performance in school. We realise that having access to more information about your child's behaviour may well lead you to having more questions or concerns about why or what has happened for your child to receive achievement or behaviour awards. However, it is important to remember that school staff deal with these matters on a daily basis and only rarely would the incident require us to contact parents/carers. If we have concerns about your child, a member of the relevant Key Stage Team will contact you as usual and we would encourage you to try to only contact the school if the behaviour event is of a serious nature.

Top Tips for using Class Charts

- Praise your child when they have been awarded positive points! It is important to reinforce the good things that pupils do each day.
- Try to use the reported behaviour as a discussion point with your child. If you are concerned about your child's behaviour, try setting positive targets for them to achieve. If you are still concerned you can, of course, contact the school and make an appointment to speak to a member of the Key Stage Team.
- The teacher reporting the behaviour is doing so as a professional who is present at that moment. We trust our staff to make accurate and professional decisions, and so we ask you to also trust us. Try not to challenge the school concerning reported behaviour where a child may have a different version of events, but discuss with your child and try to help them to understand how their behaviour impacts on others.
- Be patient with yourself! Using the information in Class Charts may raise concerns or questions, but the more you use it, the clearer it will become. If your questions remain after a few weeks, contact the school at that point for some support.

Equipment

Pupils should have a bag for their work, a **pen, pencil, ruler, rubber**, PE equipment and a clear water bottle. A **planner** is provided by the school when pupils arrive in September. We have a stationery stall at school where pupils can purchase essentials at no profit.

The planner is the most important tool for communicating between home and school. The planner will be used for:

- Recording successes and praise
- Recording instances of poor behaviour
- Pupils recording their homework
- Provide an opportunity to communicate between teachers and parents/carers
- Recording health issues experienced either at home or in school
- Used to pass a message on from pastoral staff to teaching staff
- Recording specific events that are happening in the school
- Tracking and monitoring attendance and target setting
- Recording reading
- Reviewing progress
- Tracking attendance

Planners are checked every week by Form Tutors to ensure they are being used properly. Pupils must have their planners with them at all times, otherwise sanctions may be applied. Planners should be placed on the desks during lessons. If a pupil loses his/her planner they will have to buy a new one at a cost of £5.00. This is essential equipment.

Mobile phones



Mobile phones are not allowed to be out in school. If they are heard or seen, even if not switched on, they will be removed and given to Reception for collection at the end of the day. If this happens more than twice, a parent/carer will be required to come in and collect the phone. If the pupil refuses to hand over their phone when asked by a member of staff, they will face an exclusion from school.

It is against exam rules to have a mobile phone with you, even if switched off, during an exam. If a pupil has a phone with them during an exam the school has to report this to the exam board. When this happens, it is usual for the exam board to disqualify the pupil from that subject, meaning they will automatically fail.

While we accept that mobile phones are a part of daily life, and many parents/carers like to ensure their child is contactable on the way to or from school, there are many safeguarding and wellbeing reasons that support our stance on these phones not being out during the school day. We accept that pupils will carry mobile phones to and from school, but these are not permitted to be switched on or used at all during the school day.

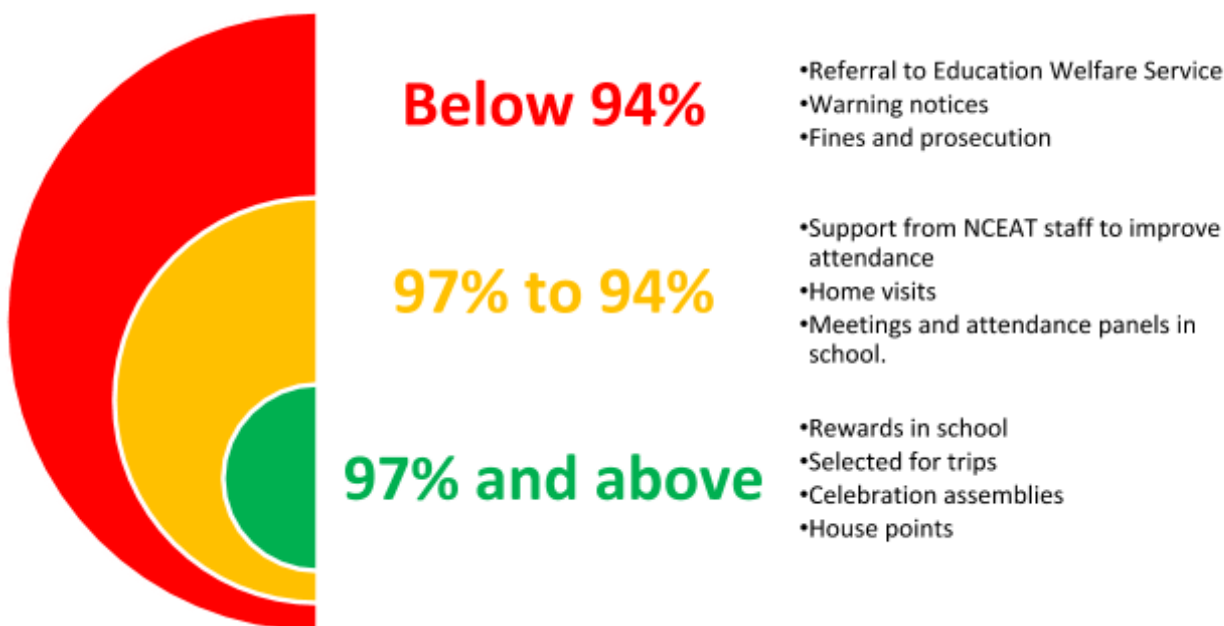
Attendance

Your child's attendance at school is vital to their success. As a parent/carer you also have a legal duty to ensure that your child(ren) attends school. Our Attendance Strategy sets out clearly our expectations in this vital area, and the consequences for those who do not meet the requirements. These consequences may involve referrals to the Education Welfare Service within Northumberland County Council which could result in the issue of fines, prosecution or both.

Your child's target for attendance is 100%.

However, your child will become a cause for concern to the school if their attendance falls below 97%, the equivalent to 6 days absence during the school year.

If your child is going to be late or absent from school, please make sure you contact us on 01670 816 111 or e-mail: learnerwelfare@ncea.org.uk.



A detailed copy of this strategy is available on our website.
Medical/dental appointments should not be made in school time.

Missing out misconceptions!



Every Minute COUNTS



8.40am You have arrived in time to settle well and have the best start possible.

8.45am You have arrived just after most other students, and are not fully ready to start the day as school starts at 8.45am

8.46am You are late and have missed the start of day. This is unsettling for you and for others and disturbs the school

8.50am 5 minutes late every day means that you have lost 3 days in a year

8.55am 10 minutes late every day means that you have lost 6 days in a year

9.00am 15 minutes late every day means that you have lost 9 days in a year.



Times of the Academic Day

	Year 7	Year 8	Year 9	Year 10	Year 11
08:15	Students able to enter the building				
8:40 first bell	Move to lessons			Move to lessons	
8:45 2nd bell		Move to lessons	Move to lessons		Move to lessons
8:40/8:45 - 9:35	Lesson 1				
9:35 - 10:25	Lesson 2				
10:25 - 11:40	Lesson 3 & break				
10:25 - 10:40	Break	Lesson 3	Lesson 3	Lesson 3	Lesson 3
10:40 - 10:55	Lesson 3	Break	Lesson 3	Lesson 3	Lesson 3
10:55 - 11:10	Lesson 3	Lesson 3	Break	Lesson 3	Lesson 3
11:10-11:25	Lesson 3	Lesson 3	Lesson 3	Break	Lesson 3
11:25 - 11:40	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Break
11:40 - 12:30	Lesson 4				
12:30 - 13:45	Lunch and tutor/independent study time				
12:30 - 12:45	Lunch	Tutor	Tutor	Tutor	Tutor
12:45 - 13:00	Lunch	Lunch	Tutor	Tutor	Tutor
13:00 - 13:15	Lunch	Lunch	Lunch	Tutor	Tutor
13:15 - 13:30	Tutor	Lunch	Lunch	Lunch	Lunch
13:30 - 13:45	Tutor	Tutor	Lunch	Lunch	Lunch
13:45 - 14:35/45	Lesson 5				
14:45 - 15:30	Year 11 intervention Mon, Tues, Thurs, Fri				

Holidays

Pupils should not be taken out of school for holidays during term time as it has a detrimental effect on their education, and can severely disrupt their progress and impact on their attainment levels. This not only affects the pupil who is absent, but impacts on the rest of the class as the staff have to provide extra support to bridge the knowledge gap. Leave of absence will only be granted in exceptional circumstances, and forms to request this can be collected from Reception or the Admin Team and should be completed and returned to the school admin team.

Term Dates 2020-2021

HOLIDAY or OCCASION OF CLOSURE	DATE ON WHICH SCHOOL WILL CLOSE	DATE ON WHICH SCHOOL WILL REASSEMBLE
STAFF TRAINING DAY	TUESDAY 1 SEPTEMBER 2020	
Summer 2020	Friday 17 July 2020	Wednesday 2 September 2020
STAFF TRAINING DAY	FRIDAY 30 OCTOBER 2020	
October Mid-Term 2020	Friday 23 October 2020	Monday 2 November 2020
Christmas/New Year 2020/21	Friday 18 December 2020	Monday 4 January 2021
STAFF TRAINING DAY	FRIDAY 19 FEBRUARY 2021	
Spring Mid-Term 2021	Friday 12 February 2021	Monday 22 February 2021
Easter 2021	Friday 26 March 2021	Monday 12 April 2021
MAY DAY BANK HOLIDAY	MONDAY 3 MAY 2021	
Summer Mid-Term 2021	Friday 28 May 2021	Monday 7 June 2021
Summer 2021	Friday 16 July 2021	Wednesday 1 September 2021

A further two training days during term time to be selected. Parent's will be notified.

Teacher Training Days within school holidays may be commuted to twilight sessions.

Uniform

We are pleased with how much pride our pupils take in their uniform. As a reminder, our uniform for Year 7 to 11 inclusive is:

A black blazer with Duke's School embroidered badge
<i>Optional:</i> a black v-neck jumper with Duke's School embroidered badge
A white shirt with top button.
A Duke's School tie for the appropriate House & House Colour
Black smart trousers / skirt (Not denim, no leggings, no tight fitting trousers)
Black or flesh coloured tights / Black or white socks – no trainer socks, there must be no gap between socks and trousers.
Black leather (or leather look) shoes (No trainers, plimsolls or boots)

PE Kit will be worn as follows:

Duke's School or plain black tracksuit bottoms / shorts
Duke's School black and red sports top
<i>Optional:</i> Duke's School black and red hoodie with, with optional initials
White or black socks
Trainers (no metal studs)
Black bobble for hair

Uniform is checked on arrival to school each morning and by staff throughout the day. If pupils choose not to wear appropriate uniform they will be given uniform to wear. As with any other rule, if a pupil refuses to follow school expectations they may be placed into the Learning Reflection Classroom (LRC) to work away from the rest of the school community until the issue is resolved.

We are happy to help advise you before purchasing items of uniform, and would encourage that if you have any questions about buying clothing/footwear please do contact the Key Stage Team as we do not want parent/carers to spend money on something that is not appropriate to wear.

Our clip-on ties are designed to be safe, durable and easy to put on. However, if clip-on ties are damaged, cut or defaced in any way, then the pupil will be required to buy a new one. If top buttons are removed from shirts then pupils will be asked to sew a new one on. If this does not happen then a needle and thread is provided for them to sew a button on during a break, lunch or an after school slot.

Uniform can be ordered online via the website www.michaelsehgal.co.uk (delivered to your home address for a small charge or delivered to the school for free) or by visiting the uniform shop at **Michael Sehgal & Sons Ltd, 28-40 Scotswood Road, Newcastle upon Tyne, NE4 7JB.**

Sometimes, parents/carers may request that some aspect of the uniform is changed due to a medical condition, such as shoes. Medical notes from a doctor are the only acceptable note in this circumstance. If pupils are not wearing the correct footwear then they will be asked to wear a borrowed pair from school.

A number of pupils wear other footwear to walk to school in and then change into their correct school shoes at the pupil entrance. This is particularly seen in winter months, where some pupils prefer to wear boots outside.

Helpful guidance on shoes

Shoes should be black leather or black leather looking, not suede. Trainers, including Vans, plimsolls, high tops or boots are not appropriate for school. There should be no logo or colour on the shoe/sole of the shoe so the shoe should be all black. If pupils are not wearing appropriate shoes then they will be given a pair from our spare stock to wear.

If you are unsure about any item of uniform you are buying please contact the school to confirm what is acceptable - this is especially highlighted for shoes.

How to wear the uniform

- Pupils will wear a shirt which can tuck into their trouser line, fitted blouses are not allowed.
- Trousers must meet the shoe – there must be no gap between socks and trousers.
- Top buttons on the shirt will be buttoned at all times – if a top button has been removed, pupils will be asked to sew on a top button.
- All ties must be clip on and must be worn every day. If the clip-on tie has been destroyed or lost parent/carers will need to buy a new one.
- Skirts should be of an appropriate length (**hem 2 inches above the knee no shorter**) or the pupils will be asked to rectify it.
- Blazer and jumper sleeves should not be rolled up.
- Non uniform items such as outdoor coats must be removed when inside buildings.
- Caps are not allowed on site, other headgear must be removed within the buildings including hoods.

Hair

No hair colours, other than natural colours, are allowed. Completely shaved heads or shaved patterns are not permitted for any pupil, unless medically required. Hair accessories should be plain, and match hair colour, or be black. Accessories should be discrete, not bright, colourful or too big. Fashions change rapidly in hairstyles, however, the school will take a view on what it considers to be an extreme hairstyle as these are not permitted in school. The Principal's decision in this matter is final.

Makeup

We want pupils to focus on their learning, and to get on well with others in their classes and at social times. We do not want to encourage an environment where pupils are competing in terms of their appearance or how "fashionable" they look.

It is not deemed necessary for pupils of any age to feel that they should wear make-up. However, pupils may apply 'light touch' make-up if they wish to do so. This change from the previous policy follows reasonable requests from pupils over several years. This means that pupils can wear make-up that is not noticeable to the observer. For example, light moisturising foundation, light mascara, clear lip balm.

Where a pupil abuses this privilege, and wears too much make-up, they will be provided with wipes and required to remove the excessive make-up. If this behaviour is repeated, further disciplinary sanctions will be applied due to the pupil refusing to follow the reasonable expectations of the school.

False eyelashes are not acceptable for school.

Pupils will often say that nail varnish is a way to express individuality and/or enhance the attractiveness of their hands. Many would like to wear bright and striking colours as fashions change. This is, like eye-catching make-up, not appropriate for the working environment of the school.

As with make up, pupils can wear nail varnish in light, natural colours. Any bright colours, patterns, nail art or other extreme uses of nail varnish are not permitted and pupils will be required to remove this. Pupils undertaking certain subjects, particularly vocational subjects that are examined, will be expected to comply with industry standards for health and safety, which may involve a requirement to remove all nail varnish.

For health and safety reasons, acrylics (extensions or false nails) are not permitted at all. Acrylics pose risks for pupils undertaking practical work in many subjects and can be trapped or ripped moving around the school through doors and corridors, causing considerable pain and upset. They can cause harm to others in practical work, for example in drama or PE. If a pupil comes to school wearing acrylics they will be placed in the LRC to minimise the risk to themselves and others until the extensions are removed.

Jewellery

Earrings:	Pupils may only wear one pair of small stud earrings in ear lobes only.
Watch:	A watch may be worn. Smart Watches are not permitted in school.
Other jewellery:	No other jewellery is permitted.

These items can pose a health and safety risk during the school day. Most pupils comply with this request, but for those who have to be asked to remove these items regularly then the jewellery will be confiscated and a parent/carer will need to come in and collect the item(s). Staff will check pupils at the beginning of the school day to ensure that they have come to school appropriately.

PE Kit and Participation Policy

Bringing PE kit to PE lessons is a non-negotiable expectation. If a pupil has a medical reason for missing the lesson backed up by a parental note or telephone call they do not need to take part in physical activity. However, they are still expected to change into the required kit so they can fulfil roles such as umpire/coach/timekeeper etc.

If a pupil has a medical condition that prevents them from taking part, they should have a note from home that is passed on to a member of the Key Stage Team. This will be confirmed and alternative arrangements will be made.

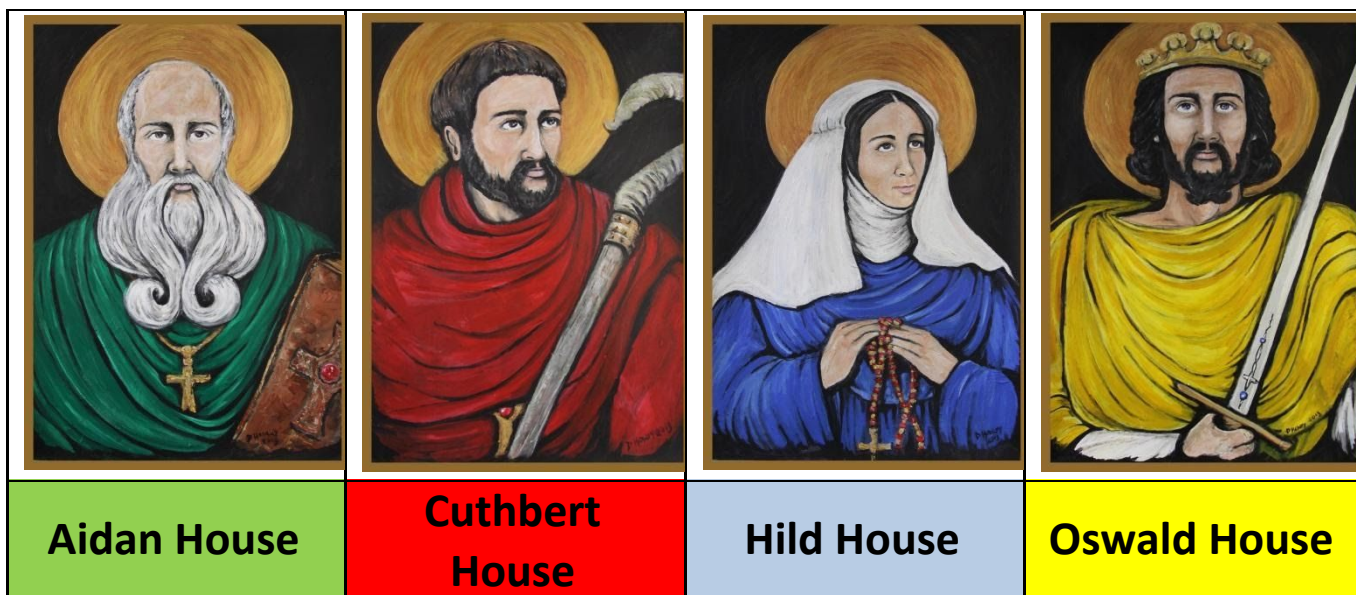
The following steps are in place for pupils who fail to bring kit to PE lessons:

- 1) First time is considered a mistake, verbal reprimand. Pupils are required to borrow kit from the PE Department.
- 2) Second time pupils are issued with a break time detention, or lunchtime depending. They are required to borrow kit from the PE Department.
- 3) Third time pupils are issued with an after school detention. Parents are contacted. They are required to borrow kit from the PE Department.
- 4) If all of the above have no effect, names are passed to the Key Stage Team. Parents are contacted.

If a pupil refuses to borrow kit then they will need to make up the lesson time missed.

House System

All pupils are placed into a “house” throughout their time at school. This house is the basis for the tutor group, internal competitions, sports day and many other activities. In normal circumstances, pupils in Years 7 to 11 will stay within the same house tutor group throughout their time at the school. They are placed into different groups for their subject lessons, which are based around academic ability.



Positive points that are achieved in lessons will go towards the house total, along with other house points awards throughout the year.

Buses

Information regarding public transport and the County Council is subject to change without our knowledge, therefore, the following information is correct at the current time but individual parents/carers should check directly with the bus company or council for final information.

Subsidised travel can be applied for through Northumberland County Council if you live in Lynemouth or Newbiggin.

The school transport team can be contacted by telephone on 0345 600 6400 (Contact Centre) or 01670 624839 (Direct Line) or by email: schooltransport@northumberland.gov.uk for issues/enquiries relating to transport to mainstream schools.

Or visit the website at:

<https://www.northumberland.gov.uk/Education/Schools/School-1/Transport.aspx#applyforschoolcollegetransport>

Arriva offers parents and pupils a more affordable way to pay for bus travel through their Arriva Student Direct Debit Scheme. This allows payments to be spread monthly for an academic year ticket. The ticket includes travel during term time, half term, weekends and evenings, giving more value for money. If you do not qualify for subsidised travel then this scheme could be ideal for you.

For more information please go to arrivabus.co.uk/studentsne.

Pupils who arrive at school on the Lynemouth or Newbiggin buses are expected to come straight into the school building once they leave the bus and not to go off site.

Those pupils using the Lynemouth or Newbiggin buses should also recognise that school expectations cover their journey on those buses, and that any incidents of behaviour which are below our expectations will be dealt with using the Behaviour for Learning process.

Cashless Catering

Our canteen is a cash free zone. There are cash points throughout the building where pupils can credit money on to their account. These machines **do not** give change so if a note is given all of it must be placed onto the pupil account. Pupils can check any machine to see how much money they have left on their account during morning, break and lunch times. It is their responsibility to make sure they have enough credit to pay for their meals.

Alternatively you can pay for school meals via our SIMS pay system. All new students will receive a letter with further information on how to download the app and use this system.

Lunch costs around £2.40 for a main meal and dessert or a main meal and a drink. Pupils are also able to buy drinks and snacks at break time. For this, extra credit will be required. For pupils who are entitled to free school meals, £2.40 per day will automatically be credited to their account. They can add extra credit to this to use at break time for snacks and drinks if they wish by bringing in money and using the revaluation stations.

It is important that pupils do not go into debt as if they have no money they will not be able to purchase any food. If a pupil forgets to bring money in for their dinner or does not have enough credit, every effort will be made to contact the parent/carer to ask for money to be brought in.

Free School Meals

Apply for Free School Meals...
it's quick and easy using the online form at:
<https://www.cloudforedu.org.uk/ofsm/sims>

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals BUT YOU MUST APPLY. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra money for the school - to fund valuable support like extra tuition, additional teaching staff or after school activities. Please remember that our cashless catering service ensures that it is impossible to distinguish between pupils who have free school meals, and those who do not. The easiest way to register for your child to receive free school meals is via the application form by following this link:

<https://www.cloudforedu.org.uk/ofsm/sims>

If you want further information then please call Nikki Prime (Data Officer) on 01670 816111 ext. 310 - everything you say will be treated in the strictest confidence.

Lockers

Every pupil has access to a locker. The school has combination padlocks which the pupils can loan for a £5.00 deposit. Pupils will receive a refund for the padlock when it is returned. This may be at the end of their time at school or when they feel they no longer need to use it. Please note that pupils cannot bring their own padlocks into school.

Medicines

The Trust has a strict policy regarding medicines:

- **No medicine is allowed in the school** unless an appropriate agreement to administer medicine form has been completed and approved by the Principal. Forms are available from the Reception or the Admin department.
- All medicines are kept in a locked cabinet in an Admin Office. If prescribed medicine, we only accept medicine in its original container with the pharmacy sticker attached, showing pupil's name, dosage etc.
- Pupils who keep medicine in school need to bring a drink with them to take their medicine.
- Any pupil found in possession of medication on them will have it taken off them. This is for the safety of all our pupils.

Trips and Visits

We attempt to provide trips and visits to interesting and exciting places, both in this country and abroad, throughout a pupil's time in school. These trips are always of educational value, and have an educational content to them. Financial contributions will be required for pupils to take part in trips and visits, but we aim to fundraise regularly to lower the cost for parents/carers where possible.

Excellent standards of behaviour are required from pupils participating in off-site visits, and school will only support pupils to attend these activities if their behaviour is excellent on a normal basis in school. If a child's behaviour declines before attending a trip, the child may be removed from the trip and no refund of any monies already paid will be returned.

Water

The school provides pupils with access to water fountains. Pupils can fill a water bottle brought in from home during break or lunchtime. Other drinks are not permitted during lesson time.

Policies

School policies can be viewed on our website: www.dukes.ncea.org.uk.

Telephone Contact

You can contact members of staff at school by telephone on 01670 816 111. However, it is important to note that the majority of staff time is spent with pupils around the building and only rarely are staff available at their desks to take telephone calls during the day. If a parent/carer contacts a member of staff by telephone it is highly likely that the member of staff will be working with pupils at that time, and we would request that a voicemail message is left for the member of staff. Please leave your name, the name of the child you are calling about, a number that you can be contacted on and any details in your message. The member of staff will contact you as quickly as possible, but please be aware that it is possible that this may not be until after the end of the school day. If you

need to get a message through more rapidly, please speak to one of our Admin Team who will arrange for your message to be passed to the member of staff as soon as possible

5-Minute Walk Plan

To encourage our pupils to have at least 5 minutes of exercise each morning, and to help us as a school to be good neighbours to those who live near the campus, we ask that parents/carers should arrange to drop-off and collect pupils anywhere on the green routes shown on the “5 Minute Walk” map below. Any point on the green route takes no more than 5 minutes to walk to the pupil entrance, and the dashed green lines show some of the many potential walking routes onto campus. The roads in red are part of our “Good Neighbour Traffic Exclusion Zone”, and we would encourage parents/carers not to drive onto the red roads within 30 minutes before or afterschool arrival and departure times. This allows the roads to be kept free for approved transport of pupils with disabilities, and for county buses.

