



2024/2025

***Parents'/
Guardians'
Handbook:
Main School***

Dear Parents/Guardians

Welcome to Gosforth Academy!

We have prepared this booklet hoping that it gives you answers to the questions you might want to ask about the school. There may still be things you need to know, in which case please ask.

We see ourselves as working in close partnership with you for the benefit of your child and hope that you will feel able to share with us any concerns you may have as he/she progresses through the school.

We try hard to establish a caring, friendly and supportive atmosphere, both in work and play. With your help we can do much to ensure that the years spent by your child in the Academy are happy and successful.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Preit Chahal', with a long horizontal line extending from the end of the signature.

Alexandra Thorp
CEO

Preit Chahal
Principal

GOSFORTH ACADEMY

Knightsbridge • Great North Road • Gosforth
Newcastle upon Tyne • NE3 2JH
Telephone: 0191 285 1000 • Fax: 0191 255 9158
Direct line for Absence 0191 255 9020

Contents

Attendance	19-24
Academic Progress Pyramid	13
Aims and Values	2
Assembly	32
Assertive Mentoring	28
Bicycles at School	38
Bullying	32
Careers Guidance	30
Character Education	29
Clubs and Societies	34
Complaints Procedure	39
Senior Management & Key Staf	43-44
English as an additional language	18
Enterprise and Activity Week (Yellow Week)	34
Gifted and Talented	18
Governing Body	42
Holidays	22
Home-School Agreement	3-4
Homework	26-27
Illness/Medical Problems	24-26
Insurance	38
Key Staff	43
Lateness	23-24
Library	27
Lunch Time (also see School Day page 5)	33-34
Mobile Phones/iPods	36
Overseas Links/Exchange Visits	35
Parents' Forum	39
Pastoral Care	6-7
Parental Contact Diagrams for KS3 and KS4	7
Planner	8
Policies	36
PRAISE Code	28
Privacy Notice	45-48
Prom	14
Property - responsibility for	36
PSHCE	31
Rewarding Achievement	12
School Day	5
School Gateway	40-41
School Reports	28
Smoking/vaping	31
Special Educational Needs Department (SEND)	15
Special Educational Needs contact diagram (whole school)	16
Study Support	17
Terms and Holidays	42
Uniform	8-12
Vision Statement	1

Vision Statement



Gosforth Academy
will be recognised as one of the
top comprehensive schools
in the country. Top quality teaching
and learning lead to successful
examination results, effective levels
of enrichment, harmony and support
for members of our community:
these are the standards by which
we choose to be judged.

Create Your Future!

Aims and Values

Our principal aim is to encourage high expectations and high standards of achievement, both academic and personal. Our values embrace honesty, trust, reliability, respect for the legitimate rights of others, care for the weaker members of society, regard for the environment and a kindness towards other people.

We believe that a calm, friendly, disciplined atmosphere, in which hard work and co-operation are respected, is the best way to promote these values.

We aim to:

- recognise and value each student (school or adult) as an individual with his or her particular abilities, needs and aspirations
- offer learning experiences which extend students and promote their personal development, regardless of academic, social or cultural background
- ensure a genuine equality of opportunity
- build self-esteem and confidence through membership of a caring, secure community
- celebrate the success and achievement of all students
- offer guidance and counselling to assist students in the planning of their future education and careers
- promote working partnerships between schools and the wider community at local, national and international levels
- encourage a love of learning that will be with our students throughout their lives

Home-School Agreement

Parents/Guardians

I/We shall do our best to:

- see that my child attends school punctually and is properly equipped
- make the school aware of any problems that could influence my child's work or behaviour
- support the school's policies and guidelines for behaviour
- attend parents' conferences and other meetings about my child's progress
- take an active interest in my child's school life
- check and sign the student planner weekly

School

The school will do its best to:

- care for the safety and happiness of its students
- ensure that each student is valued as an individual in the school community
- provide a balanced curriculum and meet students' individual needs
- maintain high standards of teaching and learning
- ensure that purposeful homework is set and, where appropriate, marked
- support home learning

- encourage good relationships by developing a sense of personal and social responsibility
- keep you informed of school issues and your child's progress
- be open, welcoming and offer opportunities for you to become involved in the life of the school

Student

I shall do my best to:

- achieve full and punctual attendance
- bring all the books and equipment I need every day (in a suitable bag)
- wear the school uniform and be tidy in appearance
- complete on time all the work I am set
- behave in a way that enables everyone to learn
- be polite and helpful to others
- care for the school environment
- follow the PRAISE code



What is the timing of the school day?

8.40	-	8.55	Registration with Tutor Y9/Y10/Y11
8.55	-	9.45	Period 1 50 mins
9.45	-	10.35	Period 2 50 mins
10.35	-	10.50	Break
10.50	-	11.35	Period 3 45 mins
11.35	-	12.25	Period 4 50 mins

OR

12.25	-	1.05	Y9/Y10 (A-H) Lunch
12.25	-	1.15	Period 5A 50 mins
1.05	-	1.55	Period 5B 50 mins
1.15	-	1.55	Y10 (M-V)/Y11/Y12/Y13 Lunch
1.55	-	2.40	Period 6 45 mins
2.40	-	3.30	Period 7/7-Up 50 mins

Please note we operate a two week timetable

Students in Years 10 have six teaching lessons on Tuesdays and Wednesdays, the seventh lesson is for extra curricular activities including arts and sport. However, this does not mean that students can leave at 2.40pm; if required they must remain until 3.30pm. Year 11 have 7 lessons on Wednesdays as part of the catch up programme. Year 9 have 7 lessons on Wednesdays.

On Mondays and Thursdays there are seven teaching lessons. School finishes at 2.40pm on Friday and has six teaching lessons.

How will my child be looked after in such a large school?

All students are placed in a year group which forms part of a Key Stage. Year 9 students are in Key Stage 3 and Years 10 and 11 form Key Stage 4.

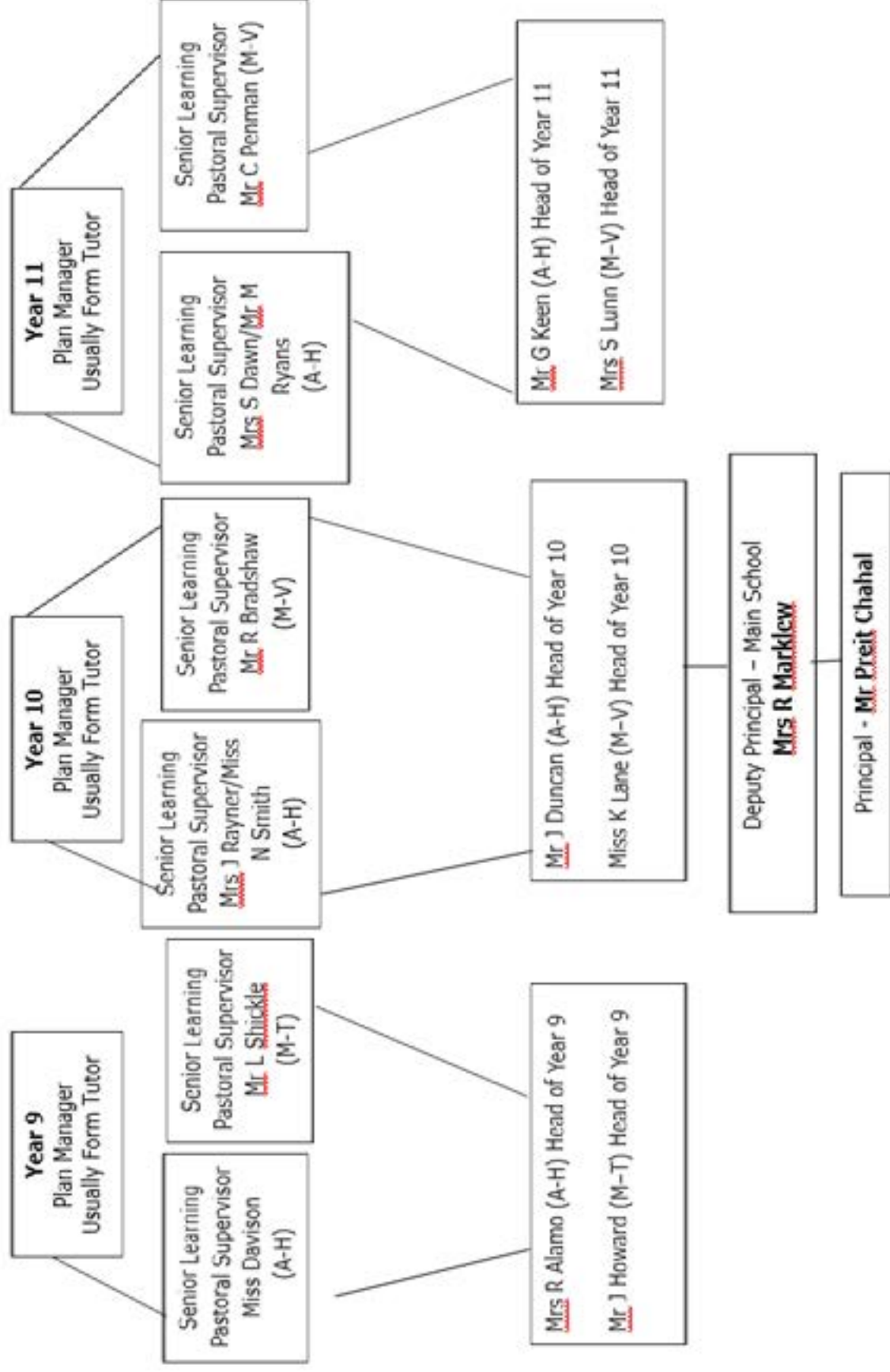
On entry to the school students are placed in a mixed ability Tutor Group with a member of staff as their tutor. The Deputy Principal Main School or Head of Year will co-ordinate all matters of interest relating to your child, whilst the tutor or Senior Learning and Pastoral Supervisors will deal with day to day matters. The Tutor will have daily contact with members of the group, helping them to settle.

The Tutor will also play an important part in the delivery of the Praise lesson. Initially, tutors are the people who have the most regular contact with your child and can be contacted if you need help or information. After the initial settling in period your child will then be assigned an Individual Learning Plan Manager, whose job will be to monitor his or her progress, set and review targets, provide support if needed and act as a point of contact with school. For the majority of our students the Individual Learning Plan Manager will be the tutor but some students are assigned to specialist learning plan managers where this best matches their particular needs or abilities. However, if your child is allocated an Individual Learning Plan Manager (who may or may not be the tutor) it is likely they are who you should contact regarding their academic progress/behaviour throughout the year. We would also appreciate you contacting the appropriate Senior Learning & Pastoral Supervisor if there are any changes in family circumstances that you feel we should know about.

THE DIAGRAM ON THE NEXT PAGE INDICATES THE RELEVANT POINT OF CONTACT.

Line Management Key Stage 3 and 4 for Parental Contacts

If the Plan Manager (usually the tutor) is unavailable please contact the next person in the structure below



What is the student Diary and Planner?

All students in Years 9, 10 and 11 have to carry their diary/planner at all times. It is the principal means of rewarding, sanctioning and communicating with students and parents. It helps students improve their planning and organisation.

Each week, tutors will be checking planners to monitor stamps awarded and written comments by staff. We ask that **you also complete a weekly check on the planners and indicate you have done so by signing them in the appropriate space.**

Students should have their planners on the desk at the start of the lessons open at the correct page.

Should planners be lost or deliberately damaged they must be replaced at a cost of £5.00 and a day will be spent in isolation. Year Leaders will judge whether damage to a planner is deliberate. If it is the result of 'normal' wear and tear, the student will have the opportunity to pay £5.00 for a replacement but will not need to spend a day in isolation.

Is there a school uniform?

Yes. All students in Years 9, 10 and 11 are expected to wear our uniform. All students need to wear a school coat with the embroidered school logo to and from school.

We expect students to come to school looking tidy and presentable. Jewellery is restricted to a watch. We reserve the right to confiscate or insist that students remove any item which contravenes these guidelines or which is a potential safety hazard. Hair accessories should be plain black, navy or white and not excessive. Religious headwear must be

plain black, navy or white. Personal stereos/bluetooth devices must not be worn, nor should mobile phones be switched on or visible inside the building. Excessive makeup, false nails and nail varnish are not allowed. Hairstyles must not be extreme, avant-garde or an unnatural colour. We reserve the right to determine what is a reasonable style or colour of hair and to insist that students with inappropriate hairstyles have them restyled or coloured, wear a suitable covering or remain in isolation until their hair is acceptable. Hats, scarves, T-shirts, jeans, sportswear, boots or trainers of any colour must not be worn in school.

Students should not modify their uniform e.g by rolling over the waistband on trousers or skirts, tucking in sweatshirts or fastening them at the back with a clip or bobble etc.

Our lists are often not exhaustive as it is not possible to catalogue every scenario that could be deemed a breach of policy. Please note that the senior staff team reserves the right to determine what may or may not breach our own policies.

Uniform List

- Black rain jacket with school logo and/or black outdoor fleece with school logo
- Black pleated skirt or black trousers.
- Navy sweatshirt with school logo
- White polo shirt with school logo
- Black shoes (not boots or trainers)
- Food technology apron - blue & white stripe design preferred.

Year 9 (September 2024) will wear the **green circle** around the **new** school logo, continuing through years 10 & 11.

All students will have the school outdoor fleece or the school rain jacket as the **only** type of coats allowed. Wearing a school coat on the journey to school is **compulsory** for all students between October half term holiday and up to the February half term holiday. Non-uniform items such as fleeces or hoodies cannot be worn under school coats or over school sweatshirts.

Year 9/10/11 PE Kit

Uniform may be ordered online from our suppliers
(Please see Gosforth Academy website)

All students in Year 9 to Year 11 will require the following:

- Navy/Amber polo shirt (indoor and summer term lessons)
- At least one item from: navy/amber rugby shirt with school logo **OR** Mid layer navy outdoor top with school logo (Winter/Spring lessons)
- At least one item from plain navy shorts **OR** plain navy tracksuit bottoms **OR** plain navy sports leggings
- Long navy football socks (for outdoor games)
- White ankle sports socks
- Non marking training shoes (not leisure shoes)
- Astro-trainers, moulded and metal studded (not blades)

football boots are preferred footwear to be worn on our 3G

pitch

Dance Uniform:

All students studying Dance are expected to wear exactly the same uniform as they wear for PE. Optional Dance hoodies are also available from Mrs Foster at an additional cost. No other hoody will be permitted and failure to wear the correct uniform will result in a planner comment.

Note To All Parents

- Personal Protective Equipment (PPE) is recommended e.g. shin pads and mouth-guards for contact sports such as football, hockey and rugby.
- Football boots must be moulded for our 3G pitch. Screw in or metal blades are not permitted.
- All jewellery should be removed.

Suppliers for Year 9/10/11 Uniform

Following a procurement process (in compliance with the Education (Guidance about Cost of School Uniforms) Act 2021), all academies within the Gosforth Group will move to a single uniform supplier, Michael Sehgal & Sons Ltd (our current supplier).

Michael Sehgal & Sons Ltd will stock and sell all branded uniform items including PE/sportswear and the school rain jacket and outdoor fleece. Non-branded school approved style uniform items can also be purchased from Michael Sehgal & Sons Ltd. However, parents/carers still have the option to buy these non-branded items from other retailers as long as they meet our uniform policy criteria.

Supplier details:

Michael Sehgal & Sons Ltd, Unit 17 Airport Industrial Estate,
Kingston Park, Newcastle upon Tyne, NE3 2EF Tel: 0191 230
2320. www.michaelsehgal.co.uk

Michael Sehgal supports second hand uniform solution.

The campaign URL for this can be found on our website in the uniform section

How is achievement rewarded?

We believe that individual achievement, both in and out of school, should be acknowledged and this we try to do in a variety of ways. Public recognition of success is given regularly in classes, in tutor groups and in assemblies. In addition, at the end of Year 13 each department awards a prize for effort in its subject. However, it does not end there, for we believe strongly that all forms of achievement merit recognition and, to this end we reward individual contributions to school life beyond the academic curriculum.

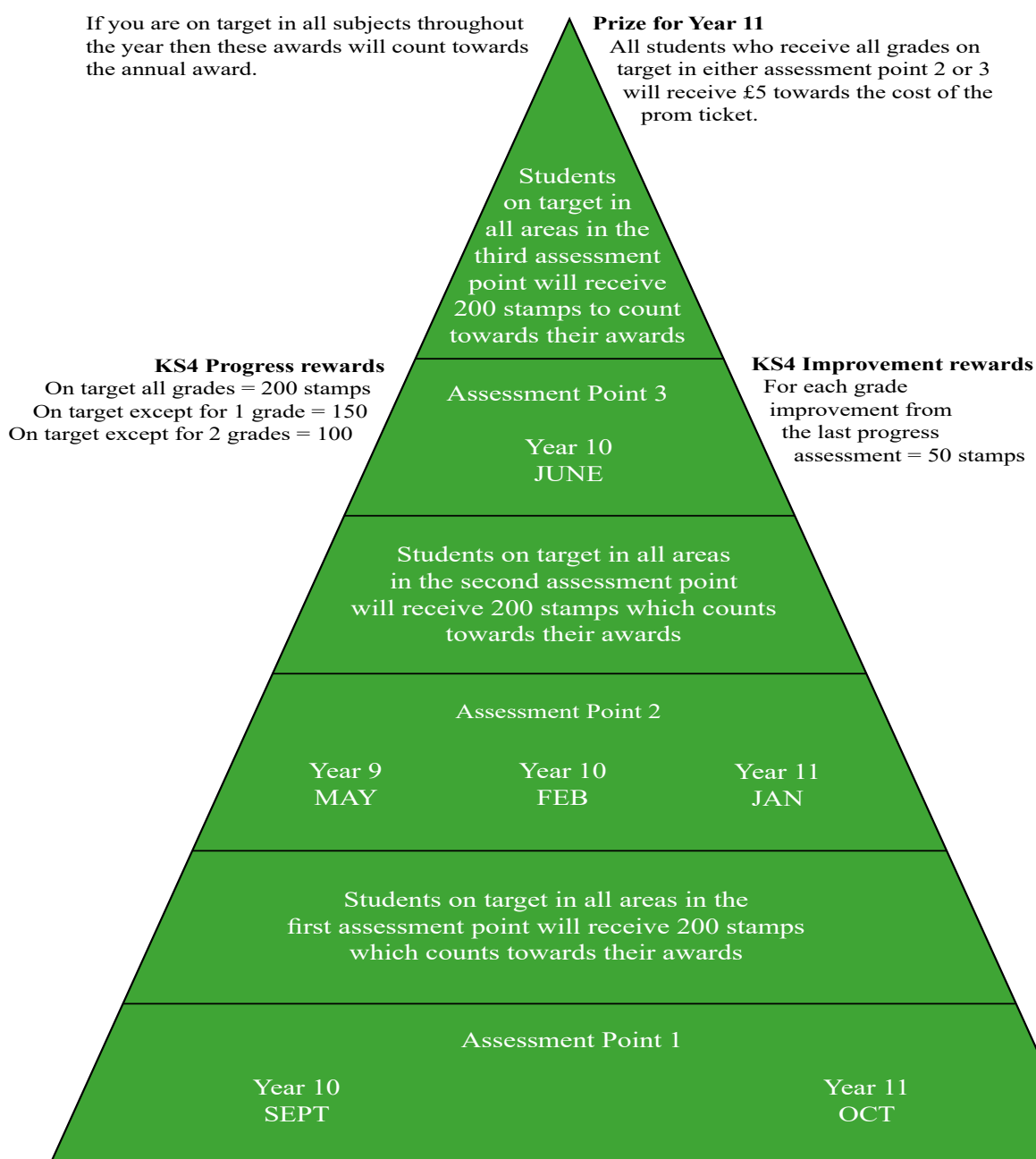
Within our Praise Code we place great emphasis on rewarding the students who perform well on a lesson by lesson basis. All students who are on time, on task, on side in a lesson should receive a minimum of one stamp in their planners. These are totalled and rewards issued for 500, 1000, 1400 stamps. All students who achieve Bronze Certificates in the Autumn, Silver in Spring and Gold in Summer are rewarded with a prize at the end of each term. At the end of the year, students who have the highest number of stamps in each tutor group also receive a reward, as do the top 3 students with the highest number of stamps in each year group.

Those students who have no planner comments in a term similarly are rewarded. All students who achieve at least Gold and have not received isolation, suspension or internal suspension for behaviour will receive an additional annual award.

Academic progress is recognised as follows

PROGRESS PYRAMID

At Gosforth Academy we recognise the importance of academic progress across the curriculum therefore we reward progress at each assessment point during the year.



We believe strongly that students need to have progress and achievement recognised and that they should feel proud of their accomplishments.

What is the Prom?

The Prom is an event which takes place for Year 11 students following the completion of GCSE exams. It is an event which many students look forward to and is a really nice way to mark the end of an important stage in the students' life before they move to Post 16 studies.

- Entry to Prom is not guaranteed. Students must fulfil a number of criteria including:
- Participate in 3 additional revision classes of their choice prior to mock exams in January.
- Have a total of at least 6 intervention stamps by Easter and 10 by the time study leave begins. These can be made up of review days and revision classes for both mocks and summer exams.
- Full attendance is also required for all review day subject invites, intervention sessions and booster classes.

In addition, you must also meet the following criteria to attend the Year 11 Prom:

- Good behaviour in Year 11
- Attendance of 95% or above
- Good punctuality

- Good behaviour while on study leave and throughout the exam period.

If the above criteria are not met by the time prom tickets are sold, students and parents/guardians should be aware that they will not be permitted to attend. Clearly any exceptional circumstances will be taken into consideration on a case-by-case basis.

Students with special educational needs support diagram

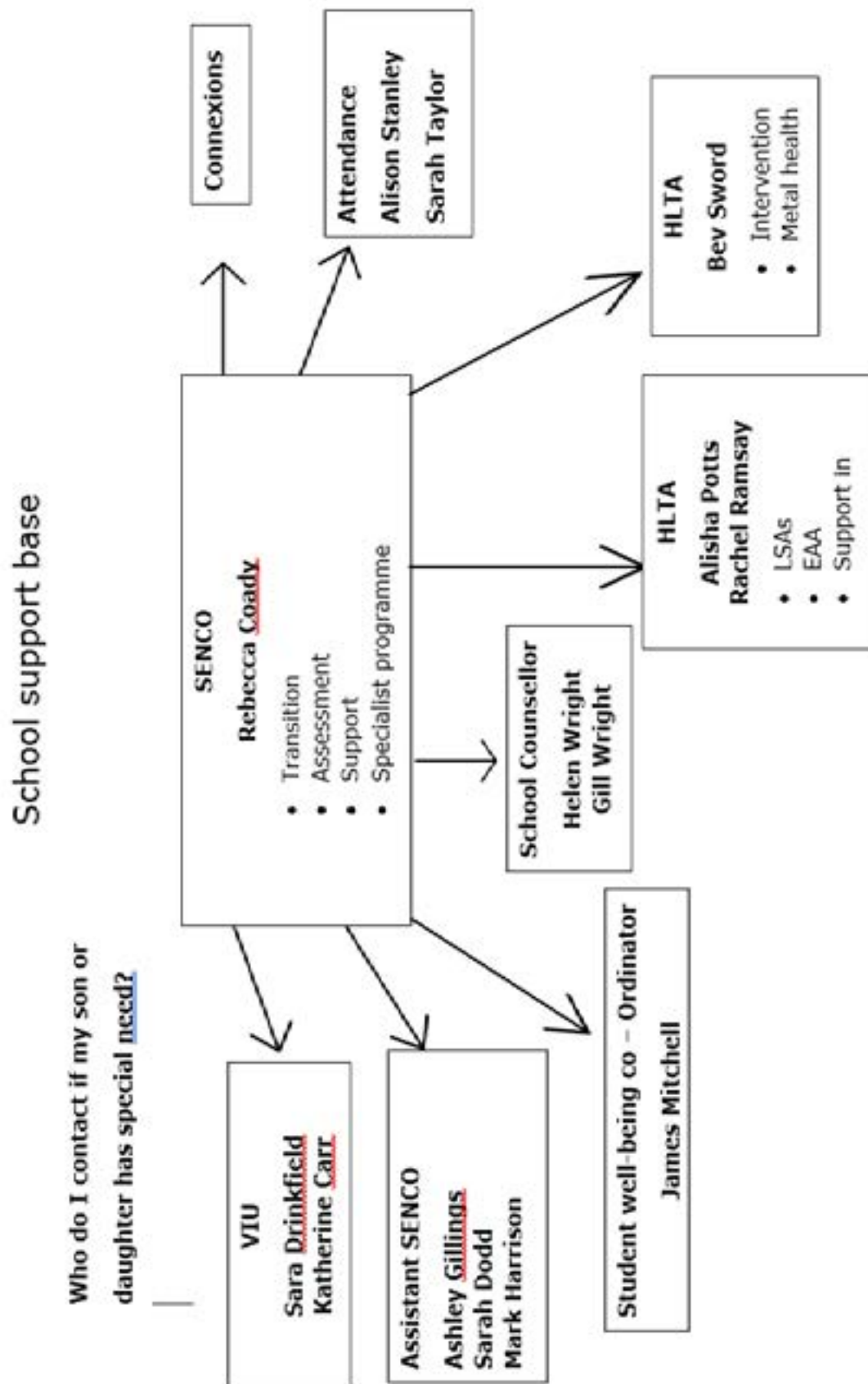
The diagram illustrates the key members of staff who should be contacted regarding any support issues. In order to simplify it some acronyms have been used:-

- LSAs - Learning Support Assistants
- VI - Visually Impaired
- SENCO - Special Education Needs Co-ordinator
- Own It - Alternative Vocational Programme for KS4
- LAC - Looked after children
- HLTA - Higher Level Teaching Assistant
- EAA - Exam access arrangements

- EAL - English as an Additional Language
- NUFC - Newcastle United Football Club
- DSL - Designated Safeguarding Lead
- EHCP - Education Health and Care Plan

If you have a specific question please contact the person in

charge of the area that most closely fits the issue (staff list on the website). For general enquiries the pastoral team may be the best placed to respond.



What if my son/daughter needs extra help?

We work to the guidelines laid out in the National Code of Practice. Special educational needs can range from students who simply require a little extra help or guidance, to those with an ECHP who need one-to-one specialist help. We set out to support students as individuals enabling them to participate as fully as possible in all aspects of school life. We regard the development of independence, self-confidence and self-esteem as central to our support role. If you have any concerns, please contact **Mrs Coady**.

Child Protection

As we have duty of care of students while at school we are obliged to report any information relating to Child Protection to the authorities. Designated Safeguarding Leads (DSLs) are **Mr Chahal, Mrs Marklew, Mrs Blackburn and Mr Mather**. All Heads of year have undergone Safeguarding training and work closely with the DSLs. Please do not hesitate to contact any of them if you have a concern.

School Support Base

We have made provision for a School Support Base. Our SENCO and Student Well-being Lead are based here. This is staffed by teachers, a wide variety of support assistants. A 'multi-purpose' base, it provides appropriate support for a wide variety of student needs and also is a consultation point for parents.

What help will my child get if English is not his/her first language?

Central to our policy for equality of opportunity is the recognition that all students have a right of access to a broad and balanced curriculum. Currently the school has a significant number of students from a wide range of countries and for whom English is an additional language, there being numerous different languages spoken. Much emphasis is placed on conversational English in the early stages to help successful integration and socialisation. Support is usually intensive during this period.

If your child is identified as having problems because of language difficulties, support will be provided, either individually or in small groups, from a specialist teacher in the Learning Support Department. Where difficulties are experienced in a particular subject help is given within the mainstream class when staffing allows.

This support is available at any stage in a student's career in the school.

If you require any further information our SENCO Mrs R Coady will be able to support you.

What opportunities does the school provide for Gifted and Talented students?

The cohort of Gifted and Talented students, who are identified through quantitative data and teacher nominations, are given many new opportunities in the Academy. There are many enrichment projects throughout the year, organised either through departmental initiatives or through the LA. These

might include visits, competitions, the opportunity to hear visiting speakers, master classes, links with the universities, Easter and Summer Schools. The Gifted and Talented Coordinator is **Ms J Turner**.

IMPORTANCE OF ATTENDANCE

Why is high attendance important to my child's education?
Every Day Counts

As a parent/carer you want the best for your child. Having a good education is an important factor in opening more opportunities in adult life.

Did you know that:

A child who is absent one day of school per week misses an equivalent of two years of their school life.

90% of young people with absence rates below 86% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all.

Poor examination results limit young people's options and poor attendance suggests to sixth form centres, colleges and employers that these students are unreliable.

Good attendance means:

Being in school at least 97% of the time, that's 180 to 185 days every year.

GCSEs may seem a long way off for you and your child but all

absences at any stage lead to gaps in your child's learning.

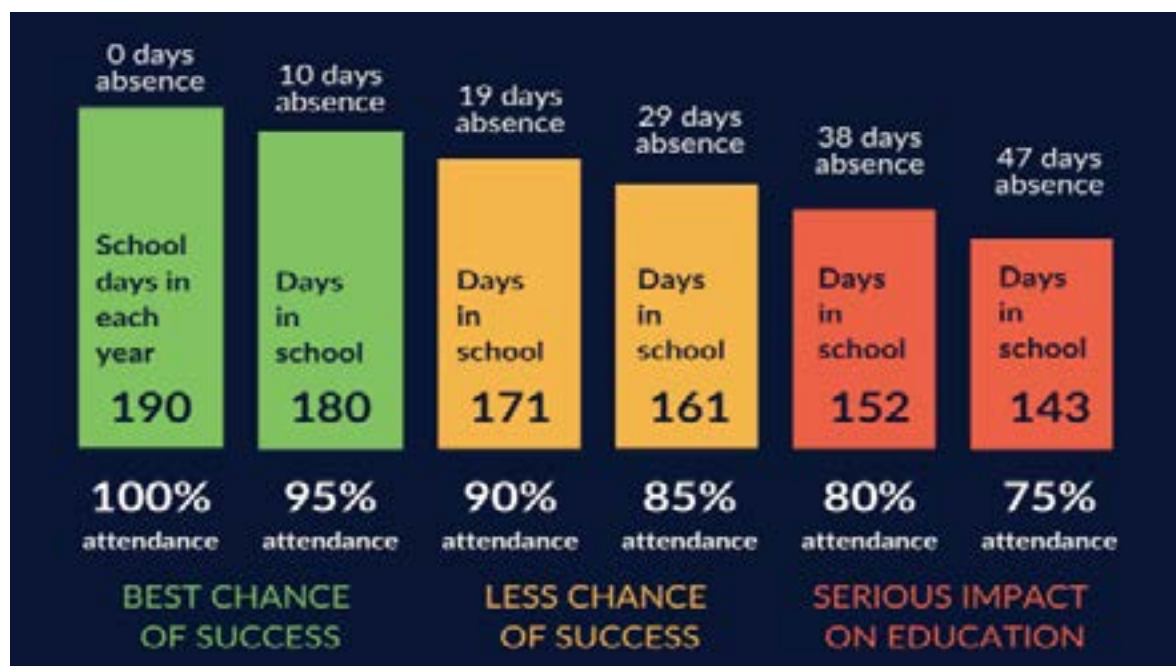
This in turn can:

- Mean that they fell behind in work
- Affect their motivation
- Affect their enjoyment of learning
- Lead to poor behaviour
- Affect their desire to attend school regularly
- Affect their confidence in school

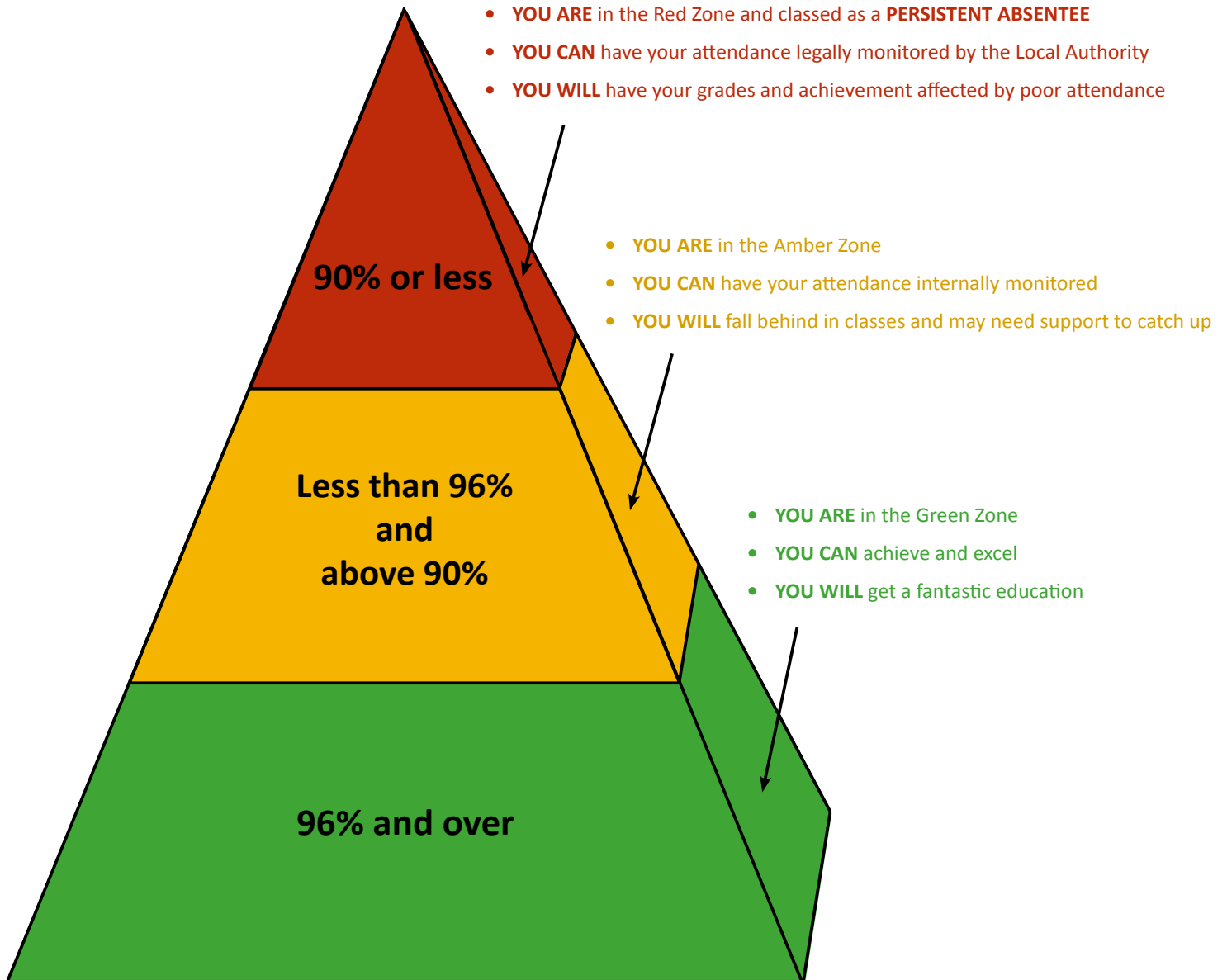
Mean they miss out on the social life of school and extra-curricular opportunities and experiences

Affect their ability to have or keep their friendship groups.

Nationally, pupils that have only 91% attendance or less will drop at least one GCSE grade across their subjects.



PRAISE CODE - ATTENDANCE PYRAMID



Lateness Each Day = lost learning over a school year

- 5 Minutes Late = 3 days lost!
- 10 Minutes Late = 6.5 days lost!
- 15 Minutes Late = 10 days lost!
- 20 Minutes Late = 13 days lost!
- 30 Minutes Late = 19 days lost!

Attendance Impact on Grades

- Over 94% Attendance = A very good chance of achieving all 9 - 4 Grades
- 90% Attendance = Less than 50% chance of achieving 9 - 4 Grades
- 88% or less = Less than 30% chance of achieving 9 - 4 Grades

Impact on Future Earnings

- 1 - 4 GCSE's can increase your wages by 17%
- 5 or more GCSE's can increase your wages by 41%
- Improve your attendance by 1% and you could see a 5 - 6% improvement in your attainment

What should I do if I know my child is going to be absent?

When you know that your child is likely to be absent, please inform the school, preferably by telephoning the student reception (telephone 255 9020) before 8.25am on the first day of each absence or email studentabsence@ga.newcastle.sch.uk. A 24 hour answering service is available on this number. On returning to school your child should bring a note to the student reception.

If we have not received this from you then a letter will be sent to you for completion. If no legitimate reason for an absence is given it will remain unauthorised. Students whose attendance falls below threshold levels will have no absence authorised, unless evidence from a medical practitioner is received.

What should I do if I would take a holiday in term time?

From 1 September 2013 **no school** will be able to grant leave for the purpose of a family holiday during term time.

The amendments to the legislation make it clear that headteachers may not grant any leave of absence during term time unless it is **applied for in advance** and there are **exceptional circumstances**.

If you would like to request a leave of absence please complete a Leave of Absence form available at Student Reception. A fixed penalty notice may be issued by the Local Authority for any unauthorised leave.

What will happen if my child is absent from school?

School attendance is a legal requirement enforced by the Local Authority and there are considerable penalties should children be absent from school for unauthorised reasons.

Schools are now required to identify students who are in danger of or have become persistently absent. Unlike previous measures this does not distinguish between authorised and unauthorised absence.

Students who are at risk of persistent absence will receive a letter highlighting the fact. Those that are persistently absent will receive a period of monitoring after which legal action may be taken if there is no improvement.

We will monitor absence via our PRAISE Code - Attendance Pyramid. Attendance is categorised as either green - good attendance, amber - attendance that is causing concern, or red - attendance that is likely to affect attainment and may lead to legal action being taken. In 2024-25 the boundaries are green 96% and over, amber 95% - 90% and red below 90%. We will not authorise absence for any reason if a student's attendance has fallen below 90% unless medical evidence is provided.

In the case of prolonged absence owing to illness we shall make arrangements, where appropriate, for school work to be provided.

What is the procedure if my child is late for school?

School begins at 8.40am in the morning for years 9/ 10/ 11. Students should be in their classrooms by 8.40am.

Late arrival is recorded at the gate and by the electronic registration system.

If they arrive after school starts they must report to student reception to register in school. Late to school results in a planner comment (please see PRAISE Code Booklet). As well as sanctions being issued for lateness via the PRAISE Code we operate a traffic lights system similar to that operated in the attendance section. Thresholds exist for lateness per half term. So if a student has more than one late per week in a half term we would consider that they would be persistently late [PL] for that half term. Those below but near the threshold may be classed as “in danger of becoming persistently late”.

Letters will be issued to parents/guardians half termly.

It is always worth bearing in mind that future employers will not tolerate lateness!

Only Years 12 and 13 are allowed to leave the premises at lunchtime. Years 9, 10 and 11 must remain on site at all times during the day unless issued with a pass from Student Reception.

If your child is going to be late due to an appointment please contact the student reception by telephone (255 9020) and send a note with your child in his or her planner.

What if my child is taken ill at school?

If your child becomes ill while at school, first aid is available from our Student Wellbeing Co-ordinator and/or designated First Aiders. If they or the relevant Senior Learning Pastoral Supervisor consider that your child is too unwell to

remain in school, you will be contacted. No child will be sent home unless there is an adult to receive them. In more serious cases of illness or accident, you will be informed as soon as possible and, if necessary, an ambulance will be summoned.

The Student Wellbeing Co-ordinator should be informed of any health problems your child may suffer from e.g. diabetes, asthma, epilepsy, and of any condition that will affect participation in school activities.

PLEASE NOTE:

Students should not leave the premises without first having reported to Student Reception and been given a permission slip to do so. Students who are unwell should not telephone home themselves. They should report to student reception, who will speak to parents /guardians on their behalf.

Emergency Messages

In the event of an emergency, the office staff will endeavour to find a student quickly to deliver an urgent message from a parent or guardian.

What if my child has a special medical condition?

It is important that you inform us of the problem and also of any specific related treatment and/or, in an emergency, choice of hospital transfer.

All teachers involved in teaching your child will be given relevant information on the medical condition, but please note that your son/daughter has primary responsibility for his/

her own treatment and medication (e.g. known asthmatics should carry their relief inhalers, which should be labelled with their name and form).

Medicines such as antibiotics or paracetamol, should be brought to school on the basis of one day's supply only, and should be in a clearly labelled container. You need to be aware, however, that no member of staff is permitted to administer medication.

Will homework be set?

We believe everyone should do homework. Independent study and practice are part of the learning process, and exercises set enable teachers to confirm how well topics started in class have been understood. Homework should be meaningful, and we aim to set tasks which are either preparation for learning, consolidation of learning or which are extension of learning.

The amount of work set extends as students progress through the school. What is important is that a positive attitude towards the purpose and value of homework is established at an early stage and then maintained. The time given to homework is of crucial importance, as can be the location where it is done and the support you give as parents. There are regular slots for the core subjects. Remember too, that not all homework takes the form of written assignments - there may be reading to do, research, learning and revision. Homework Club is available to all students in main school daily after school in the SSB where staff will be on hand to support if necessary.

We appreciate that some students may have genuine

problems with homework. Subject teachers will do all they can to help, but in cases of persistent avoidance of homework we shall have to contact you to discuss the matter.

Planner comments are issued if students fail to hand in homework. Likewise, if you feel that no homework is being set or that your child is not making progress, tell us. We can then investigate the problem. Students must enter homework into their planners when it is set.

Teachers set homework tasks on FROG, our Virtual Learning Environment [VLE] or Teams. You should ask your child to show you their homework tasks using Frog/Teams.

Teachers may allow variable amounts of time for homework to be completed, and some personal organisational skills are essential. You can help a great deal, by checking entries in the Student Planner. Throughout, the Learning Managers will monitor homework.

The Main School Library

The Cousins Library is open to all students from 8.00am each day and after school until 4.30pm (4pm on Friday). It is staffed by a full time librarian and library assistant. The Library offers a quiet working environment and access to ICT facilities. PCs with Internet access, educational software, CD Roms, specialist reference and revision materials all help students work and learn.

In Y9 enrichment opportunities include after hours sessions.

What is Assertive Mentoring?

This is a Year 11 initiative whereby selected students are assigned assertive mentors who monitor their progress closely throughout the year. Assertive mentors include members of the senior management team, key pastoral staff and staff who have vast experience at raising achievement. The process involves the student and the mentor in a variety of activities designed to keep the mentee on track with homework and exam preparation.

Will there be school reports?

In both Key Stage 3 and 4 a series of progress assessments will be sent to you to inform you of your son or daughter's progress to date. Every year group will also have at least one parents evening and one review day per year.

What is the PRAISE Code?

It is our Positive Behaviour System and is detailed in a separate booklet entitled Parent/Guardian/Student guide to the PRAISE Code 2024. This will be emailed home in the first week of term.

What is Character Education?

Our Character Education Programme complements our PRAISE code and focuses on student well being.

We want your children to develop grit and resilience so they can effectively deal with the challenges of teenage life.

We will do this by focussing on care:

- Care of the body
- Care of the mind
- Care of our passions
- Care of others
- Care of our place in the world

Will there be opportunities for consultations with teachers?

Throughout Key Stage 3 and 4 a combination of Parents' Conferences and Review Days, allow you opportunities to discuss your child's progress.

Never lose sight of the fact that you should contact us at any time in the year if you have particular problems. ***Please do get in touch rather than let problems grow.*** The diagram on page 7 should help you to contact the appropriate person.

What careers guidance is given?

We aim to give information, advice and guidance on careers to students, this may take the form of individual discussions with a qualified, independent careers adviser, through PHSCE lessons, and through our events such as Careers Convention in November. This is linked to specific events in a student's development, such as the Year 9 option process, optional work experience for Year 11 in the July yellow week and Post-16 choices. Advice and information are also offered on practical issues connected with leaving school to go into employment or to Further or Higher Education.

We work in close liaison with the Connexions Service, whose staff visit the school on a regular basis, and also attend Parents' Conferences and Review Days for consultation, as needed.

The member of staff co-ordinating overall careers provision is **Mrs Carter** and **Mr Limbrick** and **Mr Bradshaw** co-ordinates Year 11 Work Experience.

As part of the PSHCE curriculum, all students in Years 9-11 are given an opportunity to follow a programme covering RSE (Relationships and Sex Education) during the Spring term (Jan-March). If any parent/guardian wishes to withdraw their child from this programme, please contact the Leader of Teaching and Learning PSHCE, Mr Keith Wood and Mrs Joanne Nath.

What is the No Smoking Policy?

The school buildings and grounds are designated no smoking areas. There must be no smoking or vaping by anyone on the school premises. This includes teaching staff, support staff, students, governors, parents, visitors and community groups. We also ask that students do not smoke or vape to and from school, for example outside the school gates or the Metro station. They are subject to sanctions if caught. Smoking includes e-cigarettes/vapes.

All students are made aware of the no smoking rule in PRAISE code and PSHCE lessons, as well as the potentially damaging effects of smoking on their health. Parents/guardians will be notified via the planner marked (SM) if their child has been found smoking on the school premises or in uniform off site and we ask for your support in this matter. If seen with a cigarette they will receive isolation and a detention and if with smokers in a group they will get a detention. Health education and counselling will be offered to encourage the young person in adopting a healthier lifestyle choice should there be a persistent problem.

What should I do if I am worried about my child being bullied at school?

Staff have an important role to play in trying to prevent and deal with bullying. We hope we are always seen by our students as being willing to listen to their problems, and time is specifically set aside to discuss what should be done if bullying occurs. Students who are worried, might in the first instance wish to talk with their plan manager, or Pastoral Manager. All members of staff informed of a case of bullying will see that the matter is dealt with promptly.

Students can also report incidents of bullying via a bullying alert button on frog, which automatically sends a message to the relevant pastoral team.

Students study the causes and effects of bullying in their Y9 curriculum. They are encouraged to be considerate of the feelings of others, to respect differences and to settle disputes amicably.

Sexual harrassment is not acceptable at Gosforth Academy and we want to create a culture of tolerance and respect in our students by taking the issue of sexual harrassment seriously.

Are there school assemblies?

The holding of assemblies is a legal requirement. We hold assemblies in year groups and try to use this space to offer our students a meaningful and thought-provoking experience. We see assembly as an important way of bringing our students together as a community to share

news, to consider spiritual and moral issues, and to explore their own beliefs. Assemblies are designed to reflect the values of the school and to encourage our students to become informed citizens. We hope that our students are both stimulated and challenged by some of the issues they are invited to consider, and that they may on occasions be spurred on to take part in the many charitable causes we support. To reflect the diversity of our school community, speakers and materials for assemblies are drawn from a wide range of sources, both Christian and non-Christian.

Should you prefer your child not to attend assemblies, please contact the relevant Head of Year (see pg 7) in order to make special arrangements.

What are the lunch break facilities?

We have a self-service canteen offering hot and cold meals. Facilities are also available for those wishing to bring a packed lunch. All meals are eaten in the designated area. Food should not be consumed on the corridors or in classrooms.

If your child received Free Meals in a previous school and is entitled to them in the Academy, the support will continue automatically. Should there be any change in your family circumstances that entitles you to apply for free meal provision, our school admin assistants will be happy to supply the necessary application forms. **This is a right; do not be afraid to claim it.**

Can my son/daughter leave school at break and lunch-time?

No. Only Sixth Form students may leave the site during school time. At lunch-time a fast meals service is provided. Lunch-time lasts 40 minutes, during which time Year 9, Year 10 and Year 11 students must remain on the premises. In wet weather the school hall will be available to students.

What is Enterprise and Activity Week?

Each school year we run an enrichment week for KS3 and KS4 students, in July ('Yellow Week').

The school timetable is collapsed and students are offered a variety of activities which aim to combine enrichment and enterprise (and fun!). These range from language, cultural and outdoor pursuits to school-based programmes involving day trips, crafts, sports, music, drama, language and lots more.

Recruitment for residential trips takes place well in advance of the weeks but the majority of the students will select their activities from a choices booklet in early summer for July activities.

Are there clubs and societies my child can join?

There is a great deal of activity outside lesson time, run by both teachers and students themselves. The school has an established tradition of public performance in the arts, with musical events and drama productions proving popular and successful. The great appeal lies not only in the quality of performance, but in the way these involve students from all year groups, ethnicity and abilities.

Sport is flourishing, with teams representing the school in a wide range of sports. Our football teams have won trophies in recent years and the potential of individuals is recognised in all sports through selection at City and County levels.

There are many 'one-off' events promoted through the curriculum that involve visits, projects and field courses.

We have special slots for extra-curricular activities at 2.40pm on Tuesdays and Wednesdays. These are voluntary activities but we wish to encourage students to participate. Activities will continue on other evenings.

Are there possibilities of overseas links and visits?

Over the years the school has built a strong tradition of links with schools abroad, and although there is some occasional change in location, the overall picture is most encouraging. We have established a number of links with schools in France, Spain, Germany, Italy and most recently China. Some of these involve joint educational projects; others lead to exchange visits.

What responsibility has the school for the safety of children?

During the course of the school day, the Principal and staff are responsible for the safety of students while they are on school premises or when accompanied on outings. **This responsibility ceases when students leave the premises. However, the students are still representing the school and subject to our discipline procedures.**

School Policies

All of the statutory school policies are in the 'Useful Information' section of our website. Paper copies of a particular policy are available on request.

Who is responsible for property brought to school?

Students are responsible for their own property. Books and materials required during the course of the school day must therefore be carried in a bag of reasonable size. Occasionally things are lost, and while every effort is made to return property to its rightful owner, we are not always successful in doing so. When personal items are marked with the owner's name, this becomes a more straightforward matter. We strongly recommend parents name all removable items of clothing.

What is the school policy on ipods and mobile phones?

We require students to be reasonable and helpful. Mobile devices such as ipods and mobile phones are common, but, as we have been made aware on several occasions, they also have a nuisance value. In PSHCE and assemblies we discuss the issues that can arise through over use of mobile phones and social media. If parents/guardians can support us in encouraging their child to use devices sensibly and control the amount of time spent on them this would be helpful. Our policy is clear: **these devices must be turned off during the school day and not be visible whilst in the building.** Infringement of this simple guideline will lead to confiscation until the end of the week. Further infringement or poor behaviour will lead to a longer confiscation.

Please note that should mobile phones be found in the possession of students during public examinations, then examination boards may disqualify the offending candidates. They must be turned off and left at the rear of the examination room or, better still, left at home.

Watches can no longer be worn in exams.

What happens if there is inappropriate use of Social Networking Sites

As you may be aware, the internet has become a powerful tool with which to connect to others. Unfortunately, there are people who use social networking sites to cyber-bully or harass others.

It is not acceptable to use social networking sites to openly criticise and make unsubstantiated, damaging comments about the school or any of our staff and students.

Current laws such as the 1988 Malicious Communications Act, 1997 Protection from Harassment Act, 2003 Communications Act and 2013 Defamation Act can be used to protect individuals from malicious and threatening posts made on the internet. The victims might also choose to bring civil actions for defamation or slander. Gosforth Federated Academies Limited wish it to be known that all necessary action will be taken to deal with any material posted on such sites that is, in our opinion, distressing, alarming, harassing or in any way breaches the rights of the members of our school community.

We are sorry that it has been necessary to address this matter as we understand that the overwhelming majority of you would never become involved in such activity.

Should parents have insurance?

We strongly advise you to consider taking out insurance cover against loss of property and injury to students.

The school has no insurance cover for loss or damage to students' property and consequently is unable to consider claims.

Can my child bring a bicycle to school?

Yes. A large number of our students do so. Bicycles should be parked in the designated areas. Secure padlocking is advised, as is proper regard for the safety of pedestrians on the busy approaches to the school. We strongly advise cyclists to wear helmets. Students are asked not to ride bikes on school footpaths and we recommend they push their bike to the school gate before mounting to ride home.

What should I do if I wish to complain about any aspect of school life?

Most problems can be settled through discussion at a fairly informal level, but should this fail there is a procedure that needs to be followed. You should contact the General Admin by email: admin@ga.newcastle.sch.uk who will then start a record sheet of the complaint, and, if necessary, arrange for the governing body to discuss the matter.

What is the Parents' Forum?

Our Parent Governors are representative of the parent body but are not representatives of any particular group of parents. As such they have no special mandate or constituency but they do have an important voice on the Governing Body. However, the roles and remit of governing bodies have shifted over recent years and thus the scope for 'day to day' matters has diminished. We see a Parents' Forum as a way forward to bridge the gap and to ensure that all parents' voices can be heard and parents have a chance to be consulted on the academy's direction of travel.

The forum is not intended to be a 'whinge-in', nor for airing matters about your own child only - as a listening school, parents are always feel free to contact us about individual concerns they may have.

Meetings are held termly with invitation for topics and questions made in the month before each meeting.

Please email denise.waugh@gosforthgroup.org.uk with any suggestions for agenda items. The agenda will be on the website at least a week before each meeting. Please email to let us know if you're coming so that we have an idea of numbers to order refreshments and set out chairs.

What is School Gateway - accessing school information systems?

We are now using School Gateway, an essential app to keep you informed about what's going on at school. It keeps everything in one place, behind one login, so you can easily keep in touch.

- Attendance:- advise school of absences and keep track of your child's attendance rate.
- Reports & Achievements:- receive school reports straight to your phone so you stay up to date with your child's progress.
- Examinations:- receive examination entry information and timetables straight to your phone so you can help your child prepare for examinations.
- Timetable:- view your child's school timetable via the app, website and now the Apple Watch. A good conversation prompt and can help save last minute P.E kit dramas.

The set-up process is simple and will take no more than a couple of minutes:

1. Search for "School Gateway" in the Apple App Store/ Google Play or on your phone go to www.schoolgateway.com/apple (Apple) or www.schoolgateway.com/android (Android)
2. Install the app and if you are asked then say yes to "Allow Push Notifications"
3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school
4. The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.

As soon as you've got the system set-up, all of the text messages we send you will appear in the app; you'll receive notifications/alerts as normal.

If you have any difficulties or if you've recently changed your email address or mobile telephone number, please let us know by contacting us at dataupdate@ga.newcastle.sch.uk

Text Messages

When school needs to contact parents quickly a text message may be sent to those who register a mobile number with the school. Please inform us should this number be changed.

School Terms and Holidays

2024 - 2025

2024

Autumn Term begins

Monday 2nd September

Year 13 Assembly 2.00pm

Tuesday 3rd September:

Year 9 start at 10am

Wednesday 4th September:

Years 9 & 11 8.40am-3.30pm

Year 10 8.40am-2.40pm

Years 12 & 13 start normal timetable Period 2

Thursday 5th September:

Whole school normal lessons

Half-term

Monday 28th October to Friday 1st November

Term ends

Thursday 19th December school closes at 12.25pm

2025

Spring Term begins

Monday 6th January at 9.30am

Half-term

Monday 24th February to Friday 28th February

Term ends

Friday 11th April school closes 12.25pm

Summer Term begins

Monday 28th April at 9.30am

Bank holiday

Monday 5th May

Half-term

Monday 26th May to Friday 30th May

End of term

Friday 18th July school closes 12.25pm

STAFF TRAINING DAYS

Monday 2nd September 2024

Tuesday 1st October 2024

Wednesday 25th June 2025

The school will be closed on these days

THE GOVERNING BODY

If you wish to contact the Governors please write to:-
Chair of Governors, c/o Gosforth Academy, Knightsbridge,
Great North Road, Gosforth, Newcastle upon Tyne, NE3 2JH

Gosforth Academy

Senior Management

Chief Executive Officer (MAT)	Alexandra Thorp
Principal	Preit Chahal
Deputy Principal Post 16	Karen Blackburn
Deputy Principal Main School	Ruth Marklew
Deputy Principal Progress and Achievement	Joanne Lowther
Deputy Principal Curriculum	Peter Snowdon
Deputy Principal Teaching and Learning	Suzanne Pringle
Deputy Principal Resourcing and Teacher Development	Michael Baxter
Deputy Principal Inclusion and Student Experience	Gavin Mather

Key Staff

Head of Year 9	Rosie Alamo
Head of Year 9	Jonny Howard
Senior Learning and Pastoral Supervisor Year 9	Ruth Davison
Senior Learning and Pastoral Supervisor Year 9	Leigh Shickle
Head of Year 10	Jonathan Duncan
Head of Year 10	Kerry Lane
Senior Learning and Pastoral Supervisor Year 10	Richard Bradshaw
Senior Learning and Pastoral Supervisor Year 10	Julie Raynor
Senior Learning and Pastoral Supervisor Year 10	Nicola Smith
Head of Year 11	Gavin Keen
Head of Year 11	Sarah Lunn

Senior Learning and Pastoral Supervisor Year 11 Suzanne Dawn

Senior Learning and Pastoral Supervisor Year 11 Craig Penman

Senior Learning and Pastoral Supervisor Year 11 Michael Ryans

Student Wellbeing Co-ordinator James Mitchell

Attendance and Welfare Manager Alison Stanley

Attendance and Welfare Officer Sarah Taylor



Privacy Notice (how we use pupil information)

At Gosforth Federated Academies we collect information from pupils and from their parents and carers. We may also receive information about pupils from their previous schools.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, address, next of kin);
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as examination and test results);
- Medical information (such as medical conditions about which the school need to be aware);
- Special educational needs information (such as information of pupils' learning needs);
- Behavioural information (such as exclusions from schools)

Why we collect and use this information

We use the pupil data:

- to admit pupils to the schools within the Academy;
- to support pupil learning (including online resources);
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under the General Data Protection Regulation (GDPR). Under this European rule we collect and use the information we gather to allow the Academy to complete its public task in providing education to pupils. The processing is necessary for the Academy to perform its functions to pupils and parents.

There will also be occasions when we need to collect sensitive information, for example, about your educational needs or health. The processing of this information is necessary to allow the Academy to carry out its obligations in providing your education and to keep you safe (conditions (b) and (g) of the GDPR Article 9(2)).

In some circumstances your consent will be needed and this will be used as the lawful basis for collecting information, when we take photographs for the website, for example, or needing your fingerprints to pay for your school meals. On these occasions we will let you know when your explicit consent is required.

Collecting pupil information

Whilst the majority of pupil information you provide us is compulsory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice.

Storing pupil data

We do not hold pupil information for longer than is necessary. The Academy has a schedule that lists the length of times that we keep different pupil records and how they are disposed of when they are no longer needed.

Who we share pupil information with

To ensure we abide by the law we routinely share pupil information with:

- schools that pupils attend after leaving us;
- our local authorities;
- the Department for Education (DfE);
- the National Health Service (school nurse, for example)

We will also share information with other people and organisations like official school photographers and travel companies with whom we arrange educational visits.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age of 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers;
- youth support services;
- careers advisers

For more information about services for young people, please visit our local authority websites.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;

- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please submit your written request to the Academy's Data Protection Officer at tanyarossington@gateshead.gov.uk. Alternatively please write to:

The Director of Operations, Gosforth Federated Academies Ltd, Gosforth Academy, Knightsbridge Great North Road, Newcastle upon Tyne, NE3 2JH

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please also contact the Data Protection Officer at the addresses above.