

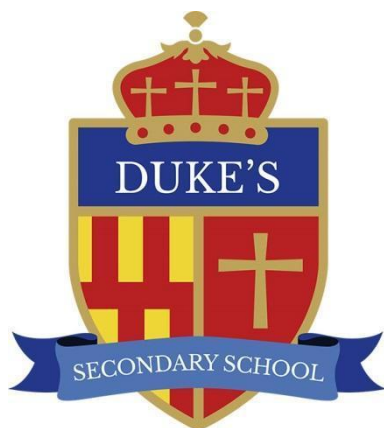


DUKE'S SECONDARY SCHOOL

PARENT / CARER INFORMATION GUIDE

**EVERYTHING YOU NEED TO KNOW
ABOUT YOUR CHILD'S SCHOOL**





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Welcome

Welcome to Duke's Secondary School, a part of the NCEA Trust. We are an 11 to 16 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 local sixth forms when they leave us, some go on to amazing apprenticeship opportunities. 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

Duke's Secondary School: Contact Page

ADDRESS	TELEPHONE
Duke's Secondary School Academy Road Ashington NE63 9FZ	General Enquiries / Reception 01670 816 111
	WEBSITE
	www.dukes.ncea.org.uk
	EMAIL
	General Enquiries: admin.dss@dukes.ncea.org.uk

Attendance

	TELEPHONE
Duke's Secondary School Attendance	01670 816 111 Ext: 385
	EMAIL
	attendance@dukes.ncea.org.uk

Please contact school before 9.00am and provide a reason for your child's absence by using the attendance email address above or telephone the attendance team and leave a message. Please indicate your child's name, year group and reason for absence.

Contact: Heads of Year

	EMAIL
Duke's Secondary School Heads Of Year	Year7link@dukes.ncea.org.uk
	Year8link@dukes.ncea.org.uk
	Year9link@dukes.ncea.org.uk
	Year10link@dukes.ncea.org.uk
	Year11link@dukes.ncea.org.uk

Telephone Contact - All Staff

You can contact members of staff at school by telephone on 01670 816 111 or contact a Head of Year by using one of the email Head of Year links as above.

It is important to note that the majority of staff time is spent teaching or assisting with pupils around the building during the school day. **Only rarely are staff available at their desks to take telephone calls or emails during this time.**

If you contact a member of staff by telephone we would request that a voicemail message is left.

When you leave a voicemail or send an email, can you please ensure you add the following information: Your name, the name of the child you are calling/emailing about, a number that you can be contacted on and any details in your message. 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**

Senior Leadership Team



Mr Atkinson
Principal



Mr Line
Deputy Principal



Mrs Chapman
Deputy Principal
Designated Safeguarding
Lead



Mr Thompson
Assistant Principal



Mr Blight
Assistant Principal



Mrs Chima
Assistant Principal



Mr Butler
Assistant Principal

Key Stage Leads / Pastoral / Careers



Mrs Mitcheson
Key Stage Lead – KS3



Mr Taylor
Key Stage Lead – KS4



Miss Cain
Careers Education & Alternative
Provision

Heads of Year & Safeguard Team



Mr Provett
Head of year 7



Mrs Harrison
Head of year 8



Mrs Gowland
Head of year 9



Miss Platten
Head of year 10



Mrs Wilkinson
Head of year 11



Mrs Spratt
Y7 & Y8
Deputy Designated Safeguard
Lead



Mrs Ireland
Y9 & Y10
Deputy Designated Safeguard
Lead



Miss Graham
Head of Year and Safeguard Lead
For CIC & AP

 Mrs A Young Early Help Lead	 Mrs Collin SEND CO	 Mrs Mills Mainstream SEND CO	 Mrs Black Director of Transitions
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 Sally Milner Chaplain			
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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 - emotional and mental health support for children and young people aged 11 and 24.

www.qwell.io - free, safe anonymous mental wellbeing support for adults in the www.

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 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.
- Do 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 1st 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 2nd 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. A 30 minute after school detention will be issued at this point and it will be expected that the student completes a restorative conversation with the member of staff.

If a student receives more than one 2nd warning on any given day, they will be expected to spend the rest of the day in LRC. This will include an extended after school detention.

We know that for the vast majority of students this policy will not effect 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

Although parental consent is **not** required for detentions to be issued, the school will make every effort to contact parents/carers via Arbor 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"

Furthermore, it is the responsibility of the parent/carers 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 a 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 it is the **responsibility of the parent/carers to supervise them**.

Lateness & Punctuality

All students are to arrive to school promptly. We ask that parents/carers ensure that their children have sufficient time to arrive at school for the start of the school day.

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 after 8.30am will be issued with an after-school detention that same day, lasting 30 minutes, until 3.30pm. If they fail to attend this detention, this will escalate to a 60 minute after school detention the next school day (finishing at 4pm)

If students are repeatedly late to school they could be subject to further sanctions.

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.

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. In the first instance, positive recognition will be added to Arbor as Light Value points and can be viewed via the Arbor app.

Mobile phones



The following is an extract from DfE guidance issued to schools in **June 2026**:

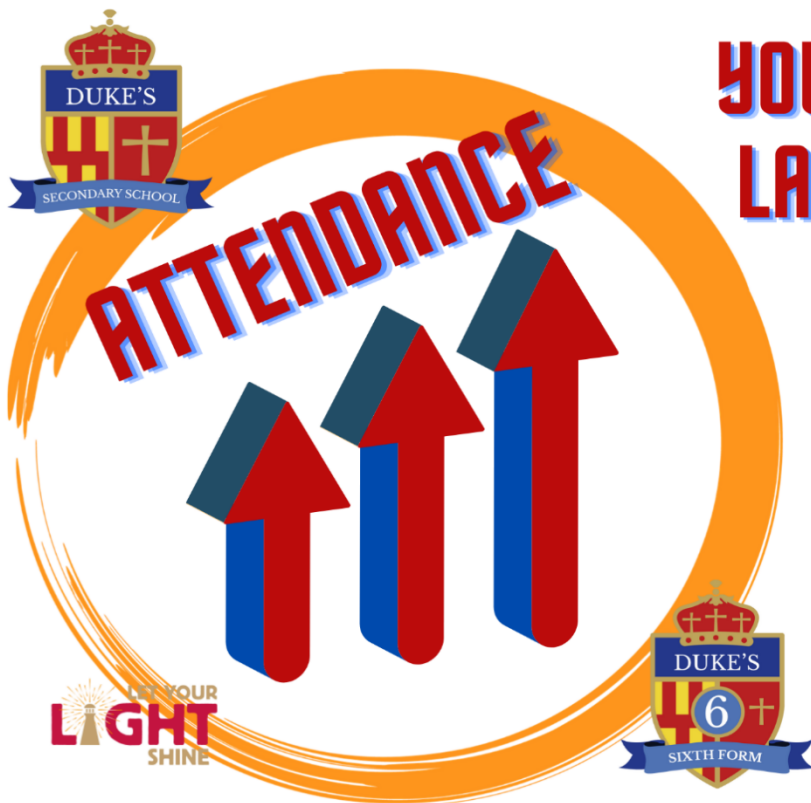
The Department for Education (DfE) expects schools to implement a policy whereby pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime.

Therefore, we have amended our policy on mobile phones to ensure it complies with this guidance. It is worth pointing out that similar policies will be in place in every school across the country from September 2026. We have always had a policy that mobile phones are not allowed to be used or seen anywhere in school, however we will now be adding in extra measures to ensure that we are able to confidently comply with this new guidance.

Mobile Phone Procedure for all Students:

- **All students will be asked to hand in their mobile phone to their tutor at the start of each day. We will be checking that this is the students' actual phone and not a spare one that they have brought into school. This is mandatory for all students and non-compliance with this request will result in the student being asked to go to the LRC for the day, where the phone will be confiscated anyway.** For students that do not bring a phone to school, we would ask that parents alert us to this fact so that we are not placing the students in the LRC if they do not have a phone on them. This should be communicated to the tutor.
- **If students say they do not have a mobile phone, then checks will be carried out ensure that this is the case.** Guidance states that: Headteachers, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item as set out in legislation. This will be done in a non-invasive manner and will comply with all legislation with regard to searching students.
- **The phones will then be stored securely and handed back to the students at the end of the day in an extra tutor slot that we have built into the school day. If students are in year 11, their phones will be returned after the "Aim for success" session Mon-Weds.**
- **Students that are late to school will be asked to hand their phones over as soon as they enter the building and they will be placed in a separate box. These phones can be collected once students leave the afternoon tutor session.**
- **If a mobile phone is heard or seen, (even if they are turned off) the phone will be confiscated and the student will be asked to complete a detention until 4pm. Phones that have been confiscated will not be returned to the students, parents will be asked to collect the phones at 4pm.**
- **If a student refuses to hand over a phone that is in their possession during the school day, then a suspension will be issued.**

We cannot comply with this guidance from the DfE 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. Please support us on this, we are only doing what we have been mandated to do by the DfE. There is no reason for a student to use their phone during the school day and we hope that we will not need to issue the sanctions outlined above.



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 day = 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



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 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 unless it has been authorised with the attendance team in advance.** 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/carers 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.**

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.

Times of the Academic Day

All students to be in school for 8:30 for First Bell		
Start	Finish	Period
8:30	9:00	AM TUTOR
9:00	10:00	P1
10:00	11:00	P2
11:00	11:20	BREAK
11:20	12:20	P3
12:20	13:55	P4 & Lunch
13:55	14:50	P5
14:50	15:00	PM TUTOR
15.00	15.45	<i>Aim For Success session Y11 only Mon, Tues & Wed</i>

Y11 Aim For Success

To support exam preparation we will be hosting Aim For Success for Y11 on the days mentioned above. These sessions are mandatory and will be essential preparation for GCSE exams, focussing on retrieval of subject content and the development of examination skills.

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 2026-2027

HOLIDAY or OCCASION OF CLOSURE	DATE ON WHICH SCHOOL WILL CLOSE	DATE ON WHICH SCHOOL WILL REASSEMBLE
STAFF TRAINING DAY	TUESDAY 1 SEPTEMBER 2026	
SUMMER 2026 / Autumn Term 2026	17 July 2026	2 Sept 2026 Year 7 only 3 Sept 2026 Whole School
October Mid-Term 2026	Friday 23 October 2026	Monday 2 November 2026
Christmas/New Year 2026/27	Friday 18 December 2026	Tuesday 5 January 2027
STAFF TRAINING DAY	MONDAY 4 JANUARY 2027	
Spring Mid-Term 2027	Friday 12 February 2027	Monday 22 February 2027
Easter 2027	Thursday 25 March 2027	Monday 12 April 2027
MAY DAY BANK HOLIDAY	MONDAY 3 MAY 2027	
Summer Mid-Term 2027	Friday 28 May 2027	Monday 7 June 2027
STAFF TRAINING DAY	FRIDAY 25 JUNE 2027	
Summer 2027	Friday 16 July 2027	Thursday 2 September 2027

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.
<u>Optional:</u> a black V-neck jumper with Duke's School embroidered badge
A Duke's School tie (This can be purchased from the School Admin Office £6)
Black smart trousers / skirt Leggings are permitted but must be plain black and no sports leggings Skirt length must be no shorter than 3 inches above the knee
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, All Black training shoes as per the illustrations below:  Training shoes that have any kind of coloured or white logo's, stripes, or soles will not be permitted. They must be all black

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**

Pre-loved Uniform

We also run a good 'Pre-loved' uniform scheme, where parents can donate, take 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.
- Top buttons on the shirt will be buttoned at all times
- 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 or any other headgear are not allowed on the school site.

PE Kit

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 brightly coloured or large logos, writing or flashing will not.
Duke's School black and red sports top
<u>Optional:</u> Duke's School black 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

PE Kit and Participation Policy

Year 7 & 8 only:

Year 7 & 8 are permitted to wear their PE kit to school on the days that they have PE. PE kit should **not** be worn on any other day.

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.

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.

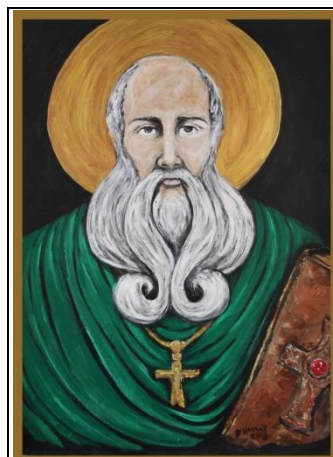
Jewellery

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.

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.



Aidan House



Cuthbert House



Hild House



Oswald House

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 01670 624839 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-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.

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

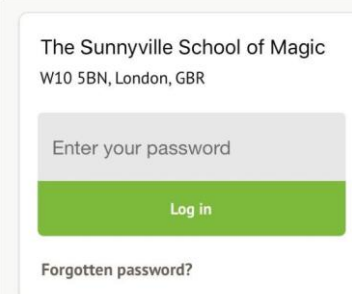
Need help using Arbor?

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

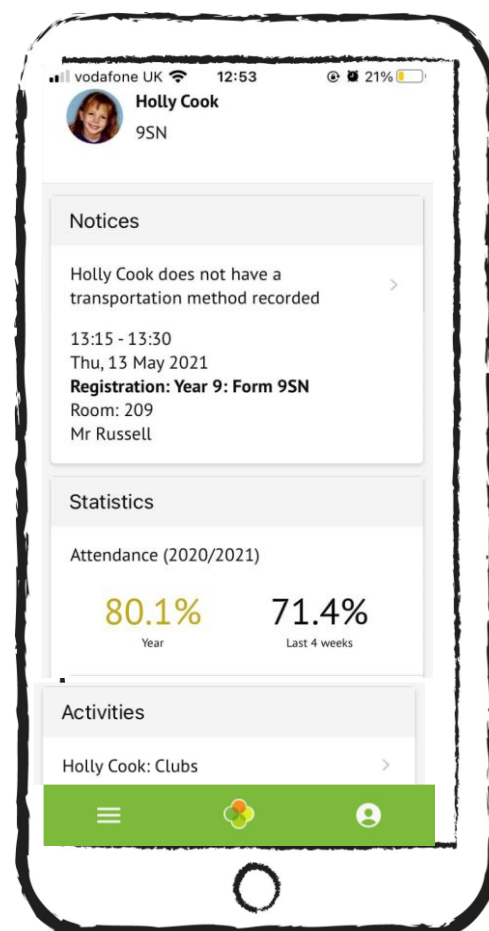


The Sunnyville School of Magic
W10 5BN, London, GBR

Enter your password

Log in

Forgotten password?



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 £2.70 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, £2.70 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.

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.

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.

What is changing?

Expanded entitlement for families on Universal Credit

From the start of academic year 2026 to 2027, all children in households receiving Universal Credit will be entitled to free school meals, regardless of earnings.

Going forward, there will be two types of eligibility:

- **Targeted FSM:** for households in receipt of universal credit earning £7,400 or less (includes free meals and additional support such as pupil premium).
Other educational entitlements such as the Holiday Activities and Food program (HAF) and the 'extended rights' element of school travel assistance, will also continue to be based on targeted FSM.
- **Expanded FSM:** for households in receipt of universal credit earning above £7,400 (free meals only)

End of transitional protections

Since 2018, some children have continued to receive free school meals, even if their family circumstances changed during the rollout of Universal Credit. This is referred to as transitional protections.

Now that entitlement is being expanded to all families on Universal Credit, these protections will end at the end of the 2025 to 2026 academic year.

This means:

- Some children may **no longer be eligible** from the start of the 2026 to 2027 academic year if their family does not receive Universal Credit or another qualifying benefit
- Eligibility will now be based on current benefit status

If your child does not currently receive free school meals

- You may now be eligible under the expanded criteria
- You will need to apply through your local authority / school

To apply for free school meals, visit <https://apply.cloudforedu.org.uk/ofsm/sims>

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.

If you require any further information please email Duke's Secondary School on admin.dss@dukes.ncea.org.uk

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.

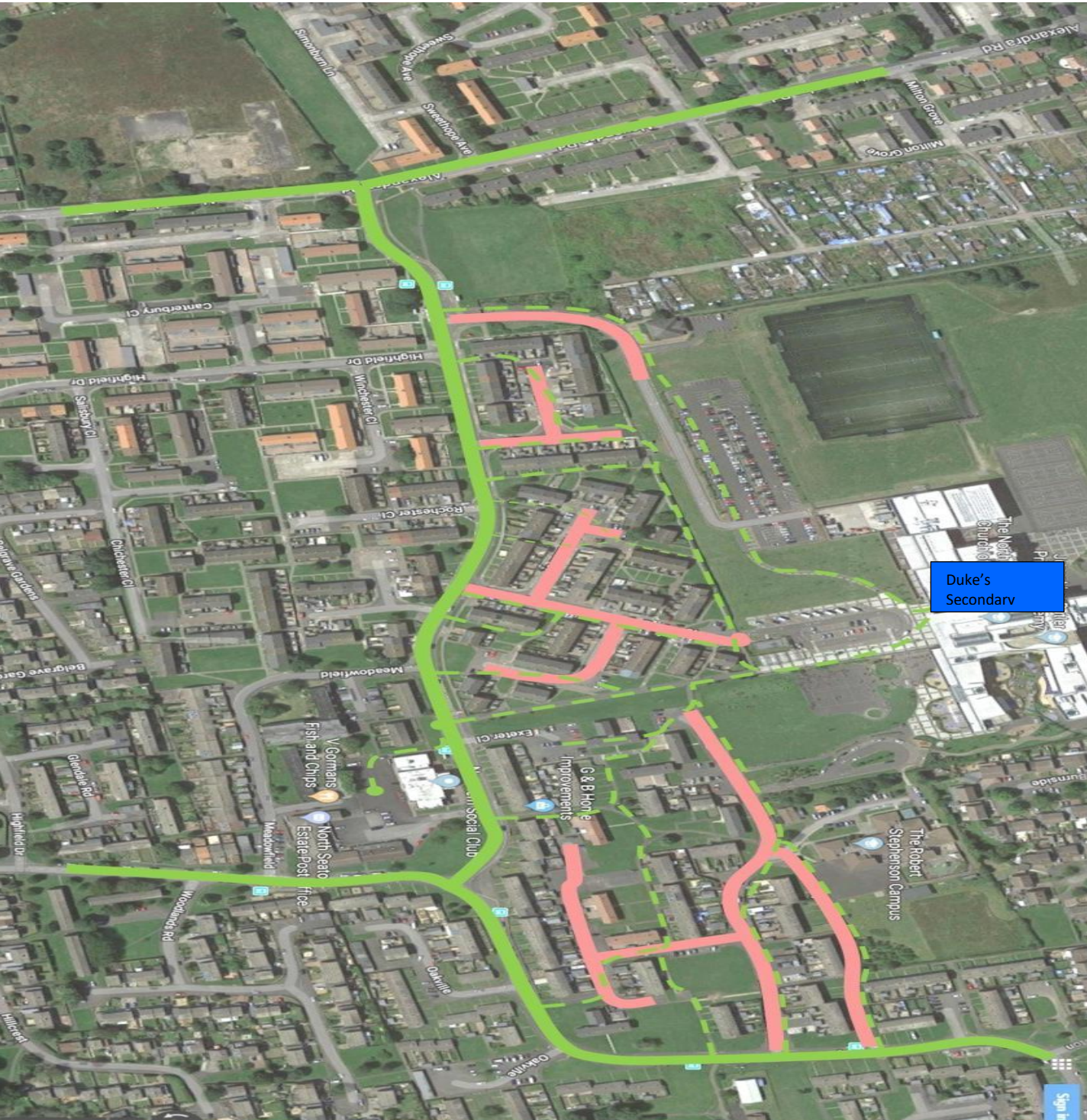
Policies

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

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)

5-Minute Walk Map



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.

If you do not have a permit then the use of the turning circle is prohibited.

Morning	
8.30 – 8.40am	Dukes – Parent and School Transport / Designated Time Slot for Permit Holders only
8.40 - 8.50am	Bishops - 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	Castle - Permit Holders only (Parent / Carers)
9.00 - 9.10am	Castle - SEND School Transport (Designated Bays)
Afternoon	
2.55 - 3.05pm	Dukes – Parent and School Transport / Designated Time Slot for Permit Holders only
3.05 – 3.15pm	Castle - Permit Holders only (Parent / Carers)
3.15 - 3.25pm	Castle - SEND School Transport (Designated Bays)
3.25 – 3.35pm	Bishops - 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 (even with a permit) 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.