



FRAMWELLGATE
SCHOOL DURHAM

PARENT/CARER
GUIDE 2022

www.framdurham.com

WELCOME

Dear Parent/Carer

I am delighted that you have chosen Framwellgate School Durham for your child. Starting any new school can be daunting, but it should also be exciting, so please use this short guide to help provide you with the information you will need if your child is joining us in September. This will help them prepare for the start of the new term.

Our school has improved rapidly over the last few years but there is much more to come. We are very proud of our ethos and uniform, and over the last few months have done a significant amount of work on our curriculum to provide students with the highest level of challenge and support; our teaching approaches reflect the best practice nationally as well as the latest evidence and research about how children learn. Our ethos is based on

the twin aims of promoting academic excellence and showing respect and compassion towards others:

Excellence, compassion and respect for all

Our school promotes academic excellence and embraces the shared values of honesty, integrity, respect and compassion. We want our students to be ambitious, kind, resilient and hard working and have a genuine passion for learning. We want them to change the world with the knowledge, skills and confidence they have learned here; to champion fairness, build friendships for life, and have pride in our school. Above all, we want our students to be happy.



High Expectations

I am sure that you have high expectations of your children, and we have too. We will constantly be explaining and modelling our key messages: working hard, trying your best, understanding how to learn new knowledge, showing respect and demonstrating very high standards of behaviour and good manners (saying please and thank-you; holding doors open for each other and adults; thanking teachers for their lessons, catering staff for food, and treating everyone in a friendly and cooperative manner EVERY day). Students will spend the first two days of term in September on an induction programme learning about our expectations and routines, how they are expected to behave, how they learn, how we approach homework etc. We will also be raising awareness of issues such as bullying, tolerance and online safety.

Finally

It is easy to feel overwhelmed by a lot of new information but we will do everything we can to support your child and make the transition to secondary school a happy one.

Yours faithfully,

Andy Byers
Headteacher



UNIFORM REQUIREMENTS

UNIFORM 2022/23

PE KIT 2022/23

Student Uniform
Grey blazer with school logo *
Graphite grey pleated skirt * or
Black formal trousers - (skinny fit trousers are prohibited)
White long or short sleeved school shirt
Navy slipover (optional)* (to be worn over the top of the school skirt or trousers) or
Navy long sleeved jumper (optional)* (to be worn over the top of the school skirt or trousers)
Navy and silver striped clip on tie *
Black opaque tights or black or white ankle socks

Compulsory (2022/23)

Student PE Uniform
Navy and white polo shirt*
Navy and white shorts* or
Navy leggings* or
Navy training pants*
Navy long socks
¼ zip long-sleeved training top*

All items marked with an asterisk (*) must be bought from our uniform supplier:

Michael Sehgal & Sons,
28-40 Scotswood Road,
Newcastle-Upon-Tyne,
NE4 7JB
(0191 2302320).

Items of uniform can be purchased online, in-store or via an annual pop-up shop at the school (details provided). Please note we will also endeavour to run a pop-up shop of pre-loved items should we have the necessary donations. Should you require items from the pop up shop, please email enquires@framdurham.com and mark the subject matter 'pre-loved uniform'.

Items such as hoodies (either with or without zips) and half-zip training tops are not permitted as part of the school uniform. When it is cold, students should wear the navy slipover or long-sleeved jumper. Students are also encouraged to wear an outdoor coat on top of their blazer in the colder weather.

Whilst the long-sleeved training top is not compulsory, it can obviously get cold at certain times of the year, therefore this item is recommended as no other long-sleeved top can be worn. Skirts must not be rolled up in any circumstances, so please ensure that the skirt size is correct.

Footwear

Footwear should be plain black formal dress shoes (no gold/silver/metal bows or embellishments whatsoever) and either leather or leather look (patent leather is fine). Sturdy Doc Martens are fine as long as there is no coloured stitching. Designer shoes or trainers (or shoes that resemble trainers) of any sort are not allowed. Plain black ankle-length boots are allowed. Please see guidance of examples of acceptable and unacceptable footwear (Appendix 2).

Socks

Please note that trainer socks are prohibited. Students are required to wear black or white ankle socks or opaque tights with a skirt. If trousers are worn, black ankle socks are required.

Jewellery

A small pair of earring studs (one per ear) and a watch are the only types of jewellery that are permitted. (Smart watches / Fitbits etc are not permitted.) Any other kind of facial piercings are not permitted (nose, lip, tongue, eyebrow etc).

Make up, false nails, false eyelashes, fake tan and lipstick

Makeup should be kept to a minimum and appear natural. False nails and bright nail colours, false eyelashes, lipstick and fake tan are all prohibited.

Hairstyles and colours

The school does not permit students to have 'extreme' haircuts or unnatural coloured hair. Hairstyles and haircuts which are deemed too extreme, such as tramlines, stars, extreme pattern styles, Mohican cuts or brightly dyed hair, are also prohibited.

Appendix 1:

Examples of Acceptable and Unacceptable Trousers

Unacceptable- Plain black, skinny fit



Acceptable- Plain black, slim fit



Appendix 2:

Examples of Acceptable and Unacceptable Shoes (please see the school website should you wish to view these images).

Acceptable- All black Leather Look (including patent leather)



Unacceptable- Trainers, Vans, Converse, fashion boots, canvas, sandals, Ugg boots, Doc Martens with coloured stitching, anything designer or with a logo, anything with coloured laces or stitching, anything with gold/silver/metal embellishments no matter how small.



EQUIPMENT

Students should come to school equipped for lessons, with the following equipment in a bag:

- | | |
|--------------|---|
| • Green pen | • Reading book |
| • Black pen | • Planner (these will be issued during the induction week) |
| • Pencil | • Knowledge book (These will be issued during the induction week) |
| • Rubber | |
| • Ruler | |
| • Calculator | |

Tutors will carry out bag checks to ensure all students are fully equipped for learning in registration. We expect parents/carers to ensure that students are dressed appropriately and are fully equipped for learning.

We also ask that as much personal property as possible should be clearly marked. Items of either sentimental or monetary value should not be brought to school. The carrying of significant sums of cash is also actively discouraged. The school cannot be held responsible for the security or loss of personal equipment and has no insurance to cover such losses.

Mobile phones and electronic devices must not interfere with learning. If mobile phones are brought onto the school site they **MUST** be switched off and **in students' bags**. The policy of the school is to confiscate phones or other electronic equipment that is being misused on the school site. If a student has a phone confiscated they will receive a detention with a member of the senior leadership team after school the following day.



TERM DATES 2022-2023

Term 1a	Tuesday 6th September 2022 to Friday 21st October 2022
Half term holiday	Monday 24th October to Tuesday 1st November 2022
Term 1b	Wednesday 2nd November 2022 to Tuesday 20th December 2022
Term 2a	Thursday 5th January 2023 to Thursday 16th February 2023
Half term holiday	Friday 17th February 2023 to Friday 24th Feb 2023
Term 2b	Monday 27th February 2023 to Friday 21st March 2023
Term 3a	Monday 17th April 2023 to Friday 26th May 2023
Half term holiday	Monday 29th May to Friday 2nd June 2023
Term 3b	Monday 5th June 2023 to Friday 21st July 2023

School is also closed on Friday 25th November 2022, and Monday 1st May 2023.

TERM DATES 2023-2024

Term 1a	Tuesday 5th September 2023 to Wednesday 25th October 2023
Half term holiday	Thursday 26th October to Friday 3rd November 2023
Term 1b	Monday 6th November 2023 to Thursday 21st December 2023
Term 2a	Monday 8th January 2024 to Thursday 15th February 2024
Half term holiday	Friday 16th February to Friday 23rd February 2024
Term 2b	Monday 26th February 2024 to Thursday 28th March 2024
Term 3a	Monday 15th April 2024 to Friday 24th May 2024
Half term holiday	Monday 27th May to Friday 31st May 2024
Term 3b	Monday 3rd June 2024 to Friday 19th July 2024

School is also closed on Monday 6th May 2024.

THE SCHOOL DAY

	Monday, Tuesday*, Wednesday*, Thursday*, Friday
8:30 to 8.45	Registration
8.45 to 9.45	Period 1
9:45 to 10:40	Period 2
10:40 to 10:55	Break
10:55 to 11:55	Period 3
11:55 to 12:55	Period 4 or Early lunch
12:55 to 13:35	Lunch or Period 4
13:35 to 14:30	Period 5
14:30 to 15:25	Period 6*

Only days marked with an asterisk (*) will have Period 6

ATTENDANCE AND PUNCTUALITY

At FSD, excellent attendance is extremely important to us. As we all know, there is a direct link between a child’s attendance in school and what they achieve.

keep you informed about your child’s attendance, we will email half-termly updates with regards to an individual’s attendance figure.

Children get one chance at school, and your child’s chances of a successful future may be affected by not attending school regularly. Regular and punctual attendance will help your child in their adult life and help prepare them to enter the world of work. School will also help your child to develop their social skills, make friends, and help them to communicate well with others.

We expect every student to aim for 100% attendance; this is crucial if they are to do well in school and achieve their full potential. To

Every Day in School Matters

Attendance %	190 School Days	Absence
100% attendance	190 days attendance	0
95% attendance	180 days attendance	2 weeks absence
90% attendance	171 days attendance	4 weeks absence
85% attendance	161 days attendance	6 weeks absence
80% attendance	152 days attendance	More than half a term
75% attendance	143 days attendance	9+ weeks absence

Absence from school during the year will reduce your child's chances of success; their achievement could seriously affect their progress in all subjects and will eventually impact upon their GCSE grades.

- If a child is sick or unable to attend, parents/carers must call the school telephone number (0191 386 6628 Option 1) before 8.30 am each day of absence
- The school will contact parents/carers by text or email if a child is absent and we do not know why
- The only legally acceptable reasons for not being in school are illness and medical appointments (only if it is not possible to arrange these outside of school times). Other absences may be approved by the school, such as dates of religious observance
- Wherever possible medical/other appointments should be made for times outside of the school day
- The school will not authorise any absence due to family holidays, unless there are exceptional circumstances. Any parents/carers taking children out of school during term-time without authorisation by the Headteacher may be issued with a Fixed Penalty Notice.

Please be aware there is no 24/48 hour rule as to absence in the case of certain ailments. We would encourage students to return to school as soon as possible.

Attendance Zones

Please see below the coloured attendance zones which indicate good and poor attendance. Half termly letters will be issued to parents to make them aware of specific attendance totals and these will also be available on parent app.



GOLD

Excellent - 100 -98%

What can you/your child expect?

- Half termly letter home to parents
- Rewards voucher draw



GREEN

Very good - 97.9 - 96%

What can you/your child expect?

- Half termly letter home to parents
- Rewards voucher draw



BLUE

Good/Satisfactory - 95.9 -94%

What can you/your child expect?

- Half termly letter home to parents
- Stage 1 letter issued in this zone as a reminder to parents that attendance is slipping



ORANGE

Caution! - 93.9 -92%

What can you/your child expect?

- Half termly letter home to parents
- Stage 2 letter issued and a request for parents to meet with HOY (Head of Year) to discuss support/intervention



YELLOW

Warning - 91.9 - 90%

What can you/your child expect?

- Half termly letter home to parents
- Stage 3 letter issued and a request for parents to meet with DHT (Deputy Headteacher) to discuss support/intervention
- Involvement of FLM (Family Liaison Manager) to support families to improve attendance



RED

Serious Concern - Below 90%

What can you/your child expect?

- Half termly letter home to parents
- Involvement of FLM (Family Liaison Manager) and local authority AIT (Attendance Improvement Team) to consider formal proceedings

Punctuality: Every Minute in School Counts

In the same way, a child regularly arriving late to school will lose valuable learning time. For example, a child arriving:

10 minutes late each day loses 7 days of learning in a year

20 minutes late each day loses 13 days of learning in a year

Students are expected to arrive on the school site by 8.25am each day, in order to attend Tutor Group at 8.30am.

If they arrive late for school, they must sign in late at Student Reception where they will be issued with a late slip. This will be recorded and students will be issued with a behaviour point.

Any incidents of being late to school (without valid reason) will lead to an immediate lunchtime detention.

Responsibilities

- It is a parent's/carer's responsibility to ensure that children attend school both regularly and on time
- The school is legally responsible for reporting poor attendance to the Local Authority
- The Local Authority has a duty to make sure that all parents/carers fulfil their responsibilities
- Parents/carers are committing an offence if they fail to make sure that children attend school regularly, even if they are missing school without parents' knowledge
- Parents/Carers can be fined up to £2,500 or imprisoned for failing to ensure that children attend school regularly. Magistrates can also impose a Parenting Order, which means the parent has to attend a parenting class

- Parents/carers should ensure that school is updated with new contact details for themselves and children – addresses, phone numbers (particularly mobile numbers and email address changes to ensure receipt of correspondence)
- For enquiries about attendance or punctuality parents/carers should contact the school's Attendance Officer, Mrs Gordon.



CONTACT

Website

Our website contains a lot of additional information including our new policies, complaints procedure and curriculum. Please go to www.framdurham.com

We also have a Facebook page (**Fram Durham**) and you can follow us on Twitter (**@Fram_official**).

General Enquiries or Attendance

Telephone: **0191 386 6628** or
Email: enquiries@framdurham.com

Absence line: **0191 386 6628** or
Email our attendance officer Mrs Gordon on Gordon.I@framdurham.com

Specific Enquiries

As you will appreciate, in a school of 1300 students, it is not possible for one person to deal with all enquiries or concerns, so it is important for us to direct you to the most appropriate person. Please use the following guide to help you.

Nature of Enquiry	Contact	Phone or Email
A concern about the welfare of a child	Mrs M Osborne, Director of Safeguarding or Mrs J Rayson (Deputy Headteacher)	Telephone 0191 386 6628 or email either weston.l@framdurham.com or rayson.j@framdurham.com If your concern is urgent and out of hours, please get in touch with Durham County Council First Contact on 03000 267 979
A question or concern about your child's general welfare or pastoral care	Your child's tutor, or for more serious concerns, the Pastoral Manager or Head of Year	Telephone 0191 386 6628 or enquiries@framdurham.com for STEP tutors. For the direct email address of Heads of Year and Pastoral Managers, see table below
A question about your child's work or progress in a subject	Your child's subject teacher	Telephone 0191 386 6628 or enquiries@framdurham.com for subject teachers
A concern about your child's progress or experience in a subject which can't be addressed by the subject teacher	Curriculum Leader for the subject	Telephone 0191 386 6628 or email enquiries@framdurham.com for Curriculum Leaders

Nature of Enquiry	Contact	Phone or Email
A concern about your child's progress across a range of subjects	Your child's Head of Year	Telephone 0191 386 6628 or use the direct email address below
Questions relating to access to subject reports, Parent App or email	Mr A Langford (Data and Assessment Manager)	Telephone 0191 386 6628 or email Langford.a@framdurham.com
For questions relating to our SEND provision	Mrs D Forrest	Telephone 0191 386 6628 or email forrest.d@framdurham.com
For questions relating to Sixth Form students (academic progress or pastoral issues)	Mrs L Mersh-Roberts, Director of Sixth Form	Telephone 0191 386 6628 or email mersh-roberts.l@framdurham.com

If you have followed the procedures above and a concern still exists/the matter has not been resolved to your satisfaction, then please contact:

Mrs L Lutynski: Assistant Headteacher (concerns about student progress)
0191 386 6628 or email lutynski.l@framdurham.com

Mr F Ward: Assistant Headteacher (concerns about pastoral care)
0191 386 6628 or email ward.f@framdurham.com

Key Pastoral Staff	Role
Miss R Wilson	Head of Year 7
Curriculum Leaders	Departments
Miss R Atkinson	Art
Mr A Brown	History
Mrs J Christie	English
Mr C Earl	Drama and Media
Mr A Gargett	Science
Mrs D Hale	Languages
Mrs J Laidlaw	Geography
Mr M Lamb	Music
Mr J Sands	PE and Health
Mr M Robinson	Maths
Mr M Fingleton	Computing
Mrs A Fenwick	RE
Mrs E King	PSHE
Mr G Wilson	Technology and Business

Telephone 0191 386 6628 or email via the enquiries email







FRAMWELLGATE
SCHOOL DURHAM

Framwellgate School Durham,
Newton Dr, Durham
DH1 5BQ

Email: enquiries@framdurham.com
Tel: 0191 386 6628

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