



**LONGBENTON**  
**HIGH SCHOOL**

**Guide for Parents**  
**2020-2021**

# **Our Aims and Values**

At Longbenton High School we value all of our students as individuals with different needs, talents, strengths and aspirations. In the time that your child spends at Longbenton High School we want to see them EVOLVE into a confident young people ready to take their place in society. We want them to take the many opportunities that are on offer here to help CREATE their future, DISCOVER new talents and interests, PERFORM to their best and ACHIEVE high standards in all that they do.

While at Longbenton High School we hope that students will settle into school, make lots of friends and be inspired to learn by excellent teachers in brand new, great facilities. We will look after your child pastorally and challenge them to be the best that they can be academically.

## **Introduction**

The main school is organised into 5 year groups from Year 7 – 11. Each year group is led by a Year Leader, who has responsibility for the progress, behaviour and safety of the year group. They are supported by a range of staff including an Assistant Headteacher, SENCO, Behaviour Welfare Coordinator, Senior Family Support and Welfare Officer, Student Mentor and Form Tutors. Students are allocated a tutor group in Year 7 and will normally stay with this Tutor throughout their time in school. Form Tutors play a vital role in helping students settle in, encouraging progress, identifying problems that may arise and in finding solutions to these. Form Tutors also have an oversight of their tutees progress. Tutors are, in most cases, the primary link between home and school. Should you require information on school matters please contact your child's Form Tutor in the first instance. If there is a change of circumstances, which could affect your child's, behaviour or work at school, please contact us so that we are aware of the issue and can deal sympathetically with your child.

**Please ensure that we are kept up to date with any changes of address or telephone numbers. It is crucial that we are able to make contact with a parents should the need arise.**

# **Staff: Our Team**

## **Senior Leadership Team**

<b>Headteacher</b>	<b>Mrs K Holbrook</b>
<b>Deputy Headteacher</b>	<b>Mrs K Gammack</b>
<b>Assistant Headteachers</b>	<b>Miss S Callender</b> <b>Mrs V Short</b> <b>Mr I Williams</b>
<b>Director of Support Services</b>	<b>Mrs A Peach</b>

## **Pastoral Leadership Team**

<b>Year 7</b>	<b>Miss L Gardner</b>
<b>Year 8</b>	<b>Mrs R Cooper</b>
<b>Year 9</b>	<b>Mrs N McPherson</b>
<b>Year 10</b>	<b>Mr K Leigh</b>
<b>Year 11</b>	<b>Mrs A Maughan</b>
<b>Pastoral Leader</b>	<b>Miss H Kirk</b>
<b>Year 12 &amp;13</b>	<b>Mr I Williams</b>

<b>Behaviour Welfare Coordinator</b>	<b>Mrs L Kennedy</b>
<b>Senior Family Support and Welfare</b>	<b>Ms S Wood</b>

## **Curriculum Leaders**

<b>English</b>	<b>Ms A Westgarth</b>
<b>Mathematics</b>	<b>Mr E Hunter</b>
<b>Science</b>	<b>Mrs J Anderson</b>
<b>ICT/Business Studies</b>	<b>Ms A Teale</b>
<b>Modern Foreign Languages</b>	<b>Mrs H Richardson</b>
<b>History</b>	<b>Mrs L Skinner</b>
<b>Geography</b>	<b>Mr J Foley</b>
<b>Religious Studies/PSD</b>	<b>Ms A Hardy</b>
<b>Create</b>	<b>Mr M Charlton/ Ms J Younger</b>
<b>Physical Education</b>	<b>Mr R Towler</b>
<b>Learning Support</b>	<b>Mr I Little</b>
<b>Performing Arts</b>	<b>Miss M Houlton</b>

# Useful contact information

**Longbenton High School**  
Hailsham Avenue  
Longbenton  
Newcastle upon Tyne  
NE12 8ER

**Tel:** 0191 218 9500  
**Fax:** 0191 270 6760  
**Website:** [www.longbenton.org.uk](http://www.longbenton.org.uk)  
**Twitter:** @longbentonhs

<b>General enquires</b>	0191 218 9500 <a href="mailto:lhs@lblearning.com">lhs@lblearning.com</a>
<b>Mr I Little</b> <b>SENCO</b>	0191 218 9500 <a href="mailto:lhs@lblearning.com">lhs@lblearning.com</a>
<b>Miss R Standish</b> <b>Clerk to the Governing Body</b>	01912189500 <a href="mailto:lhs@lblearning.com">lhs@lblearning.com</a>
<b>Mrs S Palmerley</b> <b>Chair of Governors</b>	01912189500 <a href="mailto:lhs@lblearning.com">lhs@lblearning.com</a>
<b>Admissions Access Team (North Tyneside)</b>	0191 6438724 <a href="https://my.northtyneside.gov.uk/category/129/school-admissions">https://my.northtyneside.gov.uk/category/129/school-admissions</a>
<b>Free School Meals</b>	0191 643 2288 <a href="https://my.northtyneside.gov.uk/category/238/free-school-meals#">https://my.northtyneside.gov.uk/category/238/free-school-meals#</a>

## Travelling to school

	Many of our students live within a mile or two of Longbenton High School and use this to their advantage by taking the healthy option and walking to school. You can use Google maps to work out a walking route from your house; just enter 'Longbenton High School' as your destination and you will see it clearly on the map.
	A growing number of children cycle to school, taking advantage of the secure and well-covered bicycle shed at the front of school. We recommend that students bring their own bicycle lock to secure them inside the shed. We advise that students cycling to school should wear an appropriate helmet.
	Parents and carers may drop their children off at school by parking on Hailsham Avenue. Parents are advised not to enter the school gates and park in the marked bays in the main car park for the purpose of dropping children at school, as this can delay or prevent teachers and other staff from parking. Please note that it can get very busy at the end of the day.
	The No.18 Stagecoach public service bus travels from Walker to Benton and has a stop at the bottom of Hailsham Avenue right outside the school. See the timetable and route here: <a href="https://www.stagecoachbus.com/timetables">https://www.stagecoachbus.com/timetables</a> The No. 62 or 63 Arriva bus travels towards Longbenton from Killingworth. We are well-served by the bus network being so close to Four Lane Ends Interchange. See here for other bus routes: <a href="https://bustimes.org.uk/localities/E0031020">https://bustimes.org.uk/localities/E0031020</a>
	Many students travel to Benton or the Four Lane Ends Metro stations and walk from there to school. Metro trains run regularly every 15 minutes or so at peak times; the walk to the school is approximately 10 minutes. <a href="http://iplanner.travelinenortheast.info/nexus">http://iplanner.travelinenortheast.info/nexus</a>

# Communication with us

Parents are important to our school and we rely on your support with the education of our students. Where possible we will communicate with you electronically via School Comms. Parents will receive letters and information directly to their own personal email or by text to a mobile phone (if you have downloaded the school gateway app). If you have not already registered, details regarding how you can do this will be sent out to parents early in the Autumn Term. Copies of our correspondence are also displayed on our website.

Your help can aid in the smooth running of our school in the following ways:

- Check planners regularly, read and sign these each week
- Please talk to your child about what they are doing in the classroom and their general school life
- Due to COVID 19 we are trying to minimise face to face meetings, if you have a query, in the first instance try to do this over the telephone. If you feel that you need to see a member of staff please contact the school to arrange an appointment, please do not turn up to school for a meeting that has not been arranged
- Attend events specific to your child so that you are aware of their progress and opportunities available to them
- If at any point you are unhappy with how the school have dealt with an issue and need to speak to us about it, please do not let your feeling override normal courtesy.

In particular please speak calmly to Year Leaders and teachers or any other member of staff who deals with your concern. When you are patient, calm and polite it will make it easier for them to respond quickly and appropriately to the concern. It is important to remember that we all want the best for your child.

## School meals

The school is committed to promoting a healthy lifestyle and making sensible food choices. In school, we have an excellent catering provision, with a wide choice of food including soups, sandwiches, snacks and full meals. Currently the revised school meal price is £2.30, which will buy a substantial meal. Students can spend more or less than this amount depending on their own food choices. Students have the facility to pre book meals and collect them at the start of their lunchtime. In addition, students can bring in a packed lunch should they prefer to do this.

Students may be eligible for free school meals, if you think this may be the case and your child is not currently receiving them, please contact North Tyneside Council – see useful contact information.

We also have a number of water fountains available throughout the school building, students are encouraged to use these and to replenish their water bottles. To help students drink more water and make more sensible choices, energy drinks are banned. Students with these drinks in school will have them confiscated.

## Medicines

Before school staff can administer medicines or students self-medicate, school must have written confirmation of this from a parent. There is no legal duty for staff to administer medication; however, those who do so cannot complete this without appropriate consent being completed.

# Illness

In the event that your child is unwell or has an accident this must be reported to a member of staff as soon as possible. Usually students will be taken to the student reception or the main school office where a trained first aider can take care of them. **Students should not initiate contact with home themselves and arrange for family or friends to collect them.** If students are too ill to remain in school, parents will be contacted and arrangements made for the student to leave the site. Until a parent arrives, students will be taken care of by staff in school. Should your child have COVID 19 related symptoms they will come home with a leaflet outlining what they should do next before returning to school.

## Medical Information

Should you child have a medical condition please ensure that a health care plan has been completed. This allows school to know how we should react if an issue connected to this were to arise in school. Please contact either Mrs Kennedy or your Child's Year Leader to discuss this further.

## Child Protection

We are committed to keeping our students safe and have a legal duty to safeguard your child's welfare. Our school policies around safeguarding are constructed in line with guidance given from North Tyneside Local Safeguarding Children's Board. If there is ever a concern that a child is at risk of serious harm, staff will notify the member of staff responsible for safeguarding matters in school. All referrals will be investigated and then a decision will be made, regarding referral of this to social services. In these situations, staff are following the law and must report concerns appropriately.

## Operation Encompass



This is a project that schools in North Tyneside are part of and is run in partnership with North Tyneside Council and Northumbria Police. The project aims to support children who are affected by domestic abuse. Witnessing domestic abuse is really distressing for a child or young person, they may, see the abuse, hear it from another room, see a parent's injuries or witness distress afterwards or can be physically hurt trying to stop the abuse. As a result, following any domestic abuse incident being reported to the police, the Police will make contact with Children's Social Care Front Door service who will then communicate relevant and necessary information to nominated school staff. This will ensure that the school is made aware at the earliest possible opportunity and can subsequently provide support to children in a way that means they feel safe and listened to. This information is treated confidentially in school.

From the Summer of 2019 this service has been extended to cover work with our students in school and families who would like additional support. Details regarding these opportunities will be communicated with parents as they arise.

# Operation Endeavour

This is a relatively new and innovative project in which schools and colleges in North Tyneside are participating; this is run in partnership with North Tyneside Council and Northumbria Police.

Operation Endeavour aims to support children and young people who go missing from home. Children who go missing from home are at risk of significant harm and they may be vulnerable to sexual exploitation, violent crime, gang exploitation, or to drug and alcohol misuse. As a result, following any report of a child going missing to the Police, the Police will make contact with Children's Social Care who will then communicate relevant and necessary information to nominated school staff.

Each school has members of staff (key adults) who have been trained in liaising with the Police and Children's Social Care when required, and will ensure that the necessary support is made available to the child or young person following their return.

## The School Day

Further to guidance issued by the government, we have amended the school day to accommodate control measures agreed in our school COVID risk assessment. This will be reviewed when government guidance is updated.

Monday, Wednesday, Thursday, Friday

KS3 Years 7-9	Arrival 8.25-8.35 Cafe Doors	Reg. 8.35- 9.00	Lesson 1 9.00-10.00	Lesson 2 10-11.15	Break 10.30- 10.45	Lesson 2	Lesson 3 11.15-12.15	Lunch 12.15- 12.45	Lesson 4 12.45-1.45	Lesson 5 1.45-3.00	3pm End of school day	
KS4 Years 10- 11		Arrival 8.30-9.00 Dining Doors	Lesson 1 9.00-10.00	Lesson 2 10-11	Break 11-11.15	Lesson 3 11.15-12.15		Lesson 4 12.15-1.15	Lunch 1.15- 1.45	Lesson 5 1.45-3.00	Reg. 3-3.25	3.25pm End of school day
KS5 Years 12- 13	Arrival 8.25-8.35 Main Reception	Reg. 8.35- 9.00	Lesson 1 9.00-10.00	Lesson 2 10-11	Break 11-11.15	Lesson 3 11.15-12.00	Lunch 12.00- 12.45	Lesson 4 12.45-1.45	Lesson 5 1.45-3.00		3pm End of school day	

Tuesday

KS3 Years 7-9	Arrival 8.25-8.35 Cafe Doors	Reg. 8.35- 9.00	Lesson 1 9.00-10.00	Lesson 2 10-11.15	Break 10.30- 10.45	Lesson 2	Lesson 3 11.15-12.15	Lunch 12.15- 12.45	Lesson 4 12.45-1.55	1.55pm End of school day		
KS4 Years 10- 11		Arrival 8.30-9.00 Dining Doors	Lesson 1 9.00-10.00	Lesson 2 10-11	Break 11-11.15	Lesson 3 11.15-12.15		Lesson 4 12.15-1.25	Lunch 1.25- 1.55	Reg. 1.55-2.05	2.05pm End of school day	
KS5 Years 12- 13	Arrival 8.25-8.35 Main Reception	Reg. 8.35- 9.00	Lesson 1 9.00-10.00	Lesson 2 10-11	Break 11-11.15	Lesson 3 11.15-12.00	Lunch 12.00- 12.45	Lesson 4 12.45-1.55	1.55pm End of school day			

# The Home School Agreement

We want all of our students to be successful and achieve the very best that they can. Education at Longbenton High School is three way partnership between students, their parents and us the school. This involves commitment from all parties to do their best to follow our agreement.

## **The student will do their best to:**

- attend school regularly and on time
- arrive at lessons on time
- bring an appropriate school bag containing all the equipment needed every day (pen, pencil, ruler and planner)
- keep an up to date planner and show it to parents/guardians regularly for signing
- follow the school uniform policy, including general appearance, this includes wearing PE kit, in the appropriate manner
- follow school rules, work hard in class, do all homework set and hand it in on time
- be polite and helpful to others, creating a climate that does not accept any form of bullying behaviour
- try to make school a happy place for all who work in it
- respect the building and keep the school pleasant and tidy, free from litter and graffiti
- behave in a way which allows others to learn and follow the school's BfL code and expectations, including substance misuse and the no smoking policy
- follow the guidelines for the use of the computer network and the internet in school
- follow guidelines for the appropriate use of mobile phones and iPads in school
- inform their family about school by delivering newsletters, reports and other communications
- take pride in and celebrate their achievements and those of the school
- report any concerns they may have to their Form Tutor, Year Leader or teacher
- act responsibly in the community as a representative of the school
- where appropriate, follow all guidelines regarding examination board rules and regulations e.g. plagiarism

## **Parents/Guardians will do their best to:**

- ensure that my/our child attends school regularly, following the school uniform policy, is on time and with the correct equipment
- inform the school of any concerns or problems that may affect my/our child's work or behaviour
- not contact my/our child on their mobile phone during the school day
- support the school rules and policies, such as those relating to uniform, behaviour and homework and reinforce any punishment given by the school in terms of misbehaviour
- encourage my/our child to be polite and helpful to others, creating a climate that does not accept any form of bullying behaviour
- support my/our child in completing homework and other opportunities for learning
- read, check and sign my/our child's student planner
- attend Parents' Evenings, discussions and/or meetings about my/our child's progress
- be respectful in dealings with all school staff

- ensure that my child gets adequate sleep, is well fed and does not have access to drugs, alcohol or other substances
- get to know about my/our child's life at school, e.g. via Parents' Evenings and events
- encourage my/our child to take part in extra-curricular activities and the wider life of the school
- avoid term time holidays
- notify school promptly of any unavoidable absence of my/our child

**The School will do its best to:**

- promote a broad and balanced curriculum to meet the individual needs of all children
- care for your child's safety, happiness and welfare
- encourage students to be polite and helpful to others, creating a climate that does not accept any form of bullying behaviour
- ensure that your child achieves success as a valued member of the school community
- promote high standards of work and behaviour through promoting a partnership between home and school and developing a sense of responsibility
- keep you informed about school activities and achievements through regular newsletters, notices and other lines of communication
- send home regular reports and arrange Parents' Evenings during which your child's progress will be discussed
- set, mark and monitor homework and provide facilities for children to do homework in school
- let parents know about concerns or problems which could affect their child's work
- celebrate achievement and success through school reward systems and public acknowledgment
- be welcoming and offer you opportunities to become involved in the life of the school
- offer you opportunities to develop your own learning and to learn with your child
- ensure that you are fully aware of all school systems and procedures
- be respectful in communication with parents and students
- ensure equality for all

**Signature of Parent:** \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_ Date: \_\_\_\_\_

Print Name : \_\_\_\_\_

**Signature of Headteacher:** \_\_\_\_\_ Date: \_\_\_\_\_

# School uniform and PE kit

All students must wear a white shirt, school tie, blazer as well as suitable trousers or a skirt. Trousers and skirts must be black, please note that leggings and jeans are not acceptable. Students must also wear black shoes, not trainers with markings or canvas equivalents.

School ties are available in four different colours and students should choose the colour they would prefer. On the school website there is also a brochure from Wynsors outlining acceptable footwear.

Longbenton High School *UNIFORM & PE KIT*									
Emblematic Ltd.									
<b>POLO - £13.00</b>	<b>SHORTS - £10.00</b>	<b>SOCKS - £4.00</b>	<b>HOODIE - £20.00</b>	<b>LEGGINGS - £15.00</b>	<b>TRACK PANTS - £16.00</b>	<b>SPLASH TOP - £22.00</b>	<b>BASELAYER - £12.00</b>		
 11-12Yrs S <input type="checkbox"/> 13-14Yrs M <input type="checkbox"/> 2XS <input type="checkbox"/> XS <input type="checkbox"/> 2XL <input type="checkbox"/> (Boys/Girls Compulsory)	 11-12Yrs S <input type="checkbox"/> 13-14Yrs M <input type="checkbox"/> 2XS <input type="checkbox"/> XS <input type="checkbox"/> (Boys/Girls Compulsory)	 3 - 6.5 <input type="checkbox"/> 7-11 <input type="checkbox"/> (Optional)	 24" <input type="checkbox"/> 26" <input type="checkbox"/> 28" <input type="checkbox"/> 30" <input type="checkbox"/> 32" <input type="checkbox"/> 34" <input type="checkbox"/> 36" <input type="checkbox"/> 38" <input type="checkbox"/> 40" <input type="checkbox"/> (Boys Compulsory)	 9/11 <input type="checkbox"/> 12/13 <input type="checkbox"/> XS(8) <input type="checkbox"/> S(10) <input type="checkbox"/> M(12) <input type="checkbox"/> L(14) <input type="checkbox"/> XL(16) <input type="checkbox"/> (Optional)	 11-12Yrs S <input type="checkbox"/> 13-14Yrs M <input type="checkbox"/> 2XS <input type="checkbox"/> XS <input type="checkbox"/> 2X <input type="checkbox"/> X <input type="checkbox"/> (Optional)	 36/38" <input type="checkbox"/> 40/42" <input type="checkbox"/> 44/46" <input type="checkbox"/> (Optional)	 11-12Yrs S <input type="checkbox"/> 13-14Yrs M <input type="checkbox"/> 2XS <input type="checkbox"/> XS <input type="checkbox"/> 2X <input type="checkbox"/> X <input type="checkbox"/> (Optional)		
<b>BOYS BLAZER - £24.00</b>	<b>GIRLS BLAZER - £24.00</b>	<b>BOYS JUMPER - £12.00</b>	<b>GIRLS JUMPER - £12.00</b>	<b>TIE - CLIP ON - £4.00</b>	<b>28" - 36" - £4.00</b>	<b>30" - 38" - £4.00</b>	<b>32" - 40" - £4.00</b>	<b>34" - 42" - £4.00</b>	<b>36" - 44" - £4.00</b>
 28" <input type="checkbox"/> 30" <input type="checkbox"/> 32" <input type="checkbox"/> 34" <input type="checkbox"/> 36" <input type="checkbox"/> 38" <input type="checkbox"/> 40" <input type="checkbox"/> 42" <input type="checkbox"/> 44" <input type="checkbox"/> 46" <input type="checkbox"/> (Boys/Girls Compulsory)	 28" <input type="checkbox"/> 30" <input type="checkbox"/> 32" <input type="checkbox"/> 34" <input type="checkbox"/> 36" <input type="checkbox"/> 38" <input type="checkbox"/> 40" <input type="checkbox"/> 42" <input type="checkbox"/> 44" <input type="checkbox"/> 46" <input type="checkbox"/> (Boys/Girls Compulsory)	 XXS <input type="checkbox"/> XS <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> (Boys/Girls Compulsory)	 XXS <input type="checkbox"/> XS <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> (Boys/Girls Compulsory)	 BLUE <input type="checkbox"/> ORANGE <input type="checkbox"/> GREEN <input type="checkbox"/> PURPLE <input type="checkbox"/> (Boys/Girls Compulsory)	 28" <input type="checkbox"/>	 30" <input type="checkbox"/>	 32" <input type="checkbox"/>	 34" <input type="checkbox"/>	 36" <input type="checkbox"/>
<b>*PLEASE FILL IN SIZES ABOVE IF KIT REQUIRED*</b>									
<b>PAYMENT METHOD:</b> Card: <input type="checkbox"/> Cash: <input type="checkbox"/> Cheque: <input type="checkbox"/> <b>DELIVERY METHOD:</b> Royal Mail (3 day delivery): <input type="checkbox"/> DPD Courier (6 day): <input type="checkbox"/> Collection from Emblematic Shop: <input type="checkbox"/>									
<b>ORDER TOTAL (£)</b> <b>F</b>									
Student's Name: _____ Form/Class: _____ Tel.: _____ Paying by cheque? Please make cheques payable to Emblematic Ltd.									
 Emblematic Ltd. Unit 26, North Tyne Ind. Est. Longbenton Newcastle Upon Tyne NE12 9SE									
<b>Order Online @ Emblematic.co.uk</b>									

# Uniform that is not allowed:

- Black jeans or combat trousers
- Leggings
- Polo neck shirts, tee-shirts and shirts with a sports type collar (Shirts must be able to accept a tie)
- Any colour, other than white, for shirts
- Grey trousers
- Brown or any other coloured shoes
- Black shoes with obvious coloured or white markings, soles or logos on them
- Trainers with any coloured markings on them
- Boots (higher than the normal shoe)
- Baseball caps
- Denim, corduroy, brushed cotton or other standard materials for skirts and trousers
- Jewellery, which includes more than one pair of stud earrings, finger rings, bracelets and necklaces, are not to be worn in Years 7, 8 and 9
- Any piercings other than one pair of stud earrings (including expanders)
- Students in year 7, 8 and 9 should not wear make up
- Long Acrylic painted nails (in the interest of safety and hygiene)
- Extreme hair styles – e.g. hair which is cut particularly short or dyed an unnatural colour.

## School equipment

Students are usually expected to have the following in school with them for lessons – Bag, Planner, Pen, Pencil and ruler. Additional items that are useful are - scientific calculator, protractor and compass. Due to COVID 19 we will be providing stationary packs for students which, at the end of the school day, will remain in school in order to minimise the sharing of equipment.

Please support us by ensuring that your child has the correct uniform and equipment and that they are ready to learn and engage fully in lessons.

## Mobile phones

A real focus for us as a school is always to ensure the very best climate for learning, so that students are fully prepared for lessons and any distraction is eliminated. Parents can really help on this by NOT ringing or texting their children when they are in school. If you need to contact your child urgently, please ring the school office. Please be aware of our mobile phone protocol below:

- Mobile phones should be '**off and away**' at all times. Any phone seen or heard will be confiscated, regardless of the reason. Students may have their phone with them, but it must remain silent/turned off in their bag.
- Phones that are confiscated will be returned to students at the end of the day in the first instance, although should there be a second occurrence a call will be made home with the requirement for a parent / carer to collect the phone on their child's behalf. Following a third occasion the student will be required to hand their phone into the main school office at the start of the day and collect this at the end of the school day.

- The restriction is in place at all times while students are on the school site. Phones should be away before students enter the school grounds and not accessed until they have left the site.
- Should students wish to use their phone at the end of the day to contact parents with any concerns or for collection following school based activities, they are asked to use the reception area of the school where phones may be used during this time.

## Assemblies

It is school policy that we have regular assemblies, both in Tutor groups and as a full year group. This is based on a particular theme of the week. Year group assemblies are held in the main hall, once a week. Tutor group assemblies are held in the tutor room and are also once a week.

## Form time activities

Each day we follow a format for registration. In a typical school week, students are involved in a range of the activities on allocated days:

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>YEAR 7</b>	Admin/planner check/ Attendance	Skills	Tutor Assembly in tutor room	News and topical issues	Year Group Assembly in Main Hall
<b>YEAR 8</b>	Admin/planner check/ Attendance	Tutor Assembly in tutor room	News and topical issues	Year Group Assembly in Main Hall	Skills
<b>YEAR 9</b>	Admin/planner check/ Attendance	News and topical issues	Year Group Assembly in Main Hall	Skills	Tutor Assembly in tutor room
<b>YEAR 10</b>	Admin/planner check/ Attendance	Year Group Assembly in Main Hall	Skills	News and topical issues	Tutor Assembly in tutor room
<b>YEAR 11</b>	Year Group Assembly in Main Hall	Admin/planner check/ Attendance	Skills	Tutor Assembly in tutor room	News and topical issues

## Attendance

Aim for your child to achieve 100% attendance and good punctuality to give them the very best chance in life. Poor attendance and punctuality can affect overall achievement. Establishing good habits from the start helps children to settle more quickly into new settings and routines.

### WHAT MUST I DO IF MY CHILD IS ABSENT?

- Parents/Carers must telephone on the day if their child is absent before 9am
- Keep school informed and let us know of the return date

Whenever possible, medical and dental appointments should be made outside of the school day. If this is unavoidable then it is expected that your child will be in school either before or after this appointment.

Amendments to the Education Regulations (Pupil Registration) which came into effect from September 2013; they state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Therefore, any leave of absence requested for holidays in term time will not be granted as they seriously disrupt the continuity of your child's learning. Letters requesting leave of absence should be sent into school outlining the exceptional circumstances that necessitate this absence. These should be marked for the attention of Mrs Short.

Any leave of absence taken without permission will be marked as unauthorised. Under government guidelines, any absence marked as unauthorised can lead to involvement from the Education Placement Service in cases of persistent poor attendance. Please consider that any absence or punctuality problem will seriously disrupt the continuity of learning for your child and will have an impact on their progress, achievement and relationships in school.

We monitor attendance and categorise students using the information below:

ATTENDANCE CATEGORY	ATTENDANCE PERCENTAGE	COLOUR CODING
<b>Excellent</b>	98-100%	
<b>Good</b>	95 - 97.9%	
<b>Cause for Concern</b>	90.5– 94.9%	
<b>Persistently Absent</b>	90% and below	

## Punctuality

Being punctual to school is vital. Lateness can have a huge effect on learning and progress. Under normal circumstances students who are late to school would complete a lunchtime detention that day of 15 minutes. However, as a result of alterations to our school day these will not happen in the same way instead lateness will be closely monitored and contact with parents made where we have causes for concern. If further punctuality problems persist students may be placed onto report, or be involved in additional mentoring/interventions or require parents to attend school for a formal meeting, to bring about an improvement to the situation.

### ARE YOU HEADING FOR THE DANGER ZONE?

5 minutes late each day 3 days lost

10 minutes late each day 6.5 days lost

15 minutes late each day 10 days lost  
20 minutes late each day 13 days lost  
30 minutes late each day 19 days lost

# Behaviour For Learning

The staff of the School are committed to ensuring that their classrooms are places in which students want and are able to learn. Likewise, we expect students everywhere across the school to show respect to others and their environment. In order to achieve this we shall promote behaviour for learning. This involves praising and rewarding students for making a positive contribution to lessons and school life in general. It also involves students accepting the consequences of any wrong behaviour. Consequences will be set at a level appropriate to the misdemeanour committed by the students. Students will be aware of what is expected of them and how the system of praise and consequences will be administered.

At Longbenton High School we want to recognise and celebrate our student's hard work and achievement. Parents are integral to this process and we feel that they need to be involved in day-to-day successes as well as major achievements throughout the year involving their children. Regular praise and rewards are considered to be vital for effective motivation and success of individuals. This is at the core of our school ethos. The rewards system is centralised in order that all students are treated fairly and consistently.

**The full behaviour for learning Policy is available to view on the school website.**

**Ultimately, we encourage our students**

**to follow our success pathway:**



- Present**
- Punctual**
- Prepared**
- Polite**
- Proactive**
- Presentable**



**Students who consistently follow these guidelines  
will be recognised and can expect to be considered  
for various rewards:**

## Reward Pathway

- Student of the Term**  
(Staff will nominate 1 student from each of their classes for the overall Student of the Term. These nominations will be then used to identify the overall winner for each year group)
- Reward Cards**  
(Staff will nominate one student for entry into a reward draw made in presentation)
- Achievement Slip**  
(Is awarded for a significant achievement such as outstanding homework, sustained contribution, involvement in activities or events)
- Achievement Points**  
(A full row of stickers – an Achievement Point)



All behaviour has a consequence, be that positive or negative.

While we want to focus on rewarding students,

unacceptable behaviour will not be tolerated in school.

In the instance of unacceptable behaviour in the classroom

students will follow the behaviour pathway.

## Behaviour Pathway

New lesson, New start



**Warning**



**Call Back**



**Remove**



**Detention**



**Isolation**



### **WARNING**

1<sup>st</sup> incident - verbal warning

2<sup>nd</sup> incident - written warning

### **CALL BACK**

3<sup>rd</sup> incident - CALL BACK to the teacher for a 10 minute CONVERSATION

### **REMOVE**

any further issues in a lesson result in the student being removed to another classroom

### **DETENTION**

DETENTION for 30 minutes after school

### **ISOLATION**

situation that results in a day in ISOLATION

Should the situation not be resolved or there has been a serious breach of school rules then either an **INTERNAL** or **A FIXED TERM EXCLUSION** may be considered.

On occasions where students are either isolated or excluded, they will work in our Behaviour Support Unit. This involves keeping students in school, but isolating them from their peers. When in this situation, students will usually complete work set by their teachers that they would have normally completed during their lesson.

# Acting lessons

In addition to the timetabled classroom drama lessons that all students have in year 7, we additionally offer private acting lessons with a visiting specialist LAMDA practitioner who teaches students on a one-to-one or paired basis. Students use these acting lessons to work towards LAMDA acting performance exams; these are recognised qualifications which not only help structure the tuition but also help to build confidence and self-esteem within a student. This is an excellent opportunity for students who are passionate about performing to gain additional tuition and develop their skills beyond the classroom.

As with the instrumental lessons, our LAMDA teacher visits the school on a weekly basis and delivers 30 minute lessons which take place during the school day. Lessons are timetabled on a carousel system so that students do not miss the same classroom lesson each week. Places on the timetable are awarded on a first come first served basis; if we become over-subscribed we will operate a waiting list system.

The payment of lessons is managed directly between the teacher and parents/carers. Lessons are paid for in monthly or half termly blocks. Lesson costs are subject to review at the start of the new academic year; the current lesson prices are outlined below:

# Instrumental lessons

All students have the opportunity to take instrumental lessons whilst at Longbenton High School.

We have a team of talented visiting instrumental teachers who offer weekly lessons on the following instruments:

Singing	Piano/Keyboard
Guitar/Ukulele/Bass Guitar	Upper Strings (Violin/Viola)
Drum Kit	Brass (Trumpet/Trombone/French Horn)
Woodwind (Flute/Clarinet/Saxophone)	

Students may have had instrumental lessons at primary school and wish to continue at high school or may see this as an opportunity to try something new. Taking instrumental lessons supports the learning that takes place in the classroom music lessons that all students have in year 7 but is also proven to have many additional benefits to learning in general including the improvement of coordination, mathematical skills (associated with rhythm and counting) and memory. Students also commonly find their confidence increases and they develop team work skills through performing with others.

Instrumental lessons take place during the school day; students come out of their classroom lessons to attend their instrumental lessons. Instrumental lessons are timetabled on a carousel system so that students do not miss the same lesson each week. We currently have spaces available on all timetables and are eager to engage our new year 7 students quickly. Places on the timetable are awarded on a first come first served basis; if an instrument becomes over-subscribed we will operate a waiting list system.

Payment of instrumental lessons is managed directly between the visiting teacher and parents/carers. Students can either have individual weekly lessons or paired lessons with another student. Lessons are paid for in monthly or half termly blocks. Lesson costs are subject to review at the start of the new academic year; the current teachers and lesson prices are outlined below:

<b>Instrument</b>	<b>Teacher Name</b>	<b>Individual weekly lesson cost</b>	<b>Paired weekly lesson cost (per student)</b>
Singing	Mrs Jenni Evans	£13.00	£7.00
Guitars	Mr Joel Bryne-McCullough	£12.50	£7.00
Drum Kit	Mr David Lourie	£15.00	£7.50
Piano/Keyboard	Miss Grace Alexander Mr Warren Smith	£14.00	£7.00
Upper Strings	Mrs Liz Clarke	£14.00	£7.00
Brass	Miss Abigail Brierley	£14.00	£7.00
Woodwind	Mrs Sue Belshaw	£15.10	£9.20

	<b>Individual weekly lesson cost</b>	<b>Paired weekly lesson cost (per student)</b>
Acting Lessons	£13.00	£7.00

We would be delighted for your son/daughter to start instrumental and/or acting lessons when they join Longbenton High School in September.

Please complete and return the reply slip in your pack, in order to express your interest or email Miss Houlton ([mh@lblearning.com](mailto:mh@lblearning.com)) if you require any additional information.

Due to COVID-19, instrumental and acting lessons have not been taking place in school for a number of months. We hope to get this provision reinstated as soon as possible and will follow Department for Education guidelines in terms of when we are able to do this.

# Term dates 2020 -21

## Autumn term

Wednesday 2 September – Friday 23 October 2020

**Wednesday 2<sup>nd</sup> September:** Year 7 induction day (Year 7 only in school)

**Thursday 3<sup>rd</sup> September:** Year 7 induction (full day of lessons); NE12 6<sup>th</sup> form induction (8.30am-10.30am Year 12 induction; 1.30-2.15pm Year 13 induction)

**Friday 4<sup>th</sup> September:** Years 8-11 tutor half day (Year 7 not in school) 8.30am-11.15 for Year 8 & 9 and 12.15-3.00pm for Year 10 & 11 (students will have a break but there will be no lunch provision).

Y12 familiarisation visits for those travelling to George Stephenson High School starting at 9am

**Monday 7<sup>th</sup> September:** Lessons start for Y7-13

Monday 2 November – Friday 18 December 2020

## Spring term

Monday 4 January – Friday 12 February 2021

Monday 22 February – Friday 12 April 2021

## Summer term

Wednesday 12 April – Friday 28 May 2021

Monday 7 June – Friday 16 July 2021

## Staff training days

Tuesday 1 September 2020

20 November 2020

25 June 2021



...EVOLVE  
CREATE  
DISCOVER  
PERFORM  
ACHIEVE

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