

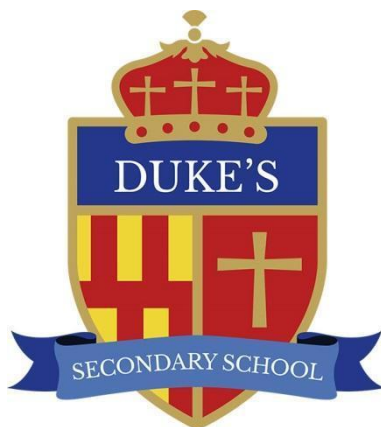


DUKE'S SECONDARY SCHOOL

# PARENT / CARER INFORMATION GUIDE

EVERYTHING YOU NEED TO KNOW  
ABOUT YOUR CHILD'S NEW SCHOOL.





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## Welcome

**“Let your light shine before others, that they may see your good deeds and glorify your Father in Heaven.”**

Welcome to Duke’s Secondary School, a part of the NCEA Trust. We are an 11 to 19 academy based in Ashington and our pupils come to us from across Ashington, Newbiggin-by-the-Sea and Lynemouth. Many of our pupils move to Duke’s from our partner primary schools within the Trust, but an increasing number of families choose Duke’s from other schools in the area who are keen to become part of the NCEA story.

Duke’s is an exciting place to learn and to develop, and we put a strong emphasis on being the best you can be here – this means working hard, developing great attitudes to learning, and experiencing as many different activities and opportunities as you can.

I am very proud of what our pupils achieve during their time at the secondary campus, with some great successes in sport, performance, charity and volunteering work and many other notable activities. I am equally proud of what our pupils go on to achieve; an increasing number of pupils achieve a place in university when they leave us, some go on to amazing apprenticeship opportunities and others go on to join the world of work straight away. Whatever their destination, pupils leave us as young adults with a wide range of skills, positive attitudes and an array of experiences that set them apart and give them opportunities to progress into many different futures.








We are proud to be a Church of England school, and as such believe that all of our children and staff should embody our Christian ethos of “Let your LIGHT shine”. Through our core values of Love, Inclusivity, Goodness, Hope and Truth our students will develop strong moral values which will ensure that they go on to be kind and caring adults who can contribute positively to the community we serve.

**Mr R. Atkinson**  
**Principal**

**Duke’s Secondary School**

*Part of the NCEA Trust*

ADDRESS	TELEPHONE
Duke's Secondary School Academy Road Ashington NE63 9FZ	01670 816 111
	WEBSITE
	<a href="http://www.dukes.ncea.org.uk">www.dukes.ncea.org.uk</a>
	EMAIL
	<a href="mailto:admin.dss@dukes.ncea.org.uk">admin.dss@dukes.ncea.org.uk</a>

Senior Leadership Team			
 <p><b>Mr Atkinson</b> Principal</p>	 <p><b>Mr Line</b> Deputy Principal</p>	 <p><b>Mrs Chapman</b> Deputy Principal Designated Safeguarding Lead</p>	 <p><b>Mr Thompson</b> Assistant Principal</p>
 <p><b>Mr Blight</b> Assistant Principal</p>	 <p><b>Mrs Chima</b> Assistant Principal</p>	 <p><b>Mr Butler</b> Assistant Principal</p>	

## Key Stage Leads / Pastoral / Careers



**Mrs Mitcheson**  
Key Stage Lead – KS3



**Mr Taylor**  
Key Stage Lead – KS4



**Mrs Towers**  
Head of Sixth Form and Careers  
Deputy Designated Safeguarding  
Lead



**Miss Cain**  
Careers Education

## Pastoral Team



**Miss Downey**  
Head of year 7



**Mrs Harrison**  
Head of year 7



**Mrs Gowland**  
Head of year 7






**Mr Fender**  
Head of year 8



**Mrs Wilkinson**  
Head of year 9



**Mr Provett**  
Head of year 10

 <p><b>Mrs Spratt</b> Y7 &amp; Y8 Deputy Designated Safeguard Lead</p>	 <p><b>Mrs Ireland</b> Y9 &amp; Y10 Deputy Designated Safeguard Lead</p>	 <p><b>Miss Graham</b> Learning &amp; Progress Manager Head of year 11 Deputy Designated Safeguard Lead</p>
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 <p><b>Mrs A Young</b> Early Help Lead</p>	 <p><b>Mrs Collin</b> Additional Educational Needs Coordinator</p>	 <p><b>Sally Milner</b> Chaplain</p>	 <p><b>Mrs Black</b> Director of Primary to Secondary Transition</p>
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## 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 cannot be met by the school.

Within Duke's Secondary School & Sixth Form we have the Designated Safeguarding Lead, and Deputy Designated Leads. Any concerns should be reported to Mrs Chapman or any of the safeguarding deputies for each year group. Parents/Carers can reach these staff via the switchboard on 01670 816 111.

The following websites offer support for families and children:

[www.kooth.com](http://www.kooth.com) - emotional and mental health support for children and young people aged 11 and 24.

[www.qwell.io](http://www.qwell.io) - free, safe anonymous mental wellbeing support for adults in the www.

[www.youngminds.org.uk](http://www.youngminds.org.uk) - supporting, children, young people and parent / carers.

[Keeping Children Safe Online \(adobe.com\)](http://Keeping Children Safe Online (adobe.com)) – online safety advice and support.

## 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 school 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. In order to meet our expectations students should:

### Ready

- Arrive on time in the correct uniform.
- Turn off mobile phones and put them away out of sight
- Queue up outside classrooms in a quiet and orderly manner at the start of every lesson.
- Enter classrooms quietly and sit in the seating plan as allocated by the teacher, completing the "purposeful start" task.
- Have the correct equipment that they will need for that lesson. It is an expectation that students have a pen, pencil, ruler and Chromebook as a minimum.
- Not have anything else in the lesson that is not required, this includes food and drink. Water is the only drink permitted in lessons.

### Respectful

- Behave in a respectful manner in classrooms and around the school building.
- Sit quietly when in a classroom and comply with all instructions from staff.
- Follow all instructions from staff first time.
- Speak to staff and other students in a respectful manner. We promote the fact that everyone in our school should treat others in a manner that they would like to be treated themselves.

### Responsible

- Take responsibility for their own learning by completing all work set and trying their best
- Accept any consequence that may come their way if they do make poor behavioural choices and not make it worse by becoming rude or defiant
- Go to the toilet at an appropriate time. There are many opportunities during the school day to go to the toilet and therefore students should not be leaving lessons to go to the toilet unless there are exceptional reasons.
- Be prepared to call out bullying or discriminatory behaviour when they see it by informing staff straight away. We will not tolerate bullying of any kind, but we must know about it in order to prevent it

## Tiered approach to behaviour management

Our behaviour management processes are underpinned by our LIGHT values. We firmly believe that every child has the right to learn in a calm and orderly learning environment, and that no student has the right to disrupt the learning of others. Our goal is to ensure that teachers have classrooms in which they can teach, and students have classrooms in which they can learn. Our tiered approach to behaviour management is in place to give students the opportunity to positively engage in learning and ensure that lessons run smoothly and purposefully. If students choose to disrupt the learning of others or fail to comply with our school rules then the following approach will be taken to help them to modify their behaviour.

**Tier 1 CHANCE:** This is an informal warning where a child will be encouraged to re-engage in the learning.

**Tier 2 CORRECT:** A 1<sup>st</sup> warning will be issued if the student has chosen not to modify their behaviour. This is an opportunity for the student to correct their behaviour before a consequence is issued.

**Tier 3 CONSEQUENCE:** A 2<sup>nd</sup> warning will be given, if the student has not taken the opportunity to correct their behaviour. At this point an on-call system will be in place and a member of staff will take the student to a holding area for the rest of that lesson. If a student receives more than one 2<sup>nd</sup> warning in any given day then this will trigger a full day in the LRC the following day which will also involve a detention after school.

**CALL BACK:** If a 2<sup>nd</sup> warning is issued by a member of staff this will incur a short call back (5-10 minutes) with that member of staff at the next social time. A student will be given a call back slip which will clearly outline where and when they should meet the member of staff to complete their call back. Non-attendance at a call back will result in a further sanction being issued, so it is in the students' best interest to complete their call back at the designated time.

We know that for the vast majority of students this policy will not affect them at all, as we know they are conscientious and hardworking students. We are also confident that as parents and carers you will support this approach to ensuring the learning experience that your child has, is of the highest possible standard. We thank you in advance for your support in ensuring that Duke's is a positive learning environment, which gives your child the best possible chances of achieving outcomes at the end of key stage 4 that they can be proud of.



## Detentions and suspensions

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 will use Arbor and the parent/carer will receive a notification from this app if their child has received a detention. In some circumstances contact with parent/carers will be made using telephone calls or text message however Arbor is the default method of communication. We will be predominantly using the call back system in school which should mean that students leave school on time most days, however if students do not comply with the call back procedures or they are in the LRC for the day, then they will receive a detention and the student's school day will finish at 3.30pm.

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 Suspension. This is a very serious sanction, and is only applied for serious or continuous breaches of school expectations. If a child is suspended from school they are not able to attend school again until the reintegration meeting has taken place, and a behaviour contract may be issued. During the time of a suspension the child must not be present in public places, and is the responsibility of the parent/carer to supervise.

## Mobile phones



The following is an extract from DfE guidance issued to schools in February 2024:

*Every school has a duty to create an environment that is calm, safe and free from distraction so all pupils, whatever their background, can learn and thrive. One of the greatest challenges facing schools is the presence of mobile phones. Today, by the age of 12, 97% of pupils own a mobile phone.*

*Mobile phones risk unnecessary distraction, disruption and diversion. One in three secondary school pupils report that mobile phones are used in most lessons without permission. This not only distracts the single pupil using the phone, but disrupts the lesson for a whole class, and diverts teachers' efforts away from learning. We owe it to our children to do what we can to remove distractions and enable them to be fully present and engaged in the classroom.*

*We also owe it to our pupils to keep them safe at school. One in five pupils have experienced bullying online. By removing mobile phones from the school day, we can create a safe space where pupils are protected from the risks and dangers associated with social media and cyber-bullying, as well as the peer pressure and possible stigma associated with owning what are often expensive devices. This is why we are determined that all schools should prohibit the use of mobile phones throughout the school day – not only during lessons but break and lunchtimes as well.*

Therefore our policy on mobile phones complies with this guidance and is what is expected in all schools across the country.

**Mobile phones are not allowed to be used in school under any circumstances. If they are heard or seen, even if they are turned off, the phone will be confiscated and taken to the LRC for collection at 3:30pm after a detention has been completed.** If this happens regularly, a parent/carer will be required to come in and collect the phone. We may also ask that the student hands the phone in to the head of year first thing on arrival to school. If the pupil refuses to hand over their phone when asked by a member of staff, they may be asked to spend the full day in the LRC the following day.

We cannot comply with this guidance from the Government alone. We need the support of parents and carers to ensure that our students are safe from the distraction and emotional harm that mobile phones undoubtedly cause our students. We strongly recommend that parents use Apps which control the times that students can use their phone, these can be used to turn the phones off during the school day. There are a few different Apps that can be used on Android or Apple phones which can be found through a simple search online. They are very simple to use and puts the power back in the hand of the parents. There is no reason at all for students to use their phones in school and we ask that parents/carers do not ring or message their children during the school day.

As an added measure to support the mental health and well-being of students we will be asking that if students do need to go to the toilet during a lesson then they hand their mobile phone into the teacher before they are allowed to go. Again we ask that parents support us in this measure as a means of supporting the mental health and emotional well-being of our students

## Attendance

It is well known that there is a direct link between attendance and attainment at school. Students with 100% attendance are more than twice as likely to achieve five plus GCSE's grade 5 to 9. At Duke's we are committed to working with parents and carers to ensure all students achieve as high a level of attendance as possible. The Government regards at least 95% attendance as an expectation for all students; at Duke's, all students are set a target of achieving 100%, and where this is not possible at least 96%. This means that you should aim to ensure your child has no more than 7 days off in an academic year

For safeguarding reasons, Duke's has a responsibility to ensure that all students are accounted for during school hours. It is a requirement that Duke's students are in the school building before 8.30 a.m. If a student has been marked as absent without a reason, a text message or an email will be sent home informing you that your child is not in school. (If a student is in school but not in registration, it is their responsibility to make sure they get a registration mark to avoid unnecessary contact with home). Please respond to the text or email as a matter of urgency with a reason for your child's absence. If your child is too ill to attend school, or will be absent for any other unplanned reason, please contact school providing the following information:

### Day 1

Please contact school before 9.00am and provide a reason for your child's absence. Brief reasons for absence ("illness", "unwell", "poorly", "not feeling great" do not provide sufficient information about the absence) and estimated length of absence.

**To report the absence please email [attendance@dukes.ncea.org.uk](mailto:attendance@dukes.ncea.org.uk) or alternatively you can telephone the school and speak to the attendance team.**

### Day 2, 3 and 4

Contact before 9.00am to update us about the absence.

### Day 5

Provide medical proof of the absence re. FAO Attendance Officer via email.

It is a parent/carer's responsibility to automatically provide this information. The absence will not be authorised without it. Proof could include a GP's appointment card, copy of prescription or proof of medication taken. Please note that we are aware that doctors do not routinely provide medical certificates, but if a student is absent for 5 days or more there is an expectation that they are ill enough for you to have consulted a medical professional and therefore there should be some proof that the consultation has taken place.

## Student Sign-Outs

Any student who needs to be signed-out of school (illness or appointment) must be collected by their parent/carer from Duke's reception. Students cannot leave Duke's independently. If a student has attendance under 90% the sign-out will be unauthorised unless the sign-out is an injury or considered an authorised reason by a staff member.

## Medical Appointments

Routine medical and dental appointments should be arranged outside of school hours. Notification of appointments during any part of the school day should be communicated to school in advance. This information is requested:

- To allow registers to be pre-populated with the information so that class teachers are aware a student will be absent from their lesson
- To avoid time being spent trying to locate a student who is not in school for a genuine reason
- For safeguarding purposes, to help ensure the authenticity of an appointment

If your child needs to attend a medical appointment during the school day a note written and signed by a parent/carer will be required when signing either in or out at Reception on the day of the appointment.

It would also be useful to have a copy of medical appointment cards/letters for a student's file to support conversations about issues relating to attendance. Please note that for safeguarding purposes, this information is required in addition to advance notification. **Students should only be out of school for the minimum amount of time necessary for the appointment; a full day's absence will not usually be authorised.**

## Lateness & Punctuality

A pupil who arrives late but before the register has closed will be marked as late. A pupil who arrives after the register has closed will be marked as absent.

**Students who are late arriving at school in the morning more than 2 times in a typical week will have to do a detention on a Tuesday or Thursday after school the following week. (This will take place from 3.00pm – 3.30pm)**

**A student arriving after 9.30am will receive a detention that same day.**

## Monitoring Attendance

The attendance target for all students at Duke's secondary School is at least 96%. The Attendance Officer, Education Welfare Officer, Senior Leadership team, Heads of Year and tutors review student attendance and work together to improve attendance and punctuality. As part of the review process, communication may be sent home if an unusual pattern of attendance has been observed. If attendance falls below expectation, without good reason, we may have conversations with your child and/or contact you directly to discuss and agree a way forward to support their attendance.

## Rewards

We have termly individual and tutor group rewards and incentives in place to encourage and reward excellent attendance.

We thank you for your support with your child's attendance. At Duke's we want the best possible outcomes for all our students and excellent attendance will help them succeed in their future endeavours.

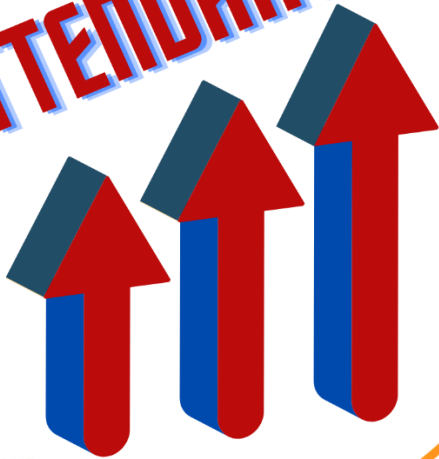
Duke's LIGHT Elite is an initiative which provides the opportunity to showcase our students' exceptional attitude towards their education. This links directly to our School vision of 'Enabling everyone in our communities to let their light shine.' [Matthew 5:16]. Our initiative aims to provide a platform filled with

challenges and opportunities for our students to flourish. Each one highlights one or more of our LIGHT values.

Throughout the academic year your child has the opportunity to be celebrated and rewarded for letting their light shine through achievements, effort, attainment, attitude and attendance.



# ATTENDANCE



## YOU WOULDN'T BE LATE FOR WORK.

5mins late per day = 3 days lost learning

10mins late per day = 6.5 days lost learning

15mins late per days = 10 days lost learning

The bells rings at 8.30am.

### Duke's Secondary #attendancematters

DID YOU KNOW....

Students with 100% attendance are more than twice as likely to achieve 5+ GCSEs grade 9-5

### DUKE'S SECONDARY



## Times of the Academic Day

All students to be in school for 8:30 for First Bell		
Start	Finish	Period
8:30	8:55	<b>AM TUTOR</b>
8:55	9:50	P1
9:50	10:45	P2
10:45	11:05	<b>BREAK</b>
11:05	12:00	P3
12:00	12:55	P4
12:55	14:05	<b>PM Tutor / Enrichment Lunchtime</b>
14:05	15:00	P5
End of school day 15:00 – Mon to Fri (Inclusive)		

## 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 Attendance Team and should be completed and returned to the school attendance officer.

## Term Dates 2024-2025

HOLIDAY or OCCASION OF CLOSURE	DATE ON WHICH SCHOOL WILL CLOSE	DATE ON WHICH SCHOOL WILL REASSEMBLE
<b>STAFF TRAINING DAY</b>	<b>MONDAY 2 SEPTEMBER 2024</b>	
SUMMER 2024	19 July 2024	3 Sept 2024 Year 7 only 4 Sept 2024 Whole School
October Mid-Term 2024	Friday 25 October 2024	Tuesday 5 November 2024
<b>STAFF TRAINING DAY</b>	<b>MONDAY 4 NOVEMBER 2024</b>	
Christmas/New Year 2024/25	Friday 20 December 2024	Tuesday 7 January 2025
<b>STAFF TRAINING DAY</b>	<b>MONDAY 6 JANUARY 2025</b>	
Spring Mid-Term 2025	Friday 21 February 2025	Monday 3 March 2025
Easter 2025	Friday 11 April 2025	Monday 28 April 2025
<b>MAY DAY BANK HOLIDAY</b>	<b>MONDAY 5 MAY 2025</b>	
Summer Mid-Term 2025	Friday 23 May 2025	Monday 2 June 2025
<b>STAFF TRAINING DAY</b>	<b>FRIDAY 27 JUNE 2025</b>	
Summer 2025	Friday 18 July 2025	

## 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
A white shirt with top button.
<b><i>Optional:</i></b> a black V-neck jumper <b>with</b> Duke's School embroidered badge
A Duke's School tie: All Year 7 will require a blue tie
Black smart trousers / skirt  <b>Not denim, no leggings, no tight fitting trousers</b>  <b>Skirt length must be no shorter than 3 inches above the knee</b>
Black or flesh coloured tights / Black or white socks. <b>No trainer socks, there must be no gap between socks and trousers.</b>
Black leather (or leather look) shoes, All Black training shoes as per the illustrations below:    <b>Training shoes that have any kind of coloured or white logo's, stripes, or soles will not be permitted. They must be all black</b>



**PE Kit will be worn as follows:**

Plain black tracksuit bottoms / shorts / leggings (All must be plain black and without logos.  If necessary a very small discreet logo will be accepted but <b>brightly coloured or large logos, writing or flashing will not.</b>
Duke’s School black and red sports top
<b>Optional:</b> Duke’s School black and red hoodie. Only black Hoodies with the Duke’s logo will be accepted in school.
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. **As with any other rule, if a pupil refuses to follow school expectations around uniform then sanctions will be put in place.** The student may receive a detention or they may be placed into the Learning Recovery Centre (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 / Pastoral 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. A stock of ties are held in school and can be purchased from the Admin office for a cost of £6.00.

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, Unit 17, Airport Industrial Estate, Kingston Park Ave, Newcastle upon Tyne NE3 2EF**

We also run a good second hand uniform scheme, where parents can donate or swap items free of charge if their child has outgrown some of their uniform. As the cost of living increases we appreciate that some parents may struggle from time to time and we encourage them to take advantage of this scheme. It is not compulsory to donate or swap items to use this service, if you require any items contact your child’s Head of Year or the Admin Team.

## **Exception to Uniform Request**

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.

## Helpful guidance on shoes

If pupils are not wearing the correct footwear then they will may be asked to spend the day in the Learning Recovery Centre unless a pair can be dropped off by a parent/carer

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.

Shoes should be black leather or black leather looking, not suede. Trainers (unless they conform to the description and image in the uniform table) including Vans, plimsolls or high tops, 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 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 / skirt 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 3 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 face wipes and will be 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.**

## Nails

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](mailto: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-transport-1/Transport.aspx#hometoschooltransport>

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 <http://www.arrivabus.co.uk/> Search for school transport.

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. Students who cause serious disruption on the buses or damage the buses may be banned from using the buses by the bus company.



## We're using Arbor's free Parent Portal and Arbor App

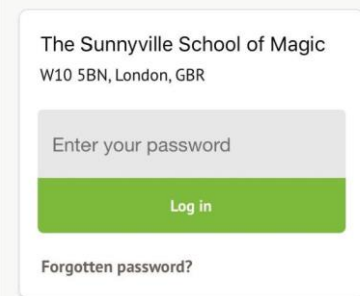
We've chosen Arbor to help us manage our school.

Arbor is a simple, smart and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Arbor App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way. Log into Arbor to see and update your child's information, get live updates and make payments or bookings on the go!

The Parent Portal works on Google Chrome (computer or laptop) and you can download the Arbor App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

### How to get started

1. Wait for your welcome email from us telling you Arbor is ready – you won't be able to log in before
2. Click the link in your welcome email to set up your password
3. Go to the App or Google Play Store on your phone and search 'Arbor'
4. Click 'Install' on Android or 'Get' on iPhone then open the App
5. Enter your email, select the school, then enter your password
6. Accept the Terms & Conditions and enter your child's birthday



The Sunnyville School of Magic  
W10 5BN, London, GBR

Enter your password

Log in

Forgotten password?

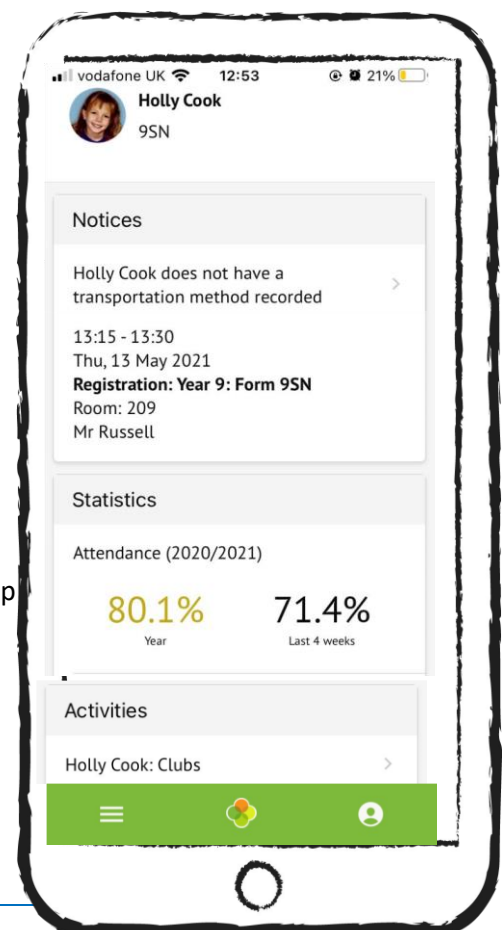
### Need help using Arbor?

Contact the school office if you have questions about Arbor, the App or Parent Portal. Tell us the type and model of your phone, e.g. an iPhone SE, and include screenshots or screen recordings. To safeguard student data in line with General Data Protection Regulations (GDPR), Arbor only works directly with schools.

### Some tips to try:

1. Ensure your username is the email address you use for Arbor. Ask us to **check the email address** linked to your account.
2. **Reset your password** from the login page, or ask us to do this.
3. If the login email was sent to you more than 96 hours ago, the **password link will have expired**. Ask us to send it again.
4. Ask the school office to check that your email address has not been used twice - e.g. on another guardian or child's profile.
5. **Enter the birthday** of one of your children to log in.

Only relatives who are **Primary Guardians** of a child can access the Arbor App



## 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 Arbor either online or through the App.

Lunch costs around £2.40 for a main meal and dessert. We encourage all students to bring a water bottle to school where they can fill up at the water dispenser in the dining hall. 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. You can add extra credit to this to use at break time for snacks and drinks by either using the online payment in Arbor or students are able to bring in money (cash) 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 (cash) 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 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. **Students are not permitted** to bring in their own locks they must use locks provided by the school

## Medicines

The Trust has a strict policy regarding medicines:

- **Only prescribed medicine is allowed in the school** and must be accompanied by an appropriate agreement to administer prescribed medicine form which then must be 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. 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: [dukes.ncea.org.uk](https://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.



## 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. (See Map Pg 26)

## 6-Use of the Turning Circle (Front of building)

The use of the turning circle and parking area at the Josephine Butler Site., The turning circle and parking area at the front of the building, will be **strictly only** for the use of those vehicles with a valid permit during designated time slots. Permits are only available through written request from Castle school.

<b>Morning</b>	
8.30 – 8.40am	<b>Dukes</b> – Parent and School Transport / Designated Time Slot for permit holders only
8.40 - 8.50am	<b>Bishops</b> - Permit Holders Only <i>No entry through side gate from turning circle, siblings of Castle school students can enter through Josephine Butler reception.</i>
8.50 – 9.00am	<b>Castle</b> - Permit Holders Only (Parent / Carers)
9.00 - 9.10am	<b>Castle</b> - SEND School Transport (Designated Bays)
<b>Afternoon</b>	
2.55 - 3.05pm	<b>Dukes</b> – Parent and School Transport / Designated Time Slot for permit holders only
3.05 – 3.15pm	<b>Castle</b> - Permit Holders Only (Parent / Carers)
3.15 - 3.25pm	<b>Castle</b> - SEND School Transport (Designated Bays)
3.25 – 3.35pm	<b>Bishops</b> - Permit Holders Only <i>No entry through side gate from turning circle, siblings of Castle school students can leave through Josephine Butler reception.</i>

**Please do not use this area outside of your school’s designated times.**

Thank you for your understanding, support, and commitment to the well-being of our students. Together, we can create an environment that prioritises the safety and smooth functioning of our school community.



## 5-Minute Walk Map