



THE
NEWCASTLE
SCHOOL



THE NEWCASTLE SCHOOL
PARENT HANDBOOK
SIXTH FORM
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**

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WELCOME

Our Parents' & Students' Handbook is intended to be a useful working document. In it, we have tried to gather essential information about the School and wider information about you might find interesting. The order of the handbook is not in order of importance but instead in order of what we think you will need to reference most frequently, with the day to day information nearer the beginning and over view information nearer the end.

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 & ATTENDANCE

ILLNESS

In the event of sickness, or unplanned absence for other reasons, parents are asked to email absence@newcastleschool.co.uk and the form tutor before 8.30am, giving the reason for absence. As part of their growing independence students should also email their tutor and teachers.

Work will not be provided for students on the day of absence as it is our duty to protect the wellbeing of students who are unwell. It is expected that they meet with their teacher in person on their return and coordinate any catch-up work.

Should the absence last for more than three days, an interim email or letter of explanation should be sent to the Head. Any students suffering from contagious illnesses (including vomiting and diarrhoea) should be kept off school until at least 48 hours after their symptoms have gone.

Absence requests

A request for any absence from school, whether it be for an appointment, holiday or for any other reason should be made through the senior office by the parent/guardian .

(absence@newcastleschool.co.uk) Requests for longer periods of absence should be made at least fourteen days in advance if at all possible. Since the school holidays are longer than those of the state sector, parents are asked **not to book family holidays in 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 or the Head of Junior School as appropriate.

If a student is absent they should inform their tutor and teachers and ensure they are responsible in catching up on missed work.

Attendance & Lateness

All students are expected to attend all timetabled lessons and activities unless ill or injured, or for reasons notified and agreed by the appropriate member of staff in advance.

All students are expected to be available for the wider aspects of school life, this includes but is not restricted to; school fixtures and musical and dramatic rehearsals and performances. They should take reasonable steps to ensure that any problem is communicated directly (i.e. face-to-face) and well in advance to the teacher in charge.

Students may not leave the site during the School day unless they have permission from a member of staff. (excepting lunch) Anyone leaving or re-entering the site must sign out on inventory AND at the main School office.

Students arriving late must report to the School Office on arrival and must attend the late detention that day after school running from 3:45 – 4 in the Sixth Form office.

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	Pupil's Tutor/Class Teacher
Co-curricular Programme Senior School	Jonny Macmillan JMacmillan@newcastleschool.co.uk
Educational Visits	Jonny Macmillan
Sport and Games Senior School	Lee Hogarth LHogarth@newcastleschool.co.uk
Duke of Edinburgh Award	Victoria Hunter VHunter@newcastleschool.co.uk
Examinations (internal and external)	Alastair Black Examsoffice@newcastleschool.co.uk
Finance and Administration	Marie-Anne Dowson MADowson@newcastleschool.co.uk
Fees and Financial Matters	Marie-Anne Dowson
Marketing and Admissions	Alex Kingsland AKingsland@newcastleschool.co.uk
Administration: Senior School Office Junior School Office	senioroffice@newcastleschool.co.uk junioroffice@newcastleschool.co.uk
General Finance: Finance Department	finance@newcastleschool.co.uk

GENERAL INFORMATION

TERM DATES

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

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

Summer Term 2027	
Term begins	Monday 12th April 2027
Half term ends	Friday 28 th May 2027
Term begins	Monday 7th June 2027
Term ends	Friday 9 th July 2027

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

UNIFORM AND SPORTSWEAR

The Newcastle School operates an online service with Schoolblazer <https://www.schoolblazer.com/> for the school tie, and with Samurai Kitlocker <https://www.kitlocker.shop/thenewcastleschool/index.php> for sportswear.

Dress code

In recognition of their growing maturity and independence, the dress code for the Sixth Form is 'business dress'. This is intended to strike a balance between individuality, establishing a professional working environment and the need to represent the school to the wider community. We hope that Sixth Formers will recognise the importance of taking pride in a smart appearance appropriate to a place of work and of setting an example to younger students.

Sixth Form dress should reflect a professional working environment and therefore students should look smart at all times.

The list below is not meant to be exhaustive. If in doubt, contact the Head of Sixth Form prior to any purchase to confirm the suitability of any items.

Category	Requirements
Jacket	Formal style suit jacket or blazer (with complementary trousers/skirt/dress). Jacket to be worn around school and to lessons at all times.
Students may choose from the following:-	A matching suit consisting of a jacket and tailored trousers. A tailored jacket with tailored trousers, which can include chinos A tailored jacket with a professional skirt. A dress worn with a tailored jacket. NB Skirts or dresses should be mid-thigh or longer.
Shirts/blouses	A formal shirt with collar and Sixth Form house tie. Blouse (including blouses that do not have buttons/collar) and a House pin
Cardigans / Jumpers	Plain, woollen and easily worn under a jacket. A blouse or shirt must be worn under a jumper/cardigan. Cardigans and jumpers are optional and must not be worn without a jacket.
Hosiery	Socks should be dark. Tights should be sheer or opaque – not patterned.
Footwear	Leather/ Leather-style shoes/trainers in subdued colours. High heels (more than a 4cm) are not appropriate.
Hair	Smart and clean hair, styled appropriately, kept out of eyes. If students wish to dye hair it should be a natural colour.
Jewellery	If worn, should be discreet.
Piercings	Ear piercings (one per ear only) should be the only visible piercing.
Make-up	Make up should be subtle and natural
Nails	Should not be an excessive length, but can be varnished.

Sportswear

Samurai branded school sportswear can be purchased through kit locker's website -

<https://www.kitlocker.shop/thenewcastleschool/index.php>

Essential kit:

- Blue PE t-shirt
- Quarter-zip pullover
- Blue and grey Games top
- Games short
- Sports sock
- Track pant, or tapered pant or leggings
- PE short or Skort

Optional kit:

- Backpack (can be used as school bag)
- Matchday bag
- Lightweight jacket
- Cap
- Bobble hat
- Navigator jacket
- Padded Gilet
- Long padded jacket

STUDENTS' WELFARE

The Newcastle School is committed to helping to prevent abuse of children. Through the curriculum, we aim to help students acquire relevant information and attitudes to resist abuse in their own lives and to prepare older students 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 students. 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 students:

The School expects students to acquire knowledge, skills, attitudes and personal qualities appropriate to adult life in a democratic society. It seeks to educate students 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 students 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 students, 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, Head of Senior School or the 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 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.

- Sixth Form students who have a pre existing risk of anaphylaxis
- An ambulance is immediately requested if a pupil is experiencing anaphylaxis.
- Prescribed adrenaline pens that have been provided to School are promptly taken to students 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.

CONFIDENTIALITY AND DATA PROTECTION

We regard the privacy of the students 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 students 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.

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.

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)

The fee is all inclusive of all wrap-around care, pupil laptop for Years 7 to 13, external examination fees, school textbooks and pupil personal accident insurance.

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.

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.

Payment methods of tuition fees

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

- **Termly** – Payments will be collected on the first day of each term (i.e., 3rd September 2026, 5th January 2027 and 12th April 2027)
- **Monthly** – fees will be collected in **twelve** equal instalments on the 1st of each month from 1st September 2026 through to 1st August 2027

If you wish to pay your fees in a **single annual** payment, please contact the Finance office. Payment will be due on the first school day of the academic year (i.e., 3rd September 2026). A **2% discount is applied to full year payments**.

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 students 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.

Instrumental music tuition

Individual music lessons in a wide range of instruments are available – details can be obtained from the School Office or Mr John Hopkinson. Instrumental music lessons normally take place in lesson time, but rotate each week so that each academic subject would not normally be missed more than once each half term. Students are expected to let their teachers know that they have a music lesson and catch up on any class work missed, as well as complete homework set during the lesson. Beginners are welcome at any age. One term's notice must be given if lessons are to cease.

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.

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.

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 students 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 students 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 students 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.

STUDENTS' INSURANCE

All students 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.

Students' 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.

Further information and advice

If you have any queries, require any further information or, 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 students and other pedestrians in the surrounding streets.

As part of the planning agreement for the expansion on The Grove site, the School agreed to limit the number of cars parked or waiting at the School. If the target number is exceeded, the School may suffer penalties, both financial and in terms of the number of students we are allowed on the site.

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 students. Independent travel supports the School ethos of encouraging the students 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 students live close to the School. Walking is the healthiest and easiest way for them to travel to and from school. Walking gives students 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 students to cycle to school, where appropriate. All students 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 Senior School on The Grove 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

THE SIXTH FORM

TIMINGS OF THE SCHOOL DAY

Time	Event	Notes
8:30 – 9:05	Tutorial/assembly	This is an earlier start time than Y7-11. Students late to arrive will be expected to stay after school that day.
9:05 – 9:55	P1	
9:55 – 10:10	break	Students can access tuck at the main site.
10:10 – 11:00	P2	
11:00 – 11:50	P3	
11:50 – 12:50	Lunch	All students are expected to eat at School. If they wish to also go to the High street at lunch they must sign out on inventory and be back for 12:45. Sixth form students should also be leading a lower school club each week to develop key skills as well as attend ones they are interested in.
12:50 – 13:00	tutorial	
13:00 – 13:50	P4	
13:50 – 14:05	break	
14:05 – 14:55	P5	
14:55 – 15:45	P6	
15:45 – 17:45	Academic/Pastoral Support	In addition to the lunch time support Students can choose to work in school, for many this is an easier place to focus. Late detentions also run every afternoon for anyone late to school that day.

SIXTH FORM CURRICULUM

The Sixth Form curriculum builds on GCSE success and prepares students further for higher education and employment. We aim to challenge and support each Sixth Form pupil to achieve their highest possible academic standard and to acquire the skills and personal qualities demanded by universities and employers. We offer a full range of over twenty A level and some Applied A Level and CTEC subject choices. The majority of our students study three subjects in Year 12, supplementing these with additional courses and qualifications such as EPQ or vocational options. Our students are also encouraged to extend their learning, both academic and personal, to new horizons through the sixth form diploma, which runs alongside the main curriculum. For more details, please contact us for a copy of our subject guides

Assessment

Students are regularly assessed in class and through homework however there are also two formal assessment points each year. Year 12 summative formal assessment windows are November 2026 and June 2027. Year 13 summative formal assessment points are November, February and of course May and June. Exact dates are on the school calendar.

Homework and independent Study

Students in Years 12 and 13 will have a number of private study periods each week and it is important that these study periods are used effectively. As well as taking advantage of specialised staff, Library and ICT resources and the working environment of the Study Room, students will free up more time out of school for other activities and interests.

In addition to work in class, students are expected to work for about one hour per A level subject per day in their own time. This means that they should be aiming to spend about five hours per subject each week, in reading and research, note making, essay planning and writing, problem solving and practical coursework.

The academic life of the Sixth Form depends upon the quality of each pupil's preparation for active participation in learning. What happens in class largely depends on what students have done before the class begins.

Coursework and Controlled Assessments

The amount of coursework required for A2, AS and GCSE has reduced in recent years and varies from none to 50% of the total marks. Coursework and controlled assessments are a valuable opportunity for students to gain marks outside of a timed examination setting, when they can show the examiner the best work of which they are capable. Coursework should therefore be taken seriously and undertaken with care and attention. All coursework must be the boy's own work. Each student will be asked to sign a declaration to that effect with each piece of coursework submitted for A2, AS or GCSE.

In subjects where there is a coursework component, students will work on it partly in class and partly at home. It is very important that when students are working without the direct supervision of a member of staff, they adhere to this principle. Parents are welcome to read their child's coursework and even make suggestions for improvement, but this must be confined to comments of a general nature. If you are not sure how much help you can give your child and remain within the rules laid down by the examination boards, then please ask. Failure to adhere to examination board requirements can lead to disqualification from the A2, AS or GCSE and, in extreme cases, from all examinations administered by that awarding body.

Some coursework and controlled assessments are marked by the teachers in school, and the marks are moderated by an external examiner; some coursework is entirely marked externally. Where coursework is marked internally, as per regulations, we will let your child know the mark we have awarded. This is a

provisional mark, and the moderation process does sometimes result in a change being made by the awarding body at a later date. If you disagree with the process that the school has carried out in order to arrive at the coursework mark, you can appeal. Further details may be obtained from the exams office examsoffice@newcastleschool.co.uk

CHARACTER DEVELOPMENT

One of our aims at The Newcastle School is to promote the highest level of character development. Character development at The Newcastle School aims to cover topics that will equip students for life in a wide range of areas. We use assemblies and tutor periods to deliver a structured programme of common themes: community, integrity, resilience, courage, leadership and empathy.

GIFTED AND TALENTED

At The Newcastle School, we aim to provide a demanding curriculum delivered by specialist and committed staff that have high expectations of, and model excellence for, students. Very able students are just as worthy of attention as others and are equally entitled to have their needs recognised, supported and challenged. The school aims to both recognise the gifts and talents of each individual pupil and to provide equality of opportunity for all students to be inspired, motivated and enthused by an innovative curriculum that offers both enhancement and enrichment. Students are encouraged to be both positive and proud of their abilities and to feel valued and supported by all staff.

SUPPORT FOR LEARNING

Our Support for Learning team, led by Mrs Sarah Smith, provides support on a number of levels to individuals or small groups of students who may find an aspect of the school curriculum particularly challenging. They may have an identified or suspected Specific Learning Difficulty or may need extra help for other reasons.

Parents are kept fully informed of the support provided and are encouraged to be involved at all stages.

REWARDING ACHIEVEMENT

At The Newcastle School:

- We seek to reward achievement in all areas of the school.
- We seek to reward effort and endeavour.
- We seek to promote good behaviour.
- We seek to promote an all-inclusive environment of respect and tolerance.
- We encourage students to be actively involved in a wide range of curricular and extra-curricular activities.

- We encourage students to actively participate in and contribute towards the house system.

The House Points System

House Points are awarded primarily, but not exclusively, to students in Years 7 to 13 in recognition of particularly praiseworthy effort and achievement. House Points are recorded on the school database (MIS) by individual teachers, which means that the points can be collated to provide ongoing House totals for weekly updates in assembly and the annual House competition.

For **exceptional** performance, students can be invited to sign the Headmaster's Book for Outstanding Achievement.

Feedback to the tutor on a pupil's performance can be provided via the school MIS. This ensures that the tutor has a good overview of their tutees' performance and conduct. Positive feedback is rewarded whilst negative feedback is followed up by the tutor or other staff, as necessary.

In addition, where homework is not produced, this is recorded and tracked via entries on the school MIS. Students who have not produced a piece of homework by its due date will be required to complete an academic lunchtime detention. If this becomes a persistent issue, the tutor will contact parents.

SCHOOL COUNCIL

Members of each tutor group elect one or two representatives from their form to join the School Council. The Council is chaired by School Prefects, and meets at least once each half term. Council members can raise any issues for discussion at the meetings and then report back to their tutor groups.

SCHOOL PREFECTS

Members of Year 13 are School Prefects and expected to take responsibility and set an example to the school. The prefects undertake regular duties and are responsible for a wide range of involvement in the life of the school. The policy regarding how the appointments are made and on what grounds is available on the school website.

CO-CURRICULAR PROGRAMME

There are many clubs and societies within the school, including a compulsory clubs programme which runs during the lunch break, and other clubs which take place immediately before or after school, in which all students are encouraged to take part. Details of days and times are published in tutor rooms and on the school website. The termly co-curricular programme is co-ordinated by Mr Macmillan.

MUSIC, DRAMA AND GAMES

As well as forming part of the curriculum, there are many sporting, musical and dramatic opportunities available on a voluntary basis. Orchestras, choirs and ensembles, school plays and sports teams in rugby, football, cricket and other sports offer opportunities for individual students to develop their talents and to learn how to work with others. Sporting fixtures take place during the week and at the weekend. We are keen for as many students as possible to take part in the wider life of the school in this way and we hope that parents will help each other with the transport arrangements to make it possible for students to participate. Please contact the school if you need help with this and we will endeavour to put you in touch with someone.

STATIONERY

Students need a pencil case with at least two pens, pencil, ruler, eraser, small scissors, glue stick, and highlighters. They may also like to have their own set of coloured pencils. It is recommended that all students have a scientific calculator for all lessons.

MOBILE PHONES

Students must keep their phones in their lockers or bag throughout registrations and lessons. Sixth Form students are allowed to use their phone during break and lunch in the common room but are expected to put it down if visitors enter the room. Any phones that are seen or heard on school site outside of these times will be confiscated and held in the school office until the end of the day. The school cannot accept responsibility for loss or damage to phones and other electrical devices.

GAMES PROGRAMME

Students will have a weekly session of Games on a Wednesday afternoon

The main sports are:

Autumn	Rugby	Games at Northern Rugby Club
Spring	Football	Games at Northumbria University (Coach Lane Campus)
Summer	Cricket	Games at South Northumberland Cricket Club

Students may elect to spend up to 1 term completing a service focus, this will entail being training to support our Junior School students in literacy or numeracy and to work with small groups or individuals.

It is a requirement that all students playing rugby should wear a **gum shield**.

In cricket, all students must wear a helmet whilst batting.

LUNCH

Lunch is cooked daily for the students, and the cost is added to your termly fees.

There is a choice of main course, a vegetarian option, soup, baked potatoes, pasta and sandwiches with various fillings and a selection of salads. Hot pudding, fruit and yoghurt are also offered.

We run a morning break service where students are able to buy healthy snacks.

If your child has special dietary needs, please speak in the first instance to their tutor or the Catering Manager and indicated this on the dietary information form provided on admission.

BEHAVIOUR

Students' behaviour should be guided the school's character compass and its virtues at all times.

Students' actions and words should be supportive of the school **community**, whose core purpose is learning, and all of its individual members. Students should also act in a way that respects the school's local and wider **community**.

Students should act with **integrity** – seeking to do the right thing even when nobody is looking. Students are expected to act and speak with honesty.

Students should show **resilience** in their learning and behaviour at all times.

Students should show **courage**. This is most likely to be moral courage to do the right thing, e.g. standing up to, and challenging, unpleasantness and bullying should they encounter it. There may be occasions when physical courage is required, such as in sporting activities.

At every opportunity, formal or informal, students should exercise **leadership** for the good that supports the wider school community and those within it.

Students should show **empathy** towards one another and those in less fortunate positions in wider society.

All students should be aware of the School's ***Drug, Smoking and Alcohol Policy*** and the School's ***Anti-Bullying Policy***. Subject-specific rules and safety procedures must be observed.

Obligations on Students

There are various obligations that all members of the school are expected to fulfil.

Assembly

- All members of the school are expected to attend assembly unless required for an approved activity.

- Parents who wish their child to be excused from Christian assemblies on grounds of conscience must obtain permission from the Head.

Sanctions

- Students awarded sanctions by members of staff are expected to complete or serve that punishment at or by the time notified, unless permission for a deferral has been obtained in advance from the Senior Tutor or Head of Senior School.

Please refer to our *Behaviour Policy* and *Discipline and Exclusions Policy*.

Alcohol and Smoking

- Students are forbidden, regardless of age, from bringing alcohol or smoking (including Vaping or Snus) materials onto school premises.
- Consuming alcohol or smoking (including Vaping or Snus) during the school day or when in the care of the school is forbidden, whether on or off School premises.

Driving

- Students are forbidden to drive during the school day.
- Parents must read the Pupil driving policy (on the school website) and complete the necessary forms before allowing their child to drive to school
- Absences for driving lessons and theory tests are not permitted, however due to the difficulty of securing them we do authorise absence for practical driving tests when requested in advance by the parent

Please refer to our *Behaviour Policy* and *Discipline and Exclusions Policy*.

SENIOR SCHOOL RULES

The school rules are set by the Head. The school rules are necessary:

- For the safety and well-being of all members of the school community.
- To preserve the good reputation of the school.
- For the protection of property - personal and communal - and the wider environment.

The Head's authority is exercised by the application of the School's Rules:

- To all students irrespective of age.
- On all school premises.
- On journeys which are part of school activities.
- Travelling to and from School, and at lunchtime.
- At all times when students are in school uniform or representing the school.
- Whether on or off school premises (including trips and visits).

Staff and prefects exercise that part of the Head's authority over students, which is delegated to them when carrying out their duties.

SPORTING CODE OF CONDUCT

All students 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 students at The Newcastle School is quoted below and these principles apply at all times when playing sport.

Students 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.

Students should: ▪ 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	Students should not: ▪ 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
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COACHES Coaches should: ▪ Provide a role model for students ▪ Insist on the highest standards from students ▪ Have the spirit of sport and enjoyment of the students 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 students 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 SENIOR SCHOOL

All students must have agreed to the online User Agreement and follow these rules:

- I understand that the school has the right to check my computer files and will monitor all Internet use;
- I understand that the school has the right to monitor everything I do on the computer network;
- I will treat all School equipment with care and respect;
- I will not eat and drink in a computer room or near a school computer;
- I will use only my own School login to access the network, and I will not share with it anyone;
- I will change my password from the one provided by the school, and I will not share it with anyone;
- I am responsible for anything that happens on the computer network under my username;
- 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 RMyUnify);
- I will use the computers only for study and other School related activities;
- I will not bring external storage devices into School unless I have permission. If requested, I will hand them over for inspection;
- I will not attempt to access sites of inappropriate content. If I find a site accidentally, I will report it immediately to a member of staff;
- To help protect other students and myself, I will report to a member of staff anything I see or find that I am unhappy with or receive messages I do not like; I will not tell other students about these sites;
- I will only e-mail people I know, or whom my teacher has approved;
- The messages and attachments I send will be polite and sensible;
- I will not respond to or forward chain e-mails;
- I will not give my home address or phone number out on the internet, or arrange to meet someone, unless my parent, guardian or teacher has given permission.
- I will not use a school computer to build or run personal websites or make 'blog' entries;
- I will not put details or images of fellow students or the School onto the Internet from home or at school;
- I will always ask permission before using School printers;
- I will not print anything directly from the Internet;
- I will never download or attempt to install any program or try to run any malicious code on a school computer;
- I will not download and store music files on a school computer;
- I will not play any games on a school computer unless directed to do so by a member of staff for educational purposes;
- I will not copy work directly from the Internet and claim it as my own;

- All work used in assignments must be correctly listed as a quoted source as required by the school's rules on plagiarism.