



2023-24

Handbook for parents/carers and students



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This handbook contains information about the school's ethos, expectations, routines, procedures and policies. You may wish to keep it in a safe place as it may be useful to refer to it from time to time.

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School aims and ethos

Our aim is to develop:

- Happy, self-confident, life-long learners;
- Learners ready to embrace change;
- Learners who make a positive difference to the local and global community.

This will be achieved through our innovative and inclusive approach to Teaching and Learning alongside our supportive pastoral system.

Our purpose is to prepare our students for life in the 21st Century. In doing so they will become:

- Flexible in their thinking;
- Independent in their learning;
- Effective in their communication skills;
- Inspired with enthusiasm for continued learning.

Our intent is to actively promote continuing learning throughout the whole school community, in which:

- Happiness and high self esteem are developed by recognising success;
- Change is welcomed;
- All demonstrate the conviction that the school is infinitely improvable;
- The role of parents in developing learning is explicit, recognised and valued;
- Technology is used to develop borderless thinking and to transcend the boundaries of time, place and subject content.

Our vision is that as a school community:

- We will develop a passion for learning rather than an acquisition of knowledge;
- We will develop the desire and aptitude to be inquiring, willing to test and hypothesise, and take risks with our thinking;
- We will become creative problem solvers and effective decision makers;
- We will develop high levels of communication skills.

We will achieve this by:

- Inspiring students with curiosity by our example;
- Developing in our students the capacity to ask questions rather than providing them with answers;
- Recognising and celebrating the achievement of students;
- Identifying and maximising the full potential of all students.

Key staff in school

Senior staff

Steve Wilson	Headteacher
Linda Buckle	Deputy Headteacher
Andy Sherlaw	Deputy Headteacher
Sarah Fitzpatrick	Assistant Headteacher
Sarah Lackenby	Assistant Headteacher
James Mackenzie	Assistant Headteacher/SENCO
Natalie Thorne	Business Manager
Rachel Thurlow	Assistant Headteacher
Steve Williams	Assistant Headteacher/Director of Sixth Form

Heads of departments

Kim Smith	English
Jill Branch/Chris Johnson (covering Jill who is on maternity leave)	Mathematics
Alan Keegan	Science
Alice Robertson	Art
Ben Cox	Business
Andrew Johnson	Computing
Kirsty Cuthbert	Geography
Hilary Henderson	History/Philosophy & Ethics
Justine Chapman	Food, Textiles & Health & Social
Jane Bennetts	Information Technology
Brind Reece	Modern Foreign Languages
Kieran Baldwin	Music
Katherine Askham	Design Technology
Annalisa Reith	Drama
Jonathan Okwe-Pearson	Media
Jess Watson	Psychology
Lisa Wrigglesworth	Physical Education

Student support staff

Abi Welch	Head of Year 9
Jonathan Okwe-Pearson/Steph Ambridge	Assistant Heads of Year 9
Ankita Lawson	Head of Year 10
Carl Cockburn/Michael Yarde	Assistant Heads of Year 10
Matt Bland	Head of Year 11
James Branson/Danielle Charlton/Charlotte Clarke	Assistant Heads of Year 11
Richard Chambers	Head of Year 12
Ian Clark	Head of Year 13
Nicolle Foulger/Helen Daglish	Student Support Co-ordinators
Gareth Ellis	Library Manager & Director of Whole School Literacy
Emma Crow	Whole school Counsellor
Dave Lee	Alternative Curriculum Co-ordinator/Assistant SENCO
Zoe Medhurst	Personal Development Lead
Marni Thomas	Learning Mentor
Nina Livings	Attendance Support Officer
Rachel Slee	Pastoral Admin Support Officer

The school day

Arrive at school	8.50am
Registration/Assembly	8.55 - 9.10am
Period 1 *	9.10 - 10.10am
Period 2 *	10.10 - 11.10am
Break time	11.10 - 11.25am
Period 3 *	11.25 - 12.25pm
Lunch time	12.25 - 1.15pm
Period 4	1.15 - 2.15pm
Period 5 **	2.15 - 3.15pm

* Except Wednesday when there is an extended tutorial period until 9.25 am.

** Except Tuesday when school finishes for students at 2.15pm for staff training.

Term dates 2023-2024

Autumn term

Induction for Year 9 and Year 12 students: Friday 8th September 2023

Induction for Year 10, Year 11 and Year 13: Monday 11th September 2023

School commences for all students on Tuesday 12th September 2023

Half Term: Monday 30th October 2023 to Friday 3rd November 2023

Term recommences for students: Monday 6th November 2023

Last Day of term for students: Friday 22nd December 2023

Christmas Holidays: Monday 25th December to Friday 5th January 2023

Spring term

School commences for students: Monday 8th January 2024

Half Term: Monday 19th February 2024 to Friday 23rd February 2024

Term recommences for students: Monday 26th February 2024

Last day of term for students: Thursday 28th March 2024

Easter Holidays: Friday 29th March 2024 to Friday 12th April 2024

Summer term

School commences for students: Monday 15th April 2024

Half Term: Monday 27th May to Friday 31st May 2024

Term recommences for students: Monday 3rd June 2024

Last day of term for students: Friday 19th July 2024

Please note that there will be Training Days on the following days when school is closed to students: Monday 4th September 2023 and Tuesday 5th September 2023. Also there will be unavoidable school closures on Wednesday 6th September and Thursday 7th September.

Attendance and punctuality

As a school we strive to create an inclusive, calm, safe, supportive environment where all students are keen to learn and want to attend. However, we do acknowledge and understand that some students may find it more difficult than others to attend school. Our ethos is built on developing trusting relationships with students and their parents/carers and supporting student wellbeing, and so we endeavour to work with families to remove any barriers to attendance to ensure that the right support and provision is in place.

Regular school attendance enables students to get the most from their education as well as develop important personal and social skills. Furthermore, students with excellent attendance, (and who are punctual), are attractive to potential employers as they have been able to demonstrate that they are reliable.

In order that students can achieve their best with us and we can look after them, we ask students to do the following:

- In the morning, be at school by 8.50 am and in tutor rooms by 8.55am;
- In the afternoon, be at school by 1.10pm and in classrooms by 1.15pm to start lessons for 1.15pm;
- To report to the office if for any reason they need to leave the school site other than at lunch-time and home-time;
- Arrive at all lessons on time;
- Students who arrive to school or lessons persistently late may be invited to the Tuesday Headteacher detention after school. We will notify you via text or letter if your child is frequently late to school.

Parents can help us by:

- Contacting the school office by phone or send an email if your child is ill;
- Trying to arrange, whenever possible, appointments with a doctor, dentist, etc. for after the end of the school day, at weekends, or in the holidays;
- Booking holidays in official school holiday periods and not in term time. (Government advice prohibits schools from granting requests for term time holidays except in “exceptional circumstances” – see website for further details).

School will:

- Telephone on the first day of absence if at all possible;
- Monitor punctuality and attendance carefully/closely.

Your child's attendance

Excellent

100%

0 days off school

Good

98%

4 days off school

**Improvement
needed**

95%

9 days off school



Cause for concern

93%

13 days off school

Inadequate

Persistent Absentee

90%

**1 month off
school**



We understand and support students who need to be absent for legitimate reasons.

We take attendance very seriously and monitor your child's attendance regularly. Research tells us that students with poor attendance underachieve. We use the above 'attendance ladder' with students so students can track their own attendance and set targets to improve.

Expectations agreed by staff and students

To allow everyone to learn:

Student general expectations

- This is a high school and there is an expectation that you will gain maturity in your relationships with others and learn from your mistakes;
- Treat everyone in your school community with respect;
- Value and support each other to be all different and all equal;
- Be kind and courteous to fellow students and staff;
- Stay safe and tell us if you ever have worries or concerns;
- Look after your health, including your emotional health and take care of others;
- Keep busy! Sign up for as many extra-curricular clubs or additional subject sessions as you can;
- Talk to us if you have a problem, are worried about something or someone or need help;
- Follow the uniform policy ensuring you are in the correct uniform each day which includes having your ID card with you at all times. You will need to be in full uniform and have your ID card with you to leave school site at lunch time;
- Engage fully in lessons and work with your teachers to achieve your personal best results;
- Actively contribute to an inclusive and safe environment;
- Attend school unless you are unwell and be punctual to school and lessons. The school gate will be closed from 8.55am and you will need to sign in at the main office if you arrive after this time (marked as late);
- Try to book routine medical appointments outside of the school day where possible;
- Each week let your tutor know your intentions for lunch time.

Class expectations

- Treat staff, both teachers and support staff, with respect;
- Respect the rights of others and other students' right to work;
- Attend and arrive on time with everything you need for the lesson including basic equipment such as a pen;
- Wear the correct school uniform;
- Go in quietly, take off your coat and get ready to work. This includes placing mobile phones or other electronic devices into bags except when the teacher asks you otherwise;
- Never use phones to take photos or videos of staff or students;
- Listen to the teacher and follow instructions;
- Use Microsoft Office or a diary to keep up to date with homework and organise learning;
- Be responsible for transmitting information between school and home;
- Be aware of, and strive to meet the needs of others, where appropriate;
- Take care of equipment and the classroom;
- Only eat and drink (except water) in designated areas;
- Do not leave your lesson to use the toilet unless absolutely necessary, and only if you have a toilet pass with you.
- Use before school, break and lunch time to fill your water bottle;
- Always act in kind and considerate ways.

Out of class expectations

- Queue patiently in the dining hall and other food stations - do not push in;
- Put litter in the bins;
- Eat and drink hot food/drinks in "A" Block hall, unless given permission to eat in a designated area;
- Co-operate with all school staff including support and kitchen staff;
- Respect the fabric of buildings;
- Look after the toilets to ensure they are always fit to use;
- Do not congregate in school toilets for social purposes. There should only be one student in a toilet cubicle at any one time;
- Do not smoke or vape anywhere on site or near the site (including toilets);
- When the bell rings go straight to your lesson. Do not go to the toilet or wander on the corridors;
- Only visit the medical room if necessary because you are unwell. If you do need to use the medical room, then please cooperate with staff which includes handing in your mobile phone (unless a member of staff asks you to call home);
- If you take regular medication, please bring in a drink to school;
- Do not visit the school office for a cup during lesson time. If you regularly need a drink during the school day, please bring in your own water bottle;
- If you arrive to school any time after registration/tutorial, please sign in at the main office;
- Respect other people's property, such as bicycles;
- Behave responsibly at all times when out in the community.

Personal development programme

In all year groups, students follow a planned Personal Development programme designed to prepare them for their roles and responsibilities as an adult. This covers the personal development curriculum and will include citizenship, careers support, preparation for the world of work, health issues, study support and stress management, healthy relationships, wellbeing, e-safety, general knowledge, revision etc. For these reasons punctual attendance is essential.

Also as part of the Personal Development programme, students will be encouraged to set targets and review their progress with their tutors. This is one of the reasons students do so well academically here.

Parents are asked to contact tutors whenever they feel it is appropriate either by phone or email.

Where it is agreed that a student needs even closer monitoring of their attendance, punctuality, performance or behaviour, they will be asked to keep a daily/weekly target report sheet.

The tutor

The Tutor is at the centre of each student's education at the school. They will meet students daily, and will help their tutees make progress by:

- Ensuring good communication with home;
- Ensuring good punctuality and attendance;
- Liaising closely with the Head and Assistant Heads of Year and Student Support Team;
- Encouraging academic and social progress;
- Teaching the Tutorial Programme;
- Helping students set realistic and achievable targets;
- Monitoring achievements of targets;
- Monitoring the reward system;
- Issuing information;
- Introducing discussion on the "Thought of the Week".

Independent working

At Whitley Bay High School, we aim to develop all students' abilities to work independently. We will be addressing this vital skill at the very beginning of Year 9 and thereafter with a carefully planned programme. This is designed to support students to develop those key skills and effective habits to see them become curious, reflective and resilient learners, which will result in success in examinations and beyond. Regular homework will form a part of our expectations of students.

All homework is recorded on Microsoft Teams and will appear in students' Outlook calendar. We encourage parents to talk to their children regularly about homework.

From previous experience we have found that it is really important that parents discuss homework from the first week of Year 9; this will ensure a successful way of tracking work set and work completed.

The library

Reading is one of the most important and effective activities a young person can do to help improve their attainment. It's also something that has strong links with positive mental health and wellbeing, and reading the right book at the right time can be one of the most enjoyable and life-enhancing things we can do.

The Library stocks over 15,000 books carefully chosen to appeal to students of all ages and tastes. It is also staffed by three full-time librarians who are always on hand to help students make the most of the large, modern, welcoming resource. As well as an extensive book stock, the Library houses 30 networked computers and students are regularly taught in the space for a variety of subjects. The Library also runs a huge range of extra-curricular events, activities and clubs, as well as an annual Literature Festival which includes major, high-profile writers, poets and performers and a residency from a specialist Shakespeare theatre company. The Library is for everyone in school and all students will be involved in the teaching and extra-curricular activities it offers. The Library is also open before school, after school, and during breaks and lunchtime.

E-Safety in school

We are a school which allows students to use their own devices. Mobile phones are expected to be in bags during lessons unless invited to use them as part of learning in the lesson. We allow this because we use Office 365 to set homework and prepare students for industry standard software which are used in a wide range of professions. Our network has sophisticated monitoring and filtering systems to ensure students are safe online whilst using school computers. As students can access their own network, it is difficult to monitor their own devices. Therefore all students are expected to follow the Acceptable Use Agreement below to ensure their safety regardless if they are on the school or their personal devices.

This acceptable use agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse.
- That students will have good access to digital technologies to enhance their learning and will, in return, be expected to agree to be responsible users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school's systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try, (unless I have permission), to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school's systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will act as I expect others to act toward me.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission. This includes staff and students.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will follow the school's Behaviour Policy and only use my own personal devices (mobile phones) in school if I have permission from the teacher to do. My device will remain in my bag unless asked to use it. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use my device for social reasons during break and lunch.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be online-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Agreement, I may be subject to disciplinary action in line with the Behaviour Policy. This could include confiscation of personal devices, loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Website security and student safety

We like to publicise school events, celebrate achievement or participate in online activities such as the Carnegie Reading Award via our website or twitter account. Students have agreed to the use of their photograph and other data as part of their GDPR consent. If this causes concern, please contact the Head of Year. We also produce a monthly e-safety letter in the Safeguarding and e-safety section of our website. This helps to support parents and students with a variety of e-safety topics such as online apps, consent and cyber security.

The school's website can be visited at www.whitleybayhighschool.org Twitter Account @whitleybayhigh

Special Educational Needs

The school's SEND Policy runs in line with the SEND Code of Practice. The main emphases in the Code are inclusive education and student and parental involvement in the decision-making process. The school's information report and links to North Tyneside's Local Offer are available to read on the school website.

The SEND Department at the school operates a flexible system, which supports students in a variety of ways. Provision depends on the nature of a given need. It could include:

- In-class, one-to-one or small group support from a Learning Support Assistant or a Learning Support Teacher;
- Small group withdrawal to focus on numeracy, spelling and reading;
- Before and after school intervention programmes and homework support;
- Differentiated work and an adapted curriculum;
- External agency support;
- Attending a Social Communication Group or an Independent Travel Programme;
- The use of technological aids to facilitate learning in the classroom.

During their time at school many students will have special educational needs which may relate to learning, health, social and emotional factors. If you have any specific concerns about your daughter or son, please contact James Mackenzie, the Special Educational Needs Co-Ordinator.

Gifted and Talented students

The school is committed to helping all students, whatever their ability, achieve better than expected progress. To that end, students who are identified as exceptionally able or talented are nominated for a register and their progress is closely monitored to try to ensure that the work they are given has the right level of challenge and stimulates higher order thinking. Many students benefit from special events and activities which are provided through the Gifted and Talented Programme for targeted groups.

Keeping safe online – Guidelines for students

You should feel safe and happy at school.

If you feel threatened or have a concern it is important you share this with a teacher.

- Be careful who you share your personal details with. This includes mobile phone numbers and email addresses. This is particularly important if your email address contains part, or all, of your name.
- Be aware people with whom you interact online may not be who they say they are. You are strongly advised not to share personal details and never meet anyone you know only online.
- Don't say things online that you would not say in person; think before you type.
- Remember that any mobile phone or webcam image that you share or allow to be taken of you can be passed on to the world via the internet. Be cautious.
- Mobile phones can play an important part in personal safety. However, avoid using mobiles and text messages in an insensitive and inappropriate manner. Camera phones must never be used to take photos or videos of staff or students.
- ID cards help the school to be a safer space. Make sure you always have yours with you.
- Do not use Facebook, Snapchat or other social networking sites to post offensive material or to allow others to do so or to get yourself into any kind of difficult situation.
- Do not engage in personal conversation with people you don't know very well. Only befriend people you actually know.
- Tell your parents and friends the details of the people you are communicating with. If they mean no harm, then they will not mind.

Child/Children in Care

Looked After students are carefully supported at our school. James Mackenzie or Helen Daglish attend the Care Team meetings and Looked After reviews, which are usually held in school.

Sensitive issues

Linda Buckle leads our school response to sensitive issues. Please do not hesitate to contact Linda Buckle, Deputy Headteacher, if you need any help on these matters.

linda.buckle@whitleybayhighschool.org

Medical information

Parents will be asked to fill in a **medical form** giving details of any medical condition that applies to their child, as well as information on any medication being used.

Students should take medication prescribed by a doctor at home if at all possible. If students are required to take medication at school, parents must inform the school and complete a Medication Care Plan. It is particularly important to inform the school if students regularly carry medication for conditions such as asthma, diabetes, epilepsy, anaphylactic shock, etc. If a student carries an epipen, protocol will come from parents on the advice of their GP. A form requesting this information will be given to parents of all children when they start school and must be updated if a new condition is diagnosed.

The school has a First Aid Clerk, Julie Malpiedi, available in the school office daily.

In the case of illness during the school day, students should:

- Ask to be excused from the lesson
- Be taken by another student to the school office (students should not go to the First Aid Room without reporting to the main office)

The school First Aid Clerk will occasionally contact parents/carers if there is a health issue about which you should be notified. The First Aid Clerk will also be up to date with the special medical needs of identified students and you can contact the First Aid Clerk if you need to do so.

If a student needs to be sent home, the office will contact you so please keep us up to date with your emergency contact phone numbers.

Use of aerosols on the school site

We have a number of students who are allergic to aerosols and would request that you support us in discouraging the use of aerosols anywhere on the school site.

Text messaging

Please note that we will use our text messaging service from time to time when we need to contact you with reminders or important information.

Free school meals

Some information published about the school is linked to percentage of students **ELIGIBLE FOR** free school meals. Even if students do not intend to take free school meals, it is useful to have the application forms filled in. Parents can apply for free schools meals if in receipt of:

- Income Support
- Income Based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If your child is not in receipt of free school meals and you think he/she maybe eligible, please contact 0191 731 7070 for an application form (or visit: <https://my.northynteside.gov.uk/category/238/free-school-meals>).

Students joining the school during the year

From time to time, students will join the school during the academic year. We are aware that their induction and settling in period is an important time. Tutors and Heads of Year will monitor them closely to ensure a smooth integration. Parents can help by making sure that new students have all the right equipment, and by contacting the school in the event of any problems.

Notes of Concern and Purple Card

Our aim is to build positive relationships with students and minimise any opportunities for poor behaviour through planning high quality, engaging lessons. However, we recognise that some students can get things wrong and so we have systems in place to support students and inform parents about inappropriate behaviour or poor decisions.

Teachers may write a '**Note of Concern**' about a student when they want to alert Heads of Department, tutors, and Heads of Year to a concern they may have around attitude to learning, homework or behaviour. This usually leads to a conversation with the Head of the Department, the student's tutor and potentially the Head of Year. If a student receives several Notes of Concern, the Head of Year will contact parents to relay the concerns to them.

In some circumstances a teacher may use the 'purple card' system. This means that a student is immediately removed from a lesson because they are, for example, repeatedly affecting the learning of others or they are creating a dangerous situation. In this instance parents are always notified that day.

Detention

A student may be kept behind briefly at the end of a lesson by a teacher. If this continues after 12.30pm (lunchtime) or after 3.20pm (2.15pm on a Tuesday), then it will be regarded as detention and the following guidelines will apply:

Parents will be informed by phone, text, or in writing at least 24 hours in advance of the time, place and reason for the detention. This will allow you as a parent enough time to contact us if you wish to bring any relevant points to our attention.

Exclusion (fixed term suspensions)

The Governing Body has an Exclusion Policy, which guides our response to serious breaches of behaviour. It emphasises that exclusion from school is a sanction used sparingly and normally as a last response following other strategies. A key factor is likely to be where behaviour constitutes a risk to the safety and well-being of other pupils or staff. In this context, issues such as possession of illegal substances, weapons capable of threatening or causing physical damage, inappropriate use of language, or actions which put others in danger will be regarded as serious breaches of behaviour.

Further information about exclusions and suspensions can be found in the school exclusion policy on our website.

Supported School Move/Fair Access

For students who, because of unacceptable behaviour, are regarded as being at risk of permanent exclusion, there is the possibility of a Supported School Move or Fair Access move to another school. The procedure will be discussed in detail with parents, should the situation arise.

Bullying

We are aware that bullying may occur when groups of students are together, but we believe in trying to create a climate in which bullying behaviour is not accepted by any member of the school community.

We believe that students have the right to be happy and safe, to be themselves, and to enjoy peace of mind. We do not believe that any students should be frightened by the words, threats or actions of others. We do not condone any physical violence or verbal abuse, even when it is provoked by the behaviour of others. Our policy is intended to promote a situation where students, staff and parents work together to eliminate any form of bullying at Whitley Bay High School.

We use questionnaires on bullying and talk to students to allow tutors and Heads of Year to monitor problems should they arise and to take appropriate steps to address issues. The Student Council was involved in writing our anti-bullying policy.

We aim:

- To use all staff, parents and outside agencies as a positive in countering bullying behaviour;
- To use the curriculum to develop the personal and social skills of students in preventing, handling and responding to bullying in a positive manner;
- To give help and ongoing support to victims and to bullies to change their behaviour;
- To use the students of the school as a positive resource against bullying behaviour.

Expectations of parents and students on bullying:

- We expect no bullying to be tolerated and that you will actively support the school's policy on bullying;
- We expect any students, parents, or any third party, aware of or suspecting that bullying is taking place will talk to a relevant representative of the school;
- We expect you to work together with the adults in school to stop bullying; no parent should become involved in exchanges on Snapchat, Facebook or other social media.

Equal opportunities – Single equality

A key priority in our work with students is to explain our single equality duty and what this means day to day in practice.

i. **Racial Equality Policy**

The school has a Racial Equality Policy designed to secure the entitlement of students and staff from different ethnic groups on the school site. Racial harassment is rare and any incidents are treated very seriously and reported to the Governing Body and Local Authority. If your child witnesses any racist behaviours please encourage them to report these as a matter of urgency to help us keep the school safe and welcoming to all.

ii. **Homophobia, Gender and Disability Issues**

The school treats all students equally, respecting and valuing all members of it's community. Therefore, homophobic, disability or sexist harassment is treated with equal seriousness to other forms of bullying. Please support the school in encouraging tolerance and open-mindedness in your children. Any examples of prejudice or intolerance will be taken very seriously and parents will be notified.

Substance use and misuse

The school is committed to the health and safety of its members, and will take action to safeguard their wellbeing. In this context, the misuse of tobacco, alcohol, solvents and drugs is unacceptable, as is the illegal supply of these substances. The Governors' adopted Policy below outlines how the school will tackle issues of substance use and misuse.

Vaping is not permitted on the school site. Students found to be vaping on school site will be at risk of suspension.

Note that there is a procedure to follow where students, who have been prescribed drugs for medical purposes, have to take these while in school. This procedure is outlined on Page 13.

Statement of policy regarding substance use and misuse

- Drugs education is covered in LEV lessons and Personal Development which are designed to inform all students of the risks and potential consequences of the use and misuses of substances, including drugs, tobacco, alcohol and solvents.
- Students must not bring, use, or be under the influence of illegal drugs, alcohol or solvents, or have in their possession illegal drugs, so-called legal highs, tobacco, vapes, E-cigarettes, alcohol or solvents, at any time on the school premises.
- The use or possession of illegal substances is a criminal activity. The school will inform parents and the police on all occasions when it suspects any use, possession or exchange of illegal substances on school premises.
- Because of the criminality of the offence, the school will also inform parents and the police if it knows or suspects students of possession, selling or using illegal substances outside school premises.
- Teachers cannot offer any guarantee of confidentiality to students who reveal information related to illegal substances.
- The school will exercise the right to search bags, and to ask students to turn out their pockets, shoes etc. Two members of staff will usually be present in such situations. No physical search of students will take place.
- If a student is found to be using illegal substances, then the school will seek to make available to parents, information about sources of advice and support. Continuation at school may be conditional on evidence that this support is being taken.
- To enforce this policy, the Headteacher will employ a range of sanctions, which could include suspension from school.

No smoking/vaping policy

In line with legislation banning smoking in all public places from 1st July 2007, and North Tyneside Council's Policy on no smoking on all council premises, Whitley Bay High School is a no smoking site. This means that no one is permitted to smoke on site at all. This smoking ban includes all members of staff, parents, students, visitors, etc. In promoting this, we ask for the support of all parents in ensuring that students do not bring cigarettes or lighters to school, or smoke on their way to or from school. Vaping is also similarly prohibited.

Our advice/guidance to students about drugs

Whitley Bay High School accepts and understands that drugs are a problem in society. However, we are absolutely committed to the position that school is a place of teaching and learning and that there is no place for drugs in such an environment.

Young people in particular are likely to be exposed to the issue of drugs and drug use and will be faced with choices. In order to help you make these choices, the school's response to the use, possession or supplying of drugs is outlined below. This is in addition to our drug education programme which is part of the RSHE curriculum (entitled LEV on timetables).

The school's response to drugs is based around a combination of support and sanction. We always consider individual circumstances and contexts. What follows is typical of our response and is the response which should be expected.

If suspected to be in possession of drugs in school:

- Your parents will be informed;
- The police will be called; you may be searched in the presence of an appropriate adult;
- You may be referred to an agency for advice, coping strategies and support;
- You may be suspended from school for a number of days and your parents will be required to come in for a re-admission meeting.

If discovered to have used a drug during the school day (on or off site):

- Your parents will be informed and you will be taken home;
- The police may be informed and you may be searched in the presence of an appropriate adult;
- You may be referred to an agency for appropriate advice, coping strategies and support;
- You may be suspended from school for a number of days.

Should you be discovered to have supplied drugs during the school day whether on or off site:

- Your parents and the police will be informed;
- You will be given an initial fixed term suspension and the Headteacher will consider from a variety of options for your future.

Extra curricular activities

Outside the classroom we encourage students to participate in a wide range of activities to increase their happiness, improve emotional wellbeing and enjoyment of life, broaden their horizons and develop their social circle. Following on from the Covid-19 pandemic, this is a key priority of the school and we will be encouraging all students to take an extra curricular activity.

There are many sporting activities available and clubs and teams range across many physical activities. Departments offer activities to fit their expertise such as the UK School Mathematical Challenge and visits to theatres and art galleries. There are opportunities for all students to follow their interests. Further details such as times, dates and venues will be communicated via subject teachers, the school's daily bulletin, calendar, the website and Twitter.

Each year there are a variety of concerts and dramatic productions, which recently have ranged from musical spectaculars through to 20th century classics. All students are welcome to participate by performing or assisting in the organisation of these productions.

In recent years, several residential educational visits have taken our students to far-flung locations. The Governing Body is keeping our approach to residential activities under review in light of the revised DfE Guidance about taking students out of school. We are anxious to keep the delicate balance between offering students the widest range of experiences and maintaining their safety. This does create paperwork demands for parents in terms of completing Consent Forms, but whilst this may appear excessive at times, it is necessary and an important part of the risk assessment process.

Mobile phones

We understand that many parents wish their children to carry mobile phones as a means of ensuring their safety after school hours. We wholly support this. However, we require mobile phones to be configured to ensure no disruption to lessons (placed in school bags with the understanding that students do not use them during lessons time unless as part of an agreed classroom activity). They should NEVER be used for personal use during lessons.

Any issues that teachers might have with students placing phones away, teachers are asked to call for support using the 'purple card' team. A member of the purple card team will come along to try and resolve the situation swiftly so students can get back to learning in their lesson.

If a student continues to refuse to place their phone away, their phone will be stored away for safekeeping until lunchtime, or the end of the school day and the student may also be removed from that lesson. Students will not be able to access their phone during this period (but will always have it over lunchtime so they can buy their lunch).

For students who have had their phone removed several times parents will be notified and invited in to discuss this. In extreme cases of defiance, a student may be suspended.

If you want your children/child to carry a phone please can you insist on buying a cheaper model and insure it separately. Students are strongly advised not to bring expensive mobile phones to school at any time as they are attractive to thieves.

Students are not permitted to use mobile phones to take photographs or videos of staff or other students, under any circumstances.

If we have a concern with your child's use of their mobile phone, we will be in touch.

Ear pieces MUST be removed and also kept in bags. Please note that the school's insurance policy does not include theft of student's property.

School uniform: Year 9, 10 and 11

We are a school that encourages individuality and self-expression in all appropriate ways and we place a positive relationship at the heart of everything we do. For this reason, we do not have lengthy rules about our students' appearance. However, we are also entirely committed to inclusion and creating a climate without bullying, or students being the subject of value judgments. Likewise, we are an institution that does not allow its students to exclude or marginalise themselves from it. For this reason, we have "non-negotiables" regarding key aspects of appearance and expect that, in return for our relatively liberal approach, students and parents respect and do not challenge these. Below outlines our non-negotiable requirements in relation to school uniform:

Trousers

Plain black, full length, appropriate school trousers. Please note that the following are not acceptable: leggings, faded/grey trousers, casual trousers in any other colour or fabric and sportswear such as joggers or tracksuit bottoms, or combat style tracksuit bottoms. Appropriate/discreet belts are acceptable.

Shirts

Plain white polo shirts with school logo. The following are not acceptable: other shirts in any colour, including sports shirts, tee shirts and aertex tops.

Skirts

We do not recommend skirts for school wear as they tend to be short and impractical. However, if students wish to wear them, black skirts of decent length with opaque tights (not footless tights) are acceptable.

Sweatshirts and/or hoodie

Navy blue sweatshirt (round necked or zipped) with school logo. Navy blue hoodie with school logo. Students should NOT wear any other hoodie or sweatshirt. Cardigans and jumpers should NOT be worn. Students must wear a school polo shirt underneath a school sweatshirt. (The school hoodie is being discontinued, but can still be worn).

Shoes and Socks

Plain black, sensible shoes, or plain black trainers (with no other colours or logos). Casual footwear or trainers in other colours are not acceptable.

Coats and Bags

Students can obviously wear outdoor coats to travel to and from school. These must not be sweatshirts or hoodies unless they are the school sweatshirt or hoodie. Outdoor coats must be removed when students are in school. Coats must not bear large graphics or writing on the front or back. Denim jackets should not be worn.

Students will need a suitable bag to carry books, equipment, PE kit etc. Expensive designer bags are not advisable. The local police strongly endorse this statement as such items can put students at risk on their way to and from school.

Jewellery

Elaborate or expensive items or jewellery **must not** be worn at school. For safety reasons, only small studs are acceptable and these will have to be removed for physical education. Also for safety reasons, other types of body piercings are inadvisable.

Parents are advised to ensure that all items of clothing worn to school are clearly marked with the student's name. Our school does not have insurance cover against loss, theft or damage to students' property, and for this reason, students are advised to keep coats, bags, and other belongings with them at all times. For the same reason, expensive items of clothing and jewellery should not be worn or brought to school. Police advise marking all personal property (including coats) in such a fashion that can be identified.

ID cards must be carried at all times.

At Whitley Bay High School, our priority is a high quality education for all our students. For this reason we intend to ensure that tutorial and lesson time is used effectively for the benefit of students. It is unacceptable for teachers to have to use valuable teaching and learning time debating with students whether or not they are wearing correct school uniform. To avoid such situations, which disrupt effective teaching and learning and can damage relationships, parents are expected to ensure that students wear the correct school uniform.

PE Kit

The following items will be required by the students in order to fulfil the PE curriculum safely and comfortably:

- Navy Blue Jogging Bottoms with Logo or
- Navy Blue Leggings with Logo or
- Navy Blue Football Shorts with Logo
- Navy Blue/Red Top with Logo
- Navy Blue/Red Mid-layer Top Logo
- Navy Blue/Red Waterproof Jacket with Logo (Optional)
- Navy Blue Football Socks (Optional)
- Training shoes, with laces that fasten safely and which are cushioned for varied impact work are vital.

Optional PE Kit:

- Gum shields for hockey and rugby if played in club or match situations.
- A badminton, table tennis and tennis racket is also beneficial so that students can play using better quality equipment. These can be kept in the PE office as long as they are named.
- Appropriate footwear for an activity on the curriculum can be used, for example football boots, rugby boots or hockey trainers.

Further Information:

Students are encouraged not to leave their kit around school or loan it to friends as this can cause problems and it can be difficult to trace. We encourage students to have their name in their PE kit to ensure it is easily identified. Students should also wear kit when unwell or injured as they are still part of the lesson.

For health and safety reasons, jewellery (including body piercing) must be removed or well taped over during PE lessons. Parents are reminded that the school cannot accept responsibility for items lost or damaged, such as personal devices and mobile phones.

Basic school equipment:

To maximise learning in every lesson it is important that students bring in a school bag with basic equipment which could include:

- a pen
- a pencil
- geometry set
- pencil case

Contact with school

There may be occasions when you are not happy with the way the school has dealt with an issue. Please, if you are angry or upset, do not let your feelings override normal courtesy. In particular please speak calmly to our office staff, our teachers or the member of the Leadership Team who deals with you. This is a very large school with many interactions going on every day and we will do our best to help you with your issue as quickly as possible. Schools can be stressful environments and this stress is intensified if parents approach the school in a confrontational way. Please be patient, calm and polite as this will make it much easier for us to respond quickly and appropriately. If you speak aggressively or discourteously to our staff then we may choose to terminate the conversation and re-schedule it later when you are more composed. Bullying language, threats and open hostility have no place in school/home dialogue. Please note it is not reasonable to expect our office staff to respond to detailed questions during the school holidays.

Safeguarding

If you wish to see a member of staff please telephone to make an appointment. Do not simply turn up at the school. If you have an appointment you must enter the building by the visitor reception area and sign in. Please do not walk into the school without having done so. All visitors must sign in electronically and take a name badge before going beyond reception. After your appointment is finished please sign out and leave the site directly via reception.

Linda Buckle is our safeguarding lead when you need to speak to someone about a safeguarding matter.

School Direct Teacher Training

Whitley Bay High is the lead school in our alliance for applicants who wish to apply for Secondary School Direct Teacher Training in the North East. School Direct is a route into teaching which allows participants the opportunity to work closely with schools to gain Qualified Teacher Status.

Our programme has a national reputation; for the quality of its Teaching, Learning and Assessment; its innovative and rigorous training and the exceptional levels of support for emerging teachers. Our programme means trainee teachers are in the classroom from day one, learning first-hand the knowledge and skills required to become an outstanding teacher.

In 2023-2024 13 new trainees will join our School Direct programme where they will receive the first experience of teaching. However, it's important to note that only a few will be on placement with us; many will do their teaching practice in our alliance partner schools across North Tyneside, Newcastle and Northumberland. All will follow our outstanding training programme delivered in conjunction with partner schools and Newcastle University.

The Governing Body

For information about the school's Governing Body, please contact:

Chair of Governors
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