



# Parent Information Pack 2024 - 2025



# SEATON VALLEY FEDERATION

SEATON SLUICE MIDDLE SCHOOL · WHYTRIG MIDDLE SCHOOL · ASTLEY COMMUNITY HIGH SCHOOL

## OUR VISION

To be **exceptional** in everything that we do.

To ensure that everyone attends a school where they are **safe, happy, successful** and have lots of **opportunities**.

To provide a **positive learning environment** which allows everyone to achieve their potential.

## OUR ETHOS

To **know every child** academically and pastorally as a complete young person.

To treat everyone and everything with **respect**.

To strive for everyone to **be as good as they can be** and to be proud of doing well.

**SMALL ENOUGH TO CARE;  
BIG ENOUGH TO DELIVER A POSITIVE IMPACT.**



## WELCOME FROM THE HEAD OF SCHOOL

Thank you for choosing to send your child to Seaton Sluice Middle School. We look forward to being part of their learning journey for the next four years.

We know that every child is unique and we pride ourselves on our inclusive and nurturing environment, where every child is encouraged to be the best they can be, whatever their academic ability. We have a range of opportunities and experiences inside and outside of the classroom to help pupils develop in all aspects of their learning; personal and academic.

We want our young people to grow up with respect for themselves, others and their environment; to become productive adults, ready to make a positive contribution to their local community. We encourage pupils to be kind and develop resilience, to help face up to whatever adversities life throws at them.

To this end, we have three main expectations that we like our pupils to follow. We want them at all times to be:

- Ready
- Respectful
- Safe

We feel these three guiding principles, if adhered to, will help them to achieve and be successful in their future lives.

We look forward to welcoming your child to our school.

Mrs Karen McSparron  
Head of School



## WHAT THIS PACK CONTAINS:

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# STAFF LIST

## Senior Leadership Team

Mr J Barnes	Executive Head Teacher
Mrs K McSparron	Head of School/Designated Safeguarding Lead
Mrs K Mason	Assistant Head Teacher/Safeguarding Lead/Computing Lead and Data Lead
Mr G Porter	Assistant Head Teacher/Disadvantaged Lead/Maths Lead
Mr A Dennis	Business Manager - ICT and Infrastructure

## Teaching Staff

Mrs J Allison	Technology Lead
Mr T Anderson	KS2 Teacher
Mr S Barkley	Maths/PE Teacher
Mrs J Cassidy	KS2 Teacher/SMSC Lead
Mrs K Cook	Science Lead
Miss S Curry	KS2 Teacher/Head of Year 6
Mrs G Daghish	English Lead
Mrs J Devanney	PE Teacher
Mrs A Docherty	Music Lead
Mrs H Dunn	French Teacher
Mrs R Elliott	KS2/3 Teacher/Head of Year 7
Miss K Gibson	KS2/3 Teacher/Art Lead
Mrs R McCloskey	KS2/3 Teacher
Mrs K Middlemiss	KS2 Teacher/Head of Year 5/Safeguarding Lead
Mrs K Austin	Humanities Lead
Mrs A Mills	KS3 Teacher/Head of Year 8
Mrs C Tennant	SEND/CO/Safeguarding Lead/Science Teacher
Mrs R Young	French Lead

## SEN Support Staff

Appointment pending	SEN Support Officer
Miss L Biggs	Learning Support Assistant
Miss B Fairley	Learning Support Assistant
Miss E Lamb	Learning Support Assistant
Mrs R Porter	Learning Support Assistant
Mrs V Roberts	Learning Support Assistant/Senior Lunchtime Supervisor
Mrs A Sherman	Learning Support Assistant
Mr P Thompson	Learning Support Assistant
Miss A Kinghorn	Learning Support Assistant
Mrs C Kelly	Learning Support Assistant
Mrs S Ord	Learning Support Assistant



## Federation Support Staff

Mr B Watson	Business Director
Mrs J Das	Business Manager - HR, Admin and Partnerships
Mr G Taylor	Business Manager -Data and Curriculum Support
Mrs A Vintis	Clerk to the Governing Body/Senior Leadership Team Support Officer
Mrs A Hall	Partnerships and Marketing Officer
Mrs H Cuthbertson	Finance Manager
Mr M Kiddell	IT Manager
Mrs P Smith	Resource Assistant
Mrs D Morgan	Admin Assistant
Miss A Prior	Attendance Officer
Miss Z Lockett	Catering Manager
Mr M Walker	Caretaker



# TERM DATES

## Autumn Term

- Wednesday 4th September to Friday 20th December 2024
- Autumn mid-term holiday: Monday 28th October to Friday 1st November 2024
- (Training Days: Monday 2nd September and Tuesday 3rd September 2024)

## Spring Term

- Tuesday 7th January 2025 to Thursday 10th April 2025
- Spring mid-term holiday: Monday 24th to Friday 28th February 2025
- (Training Days: Monday 6th January 2025 and Friday 11th April 2025)

## Summer Term

- Monday 28th April 2025 to Friday 18th July 2025
- May Day Holiday: Monday 5th May 2025
- Summer mid term holiday: Monday 26th to Friday 30th May 2025

# THE SCHOOL DAY

Pupils should arrive in the school yard no earlier than 8.40am. Teacher supervision in the yard begins at 8.45am. Doors open at 8.50am.

The school day is split into 5 periods. Each period is 55 minutes long.

Times of the Day	
Registration	8.55 – 9.00
Assembly	9.00 – 9.15
Period 1	9.15 – 10.10
Period 2	10.10 – 11.05
Break	11.05 - 11.20
Period 3	11.20 – 12.15
Lunch	12.15 – 13.15
Registration	13.15 – 13.20
ERIC	13.20 – 13.35
Period 4	13.35 - 14.30
Period 5	14.30 – 15.25
End of School	15.25

ERIC = Everyone Reads In Class

At the end of the day, pupils are supervised as they leave school and on to the school buses if they are travelling via school transport.



# UNIFORM EXPECTATIONS

It is expected that all students follow the uniform expectations of the school. In summary these are as follows:

Boys	Girls
School jumper (Can only be purchased from Emblematic)	School jumper (Can only be purchased from Emblematic)
Black or dark grey trousers - standard length The following are <b>NOT</b> allowed: Jeans, jeans-styled trousers, tracksuit bottoms, cords, leggings, jeggings	Black school skirt -knee length. ( <b>Purchase from Emblematic only</b> ) The following are <b>NOT</b> allowed: Mini-skirts, stretch material. <u>OR</u> Black or dark grey trousers - straight legged The following are <b>NOT</b> allowed: Jeans, jeans-styled trousers, tracksuit bottoms, cords, leggings, jeggings
No fashion belts	No fashion belts
White Shirt (polo shirt in summer)	White Blouse or Shirt (polo shirt in summer)
School Tie (Clip-on)	School Tie (Clip-on)
Black Shoes (including trainer type but must be leather-look that can be polished). Boots can be worn in winter but these must be able to be covered by trousers. No <u>obvious</u> branding, no designer logos	Black Shoes (including trainer type but must be leather-look that can be polished). Boots can be worn under trousers in winter. No <u>obvious</u> branding, no designer logos, no platform shoes / heels
Black or white socks	Black or white socks / Black tights

## PE KIT


<b>Essential PE Kit - Must be brought to all lessons)</b>
Royal blue round neck t-shirt with school emblem (Can only be purchased from Emblematic)
Plain navy shorts
Clean training shoes suitable for PE lessons.

<b>Additional PE Kit (not needed in all lessons)</b>
Royal blue sports hoodie with school emblem (Can only be purchased from Emblematic)
Navy football socks



<b>Non-Essential PE Kit</b>
Navy track suit bottoms - with permission from staff in adverse / cold weather
Royal blue or navy long sleeved thermals
Leggings - with SSMS (Can only be purchased from Emblematic)
Royal blue rugby shirt with emblem (Can only be purchased from Emblematic)
Football boots (desirable but not essential)





Items that are school specific should be ordered from our uniform supplier - Emblematic  
<https://emblematic.co.uk/longbenton-store/ssms/>

Orders need to be received by Sunday 21st July 2024 to ensure delivery before the start of the academic year.

You can order online or visit the Longbenton shop at: Emblematic Ltd, Unit 26, North Tyne Ind. Est., Longbenton, Newcastle upon Tyne, NE12 9SZ.

### Uniformd

Good quality, preloved uniform items are also available at our school shop.  
<https://app.uniformd.co.uk/schools>

### Equipment

In addition, all pupils are expected to have a pencil case with a pen, pencil, ruler and rubber in all lessons.

# HAIRSTYLES, JEWELLERY & MAKEUP

The following guidelines apply to all pupils.

## Hairstyles

We <b>WILL</b> accept	We <b>WILL NOT</b> accept
Short hair which is neat and tidy - number 1 cut or above on back and sides	Extremely short and cut close to the scalp - less than number 1 cut or below on top, no guard on back and sides
Subdued, modified hair colouring which changes, moderately the hair colour shade	No tramlines or individual shaved lines/patterns
Highlights used moderately to enhance the natural hair colour and tone	Coloured or natural hair extensions
Ethnic / cultural variations by agreement as discussed with parent/carer	Bleached or dyed hair that is extreme in colouring
	Dip dyed hair
	Unnatural coloured highlights or dye
	Extremes hairstyles

## Jewellery, Piercings & Tattoos

Pupils are permitted to wear a wrist watch (not a SMART watch) and a maximum of one small stud earring in each ear.

All jewellery and piercings should be removed for PE Lessons. This is a requirement of the Sports Association and Local Authority Regulations.

No pupil will be allowed to attend with rings, bars or studs in the nose, lips, tongue, eyebrows, stomach body piercing etc.

- No visible makeup is allowed or fake tan.
- In addition nail extensions and nail varnish are not permitted. This is to meet hygiene and safety standards in some curriculum subjects e.g. food technology.
- On non-uniform days, pupils are expected to attend in modest, appropriate clothing. Jewellery and make-up rules will still apply. If they have PE on that day, they must bring their PE kit to change into.



## REWARDS & CONSEQUENCES

Rewards and consequences are an essential part of any school. An Achievement Ladder and a Behaviour Ladder is displayed in every classroom. These outline rewards/consequences and reasons so pupils are very clear about how positive behaviour and achievements are celebrated and what happens if expectations in school are not met.

### REWARDS

Pupils who do well are rewarded through the Merit System. Merits are awarded for exceptional attitude and work. Our Merit system is carefully managed through staff professional judgement, based on an individual's efforts. Merits gained are built up throughout the term and exchanged for a reward of their choice at the end of term.

Merits can be gained (but not exclusively) for any of the following:

- Outstanding work
- Helpfulness, a job well done
- Representing the school
- Exceptional effort
- Improvement in work
- High attendance
- Homework

In addition, there are Star of the week certificates given each week to any pupils who have been nominated for doing something really positive. E-Praise postcards, text messages and postcards home are also sent to show parents how well their children are achieving.

Each term ends with a Reward assembly where there are certificates and prizes given out for children who have achieved the most merits and for attendance.

The whole school year culminates in a very special Awards ceremony where subject prizes, effort recognition and larger awards such as trophies and shields are awarded to students.



## CONSEQUENCES

Inevitably, there are times where children do not follow school rules, or do not adhere to our high expectations for behaviour in school. We have an effective system where demerits are issued to pupils whose behaviour is not in line with expectations. Three demerits in a week will result in a lunchtime reflection.

For more serious breaches, pupils may be given time in afterschool reflection. Persistent unacceptable behaviour will result in internal or external suspension from school.

Extreme behaviour is rare, but will always involve contacting parents.



## THE CURRICULUM

Pupils receive a wide, balanced and enriched curriculum. This includes all the statutory National Curriculum subjects and many extra opportunities to become involved in the life of the school. These include performing arts, cultural visits, outdoor pursuits and various residential visits in the UK. There are also many opportunities for pupils to work with external providers in areas such as enterprise, sport and information and guidance programmes.

Parents will be sent updates of the curriculum areas being studied each half-term.

Parents and carers will have the opportunity to discuss their child's progress with teachers during scheduled parent consultation evenings at specific points during the year. We provide parents with an annual written report and regular updates throughout the year, which indicate a pupil's effort and progress towards meeting their targets. The annual report indicates the pupil's progress in each curriculum area.

Detailed policy statements and schemes of work are available for parents to inspect on the school website.

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an important part of life at Seaton Sluice Middle School. Children are encouraged to participate in a wide range of activities to broaden their experiences and to assist their personal and social development. Many activities take place at lunch times and after school, such as coaching sessions for individual and team sporting activities, computer, Spanish, Japanese and Korean club, music, homework, Bake Off and coding clubs are just some of the many examples on offer for children to develop further.

Outdoor Education has been a tradition since the school opened and our local environment is seen as a superb educational resource that we use at every opportunity. We also want to ensure that our children learn to respect, appreciate and take care of our environment. We try to provide every child with the opportunity to experience a residential visit. Visits in the past have included Lockerbie Manor, Duke's House Wood and London. Children are enthusiastic about taking part in these visits; help develop self-reliance and self-confidence and pupils and discover the enjoyment of living and working together with a large group in a new environment.



## **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

We believe that all children have strengths and weaknesses unique to them. It is therefore our aim to identify a child's strengths and talents and build on them, whilst supporting them through any challenges they may have.

In common with most schools, some of our children may have learning issues caused by medical, health, emotional, behavioural or social problems which make it more difficult for them to achieve their best; others may have specific difficulties with, for example, reading, writing, speaking or mathematics. Whatever the context, our staff take these matters seriously and will do their best to offer support using a variety of suitable strategies to enable children with special needs to benefit as fully as possible from their education.

Some children may have a particular gift or talent. We make positive efforts to identify these children and extend their learning in the classroom.

Every effort is made by the school to be alert and sensitive to the needs of your child and teachers are always ready to listen to any concerns you may have about their progress. We currently have a number of staff dedicated to the day-to-day operation of the special needs provision in school.

We also have a small educational provision on site for pupils with additional needs. This is a safe space for pupils to regulate.

It is our policy to keep all parents of children on the Special Educational Needs Register fully informed of their child's progress because we believe that the closer we can work together the more successful any special help will be.





## SAFEGUARDING

At SSMS, safeguarding underpins everything that we do - it is our number one priority that students feel safe and secure. We have a dedicated and fully trained Safeguarding team. All staff who work in SSMS are trained in accordance with the Keeping Children safe in Education (KCSIE) requirements. In addition, there are 4 Designated Safeguarding Leads in school (see staff list).

Where concerns are raised, a Designated Safeguarding Lead will consider the information and decide what further action needs to be taken. This may involve using outside agencies such as the School Health Team, Early Help Team, Children's Services and the Police.

In England there has been a recent significant rise in safeguarding issues connected with the internet and social networking sites. Our E-Safety Coordinator monitors this carefully alongside the Designated Safeguarding Leads and any incidents are dealt with swiftly and appropriately.

## BULLYING

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

### What is bullying?

Bullying is behaviour which deliberately makes another person feel uncomfortable, distressed or threatened. Bullying is repeated over time. Bullying makes those being bullied feel powerless to defend themselves.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - All areas of the internet, such as, email & internet chat room misuse, mobile threats by text messaging & calls, misuse of associated technology, i.e. camera and video facilities

Students have access to an online bullying reporting system (ConCA) via Google Classroom.

**We are committed to ensuring that bullying will not be tolerated in our school.**



# E-SAFETY & RESPONSIBLE COMPUTER USE

## ACCEPTABLE USE OF THE SCHOOL'S ICT FACILITIES AND INTERNET

Agreement for pupils and parents/carers

When using the school's ICT facilities and accessing the internet in school, I will not:

- use them for a non-educational purpose
- use them without a Teacher being present, or without a Teacher's permission
- use them to break school rules
- access any inappropriate websites
- access social networking sites (unless my Teacher has expressly allowed this as part of a learning activity)
- use chat rooms
- download and install any APPs or open any attachments in emails, or follow any links in emails, without first checking with a Teacher
- use any inappropriate language when communicating online, including in emails
- share my password with others or log into the school network using someone else's details
- bully other people

I understand that the school will monitor the websites I visit and my use of the schools ICT facilities and systems.

I will immediately let a Teacher or other member of staff know if I find any material which might upset, distress or harm others.

I will always use the school's ICT systems and internet responsibly.

I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.



## MOBILE PHONE USE IN SCHOOL

- Mobile phones are not allowed to be used in school.
- If pupils do need to bring a phone to school, they must hand it in to their form teacher in the morning. Form teachers collect phones in a storage box, which are then sent to the office for safekeeping and returned to pupils at the end of the day.
- Children who do not hand their phone in or are found to be using their phone on school premises, will have their phone confiscated and an adult must pick it up from the school Reception. Pupils will also receive an after-school detention.



## ATTENDANCE & REGISTRATION

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

It is important that all parents/carers are aware of and abide by the Federation's Attendance and Registration Policy which can be viewed on the Federation's website (link at the back of this pack).

If your child is unable to attend school for any reason, please telephone school as soon as possible on the first day of their absence and leave a message and then each subsequent day. The easiest way to let us know that your child will be absent from school is through the MCAS app. If no explanation is given as to your child's absence, it will be recorded as an Unauthorised Absence. In the event of a prolonged absence, the school should be informed as soon as possible either in writing or by telephone, so that if it is felt to be appropriate, arrangements can be made to provide work for your child to complete at home.

We encourage all parents to take family holidays outside of term time. The Governing Body is very keen to see the number of holidays taken in term time fall rapidly. As a result, **no holiday absences will be authorised**. Parents who do take their children out of school for holidays will be contacted by the Educational Welfare Officer, and a fine may be issued.

Most children enjoy attending Seaton Sluice Middle School and have excellent attendance. We strive to have school attendance at 95% or above. If a pupil's attendance falls below 92% the EWO will be informed. Attendance below 90% is considered Persistent Absenteeism.



0 days of school	100%
Equates to 2 days off school each year	99%
Equates to 5 days off school each year	97%
Equates to 10 days off school each year	95%
Equates to 20 days off school each year	90%
Equates to 30 days off school each year	85%

There is a clear link between poor attendance at school and lower academic achievement. Of pupils who miss more than 50 percent of school, only three percent achieve five or more GCSEs at grades 9 to 4 including Maths and English. We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents/carers, pupils and the wider school community.



## ACCIDENTS/ILLNESS/MEDICINES AND MEDICAL APPOINTMENTS

In the event of illness or accidents at school, we have trained First Aid Staff who will assess the situation and take appropriate action. If children are too ill to be at school or have an injury which requires further medical treatment, we need an 'Emergency Contact' to ensure your child's welfare. This contact may be a friend or relative but we also need parental work addresses and telephone numbers. This information is collected and updated at the beginning of each school year and stored on the school computer. It is imperative that these details are kept up to date.

## MEDICAL CONDITIONS / ALLERGIES

We understand that some students attend school with medication that has to be taken according to prescription requirements.

We also believe that students with allergies or other medical needs may require medications to be kept on their person throughout the school day.

We have implemented a new system to ensure that medication and medical events are recorded, tracked and reported on, as well as providing efficient communication with parents/carers.

If your child has a need for medication during the school day, please contact the school for further information on the following:

- Administration of Prescribed Drugs
- Administration of one-off medication (over the counter drugs)
- Students with Health Care Plans
- Self-Administration (inhaler / epi-pen)

Please email the Medical Coordinator should you have any queries, require further information or to obtain the relevant forms to be completed at [studentmedication@svf.org.uk](mailto:studentmedication@svf.org.uk)

You can find the SVF Supporting Pupils with Medical Conditions Policy on our website [Policies | Seaton Valley Federation](#)



## FREE SCHOOL MEALS

Eligibility for free school meals The government has made amendments to the eligibility criteria since April 2018. This is to reflect the introduction of Universal Credit. Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit
- Provided you have an annual net income of no more than £7,400. This is assessed by earnings from up to three of your most recent assessment periods
- Income Support
- Income-based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit
- Provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run on
- Paid four weeks after you stop qualifying for Working Tax Credit

If you feel you qualify for Free School Meals please visit the website below and complete the Free School Meals application form. Other resources may become available to your child's school if they are eligible for free school meals.

[https://online.northumberland.gov.uk/citizenportal/form.aspx?form=Free\\_School\\_Meals](https://online.northumberland.gov.uk/citizenportal/form.aspx?form=Free_School_Meals)



## CHARGING AND REMISSIONS POLICY

We make no charge for educational activities which are a vital part of the curriculum and take place in school time. However, charges may be levied for the following:

- Optional visits and trips
- Optional activities outside school hours
- Additional Musical Instruments and tuition
- Additional materials for practical lessons where the finished item is taken home

The Governing Body wishes to support pupils who have restricted access to activities due to financial constraints. Funds will be sought (e.g. Subsidy Grant) and distributed to those in need. Parents should discuss with the Head of School who, in collaboration with Governors, will broker support on a case by case basis. Parents will be informed of the support available in associated correspondence. The financial support will only be available until additional funds are exhausted.

Many visits and activities take place which are not vital to the curriculum but do enhance it. For these we ask for voluntary contributions. If we do not receive enough contributions, then the visit may not be viable. No child is excluded from or made to feel different about a visit because they have not contributed.





## ADDITIONAL POLICIES

Our school is part of the Seaton Valley Federation of Schools. Please make yourself familiar with the policies that can be found on the Federation's website including, but not limited to, those below.

The following policies should be read prior to your child starting at the school:

- Anti-Bullying Policy
- Attendance and Registration Policy
- Behaviour Policy (school specific)
- Drugs Policy
- Online Safety Policy
- Child Protection Policy
- Uniform Policy

[Policies | Seaton Valley Federation](#)

## DATA USAGE

The school uses a Management Information System (MIS) known as Bromcom. Bromcom stores all information we hold on a pupil's attendance, behaviour, safeguarding and progress. It also stores information that you provide on parental contact, home address and contact details. Other systems that the school uses integrate with Bromcom and may have access to your personal data.

It is important that if any of the information we hold on your child or you changes, that the school is informed as soon as possible.

To ensure that the details we hold for you are up to date from your child's admission date, please complete the Data Collection Form by visiting the link below or by scanning the QR code which will take you directly to the form.



Please read the Privacy Notices on the Federation's website regarding how we use your personal data.

[Policies | Seaton Valley Federation](#)



## BIOMETRICS

As a school, we use a pupil's fingerprint to ensure that money on their dinner account can only be accessed by them. We do need your consent to use your child's fingerprint and this permission is requested on the Data Collection Form.

We'd like your consent to use your child's fingerprint in the ways below. This information is held securely in school and helps us to operate these systems more efficiently. At any time you can object or withdraw consent by contacting the school reception.

- To top up their dinner account
- To pay for their school meal

## PHOTOGRAPHS AND VIDEOS

During your child's time at our school, we hope there will be opportunities to celebrate their hard work and successes. In order to do this, we regularly take photographs and videos of pupils at work or celebrating success. These images are sometimes used for displays around school, in newsletters, in the school prospectus and in local press as well as information events. To safeguard all pupils, we are only able to take and use photographs and videos of your child if you give us expressed permission to do so. This permission can be withdrawn at any time. Consent will be requested on the Data Collection Form.

## MYCHILDATSCHOOL (MCAS)

MCAS (by Bromcom) is an online portal for parents/carers that links directly to Bromcom. It provides real-time information about your child. You can access your child's timetable, classes, attendance record, behaviour record and reward points. You can also check and request updates to the data we hold for you. You will also receive your child's school reports and receive important communications from the school via the app.

MCAS can be accessed in the following ways:



Website: <https://www.mychildatschool.com>

Apple: <https://apps.apple.com/gb/app/mychildatschool/id1394575255>

Google: <https://play.google.com/store/apps/details?id=com.bromcom.mcas&pli=1>

In the last week of August you will receive an email allowing you to set up your account for MCAS. This will allow you to login to the App or the website. Once received, the email is only valid for 24hrs. If you forget your password or don't receive the setup email please go to the MCAS website and click on the reset password link.

If you already have a student on MCAS and are using the same email address then both (all) students should appear in the app.

If you do not receive the setup email or cannot get MCAS to work by 5th September, please contact school

Seaton Sluice Middle [ssms@svf.org.uk](mailto:ssms@svf.org.uk)

For more information, please visit <https://svf.org.uk/my-child-at-school> where you can view a Parent/Carer Guide. We currently do not make use of all the features of the system.

my child at school.com

PARENT LOGIN

Email

Password

Remember Email Address

[Reset Password](#)



## CASHLESS SYSTEM

MCAS also enables the school to operate a cashless system. This system allows for parents/carers to upload money via the app or website to a child's dinner account or to pay for extra-curricular activities that are organised by the school.

### Benefits

- Parents/carers can view reports on their child's spending via the app or produced on request.
- The lunch queue is shortened as there is no need for cash being handled at the tills.
- Pupils in Free School Meals access the lunch system in the same way and this gives anonymity.
- An 'upper spend limit' prevents all the money in the account being spent in one transaction. This is set at £3 for Key Stage 2 and £5 for Key Stage 3 and above but can be lowered or raised on request.

### Topping Up

- Parents/carers can top up accounts in minutes using the app or website.
- Cash can be loaded on to the account at one of the Cash Loaders which can be found in the Main Hall (Seaton Sluice) Your child can use the Cash Loader to check the balance of their account.

### Payment of Equipment / Extra-Curricular Activities

Parents/Carers can pay for equipment via the Main Office by cheque or cash. Some extra-curricular activities and visits can be paid for via the MCAS app. These will be highlighted in any letter you receive regarding opportunities.

### Free School Meals

There is no difference to the system that pupils who are eligible for free school meals use to any other pupil. Every day the system updates your child's account with the price of a two-course meal. If the meal is not taken, the value is taken off at the end of the day. Additional money can be loaded on to the account if required.

If your child is moving from another school where they have received free school meals, this entitlement will continue until the roll out of universal credit is complete or the government changes eligibility criteria. At present, if your child was eligible for free school meals on 1st April 2018, their entitlement will continue until 31st March 2025.



# HOME SCHOOL AGREEMENT

We recognise the importance of the roles parents/carers, students and the school staff have to play in the education of each individual. Therefore it is important to have clear expectations between home and school.

## The Parents/Carers

### **I / We will:**

- encourage my child to follow the ready, respectful, safe expectations
- make sure my child attends school regularly, on time and properly equipped.
- make the school aware of any concerns or problems that might affect my child's work or behaviour.
- support the school's stance on uniform, jewellery, body piercing and hairstyle and general appearance.
- support all the school's policies and guidelines for behaviour, including policies on detention, drugs, bullying, racism and mobile phones.
- support my child in homework and other opportunities for home-learning.
- make every effort to attend Parents' Evenings, Review Days and discussions about my child's progress.
- support the school's stance that Seaton Sluice Middle is a smoking/vaping free zone.
- make every effort to avoid family holidays in term-time.

## The School

### **The School will:**

- ensure that all students follow the ready, respectful, safe expectations
- care for your child's safety and happiness.
- ensure opportunities for your child to achieve his/her full potential as a valued member of the school community.
- provide a balanced curriculum and make every effort to meet the needs of your child.
- provide a programme of extra curricular activities and events.
- develop high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- keep you informed about school matters in general and about your child's progress in particular, through regular progress reports, an annual report, Parents' Evenings, headteacher's newsletters and information on the website.
- be open and welcoming at all times.
- act promptly to deal with any anti-social behaviour which might occur.
- uphold Seaton Sluice Middle as a smoking/vaping free zone.
- make contact at the earliest opportunity if we are concerned about academic progress, behaviour or attendance.

## The Student

### I shall:

- Follow the ready respectful, safe expectations

<b>READY</b>
<ol style="list-style-type: none"><li>1. I will be on time for school</li><li>2. I will be on time for my lessons</li><li>3. I will have the correct uniform (including PE Kit)</li><li>4. I will have the correct equipment</li></ol>
<b>RESPECTFUL</b>
<ol style="list-style-type: none"><li>1. I will have a positive attitude to learning</li><li>2. I will show respect to all members of the school community</li><li>3. I will show respect for the school environment and the local community</li></ol>
<b>SAFE</b>
<ol style="list-style-type: none"><li>1. I will behave in a safe manner in classrooms and around school</li><li>2. I will stay safe online</li><li>3. I will behave in a safe manner in the local community and on the school bus (if used)</li></ol>

\* Equipment pupils will need each day are a pen, pencil, rubber, ruler in addition to their PE kit when required.

**THE SCHOOL CANNOT CARRY OUT ITS DUTY OF CARE UNLESS THIS KEY EXPECTATION OF THE HOME SCHOOL AGREEMENT IS IN PLACE**



# Behaviour Towards Staff by Parents, Carers and Visitors: Expectations and Procedures

## Acceptable Communication by Telephone

- Be civil in your communication; do not become frustrated or rude to our Reception Staff.
- Be respectful in the tone and language you use: do not raise your voice or use aggressive or threatening language.
- Staff will get back in touch with you as soon as they can.
- Staff will try to return your call within 24 hours.

## Acceptable Communication by Email

- Address each member of staff respectfully.
- Do not use bold text or capitalisation to emphasise concerns.
- Do not expect an instant response.
- Staff will respond as soon as they can.
- Staff are not expected to respond to emails outside of working hours which are 8.30am to 4.30pm.
- If a member of staff does respond outside of the above hours, it is their choice to do so.
- We advise emails are not sent late at night or early in the morning.
- Emails sent at weekends or during school holidays will not be responded to until the next working day.

## Expectations of Parents, Carers and Visitors to the SVF

We will always listen to parents and seek to address things as quickly as possible.

**However, abusive, threatening or aggressive behaviour will not be tolerated.**

## Definitions of Unacceptable Behaviour

- Shouting and/or swearing.
- Aggressive emails in tone and language.
- Constant emails and/or phone calls which amount to a threat, harassment and intimidation.
- Inappropriate electronic activity on social media.
- Any form of physical violence or intimidation.
- The use of rude or aggressive hand gestures.
- Allegations that turn out to be vexatious or malicious.
- Discussing your concerns/ frustrations with your child in an inappropriate manner; this undermines the school and its staff.



As a resident of Northumberland, you have access to a range of free courses to better understand teenager's emotional health, brain development and wellbeing as well as other parenting courses. Visit this link and use the access code below to gain access.

<https://inourplace.co.uk/northumberland/>

### How to sign up:

Residents can access these courses for free by entering the Northumberland Access Code:

**HADRIAN**

at [inourplace.co.uk](https://inourplace.co.uk)

inourplace 

## Music Tuition

### Working closely with Northumberland County Council's Music Partnership North

Northumberland County Council are delighted to inform you that our music service - Music Partnership North - have one of our fantastic music tutors who visit Seaton Sluice Middle School on a weekly basis offering drum tuition.

We offer a variety of lesson lengths and prices starting from £6.90 per lesson. To sign up, simply visit our website and click the link to our enrolment portal - [Northumberland County Council - Music Tuition](#)