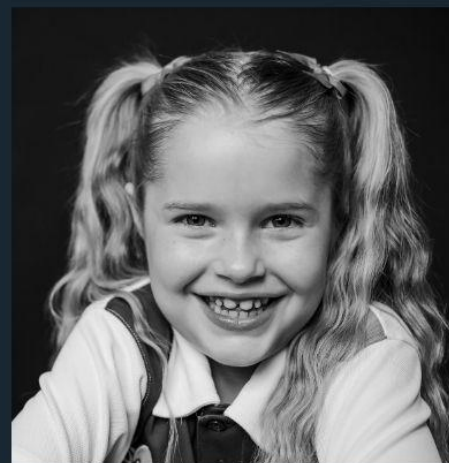




THE
NEWCASTLE
SCHOOL



THE NEWCASTLE SCHOOL
PARENT HANDBOOK
JUNIOR SCHOOL
2026-2027

Senior School

Years 7 to 11

**34 The Grove
Gosforth
Newcastle upon Tyne
NE3 1NH**

Years 12 to 13

**1 Moor Road South
Gosforth
Newcastle upon Tyne
NE3 1NN**

**Telephone : 0191 255 9300
Email: senioroffice@newcastleschool.co.uk
Website: www.newcastleschool.co.uk**

Junior School

Nursery to 6

**30 West Avenue
Gosforth
Newcastle upon Tyne
NE3 4ES**

**Telephone : 0191 255 9300
Email: junioroffice@newcastleschool.co.uk
Website: www.newcastleschool.co.uk**

Contents

Contents.....	4
WELCOME	4
SCHOOL AIMS	4
ESSENTIAL INFORMATION	5
COMMUNICATION.....	5
ABSENCE REQUESTS AND ILLNESS	6
Granting leaves of absence including for holidays during term time	6
Vomiting and diarrhoea	6
CONFIDENTIALITY AND DATA PROTECTION	6
SCHOOL STRUCTURE.....	7
SCHOOL GOVERNORS.....	7
THE SCHOOL LEADERSHIP TEAM	7
WHOM TO CONTACT AT SCHOOL.....	8
GENERAL INFORMATION	9
TERM DATES	9
ACCESS AND PARKING.....	10
UNIFORM	10
PUPILS' WELFARE.....	13
HOME-SCHOOL RELATIONSHIPS	13
CONTACTING THE SCHOOL WITH CONCERNS OR COMPLAINTS	15
FIRST AID AND MEDICATION	15
FINANCIAL INFORMATION	16
FAMILY DISCOUNT	18
MUSICAL INSTRUMENT TUITION.....	18
PAYMENT METHODS OF TUITION FEES.....	18
SALARY SACRIFICE CHILDCARE VOUCHERS AND TAX-FREE CHILDCARE	18
FINANCIAL DIFFICULTIES RELATING TO PAYMENT OF FEES.....	19
PUBLIC EXAMS.....	19
PUPILS' INSURANCE	19
NOTICE PERIOD REQUIRED.....	19
DEBTORS POLICY	20
FURTHER INFORMATION AND ADVICE	20
TERMS AND CONDITIONS	20
TRAVEL INFORMATION.....	20
EARLY YEARS (NURSERY AND RECEPTION)	23
Attendance - Nursery.....	23
Attendance - Reception	23
Preparation for starting school.....	23
Dropping off	24
After school provision	25
Security	25

Supervision of pupils.....	25
Homework	25
Assemblies	26
Outdoor learning	26
Visits.....	26
Behaviour	26
Food and drink.....	27
Special diets.....	27
Reports.....	27
EYFS profile.....	28
Photographs	28
Missing child policy and procedures when a pupil is not collected on time	28
CURRICULUM SUMMARY	29
SPECIAL EDUCATIONAL NEEDS (SEN).....	31
HOW YOU CAN HELP AT HOME	32
THE JUNIOR SCHOOL	34
DROPPING OFF	34
BREAKFAST CLUB	34
COLLECTION.....	34
AFTER SCHOOL PROVISION.....	35
SECURITY	35
CONTACT BETWEEN HOME AND SCHOOL.....	35
TRIPS AND VISITS	35
HOMEWORK.....	36
READING	36
ASSESSMENT.....	36
RECOGNITION OF GOOD WORK.....	36
ASSEMBLY	36
LUNCH TIMES	37
BREAK	37
UNIFORM AND SPORTSWEAR	37
EQUIPMENT – KS2	37
SPORTING CODE OF CONDUCT	39
COMPUTER NETWORK	41
RULES FOR RESPONSIBLE USE OF THE COMPUTER NETWORK IN THE JUNIOR SCHOOL	41

WELCOME

Our Parents' Handbook is intended to be a useful working document. In it, we have tried to gather essential information about the School and wider information you might find interesting.

This Handbook is subject to regular review and details may change during the year. It is published on the School's website and we will place an updated version there when revisions occur. Please do contact us if you have any suggestions for improvement or issues you would like clarified.

SCHOOL AIMS

At The Newcastle School, we combine the best of traditional education with a forward-thinking, individualised approach.

Our aims are simple and ambitious:

- To challenge and support each pupil to achieve the highest levels of [individual academic progress](#).
- To nurture every pupil's [character development](#), preparing them for life beyond school.

ESSENTIAL INFORMATION

COMMUNICATION

We hope your child will be very happy at school and their well-being is extremely important to us. Please let us know if you think something is concerning them, however trivial it may seem, and whether the source of their worry is at school or at home. We will then be able to work with you to give them the right kind of support and encouragement.

We have a lot of practical experience to draw on, so please do not be reluctant or embarrassed to tell us about anything that concerns you. It is important to let us know of any changes, large or small, in family circumstances, for instance: illness or bereavement; separation, divorce or remarriage; births; or moving house. We are used to keeping such information confidential to the person you told or only to other staff who need to know, with your consent. Do also let us know about things which might not seem worth mentioning at first, but which might still be unsettling, for example if one parent is away overseas or changes their job, or perhaps important events affecting older/younger siblings.

Please make sure we always have up-to-date contact information for you (e.g. mobile phone numbers and e-mail addresses) and ensure you tell us if you are away and, for example, your children are staying with their grandparents or being looked after by a family friend, so we know the right person to contact should we need to.

If you or your child is worried, please talk to us as early as possible. The teaching staff in school are very experienced at helping young people and we will, of course, discuss fully with you the best course of action to take. We may wish to encourage your child to deal with the situation independently, with quiet support from their tutor, class teacher or someone else, or it may be appropriate to intervene in a more direct way.

We view the partnership between home and school as integral to the happy and successful time we trust your child will enjoy at The Newcastle School.

In addition to the formal methods of communication between home and school, detailed elsewhere in this handbook, we value being able to pick up the telephone to you or to have a word as you collect your child from school. A list of who to contact with various concerns can be found on pages 7 and 8.

ABSENCE REQUESTS AND ILLNESS

A request for a routine absence from school for half a day or so, such as for a dentist appointment should be made through your child's class teacher. Requests for longer periods of absence should be made to the Head at least fourteen days in advance if possible. Since the school holidays are longer than those of the state sector, parents are asked **not to book family holidays in term time**.

In the event of sickness, or unplanned absence for other reasons, parents are asked to telephone or email absence@newcastleschool.co.uk before 9.00am, giving the reason for absence. Should the absence last for more than three days, an interim email or letter of explanation should be sent to the Headteacher. Any pupils suffering from contagious illnesses should be kept off school until at least 48 hours after their symptoms have gone.

Granting leaves of absence including for holidays during term time

Only exceptional circumstances warrant a leave of absence. Schools are advised to consider each application individually considering the specific facts and circumstances and relevant background context behind the request.

If a leave of absence is granted, it is for the Head to determine the length of the time the pupil can be away from school.

Headteachers are advised only to grant leaves of absence in exceptional circumstances. It is unlikely a leave of absence will be granted routinely for the purposes of a family holiday or a similar trip.

Responses to leave of absence requests of up to three days are routinely delegated to the Head as appropriate.

Vomiting and diarrhoea

Pupils with diarrhoea and/or vomiting should be kept off school until at least 48 hours after their symptoms have gone.

CONFIDENTIALITY AND DATA PROTECTION

We regard the privacy of the pupils and their parents as extremely important. We will always endeavour to treat information you give us sensitively, and discuss with you how widely to circulate it. This means that although we will always listen to your views, we cannot comment to you in detail on the behaviour or circumstances of pupils other than your own child. We will not disclose your

personal details to other parents or other organisations without your permission. Any information you provide will be collected, stored, processed and deleted in accordance with the School's General Privacy Notice, which is available on the school website.

SCHOOL STRUCTURE

The School is a charitable educational trust governed by a Board of governors.

SCHOOL GOVERNORS

The governors can be contacted via the COO, who acts as Clerk to the Governors.

Mr T Care, Chairman
Dr N D Lloyd-Jones
Mrs C King
Ms S Melbourne

THE SCHOOL LEADERSHIP TEAM

Head

Graeme Hallam
ghallam@newcastleschool.co.uk

Chief Operating Officer and Clerk to the Governors

Marie-Anne Dowson
madowson@newcastleschool.co.uk
Based at West Avenue

Head of Senior School

Alex Newman
anewman@newcastleschool.co.uk
Based at The Grove

Head of Sixth Form and Designated Safeguarding Lead

Tracey Innes
tinnes@newcastleschool.co.uk
Based at Moor Road South

Director of Marketing and Admissions

Alex Kingsland
akingsland@newcastleschool.co.uk
Based at West Avenue

WHOM TO CONTACT AT SCHOOL

Many issues may be effectively dealt with by those who know your child best, and the tutor/class teacher is always a good place to start. General enquiries can be made to the School by:

Telephone:	0191 255 9300
Email:	senioroffice@newcastleschool.co.uk junioroffice@newcastleschool.co.uk

Other areas of school life where you may wish to make contact:

Routine	Pastoral Lead/Form Tutor
Co-curricular Programme	Senior School – Jonny Macmillan Junior School – James Clark
Sport and Games	Senior School – Lee Hogarth Junior School – James Sander
Educational Visits	Jonny Macmillan

Finance and Administration	Marie-Anne Dowson
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Fees and Financial Matters	Marie-Anne Dowson
Marketing and Admissions	Alex Kingsland

Administration:	
Senior School Office	senioroffice@newcastleschool.co.uk
Junior School Office	junioroffice@newcastleschool.co.uk

General Finance:	
Finance Department	finance@newcastleschool.co.uk

GENERAL INFORMATION

TERM DATES

Autumn Term 2026	
Staff INSET	Tuesday 1st and Wednesday 2nd September 2026
Term begins	Thursday 3rd September 2026
Half term ends	Friday 16th October 2026
Term begins	Monday 2nd November 2026
Term ends	Thursday 10th December 2026 – Junior School Friday 11th December 2026 – Senior School

Spring Term 2027	
Staff INSET	Monday 4th January 2027
Term begins	Tuesday 5th January 2027
Half term ends	Friday 12th February 2027
Term begins	Monday 22nd February 2027
Term ends	Wednesday 24th March 2027
Staff INSET	Thursday 25th March 2027

Summer Term 2027	
Term begins	Monday 12th April 2027
Half term ends	Friday 28th May 2027
Term begins	Monday 7th June 2027
Term ends	Thursday 8th July – Nursery and Reception Friday 9th July 2027 – Year 1 to 13

Other dates for the diary:	
Junior School Open Day (<i>Junior pupils to attend</i>)	Saturday 26th September 2026
Senior School Open Day (<i>Senior pupils to attend</i>)	Saturday 10th October 2026
Entrance Examinations/Scholarship Day	Saturday 23rd January 2027

Notes

Parents are asked to keep this list for reference and are requested not to arrange family holidays during term time, unless completely unavoidable.

All pupils from Reception to Year 13 are expected to attend the respective open day for their year group.

ACCESS AND PARKING

There are several reasons why we would like to minimise traffic around our school sites. Please consider carefully whether your child could travel to and from school by means other than car: walk, bicycle, public transport, or whether you could car-share.

If dropping off or collecting your child, please park considerately, observing the local restrictions. Safety is, of course, of paramount importance and it is also very important to us that we maintain good relations with our neighbours. Please do not use residents' driveways for turning or park across them.

UNIFORM

The Newcastle School operates an online service with Schoolblazer <https://www.schoolblazer.com/> for main school uniform items, e.g. blazers, ties, trousers, etc., and with Samurai Kitlocker <https://www.kitlocker.shop/thenewcastleschool/index.php> for sportswear.

Schoolblazer.com

To be able to order items from Schoolblazer, parents must first register online at www.schoolblazer.com.

Once registration has been completed, orders can be placed by:

1. Visiting the www.schoolblazer.com website
2. Logging in using your e-mail address and password
3. Following the link to The Newcastle School pages
4. Clicking on the appropriate sub-section: Senior, Junior, or Nursery
5. Clicking on the male gender option
6. Items with images and prices will appear and can be ordered by following the on-screen instructions

Schoolblazer operates a telephone helpline on 0333 7000 703, Monday to Friday 9am to 8pm and Saturday 10am to 4pm. Schoolblazer supplies the following items of NSB uniform

	Nursery	Juniors (R – Y2)	Juniors (Y3-6)
Junior Blue Blazer		✓ (optional)	✓
White polo shirt	✓	✓	
House tie (worn with a shirt collar) Or House pin (worn with a blouse collar)			✓
Storm proof coat with logo**	✓	✓	✓ (optional)
Baseball cap	✓	✓	✓
Printed book bag	✓	✓	
White shirt (short or long sleeve)* Or White reverse collar blouse (long or short sleeve)			✓
Grey trousers (long) * Or Pinafore	✓	✓	
Grey trousers (long) * Or Kilt			✓

Optional uniform			
V-neck jumper or cardigan with blue band	✓	✓	✓
Grey shorts *	✓	✓	
Blue gingham summer dress (summer term)***	✓	✓	
Grey knee length socks (worn with grey shorts above)	✓	✓	

** These items are available from Schoolblazer but may also be purchased in uniform colours from local retailers.*

***It is the School's preference pupils in the Junior School wear either the Schoolblazer storm proof coat with logo or the Samurai full zip rain jacket as their school coat. If not wearing a school uniform coat, we ask that their coat is navy blue or another dark colour*

*** Can be bought from any store but should have a gingham rather than white collar and should be buttoned rather than zipped.

In addition:

Plain grey socks	✓	✓	✓
Plain grey tights	✓	✓	✓
Black shoes which should be clean and polished. All-black trainers can be worn so long as they are polishable.	✓	✓	✓

Expected Appearance

- Exaggerated styles of hair and appearance are not allowed.
- Hair should not be dyed. Hair below the collar should be tied back.

Sportswear

Samurai branded school sportswear can be purchased through Kitlocker's website <https://www.kitlocker.shop/thenewcastleschool/index.php>

Essential kit	Nursery	Juniors (R – Y2)	Juniors (Y3-6)
Blue PE t shirt		✓	✓
Blue PE short Or Skort (Year 3 to 6)		✓	✓
Blue Games shorts			✓
Blue and grey Games top			✓
Sports socks			✓
Tracksuit pants Or Tapered pant Or Leggings (Year 3 to 6)		✓	✓
Quarter zip pullover		✓	✓
Swimming jammer Or Swimsuit (Years 1 to 5 only)		✓	✓
Optional kit			
Full zip rain jacket		✓	✓

Boot bag			✓
Backpack (can also be used as school bag)		✓	✓
Match day bag (can also be used as school bag)		✓	✓
Cap		✓	✓
Bobble hat		✓	✓
Navigator jacket			✓
Padded gilet			✓
Long padded jacket			✓

PUPILS' WELFARE

The Newcastle School is committed to helping to prevent abuse of children. Through the curriculum, we aim to help pupils acquire relevant information and attitudes to resist abuse in their own lives and to prepare older pupils for the responsibilities of adulthood and future parenting.

The School is required to take any reasonable action to ensure the safety and well-being of its pupils. In cases where the School has reason to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, the Head is obliged to follow the safeguarding procedures established by Newcastle Children's Safeguarding Board (NCSB) and inform Social Services of the School's concern.

All members of the teaching staff and appropriate members of the non-teaching staff are regularly trained in how to recognise possible signs of abuse and deal sensitively with any disclosure. The School's Safeguarding and Child Protection Policy can be accessed on our website or requested in hard copy.

HOME-SCHOOL RELATIONSHIPS

Education is a partnership between pupil, parent and teacher and all partners must fulfil their responsibilities.

The responsibilities of pupils:

The School expects pupils to acquire knowledge, skills, attitudes and personal qualities appropriate to adult life in a democratic society. It seeks to educate pupils to acquire the habits of:

- regular and punctual attendance at school, hard work, concentration and good behaviour, both in school lessons and in private study at school and home;
- “getting on with others”, respect for others’ points of view, warmth towards and acceptance of others and the ability to work in a team;
- a willingness to accept rules designed for the common good and respect for and care of other persons and property.

The responsibilities of teachers:

Teachers are professionally trained to teach pupils and there must be a proper respect for their authority. They are expected to develop each pupil’s abilities as fully as possible by effective teaching and by setting high standards in work and behaviour. The following points are felt to be particularly important in establishing good relationships.

Teachers should:

- be aware of the individual circumstances of their pupils, such as health and family background;
- be willing to listen and respect the pupil’s point of view and be seen to be firm but fair in reaching decisions;
- never belittle or verbally or physically abuse a pupil.
- consult colleagues for advice;
- be prepared to consult with and inform parents of problems at an early stage;
- not seek to be infallible, be flexible in response to circumstances and bear in mind the good of the individual and of the school community as a whole.

The responsibilities of parents:

Parents must be ready to accept that their child is being treated in a professional and responsible manner. The School welcomes enquiries in order to resolve difficulties and clear up areas of doubt.

Parents’ responsibilities are:

- to show by their own example that they support the School in setting the highest standards and to take an active and supportive interest in their child’s work and progress;
- to make sure that their child comes to school regularly and punctually, refreshed, alert, correctly dressed and ready to work;
- to control their child’s leisure-time activities and entertainments and part-time employment so that their educational progress can be supported and enhanced;

- to support the authority of the School and help their child to achieve maturity, self-discipline and self-control.

Within this framework, there will be occasions when parents have concerns which need to be heard and addressed. The Newcastle School wishes to be a school where parents and their child feel able to voice their concerns and have the School respond to them positively.

CONTACTING THE SCHOOL WITH CONCERNS OR COMPLAINTS

We hope that most concerns raised by parents can be resolved swiftly and informally and ask that parents contact us directly as soon as possible in the event of any issue coming to light. Parents are welcome to make an initial enquiry by telephone, letter or in person by appointment. In most cases, your child's class teacher or tutor is a good place to start but, depending on the nature of the concern, initial contact may be made to a particular teacher or to the appropriate member of the school leadership team.

All teachers are encouraged to deal with concerns which lie within their area of responsibility, though you may wish to raise matters of a more general nature, or very serious matters, directly with the Senior Tutor or Head.

The concern will receive prompt investigation and a response made by telephone, letter or further appointment.

In the majority of cases, this resolves the issue satisfactorily, but if at this stage your concerns are not fully allayed or the response or outcome is felt to be unsatisfactory, the issue should be referred to the Head.

Any formal complaint needs to be made in writing to the Head and you can expect to receive a response within seven days. A record will be kept for the file.

If at this stage you still feel your complaint has not been dealt with satisfactorily, you can contact the Chair of Governors using the School address.

Please see our Complaints Policy available on our website.

FIRST AID AND MEDICATION

In the event of a pupil having an accident or becoming ill during the school day, the School can only administer basic First Aid.

The First Aid point in the Senior School and for pupils at West Avenue is the school office.

No pupil who feels unwell should absent themselves from class without first obtaining the permission of the member of staff who teaches him. Additional medical help will be sought, as appropriate. Please note that the School is not allowed to issue any form of drugs or medicine without parental consent.

- Prescription medication cannot be administered unless it is prescribed for your child by a doctor, dentist, nurse or pharmacist. Medicines containing aspirin should only be given if prescribed by a doctor. It would be helpful if parents would be kind enough to advise of any specific treatment which has been prescribed by a doctor and it is important that any changes to your child's home or medical circumstances are notified to the School immediately.
- Authorised staff can administer paracetamol and antihistamines to a pupil if written parental consent is held (essential requirement) and staff believe it is necessary. If these medicines are administered, a staff member will inform a parent as soon as is practicable (including the reason, the dose and the time).

In the case of a serious accident, we will make contact with parents as soon as possible and, should a pupil need to be taken to hospital, they will always be accompanied by a member of staff until a parent or guardian arrives. We would normally also ring parents in the case of a more minor incident just so you are aware of what happened.

Staff receive anaphylaxis training to ensure they recognise the symptoms and know how to administer adrenaline pen/s in an emergency.

- An ambulance is immediately requested if a pupil is experiencing anaphylaxis.
- Prescribed adrenaline pens that have been provided to School are promptly taken to pupils experiencing anaphylaxis (if they are unable to self-administer).
- Staff will only administer the School's spare adrenaline pen/s if advised to do so by the Emergency Services or a 999 operator.
-

FINANCIAL INFORMATION

We understand that an independent school education involves a considerable financial undertaking for any family and we do try to keep annual fee increases and the costs of extras such as certain educational trips as low as possible.

TUITION FEES

Termly Fees from September 2026

- Senior School (Years 7–13): £7,590
- Junior School (Years 3–6): £6,195
- Junior School (Years 1–2): £6,010
- Reception: £5,155 (subject to deduction of FEYE government grant up to and including the term of the child's fifth birthday)

Lunch Charges (per term):

- Senior School: £410
- Junior School: £380
- Nursery: For children accessing 15 or 30 hours of government funding, lunch is not included and will be charged at £5.65 per day, added automatically to the termly invoice.

Nursery Fees:

Days per Week	Full Day	Half Day	Full Day (15 hrs)	Half Day (15 hrs)	Full Day (30 hrs)	Half Day (30 hrs)
1	£70	£47	£70	£47	£70	£47
2	£140	£94	Free	£94	£140	£94
3	£200	£141	£70	Free	£200	£141
4	£280	£188	£140	£47	Free	£188
5	£350	£235	£280	£94	£70	Free

The fee is all inclusive of all wrap-around care, pupil laptop for Years 7 to 11, external examination fees, school textbooks and pupil personal accident insurance.

FAMILY DISCOUNT

A 10% reduction on the tuition fees will be given to a first sibling, a 20% reduction will be given to a second sibling and a 33.3% reduction to third and subsequent siblings. This reduction will be given in respect of the youngest pupil(s).

Please do not hesitate to contact nsbfees@newcastleschool.co.uk in the first instance if you have questions about fees.

MUSICAL INSTRUMENT TUITION

Individual music tuition can be arranged through the School. The arrangement will be with an independent music teacher but will take place on school premises. The music teachers will invoice you directly in advance for a course of ten lessons and payment should be made to the music teacher, and **not** to the School, at the beginning of each term. Fees per half hour lesson are set by the music teacher direct with yourself. We would anticipate the half hourly rate to be in the region of £20.00. Half a term's notice in writing, or payment of half a term's fees in lieu of notice, is required if you wish to discontinue lessons.

PAYMENT METHODS OF TUITION FEES

The School requires fees and additional tuition fees to be paid by **Direct Debit** at the following intervals:

- 10 equal monthly instalments by Direct Debit only from September 2026 to June 2027 (adjusted for any bursaries or other discounts).
 - Instalments can no longer be paid via card, cash, cheque or BACS transfer.
 - Families currently paying over 12 instalments may continue this arrangement (Direct Debit only).
 - Direct Debit payments will be collected on either the 1st or 15th of each month (please advise which date is best).
- Alternative payment methods:
 - Termly in advance (bank transfer / cash / card or cheque).
 - Annually in advance (bank transfer / cash / card or cheque).

SALARY SACRIFICE CHILDCARE VOUCHERS AND TAX-FREE CHILDCARE

We accept salary sacrifice childcare vouchers for the payment of Nursery/Pre-Nursery fees and some extras in respect of pupils under 16. The School is also

registered to accept Tax-free Childcare payments. Please contact the Finance Department for further details.

FINANCIAL DIFFICULTIES RELATING TO PAYMENT OF FEES

Please contact the COO immediately if you have any financial difficulties affecting your ability to pay the fees. We always try to help parents with financial problems and would ask for your assistance in addressing any concerns at an early stage.

PUBLIC EXAMS

The cost of entering public examinations for the first time is included within the fees, provided that the relevant deadlines are met. The cost of re-marks and re-sits are recharged to parents.

PUPILS' INSURANCE

All pupils are included in a personal accident insurance scheme, providing cover in the event of death or serious injury following an accident, and a range of other covers including disfigurement scarring, dental injuries and emergency dental treatment costs following an accident. This cover is for 24 hours a day throughout the year.

1:1 devices provided by the School for use in school and at home, are insured under the supplier's rental agreement. Details of the cover can be found in the 1:1 device responsible use policy, available on the School website.

Pupils' clothing and personal effects are not covered by the School's insurance. You are strongly advised to ensure that these personal items are covered by your household insurance policy whilst away from your home.

NOTICE PERIOD REQUIRED

A full term's notice in writing and this notice must be acknowledged by Admissions, or payment of a term's fees in lieu, is required if a pupil is to be removed from the School. This notice is also required if a pupil does not progress from Nursery to Reception or from Year 11 to 12. Notice must be issued on or before the final day prior to the start of a pupil's final term. The final date for notice given for each term is set out below:

For pupils leaving at the end of the school year and not returning in September, notice must be given on the final day prior to the start of the Summer Term (the last day of the Easter holidays).

For pupils leaving at the end of the Autumn Term and not returning in January, notice must be given on the final day prior to the start of the Autumn Term (the last day of the Summer holidays).

For pupils leaving at the end of the Spring Term and not returning for the Summer Term, notice must be given on the final day prior to the start of the Spring Term (the last day of the Christmas holidays).

DEBTORS POLICY

Your attention is drawn to the School's policy for the collection of fees and to the interest charged where amounts due are outstanding and there is no agreed arrangement with the School for payment thereof. If you are concerned about your ability to pay fees and extras as they fall due, please contact the COO or Finance Department as soon as possible.

FURTHER INFORMATION AND ADVICE

If you have any queries, require any further information or, in the case of Nursery would like a pro-forma calculation of fees for attending particular sessions, please do not hesitate to contact a member of the Finance Department on 0191 255 9300 Option 4 or by email: nsbfees@newcastleschool.co.uk

TERMS AND CONDITIONS

All parents are required to comply with the terms and conditions, which are signed on registration and updated periodically. The current terms and conditions can be found on the School website.

TRAVEL INFORMATION

As a school community, we must make every effort to limit the number of cars coming to and from our school sites. The 'school run' at the beginning and end of the day adds considerably to the congestion in Newcastle and compromises the safety of pupils and other pedestrians in the surrounding streets.

Walking, cycling and using public transport are not only better for the School and for the environment, they are also better means of travel for our pupils. Independent travel supports the School ethos of encouraging the pupils to

develop as reliable and resourceful individuals. Walking and cycling are healthier and even walking from the bus and Metro stops gives a better level of activity than arriving by car.

Walking

Many pupils live close to the School. Walking is the healthiest and easiest way for them to travel to and from school. Walking gives pupils the best start to their day, ensuring that they arrive refreshed, relaxed and ready to learn. Research shows that children who walk to school are also more active throughout the day.

Cycling

We have cycle storage on our sites and will encourage pupils to cycle to school, where appropriate. All pupils cycling to and from School must wear cycle helmets.

There are signposted on-road cycle routes and advisory cycle routes near to the School, which link up with the network of on and off road routes through the city. Parents are expected to check their child's proposed routes and satisfy themselves that their child is a competent cyclist.

Public Transport

The School is easy to reach by public transport with two Metro stations and a number of bus stops just a short walk away.

There are 38 different buses with stops on Gosforth High Street, a few minutes' walk from the School, and an additional four on Station Road. These routes are from all over Newcastle and North Tyneside as well as towns north of the city including Morpeth, Blyth and Killingworth.

For those travelling from south of the river, the Metro is a direct link from Sunderland, South Tyneside and Gateshead while the bus and Metro interchanges make it easy to transfer from services from the Tyne Valley.

For information on routes and timetables go to www.nexus.org.uk.

Concessionary Travel

Concessionary travel is available for everyone under the age of 16 who lives in Tyne and Wear, with under 5s going free. Under 16 Pop Cards are available to all children who live in Tyne and Wear who are in Year 11 and below at school, and offer concessionary child fares all day, every day on all public transport in Tyne and Wear.

All Under 16 Pop Cards are issued by post. You have a choice of how to apply for your pass – either by post or online. You can download a form from the Nexus website.

Pop Blue cards are for students aged 18 and under and allow you to load a balance onto the card and pay for Metro and bus journeys as you make them. It gives discounted fares that are cheaper than buying adult Single or Day tickets.

School passes allow you to pay for school journeys in advance, so there is no need to find change for fares each day. The passes are available for journeys within Tyne and Wear and can be used on all local public transport services in the county, including bus, Metro, Shields Ferry and Northern Rail local rail services from Sunderland to Blaydon.

School passes allow you to travel between your home and school, and other places you go to study, until 7pm on school days. You can buy a School Pass for the whole academic year or just for each term.

For information and application forms for all concessionary travel schemes, scholars' services or the network of bus and Metro routes go to www.nexus.org.uk

EARLY YEARS (NURSERY AND RECEPTION)

Attendance - Nursery

The School day begins at 8.40am although pupils can come into the Nursery from 8.15am onwards. In Nursery and Pre-Nursery there is the option of flexible part-time attendance.

Pupils who have turned 3 on or before 31st August of the previous academic year can join us at the start of the autumn term and also throughout the year, at the beginning of the term in which their third birthday fall. The first 15 hours per week are free and additional sessions can either be regular sessions committed at the beginning of a term and repeated each week or occasional sessions which need to be booked in advance with the Early Years lead. We also offer the 30 hours entitlement to eligible parents.

The hours of our sessions are:

- Mornings: 8.40am – 1.00pm
- Full days: 8.40am – 3.30pm

Pupils attending the morning session stay for lunch, which is served from 11.50am, and are collected at 1.00pm. Pupils entering Reception are expected to stay full-time for 5 days a week. Our term dates are on our web site and are sent to parents one year in advance.

Attendance – Reception

Many of our Reception pupils have already attended our Nursery and the transition between Nursery and Reception for them is a natural progression.

Pupils joining Reception from other nurseries are ensured a supported transition. The caring staff are sensitive to the fact that this is a new environment, they will be gently integrated, and it doesn't take long for the class to become a unit where all of the pupils feel included and secure.

Preparation for starting school

Pupils thrive when they feel confident and secure. The more independent a pupil is, the more readily such confidence grows. For some Nursery pupils this may be the first time they have been left by their parents for any length of time.

The Nursery staff ensure that there is a warm welcome every morning. Upon arrival, pupils join in the prepared activities. If a pupil becomes distressed when it is time for the parents to leave, a member of staff will gently guide them to an activity. Pupils usually settle very quickly once they are fully occupied, and their parents are no longer in view. If necessary, the Nursery staff will email during the morning to reassure the parents that their child is settled.

Nursery pupils must be out of nappies/pull-ups during the day and at least be able to ask to go to the toilet. Assistance will be given to those who need it and in the early stage's pupils are always escorted to the toilet.

Dropping off

Pupils can be brought to the Early Years yard between from 8.15am and 8.40am.

Breakfast club

Pupils can attend our Breakfast Club from 7.30am – 8.15am at no additional charge.

Collection

All pupils must be collected by an authorised person. Please inform us in writing/email of any change or complete a permission form from school. Please would parents also provide a photograph of the adult that is collecting their child. Pupils will not be given to an unauthorised person.

Nursery

Morning only pupils should be collected from the gate onto the Early Years yard. A teacher will bring you your child and ask you to sign them out.

Full day pupils should be collected from the Nursery between 3.30pm – 3.45pm. At 3.45pm the pupils will join After School Care and should be collected from there via the West Avenue entrance.

Reception

Pupils should be collected from onto the Early Years yard 3.30pm – 3.45pm. Any pupils not collected by 3.45pm will join After School Care and should be collected from there via the West Avenue entrance.

After school provision

Any pupil staying at school after 4.00pm should have a small nut free snack. After school provision is offered at no additional cost. Collection from After School care is via the West Avenue yard.

Security

Parents who are attending a meeting are signed in at the school office and escorted to the meeting room. We would politely like to remind parents to close all gates and doors on entering and leaving the school premises in order to ensure the safety of the pupils at all times. Pupils are not allowed to open any external doors or gates. We would ask that parents be vigilant when entering or exiting doors and that they are aware of whom maybe entering the school behind them.

Supervision of pupils

Pupils are supervised by qualified staff at all times when they are under our care, including at break, lunch and play times. Staff: pupil ratios meet, and often better, the requirements of the statutory framework for EYFS at all times.

Homework

Every pupil is given a reading record from the time that they join Reception, although they may be given one during their Nursery year if they ready. This is for communication between parents and the school. We note everything that your child has done in reading, and ask you to write down anything relevant, that might affect their performance, such as a late evening.

We expect every pupil to have acquired the habit of reading every day after school before they move into Year 1. We will talk to you further about this when we meet, but it is our belief that acquiring the habit of reading at home will stand your child in good stead throughout their education. We offer the pupils:

- Nursery Pupils: free choice home readers from the library
- Reception Pupils: book banded reading scheme books, free choice home readers from the library and the letters of focus that week (usually 4) plus high frequency words linked to the sounds learned and new tricky words.

Assemblies

Assembly is held every day except Wednesday for Nursery and Reception classes. Assemblies are formal occasions which foster the development of character and a collective spirit. The school follows the Christian calendar but remains respectful of other faiths. Friday assemblies provide an excellent public setting in which to commend pupils for special work, acts of kindness or helpfulness, and to reward individual pupils with Star of the Week Award. Class Credits are awarded to any pupil for their class total.

Outdoor learning

All of the pupils are encouraged to play in their secure outdoor space during morning and afternoon breaks, except in the worst weather. We also use the outdoor space for supervised activities, for example, playing with water, sand, ball games and class work. The Nursery and Reception pupils are encouraged to plant and grow their own seeds and take part in physical activities for example, using trikes, scooters and the climbing activities in the Early Years yard. Outdoor play is an integral part of the curriculum.

Visits

We organise excursions to places such as the local park/streets, Church, Beamish Museum, Centre for Life and Wallington Hall. These are designed to help the pupils to acquire a basic understanding of our traditions, of the natural world and of the importance of other cultures. Your child's school calendar lists the major visits that are due to take place over the coming term, although some very local visits, are arranged at shorter notice. We will send you a letter well in advance, telling you about every visit and whether it involves an extension to the normal length of the school day. Copies of our policy on Educational Visits for EYFS pupils are on our web site and can be sent to parents on request.

Behaviour

Even the youngest pupils are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect other's possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others. They should respect everyone, learn to value differences and diversity, learn to make positive relationships, follow our rules and are introduced to the concept of Fundamental British Values.

Copies of the School's *Behaviour management policy* are on our website and can be sent to parents on request.

Food and drink

Pupils in Nursery and Reception are asked to bring a piece of fruit and a water bottle to school each day. Your child will need a water bottle and as we fully recognise the importance of proper hydration, drinking water to top them up is available throughout the day. Pupils may also bring a colouring book and colouring pencils in case of wet play times.

The Early Years pupils eat lunch in the dining room at 11.50 am before the other pupils in the school. The meal is made fresh each day and is served by the kitchen staff. Weekly menus are available on our website. We offer our pupils a widely varied, healthy and tasty diet with plenty of fresh fruit, vegetables and salads. We also attempt to cater for all tastes and preferences, including vegetarian.

Unless your child is staying for After School Care, parents are asked not to send food or drink to school with their child except for their water bottle and a piece of fruit.

Special diets

The school operates a nut-free environment. All food that might contain nuts or traces of nuts is clearly labelled. Parents of pupils who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire on admission. They should inform the school at once if their child subsequently develops an intolerance of any food. The Catering Manager is happy to see any parent who has concerns about their child's medical condition, and to devise a special menu, where practically possible.

Reports

Pupils are Baseline assessed on entry and assessed throughout their time through observations, questioning and guiding using the Development Matters in the Nursery and in addition, the Early Learning Goals and Foundation Stage Profile in Reception. Narrative reports are prepared for each pupil and sent to parents in the Autumn and Summer terms.

EYFS profile

At the end of your child's two years of "Early Years" education, we complete a detailed "EYFS Profile" on them which summarises their learning and development against the early learning goals, which have been determined by the Government.

You will of course, receive your child's results, which we will discuss with you at the time that it is completed. We are required to send your child's Profile scores to Newcastle Local Education Authority. These results are passed to and discussed with the Year 1 teacher to enable a smooth transition into Year 1. Any child who has yet to meet the expected level will receive support in Year 1 as part of our Early Help offer.

Photographs

Visitors (including parents), staff and children may not use their own mobile phones, devices or cameras to take photographs within our Early Years Foundation Stage.

Missing child policy and procedures when a pupil is not collected on time

Our policy and procedures in the event that a parent/carer fails to collect a pupil on time and the procedure for dealing with the circumstance of a pupil going missing at, or away from, the setting are published in our *Parents' Handbook* and in our policy available on request.

Health and safety

We update and review our risk assessments on the Early Years Department's classrooms and other indoor areas, the outdoor play space and all the equipment and toys used by the pupils every year in order to ensure that everything with which your pupil may come into contact has been assessed and that potential hazards are kept to a minimum.

CURRICULUM SUMMARY

Aim

When your child is in the Nursery and Reception class, they will work towards the Early Learning Goals as set out in the Early Years Foundation Stage for educating children aged from birth to five years.

The teaching and learning will start at a place most appropriate to the needs of your child, irrespective of age, and follow guidance set out in the seven areas of learning and development as described in the EYFS framework. These are:

Prime areas: (which cover the knowledge and skills which are the foundations for children's school readiness and future progress)

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific areas: (the specific areas are used to provide a broad and balanced curriculum and to practice development in the prime areas, particularly language and vocabulary)

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The emphasis at this stage of your child's education is on learning through a balance of structured play and child initiated / teacher directed learning activities.

Communication and Language

Pupils learning and competence in listening, attention and understanding is supported and extended. They are provided with opportunity and encouragement to use their skills in a range of situations and for a range of purposes and are supported in developing the confidence and disposition to do so.

Physical Development

The physical development of pupils is encouraged through the provision of opportunities for them to be active and interactive and to improve both their fine and gross motor skills of coordination, control, manipulation and movement. They are supported in using all of their senses to learn about the world around them and to make connections between new information and what they already know.

Personal, Social and Emotional Development

Pupils are provided with experiences and support which will help them to develop a positive sense of themselves and of others; respect for others; social skills; self-help skills and a positive disposition to learn. We ensure support for pupil's emotional well-being to help them to know themselves and what they can do. They are supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food.

Literacy

Pupils learning and competence in being read to and beginning to read and write is supported and extended. They are provided with the opportunity and encouragement to develop their comprehension and to use their skills in a range of situations and for a range of purposes and are supported in developing the confidence and disposition to do so.

Mathematics

Pupils are supported in developing their understanding of Mathematics in a broad range of contexts in which they can explore, enjoy, learn, practice and talk about their developing understanding. They are provided with opportunities to practice and extend their skills in these areas and to gain confidence and competence in their use, particularly with regards to number and numerical patterns.

Understanding the World

Pupils are supported in developing the knowledge, skills and understanding that help them to make sense of the world. Their learning is supported through offering opportunities for them to use a range of tools safely; encounter creatures, people, plants and objects in their natural environments and in real-life situations; undertake practical 'experiments'; and work with a range of materials. They are encouraged to develop a growing understanding of past and present and people, cultures and communities.

Expressive Arts and Design

Pupil's creativity is extended by the provision of support for their curiosity, exploration, and play. They are provided with opportunities to explore and share their thoughts, ideas, and feelings, for example, through a variety of art, music, movement, dance, imaginative and role-play activities, mathematics, and design and technology.

Methods of Assessment

Pupils are continually assessed by staff and general observations and photographs, are kept online in each pupil's individual Learning Journey using a program called Tapestry. Parents are able to see this record by giving an email address to Mrs Woosnam so that they may be registered to their child's account. In Reception an EYFS Profile is also completed. For each goal, teachers determine whether children are meeting expected levels or are below the expected level ('emerging'). These assessments are reported to parents at parents' evenings.

Enrichment and Extension

Pupils who require enrichment and extension are encouraged to work with mastery or at a higher level which is appropriate to their needs. We provide appropriate support and materials to develop the pupil's skills and particular talents.

SPECIAL EDUCATIONAL NEEDS (SEN)

In addition to the two specific points for formal assessment in Early Years (the EYFS progress check at age two – if provided from a previous setting – and the EYFS profile), pupils' progress is monitored carefully throughout the early years including through the completion of individual learning journeys.

Our setting plans for the four areas of need as identified in the *Special Educational Needs and Disabilities (SEND) Code of Practice 2015*:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Sensory and/or physical needs

In addition to formal assessment and ongoing monitoring, a pupils' special educational needs may be identified or informed by a variety of sources. These include:

- Information from previous settings
- Diagnostic assessment
- Teacher's observations including of behaviour and social interaction
- Parents'/carers' observations and concerns
- Medical information

Where there is a concern that a pupil may have special educational needs, this will be communicated with parents at an early stage. Close communication will be maintained with parents throughout the process of assessment, identification and monitoring of any special educational needs.

Parents/carers may be advised and supported to seek external help from specialists such as an educational psychologist or via the NHS through their family doctor. In some cases, parents/carers may be advised and supported to request an Education Health Care (EHC) plan assessment.

Decisions to involve external specialists will always be taken in discussion with parents and parents will always be informed if their child is receiving support for a special educational need.

Further information on the School's provision for special educational needs is contained in School's *Support for learning policy* available on our website or on request.

HOW YOU CAN HELP AT HOME

We value the support of our parents and encourage parents to work in partnership with the school. Parents may help their child at home by encouraging independence whether it be tidying up, putting on their own socks and shoes, using a knife and fork or learning to blow their own nose. Pupils benefit greatly from sharing stories with their parents and a daily 10-minute story time before bed to share books and talk about the pictures will lay firm foundations for the years ahead. Listening to your child read is another way to help them progress well at school. Do please let us know of any milestones and exciting events such as the birth of a new sibling or learning to ride a bike without stabilizers by filling in your Nursery questionnaire or by adding the information to Tapestry.

More Information about the EYFS

More information about the EYFS can be found at –

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

[Development Matters - Non-statutory curriculum guidance for the early years foundation stage \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/development-matters-non-statutory-curriculum-guidance-for-the-early-years-foundation-stage)

<https://www.foundationyears.org.uk/>

THE JUNIOR SCHOOL

The Junior School is based to the west of Gosforth High Street at West Avenue.

DROPPING OFF

Pupils in Nursery and Reception should be brought directly to the Nursery via the Early Years yard on Linden Road. Pupils can be brought to school from 8.15am onwards.

Pupils in Years 1 to 6 should be dropped off at the West Avenue entrance. Pupils can be brought to school from 8.00am onwards, through the pupil entrance at the front of the School at West Avenue. A member of staff will be on duty at this time.

BREAKFAST CLUB

Pupils can attend our Breakfast Club from 7.30 to 8.15am and is free to attend. On arrival, parents are asked to bring their child to the hall door through the gates on the main yard and a member of staff will answer to collect your child.

COLLECTION

All pupils must be collected by an authorised person aged 16 or older. Please inform the School if your child is going home with another parent that night. This should be done by either phoning the School Office or emailing the class teacher and School Office. For safeguarding purposes, pupils cannot be handed over to an unauthorised person.

Nursery and Reception pupils should be collected from 3.30pm, directly from the Early Years yard on Linden Road. Morning only pupils should be collected from the outside play area and signed out between 1pm and 1.15pm.

Year 1 and Year 2 pupils should be collected from the West Avenue yard at 3.30pm. Any pupils not collected by 3.45pm will be taken to After School Club.

Year 3, 4, 5 and 6 pupils should all be collected from the playground at West Avenue at 3.45pm. Any pupil not collected by 4.00pm will be taken to After School Club.

Pupils in Year 6 may sometimes end their school day at The Grove and you will be informed of these days.

AFTER SCHOOL PROVISION

After school provision is offered free of charge between 4.00pm and 6.00pm. Any pupil staying at school after 4.00pm should have a small snack.

SECURITY

We would politely like to remind parents to close all gates and doors on entering and leaving the School premises in order to ensure the safety of the pupils at all times. Pupils are not allowed to open any external doors or gates.

We would ask that parents be vigilant when entering or exiting doors and that they are aware of whom may be entering the School behind them.

CONTACT BETWEEN HOME AND SCHOOL

Letters for pupils are usually emailed home on a Friday evening but occasionally it may be necessary to send an email on another day.

Some letters containing other information will be sent home via the pupils, but you will be informed via email if this is the case.

Parents' evenings are held in the Autumn and Spring Terms and staff are always available on a daily basis to answer questions and communicate any matters of concern as well as to celebrate your child's successes. We value communication with parents and encourage you to inform us of anything that may affect your child's day in school.

Parents of pupils in Nursery to 6 will receive a progress update in the Autumn terms. A comprehensive end of year report is given out in June.

TRIPS AND VISITS

There will be frequent trips and visits organised for the pupils – especially as they move up the School. It is important that the pupils have first-hand experiences of places and events and the pupils are taken out of school at least once every term.

You will be asked to sign a consent form to cover all of the trips that take place during the School day and you will be given advance notification for each individual trip.

For trips outside the School day and residential visits, you will be asked to give your written consent.

HOMEWORK

Our pupils have a long school day during which they have been extremely active in both work and play. It is important that when they get home there is an opportunity to relax and enjoy family activities. Pupils will then be fresher to tackle a new school day. However, homework is an important part of developing good study habits and independence and gives an opportunity for skills to be practised and demonstrated.

From Year 2 onwards, all homework will be set on Show My Homework, which parents can also log into.

READING

To broaden pupils' approach to reading and encourage "readers" rather than children who can read, all pupils are encouraged to bring a book home to share regularly. It is hoped that parents will read with their children and talk about the books at home. Comments written in the record book by parents and teachers are very helpful in building home and school links.

ASSESSMENT

Pupils are assessed regularly through our common assessment approach and parents are welcome to discuss this information with class teachers.

RECOGNITION OF GOOD WORK

One assembly each week is given over to celebrating pupils' individual achievements, and certificates recognising good conduct, excellent work and behaviour are given out. At West Avenue, house points are given on a daily basis. The winning house is announced each week and all of the pupils in this team are recognised for their hard work and good behaviour.

ASSEMBLY

Assemblies take place four times each week, during which pupils are taught the stories and teachings of the major world religions. Through these they develop an awareness of the wider world and the need for co-operation and understanding. Some assemblies are given over to character education and in particular to considering the values of the school's Character Compass.

LUNCH TIMES

Cooked lunches are provided for all pupils on a daily basis. Menus are displayed and pupils are encouraged to try new foods. Good manners and correct cutlery use are encouraged at all times. Please inform us of any dietary requirements or food allergies.

BREAK

Nursery to Year 2 pupils are encouraged to bring a piece of fruit and a water bottle to school each day. Pupils from Years 3 to 6 are encouraged to bring in their own healthy snack and a water bottle if they wish. This must be labelled and is the pupil's responsibility to look after.

UNIFORM AND SPORTSWEAR

The full list of uniform is given in the general information section on at the start of this booklet.

Please ensure that all uniform is clearly named.

It is advisable that pupils bring to school a high-factor sunscreen and sun block during the warmer summer months and are taught to apply this correctly themselves. For pupils in Nursery to Year 2, we would advise the application of a high-factor sunscreen before coming to school.

It would also help Games and PE staff enormously if all pupils, particularly those coming into Year 3, are able to tie their bootlaces correctly.

EQUIPMENT – KS2

All our pupils are encouraged to organise their own kit and equipment. All Year 3 to 6 pupils should provide their own:

- Pencils (HB is preferred)
- Ruler
- Rubber
- Pencil sharpener
- Set of coloured pencils
- Glue sticks

This should all be contained within a reasonably sized pencil case. We will, of course, provide equipment to pupils who have lost or forgotten items of equipment.

SPORTING CODE OF CONDUCT

All pupils at The Newcastle School are expected to behave responsibly and to show respect at all times when playing their sport. They should be polite and kind to their opponents and ensure that parents and visitors to the school are always made to feel welcome.

Part of the general Code of Conduct for all pupils at The Newcastle School is quoted below and these principles apply at all times when playing sport.

Pupils have a responsibility to:

- Always do your best to treat all members of the School community with respect, courtesy and kindness.
- Take responsibility for your own safety and that of others. Behave calmly and sensibly around school, waiting for lessons and when not directly supervised.
- Look after all property – personal and communal – and the School environment.
- Take pride in your appearance, wearing uniform correctly and smartly. Be an ambassador for yourself and for the School.

Pupils should:	Pupils should not:
▪ Play fairly ▪ Be good sportsmen ▪ Be polite ▪ Lose graciously ▪ Win graciously ▪ Be keen to win ▪ Be kind to fellow players and opponents ▪ Respect their team mates ▪ Support the referee's decision ▪ Await the referee's decision	▪ Play unfairly ▪ Be bad sportsmen ▪ Be impolite or use foul language ▪ Be bad losers ▪ Be unpleasant to losing teams ▪ Be unpleasantly aggressive in their play. ▪ Be unkind or bully other players (mentally or physically) ▪ Complain about or criticise their team mates ▪ Criticise the referee's decision ▪ Appeal decisions

COACHES Coaches should: ▪ Provide a role model for pupils ▪ Insist on the highest standards from pupils ▪ Have the spirit of sport and enjoyment of the pupils at heart	Coaches should not: ▪ Conduct themselves in an unprofessional manner ▪ Allow standards to decrease or stand still ▪ Have a “win at any cost” mentality
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SUPPORTERS Supporters should: ▪ Provide a role model for players ▪ Encourage players and the team ▪ Be friendly and polite towards opponents and opposition supporters regardless of circumstance ▪ Support the referee’s decision ▪ Support the coach and manager ▪ Have the spirit of sport and enjoyment of the pupils at heart	Supporters should not: ▪ Conduct themselves in an unprofessional manner ▪ Negatively criticise players or the team ▪ Be aggressive towards anyone regardless of circumstance ▪ Publicly criticise the referee’s decision ▪ Give technical instructions to players ▪ Have a “win at any cost” mentality
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COMPUTER NETWORK

RULES FOR RESPONSIBLE USE OF THE COMPUTER NETWORK IN THE JUNIOR SCHOOL

All pupils must agree to the online User Agreement and follow these rules:

- The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.
- I understand that the school has the right to check my computer files and will monitor the Internet sites I visit;
- I understand that the school can monitor everything I do on the computer network;
- I will ask permission from a member of staff before using the Internet;
- I will use only my own login and password, which I will keep secret; I will not alter other people's work or access their user areas or online accounts (Including but not exclusively Email, OneDrive, Show My Homework and RMUnify);
- I will use the computers only for school work and homework and I will not bring external storage devices into school unless I have permission;
- I will not give my home address or phone number, or arrange to meet someone, unless my parent, guardian or teacher has given permission;
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like, I will not tell other students about these sites;
- I will not use any form of chat rooms, online texting services, or mobile phone websites;
- I will never download or attempt to install any program onto the Network;
- I understand that breaking the rules can result in losing my right to use the Internet or the computer network.