

Gosforth Junior High Academy



Information for Parents and Carers

School Year 2019 – 2020

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Dear Parents/Carers,

Welcome to Gosforth Junior High Academy.

Our philosophy is that we want to develop well rounded individuals who are confident, resilient, emotionally intelligent and independent.

We work in close partnership with parents and carers for the benefit of the children and have established a caring, friendly and supportive atmosphere. With your help, we can do much to ensure that the years spent by your child in the Junior High Academy are both happy and successful.

In 2011 Ofsted rated Gosforth Junior High Academy as “Outstanding”, and in 2015 we maintained our “Outstanding” status. Ofsted said of us, **“Outstanding care, guidance and support provide the foundation of pupils’ achievement in this vibrant, successful school. Staff are unflinching in their commitment to helping pupils to succeed and ensure their sense of well-being.”**

Along with our federated partner, Gosforth Academy (also judged by OFSTED to be “outstanding”), we form The Gosforth Federated Academies. This brings many benefits which include:

- ✓ Extended breadth and quality of provision
- ✓ The capacity and ability to respond better to all children’s needs
- ✓ Shared management responsibility and curriculum expertise
- ✓ Widening the impact of our strongest leaders, teachers, support staff and governors
- ✓ Widening opportunities for collaborative professional development

Regards



Hugh Robinson
Principal of Gosforth Federated Academies

GOSFORTH FEDERATED ACADEMIES

Gosforth Academy and Gosforth Junior High Academy form Gosforth Federated Academies. This is a formal arrangement by which both academies share a single governing body.

SENIOR MANAGEMENT STRUCTURE OF GOSFORTH FEDERATED ACADEMIES

Principal:	Hugh Robinson
Director of Gosforth Junior High Academy:	Denise Waugh
Director of Gosforth Academy Main School:	Preit Chahal
Acting Director of Gosforth Academy Sixth Form:	Peter Snowdon
Director of Curriculum:	Allon Welsh
Director of Communication:	Chris Duckett
Director of Operations:	David Sheppard
Director of Performance:	Joanne Lowther
Director of Projects:	Corinne Raybould

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 JUNIOR HIGH ACADEMY SUPPORT

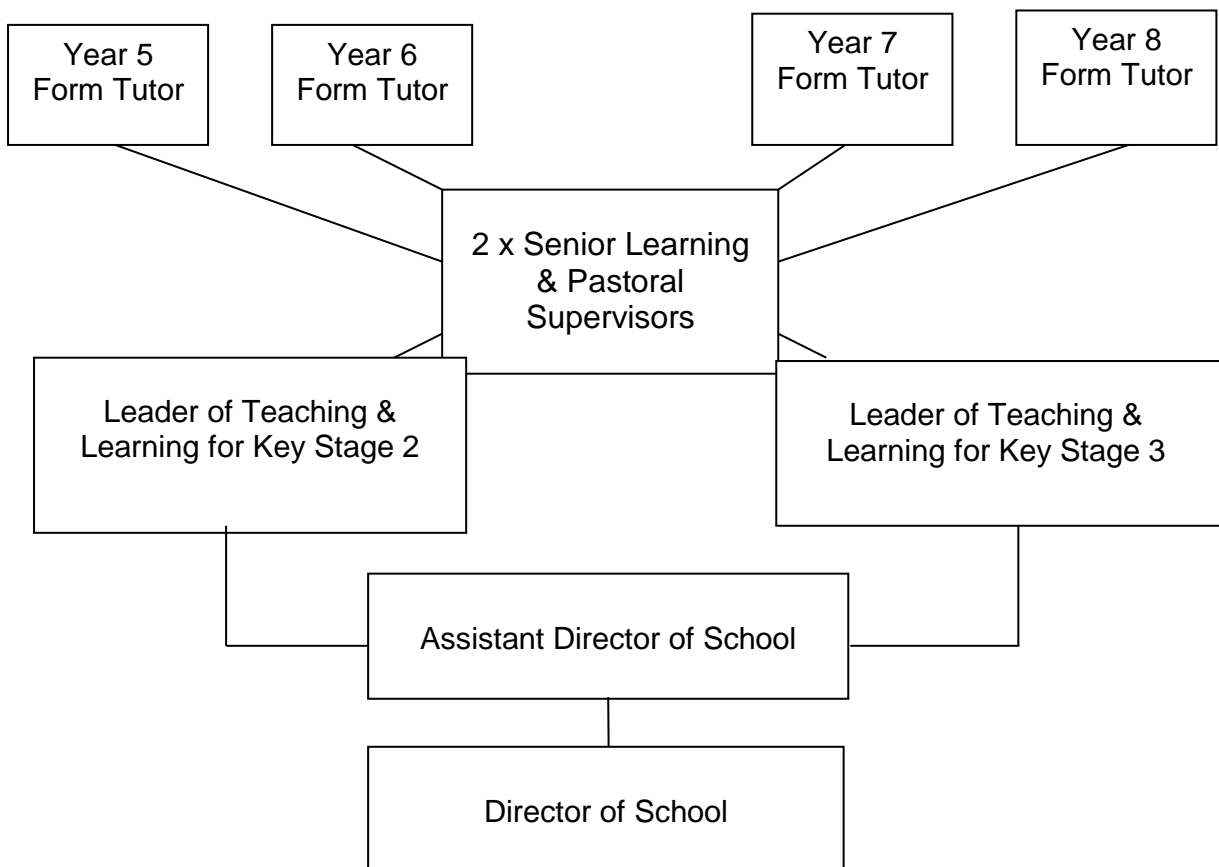
Pastoral Care

In our school we get to know your children well. By encouraging the sort of staff-child relationship which allows frank and open dialogue, children form special relationships with some of their teachers and support staff and sometimes small problems are picked up and sorted out quite informally.

The Form Tutors, who are responsible for daily registration of children in their forms are usually the best first point of contact for parents/carers wishing to discuss issues regarding their children.

Also, for each key stage, we have a dedicated Leader of Teaching & Learning:

FLOW DIAGRAM SHOWING CONTACTS FOR PARENTS/CARERS REGARDING THE PASTORAL CARE OF CHILDREN



In addition, we have over 20 support staff who play a very important role in supporting both the academic and pastoral needs of the children.

Please note that appointments must be made, if parents/carers wish to have a meeting with a member of staff, except in emergency situations. This is because we can not guarantee that a particular staff member can be available due to wide-ranging commitments within school. Please contact the office if you wish to make an appointment.

YOUR CHILD'S FIRST DAY

All children will start the new academic year at 8.40 am on Tuesday 3rd September and should be on the school premises no later than 8.30am. We ask that parents of children new to the school do not remain with their child. Our staff will greet you and receive your child and settle him/her into school.

All children must bring PE kit on the first day.

Break will take place at 10.40am.

Lunchtime is from 11.50am to 12.40pm for years 5 and 6 and from 12.40pm to 1.30pm for years 7 and 8. Year 5's are escorted to lunch for the first few days until they become familiar with the system.

3.20pm - school ends and children may be collected from either of our two main gates. If you wish to collect your child by car, please use our car park (off Regent Avenue).

- * During the first week, the children will become more familiar with the building, the staff and the general day to day organisation of the school.
- * If children are unsure about anything, they can ask any member of staff for help. Usually they approach their form tutor, whom they already know.

Please note that the normal school day runs from 8.40am (morning registration) until 3.20pm. Children are expected to be on the school premises, no later than 8.30am.

On the final day of each term, school closes at 12 noon.

Late Arrivals

Registration takes place at 8.40am and 1.30pm. We appreciate that some children travel longer distances, relying on public transport over which they have little control. We do not wish to penalise such children for lateness beyond their control, but we believe that young people should appreciate the importance of punctuality. Each case of lateness will be carefully considered to see if it could have been avoided and appropriate sanctions will be given if considered necessary. All late-comers must report to their form teacher before 9am, after 9am children must report to the school office to sign in. Only then will a registration mark be given.

ROAD SAFETY

Remember, children are not always aware of the dangers and therefore parents and carers must be!

- Please do not park on or opposite the zig-zag lines at the school gates, on the double yellow lines or on the pavement.
- Please encourage your child to use the pedestrian crossings.
- If collecting your child from the car park area, **park and leave your car in a designated parking area and personally meet your child outside the school building.** Do not park in bays reserved for the disabled unless you have permission. Do not encourage your child to walk unsupervised across the car park.

WALKING TO AND FROM SCHOOL

As children get older, inevitably, as parents/carers we start to make judgements about developing their independence. One of the ways you may consider is to allow your child to walk to and from school on occasions. You may even have thought of a mixture of your child walking and you delivering and collecting.

We recommend that younger children in particular (years 5 and 6) do not walk to and from school on their own. If you do intend to allow your child to walk to and/or from school unaccompanied by an adult, we suggest that you walk the route with your child so they get accustomed to it and any associated road safety issues.

DAILY ROUTINE - THE SCHOOL DAY FOR YEARS 5 & 6

8.40am - 9.00am	Morning Registration
9.00am – 9.50am	Lesson 1
9.50am – 10.40am	Lesson 2
10.40am - 11.00am	Morning Break
11.00am - 11.50am	Lesson 3
11.50am - 12.40pm	Lunch
12.40pm - 1.30pm	Lesson 4
1.30pm - 1.40pm	Registration
1.40pm - 2.30pm	Lesson 5
2.30pm - 3.20pm	Lesson 6

DAILY ROUTINE - THE SCHOOL DAY FOR YEARS 7 & 8

8.40am - 9.00am	Morning Registration
9.00am – 9.50am	Lesson 1
9.50am – 10.40am	Lesson 2
10.40am - 11.00am	Morning Break
11.00am - 11.50am	Lesson 3
11.50am - 12.40pm	Lesson 4
12.40pm – 1.30pm	Lunch
1.30pm - 1.40pm	Registration
1.40pm - 2.30pm	Lesson 5
2.30pm - 3.20pm	Lesson 6

The Lunch Break

Children have two options:-

- 1 They may bring a packed lunch which is eaten in the dining hall.
- 2 They may purchase a school meal which is eaten in the dining hall.

School meals are paid for by using the school's biometric system.

The biometric system uses a person's finger print to identify him/her. Once a person's finger print has been scanned, the information is stored in a computer as a 16 digit code. This information cannot be accessed by anyone other than the school and it cannot be released to any other organisation.

Children put money onto their account by placing a finger on a special reader linked to a revaluation (Reval) machine and then physically putting money into the machine. The machine identifies the person from the finger print details and then credits the account with the amount paid. These Reval machines are in each social area. They are very reliable and are checked (and emptied) daily.

Children who bring their own packed lunches may also purchase additional items using the biometric system.

The system is very quick and cuts down queuing time.

Eating a lunch is not optional. We insist that every child eats lunch. If we become aware of your child not doing so, we will contact you to discuss the matter.

Lunch time supervision is provided by Supervisory Assistants and a member of the Senior Team is always available.

Children are not allowed to leave the school premises without school's permission.

In wet weather, supervised areas will be available. All children have access to Active Play.

PLEASE NOTE: If you require your child to leave school within the school day, you must contact school beforehand in order to seek permission.

SCHOOL UNIFORM

All children are expected to wear our uniform.

All children must wear the school coat and/or fleece to and from school. **This is the only coat that is allowed to be worn for school and must be brought to school every day unless otherwise informed by us.** We will not insist that school coats are brought to school after the summer half term break, but the decision as to whether or not your child does so is at your discretion. However, if children are to attend an out of school visit at any time (including local visits such as Gosforth Library), they must have with them their school coat or they may not be allowed to attend the visit.

If a child arrives at school not wearing the correct school uniform, he or she may face sanctions.

We expect children to come to school looking tidy and presentable. The wearing of jewellery and make up is forbidden, including on 'non-uniform days'. **Please ensure that any ear piercings are completed at least 4 weeks prior to the start of school in September (to allow the piercing to establish), as the wearing of ear rings is not permitted in school. Gel nails and nail varnish are also banned.**

Watches are of course perfectly acceptable. We reserve the right to decide what is a reasonable style and colour of hair. No avant garde, e.g. shaved partings, stepped or patterned haircuts or shaved lines in hair, are allowed. If you wish for your child to wear religious head wear, it must be plain black or navy blue. If your child has medium/long length hair it should be tied back.

Mobile phones should be switched off and not be visible in school. Smart Watches should not be worn in school.

Uniform items are as follows:

Boys

School coat and/or fleece with badge*

Navy polo shirt with badge*

Navy-blue round neck sweater with badge*

Black school trousers

Black, plain, sensible shoes (no logos, patterns or colour). Trainers are not permitted.

Shoes with Velcro straps are fine

Grey, Black or White socks

Girls

School coat and/or fleece with badge*

Navy polo shirt with badge*

Navy-blue round neck sweater with badge*

Black school trousers/school skirt

Tights may be worn, but they must be black and plain (not patterned).
Black, plain, sensible shoes (no logos, patterns or colour). Trainers are not permitted.
Shoes with Velcro straps are fine
Grey, Black or White socks

Skirts and trousers must be of a traditional school skirt/trouser design and must not be too tight and/or too short (round about knee length is acceptable for skirts). We reserve the right to determine suitability for school. We ask for your co-operation in not allowing your child to wear denims, canvas trousers, jeggings or trainers for school. Plain, black boots can be worn only if the weather is poor during the winter. Please ask before you buy clothing items if you are in any doubt.

All clothes and personal property must be marked with the child's name - this makes finding lost items so much easier - and surprisingly most children do tend to lose things at some point in their school lives!

Sportswear

Indoor Kit - Boys

Royal blue polo shirt*, plain navy blue or black shorts or tracksuit bottoms, sport socks and training shoes (no plimsoles or black soled trainers will be permitted)

Indoor Kit - Girls

Royal blue polo shirt*, plain navy blue or black shorts, tracksuit bottoms or black sports leggings, sport socks and training shoes (no plimsoles or black soled trainers will be permitted).

Outdoor Kit - Boys

Sports/Rugby shirt* (Navy/Gold), plain navy blue or black shorts or tracksuit bottoms, sport socks, training shoes (no boots or plimsoles will be permitted).

Outdoor Kit - Girls

Royal blue sweatshirt*, plain navy blue or black shorts, tracksuit bottoms or black sports leggings, sport socks, training shoes (no boots or plimsoles will be permitted).

Additional items may be required for some extra curricular activities e.g. Football boots or mouth guards. Children and parents will be notified if these items are required.

** These items are available from the school office. As they carry the school badge, alternatives may not be worn.*

It is expected that all children will attend lessons with the basic equipment:-

Blue or black pen, green pen, pencil, eraser and ruler. Other useful equipment: pencil sharpener, coloured pencils. We supply all children with a school Diary and Planner which they must bring with them to school every day. We expect every child to come to school with an appropriate school bag (large enough to carry an A4 folder). Key Stage 2 children should carry a school book bag which can be purchased at the same time as uniform items, from the school office.

HOW IS ACHIEVEMENT REWARDED?

We believe that the children need to have progress and achievements recognised and that they should feel proud of their accomplishments.

We will ensure that individual achievement, both in and out of school, will be acknowledged in a variety of ways. Public recognition of success is given in tutor groups and more widely in key stage and whole school assemblies.

Within our Praise Code we place great emphasis on rewarding the children who perform well on a lesson by lesson basis.

In addition, recognition and rewards are given for many other noteworthy reasons and children can earn certificates, praise post cards, gift vouchers, golden book entry and special treats.

LEARNING AND BEHAVIOUR

Good and appropriate behaviour is essential in any school. We see our role as one which complements that of the caring home, in which clear boundaries are set and based on fairness and consideration for others.

Good behaviour leads to:-

- * The creation of a safe and secure environment for all.
- * The creation of a positive learning environment.
- * A raised awareness of the importance of self-discipline.

Consequences for Inappropriate Behaviour

If children misbehave, there are consequences

- **C1** - Verbal warning.
- **C2** - Second verbal warning.
- **C3** – Given if similar behaviour persists or immediately if behaviour warrants it. An accumulation of C3s within a school week will lead to detention and/or additional sanctions. Detention for years 7 & 8 will be after school with lunchtime detention for years 5 & 6. However, in certain circumstances and at the discretion of a senior member of staff, children in years 5 & 6 may also be placed on after school detention.

Detention may also be given, at the discretion of a senior member of staff, for other reasons, such as failure to complete homework. Children and parents/carers will be notified.

- **In School Exclusion** – Isolation within school.

- **Fixed period exclusion** - Fixed period exclusion will be administered if a particular offence or offences are deserving of such disciplinary action.
- **Permanent exclusion** - Permanent exclusion will be considered when appropriate.

Please note that inappropriate behaviour of children on the journeys to and from school may be dealt with by school.

HOME-SCHOOL AGREEMENT

The Home-School Agreement can be found in your child's Diary & Planner. We would very much appreciate it if you discuss this with your child and sign it.

What is the Diary and Planner?

All children are expected to have their diary/planner when in school. It is an important means of communicating with children and parents/carers. It is also designed to help with planning and organisation.

Each week, tutors will check planners. We ask that you also complete a weekly check and indicate that you have done so by signing it in the appropriate space.

Should your child's planner be lost or damaged there will be a replacement cost to you.

OTHER IMPORTANT INFORMATION

Child Safeguarding

We are obliged to report any relevant information relating to child safeguarding to the appropriate authorities. The school has a designated person with the responsibility for coordinating child safeguarding issues. The Designated Safeguarding Lead, with responsibility for child protection issues, is Denise Waugh. Please refer to our website for our Safeguarding and Child Protection Policy.

What Responsibility Has The School For The Safety Of Children?

During the course of the school day, all staff are responsible for the safety of children while they are on the school premises or when accompanied on outings.

Collection of children and failure to collect children on time

Gosforth Junior High Academy is committed to ensure that all children are discharged from its care in a timely and safe manner.

Before and After School Child Care

From Monday to Friday we can supervise children in our library and reception areas until 4pm in order to allow parents additional time to do the "school run".

*An alternative is to use the **Junior All Stars After School Club** to look after your child. This is a private company which operates within our premises and looks after children up until 5.45pm, Monday to Friday. The cost for one session of this child care is £8.00 (subject to change). If you are interested in this option, please contact juniorallstarsgosforth@gmail.com or telephone Cally on 07517 513771.*

I am aware that many of you do not wish to collect your child from school, but allow them to make their own way home. However, in order to ensure adult supervision for those children who are to be collected, we have agreed the following with the Director of the Junior All Stars After School Club:

Children not collected on time

If your child has not been collected by 4pm Monday to Friday, he/she will be taken by a member of Gosforth Junior High Academy staff and placed with staff in the **Junior All Stars After School Club**. **Subsequently, you will be sent an invoice by the club.**

Upon arrival to collect your child from the Junior All Stars After School Club, you should telephone 07517513771. A member of staff will bring your child to the Key Stage 3 entrance/exit (adjacent to the car park) and hand him/her over to you or the appropriate designated person.

If you have not collected your child by 5.30pm, the Junior All Stars After School Club staff may initiate emergency procedures. This will involve the staff contacting Newcastle Social Care. If this is not successful, the staff are instructed to call the police. These procedures are not in place to penalise you, but to ensure that your child is safe at all times.

This arrangement does not apply to those children who are attending organised school clubs and activities. In these circumstances, you will make your own arrangements.

Please note, that on the final day of each school term, school closes at 12 noon. The **Junior All Stars After School Club will continue to operate on these days**. On these days, if your child is not at Junior All Stars, your child must be collected by 12.15pm. If he/she is not collected from main reception by this time, the emergency procedures (as stated earlier) may be followed.

Inappropriate Use of Social Networking Sites

As you may be aware, the internet has become a powerful tool with which to connect with others and share ideas and opinions. In recent years, social networking sites have grown in popularity and many people use them to communicate with family, friends and 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 members of our staff or children.

Current laws such as the 1988 Malicious Communications Act, 1997 Protection from Harassment Act and 2003 Communications 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 or 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.

Curriculum

Subject Leaders are responsible for various subject areas of the school curriculum. They guide and advise teams of teachers working within a particular curriculum area throughout the school and maintain subject liaison with appropriate First, Middle and Gosforth Academy staff.

In school, children are divided into four year groups according to age. Usually taught in mixed ability groups, there are some subjects which are taught in sets of similar academic ability, where it is felt that this will help children to develop their full potential.

School Assemblies

We hold assemblies, on a weekly basis, as a whole school and/or in key stage groups and try to use this time to offer a meaningful and thought-provoking experience. Assemblies are designed to reflect the values of the school and to encourage the children to become better informed citizens. We hope that the children 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.

Special Educational Needs and Disability (SEND)

Children with special educational needs range from those who simply require a little extra help or guidance, to those who need one-to-one specialist support. Our aim is to enable all children to participate as fully as possible in all aspects of school life.

Most SEND provision comes from class teachers adapting activities when necessary to ensure that every child is included and making progress. In addition, these teachers are supported by the Special Educational Needs and Disability Co-ordinator, Leaders of Teaching and Learning and Learning Support Assistants. Specialist support from other appropriate agencies is also accessed when necessary.

Emotional, behavioural, social and academic needs are addressed within the school system and targets are set for individual children with specific needs.

We regard the development of independence, self-confidence and self-esteem as being central to our support role.

Will My Child Have Help If English Is Not His/Her First Language?

Our school community is fortunate to include children and families from many different countries and cultures.

Support is offered to these children when we feel it is appropriate.

It is our experience that those with English as an additional language make very good progress and are able to participate fully in all aspects of school life.

What Opportunities Does the School Provide for Gifted and Talented (GT) children?

The cohort of GT children, who are identified through quantitative data and teacher nominations, are given additional opportunities. There are many enrichment projects throughout the year. These might include visits, competitions, the opportunity to hear visiting speakers, master classes and links with universities.

Specialist Support Base

We have a dedicated Support Base. A 'multi-purpose' base, it provides appropriate support for a wide variety of children's needs.

Will There Be Opportunities For Consultations With Teachers?

Yes. At present there are two whole school review days and an annual written school report for each child. On whole school review days you will have the opportunity to discuss relevant issues with your child's form tutor. However, if you wanted to discuss something in particular with a subject teacher, please telephone school and we will make the necessary arrangements. The sooner we are made aware of any issues, the sooner we can address them.

If you wish to speak to a member of staff regarding any issue, please contact school to make an appointment as it is highly unlikely that someone will be available to meet with you if you simply "pop in".

Additionally Resourced Centre for Children with Visual Impairment (VI ARC).

We are proud to host one of the city's provisions for children and young people with visual impairment. Our policy is to integrate all children with a visual impairment into mainstream classes where they work successfully alongside their sighted peers. Along with Gosforth Junior High Academy staff, specialist teachers and support staff from the VI ARC ensure that all children strive to reach their full potential in a fully inclusive setting.

Homework

Homework is an integral part of every child's general academic development.

Purposes:

- 1 To give opportunity for further study.
- 2 To complete work started in school.
- 3 To establish good work habits for private study.
- 4 To reinforce work done in class for those of all abilities.
- 5 To give the opportunity to extend learning.

We currently run several homework clubs – before the start of school, at lunchtime and after school.

Broad Guidelines

1. In Years 5 & 6, in the core subjects, a maximum requirement of 30 minutes per subject is expected per week. In foundation subjects, homework will be given at the discretion of the subject teachers. **All children should be reading at home every day and getting their reading record signed regularly.**
2. In Years 7 & 8, homework can be expected on a weekly basis in English and maths but on a less regular basis in other subjects.
3. The format of the homework will not necessarily always be of written format. It might include practical tasks, gathering information, preparing a talk, reading etc.
4. It is expected that completed homework should always be of a high standard relative to a child's ability. In order to achieve this, parent/carer co-operation is essential.
5. Children should record the following information in their Diary and Planner: - subject, work set, date set, and date to be returned.
6. A letter will be sent home if your child regularly fails to return homework. Sanctions may also be given.

Form tutors check the Homework Diary and Planner on a weekly basis. Teachers and parents have a space to write comments. Please check and use your child's Homework Diary and Planner. We ask parents and carers to sign this at the end of each week.

With homework, we rely on parental support. You can help by:-

- ✓ Ensuring that your child has a set area for completing work at home.
- ✓ Taking an interest in your child's tasks.
- ✓ Checking that the work has been completed.

Are There Clubs And Societies My Child Can Join?

There is a great deal of activity outside lesson time. 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 children from all year groups. The annual ski-trip and visit to France are extremely popular and we have an activities and enterprise week at the end of each academic year. We also offer a wide range of sporting activities and clubs. We send out an updated list of these clubs every half term.

Can My Child Bring A Bicycle To School?

Yes. Bicycles should be parked in the designated area. Secure padlocking is advised. We strongly advise cyclists to wear helmets.

Who Is Responsible For Property Brought To School?

Children are responsible for their own property. Therefore, books and materials required during the course of the school day should 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.

Should We Have Insurance?

We strongly advise you to consider taking out insurance cover against loss of property and injury to your child. Under the budgetary arrangements of local financial management, the school is not able to budget for ex-gratia payments in respect of loss or damage to children's personal property.

What Is the School's Charging Policy?

The Governors' policy on charging meets the requirements of the Education Act 1988. In essence it means that no charges will be made for any cost of education provided as part of the National Curriculum or as part of a syllabus leading to public examination. No child will be debarred from taking part in any activity other than optional extras because you are unable to make any contribution. Please be aware, however, that some visits may not be able to go ahead if sufficient contributions are not received. In appropriate cases, the Governors may decide to undertake the costs of participation from the school's own resources. On residential visits, cost of board and lodging will be passed on in full to you, except where subsidies are provided by the Local Authority or Governing Body. There is no charge for school music activities when an activity is taken by a school member of staff. However, you will be directly charged by NEMCO (North-East Music Cooperative) for any lesson or activity taken by one of their peripatetic instrumental teachers and for any instrument maintained by NEMCO.

The school reserves the right to ask you to pay some or all the cost of avoidable damage or loss caused by your child.

What Is The School Policy Regarding Mobile Phones And Personal Music Players?

We require children to be reasonable and helpful. These items are extremely popular but they have potential nuisance value. These machines must be turned off during the school day and not be visible during this time. We appreciate that a child may wish to contact a parent by mobile phone at the end of the school day. We ask that this is done outside of the school building, or in the reception area if a child is waiting inside school to be collected. On these occasions mobile phones must not be used for any other purpose. Infringement of these simple rules will lead to confiscation until the end of the school week, or until a designated adult collects the phone. Further infringement could lead to a complete ban. School will not accept liability for the damage and/or loss of such items.

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 should be followed. You should contact: **The Company Secretary, The Gosforth Federated Academies, Newcastle, NE3 2JH**, in writing, who will then start a record sheet of the complaint and if necessary arrange for the Governing Body to discuss the matter.

What Should I Do If I Know My Child Is Going To Be Absent From School?

When you know that your child is to be absent on a given day, please inform the school, preferably by telephoning the school office (telephone 0191 285 1000 – option 1) before 9.30am on the first day of absence. A 24 hour answering service is available on this number. On returning to school, your child must bring a signed and dated note from you, and give this to his/her tutor. If we have not received this from you, you may receive a visit from our Attendance and Welfare Officer.

I'm sure you will agree that absence from school may have a negative impact upon a child's education. School is no longer able to authorise absence from school for the purpose of taking a holiday.

Please note that if you do decide to take your child out of school in school time for this purpose, legal sanctions may be taken against you.

Schools are required to distinguish between authorised and unauthorised absence for all children of compulsory school age. Authorised absence covers absences that are unavoidable, such as sickness, religious observance and dental/medical appointments. Such leave will not be authorised for year 6 students until they have completed their Key Stage 2 SATs tests. A student will be removed from the school roll if his/her absence exceeds the agreed period. Parents must note, that if we are oversubscribed, it may not be possible to readmit a student on his/her return.

School attendance is a legal requirement and recent government instructions make it clear that there are significant penalties should a child be absent from school for unauthorised reasons.

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

What If My Child Is Persistently Late For School?

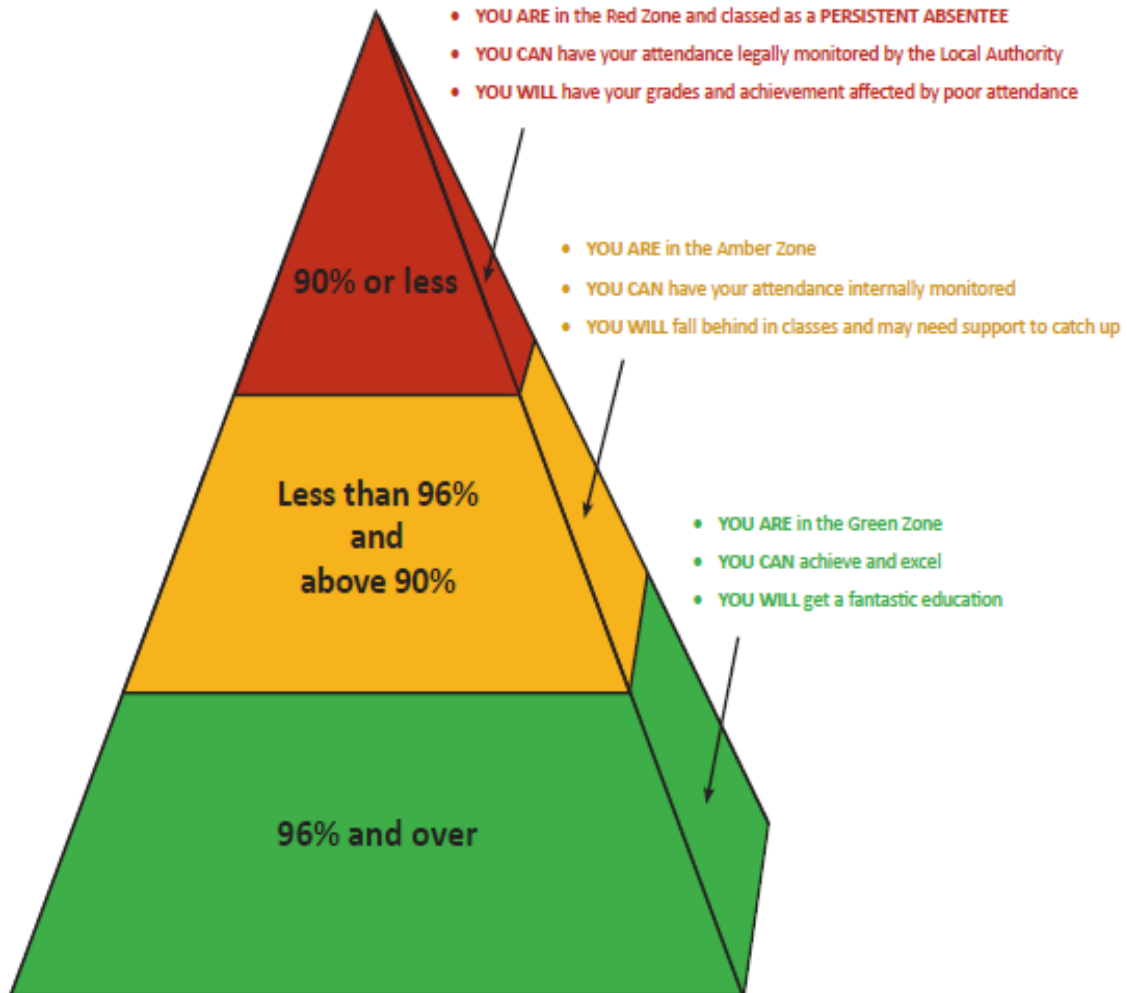
School begins at 8.40am. Children should be in their classrooms by then. Late arrival is recorded. Persistent lateness will be dealt with by school and may result in sanctions against the child and/or parents/carers.

Before and After School Child Care

From Monday to Thursday we can supervise children in our library area until 4pm, and on Fridays, until 3.30pm in order to allow parents additional time to do the "school run". If you were to do this, you would simply come to reception when you arrive to collect your child and inform a member of staff.

An alternative is to use the **Junior All Stars After School Club** to look after your child. This is a private company which operates within our premises and looks after children up until 5.45pm, Monday to Friday. The cost for one session of this child care is £8.00. If you are interested in this option, please contact juniorallstarsgosforth@gmail.com or telephone Cally on 07517 513771.

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 If My Child Is Ill At School?

If your child becomes ill while at school, first aid is available from designated First Aiders. If they or a senior member of staff feels that your child is too unwell to remain in school, you will be contacted. In more serious cases of illness or accident, you will be informed as soon as possible and, if necessary, the emergency services summoned.

The school should be informed of any health problems from which your child suffers e.g. diabetes, asthma, epilepsy, and of any condition that will affect participation in school activities.

Use of Medication in School

The guidelines on the use of medication in school are outlined below.

The policy aims to promote the safety of all children whilst protecting their access to education.

It is vital that the school has all updated telephone numbers including emergency numbers. Please ensure that the school is made aware of your child's medical history - bearing in mind that confidentiality is assured.

Emergency Messages

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

Managing Medication in School

As per our policy please be aware: - **Non-prescription medication**

Gosforth Academy and Gosforth Junior High Academy will not give out to pupils any non-prescribed medication such as painkillers even if their parents give permission.

In effect, this would be prescribing medication and no one is qualified in school to do so. Pupils may need to go home to be treated if necessary. The only exception to this rule is when students are out of school on a visit, away from medical assistance, and only in an emergency (Section 3 (5) of the Children Act 1989). Here, specific members of staff can administer non-prescription medication to pupil if their parents have signed and consented to this on the SV Form. Staff are advised that in such emergency, if possible to contact parents by phone to explain the nature of the emergency and to check again if it is okay to give their child non-prescribed medication in this situation. This may not always be possible.

At Gosforth Junior High Academy, due to the age of the children, we request that parents/carers do not give children non-prescription medication to bring to school.

Prescription Medication

The school is under no obligation to administer prescribed medication to pupils. If we choose to do this it will be because there is a clear benefit to the student in question. Prescribed medications can be administered within school following the guidance and protocols identified in our Managing Medications Policy (on our website). If parents have difficulty getting their child's prescription into the school they can arrange for the doctor to prescribe a split prescription, one for home and one for school. They can also arrange for a local chemist to make up and deliver the prescription. Most prescription medicine e.g. antibiotics can now be taken outside of school hours. Parents need to arrange an administration schedule to suit this with their GP. Parents will need to complete a 'request for child to carry his/her own medicine form (form 7).

If a parent asks the school to administer prescribed medication to their child, school will refer the parent to the School Nurse who will discuss with them the circumstances and ascertain if it is both necessary and appropriate that the school agrees to do this. It may be that school will require parents to complete a Care Plan for their child.

DATES OF SCHOOL TERMS AND HOLIDAYS 2019/20

The new school year begins for all children on Tuesday 3rd September at 8.40am.

Autumn Term	Tuesday 3 rd September – Friday 20 th December
Half Term	Monday 28 th October – Friday 1 st November inclusive
Spring Term	Monday 6 th January – Friday 3 rd April
Half Term	Monday 17 th February – Friday 21 st February inclusive
Summer Term	Monday 20 th April – Friday 17 th July
Half Term	Tuesday 26 th May – Friday 29 th May inclusive

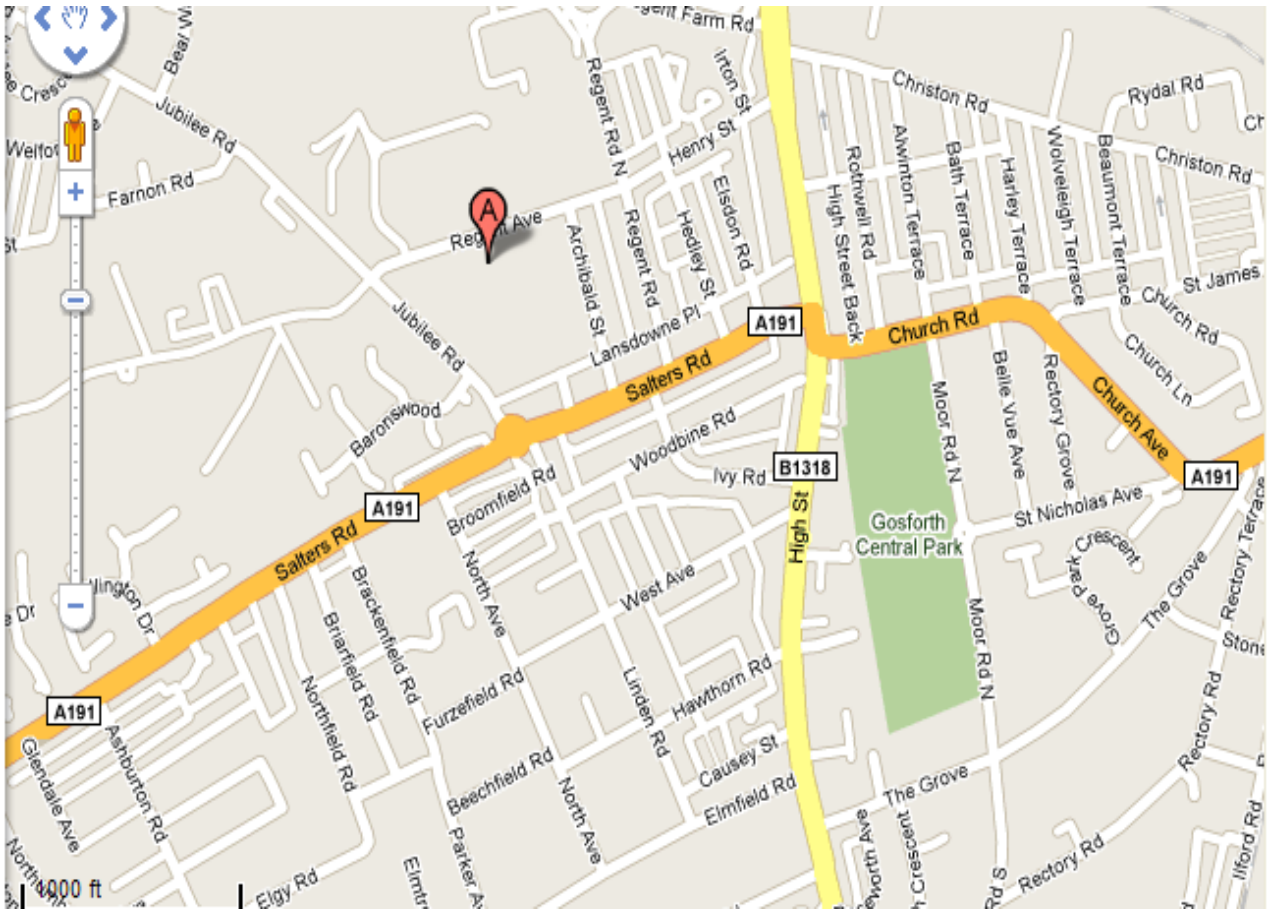
Please note that school is closed on Bank Holidays.

On the final day of each term, school closes at 12 noon.

The school will be closed on Monday 2nd September as this is a designated staff training day. There will be 2 additional training days (probably in late September/early October and in the summer term), but this is yet to be confirmed.

Details of school terms and holidays can be reviewed by consulting: www.newcastle.gov.uk

LOCATION MAP



GOSFORTH JUNIOR HIGH ACADEMY

Regent Avenue, Gosforth, Newcastle upon Tyne NE3 1EE

Tel: 0191 2851000 (option 1)

Email: admin2@ga.newcastle.sch.uk