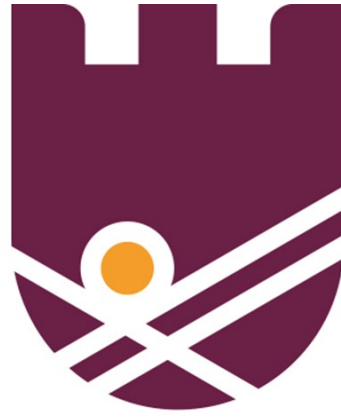


Academic Year 2021/22



NEWCASTLE
ACADEMY

Parent Information Pack



A MESSAGE FROM THE EXECUTIVE PRINCIPAL...

Thank you for choosing Newcastle Academy as the right secondary school for your child. Working together we will give your child the very best chance of succeeding both academically and in the wide variety of vocational, sporting, arts, and numerous other opportunities we offer as an academy.

We believe that every student, regardless of background or personal circumstance can achieve. We also know that strong achievement is grounded in the best teaching and learning experience which ensures that all students will aspire to be the best that they can be. It is our aim that the hard work that students put into their studies and examinations, supported by the hard work of staff, secures good progress and extends the choices our students have in their futures.

We believe in high standards of behaviour which supports student success. Our students have varied needs, and ensuring a consistency of approach means that every student can receive the individual support that they require to make progress. In doing this we work in partnership with parents and carers at all stages so that no child is left behind. Our offer supports our students to develop into confident, responsible and successful young people.

I am extremely proud to be the Principal of Newcastle Academy and I look forward to meeting your child on our induction days and to working with you in the coming years to ensure success for all our students.



Mr Jamie Henshaw BA(Hons), PGCE, NPQH

Executive Principal

PASTORAL CARE

All children need to feel that school is a safe place where people will care about them, where their needs for support, respect and friendship will be met and where they will receive help to work out problems. When these needs are met children develop a sense of belonging at school.

Belonging is very important for children's mental health and wellbeing.



Students are allocated a form within their year group, and placed in a house group which is either Honour or Positivity.



SCHOOL ATTENDANCE PROCEDURE

- If your child is not going to be in school please call the attendance office on 01782 667660 or email the school on reception@newcastle.academy to report their absence. Please do this before 8.45 am on the first day of the absence and every day they are absent thereafter.
- If we have not heard from you by 8.45 am, we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence.
- If we still have not been able to ascertain a reason for your child's absence, then our Education Welfare Consultants, VIP Education will make a home visit.

At Newcastle Academy, our attendance target for every student is at least 96%.

We work really closely with VIP Education and together we monitor the attendance of each of our students whose attendance drops below this figure and act appropriately. For example, letters may be sent home, attendance clinics and parental meetings arranged in order that we can offer any support to help to improve your child's attendance.

If your child's attendance drops to 90% or below and they have 10 days of unauthorised absence, they are classed as a Persistent Absent student and this can lead to a referral to the Local Support Team and the possibility of a Penalty Notice being issued.

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible. Our school gates close at 8.45am and re open at 3.15pm.

GENERAL INFORMATION

PRIVACY NOTICE

*For Pupils in Schools, Alternative Provision and Pupil Referral Units
and Children in Early Years Settings*

Privacy Notice - Data Protection Act 1998

We, **Newcastle Academy (part of the United Endeavour Trust)**, are a data controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you, from your previous school and the Learning Records Service. We hold this personal data and use it to:

support your teaching and learning
monitor and report on your progress
provide appropriate pastoral care, and
assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. *If you are enrolling for post 14 qualifications, we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.*

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information about you that we hold and/or share, please contact **Alison Onions** alison.onions@newcastle.academy

If you require more information about how the school, Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.newcastleacademy.org and

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Information Governance Unit
Staffordshire County Council
Wedgwood Building – Block A
Tipping Street
Stafford
ST16 2DH

email: foi@staffordshire.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
e-mail: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

HOME SCHOOL AGREEMENT 2021/2026

THE PARENT AGREEMENT

I/We will:

- see that my child attends school every day and punctually
- ensure my child does not take holidays in school term time
- let the school know of any concerns or problems (via Form Tutor), which might affect work or behaviour and make an appointment to meet staff when appropriate
- support the school's policies and guidelines for behaviour and uniform
- support my child in homework and opportunities for home learning
- attend Parents' Evenings and meetings to discuss my child's progress
- inform the school of any changes to any personal details such as a change of address, emergency contact numbers, etc.

contact the school to make an appointment if you wish to see a member of staff (unless there is an emergency)

THE PUPIL AGREEMENT

I will:

- attend school every day
- follow the school's dress code and policy on uniform
- follow the Behaviour for Learning (BFL) code
- do my classwork and homework as well as I can
- meet deadlines
- be polite and helpful to others
- help to maintain the tidy appearance of the school and its environment
- have the right attitude and participate fully in my learning
- I will respect the rights of others to a good education

THE SCHOOL AGREEMENT

The school will endeavour:-

- to provide a broad, stimulating and balanced curriculum appropriate for your child
- to keep you informed about general school matters and those concerning your child
- to provide an open environment and offer opportunities for you to become involved in the life of the school
- to provide opportunities for you to contribute to the formulation of policies which affect your child
- to provide opportunities for your child to study outside normal school hours

The school will:

- make you aware of any concerns or problems that might affect the progress or behaviour of your child
- make you aware of any concerns that might affect the progress or behaviour of your child
- arrange for opportunities where you can discuss the progress of your child
- provide a safe environment



CODE OF CONDUCT FOR USE OF THE SCHOOL NETWORK & THE INTERNET

This simplified code of conduct applies at all times, in and out of school hours, whilst using the school equipment. Please read it carefully.

You should:

- only access websites that are appropriate for use in school
- be careful of what you say to others and how you say it
- respect copyright and trademarks. (You cannot copy material without giving credit to the person/company that owns it)

Check with a teacher before opening email attachments or completing online questionnaires or subscription forms

You must not:

- download games or other programs from the internet
 - use chat lines
 - access social networking sites without a teacher's permission
 - send, access or display offensive messages or pictures
 - give your name, address, telephone number or any other personal information about yourself or others to anyone you write to
 - intentionally waste resources thus preventing use by others
- log onto the School Network with any user account other than your own

Please note:

- user areas on the school network will be closely monitored
- staff may review your files and communications to maintain system integrity
- failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate

if applicable, external agencies may be involved, as certain activities may constitute a criminal offence

E-Mail & Internet Use Consent Form

Pupil's Agreement

I have read and understood the Code of Conduct for use of the school's computer network and the Internet as detailed in the Information Pack. I will use the computer system and internet in a responsible way and obey these rules at all times.

Parent/Carer's Consent for Internet Access

I have read and understood the Code of Conduct for use of the school's computer network and the Internet as detailed in the Information Pack and give permission for my child to access the Internet. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature of content and materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Parent/Carer's Consent for Web/School/Press Publication of Work

I agree that, if selected, my child's work may be published on the school website, around the school and in the press, where agreed by the school.

Code of Conduct for the Use of Photographic Images

This code of conduct specifies the manner in which the United Endeavour Trust incorporating Newcastle Academy, Sir Thomas Boughy Academy and Clayton Hall Academy and Newcastle Academy will use and make available photographic images of pupils. (Where photographs are mentioned this should be read to include still, video and electronic images).

We will:

- not use photographs of pupils in any publicly available media if their parent/carer has specifically objected
- not publish any personal details such as a pupil's age, address or telephone number (all in accordance with the Data Protection Act 1998)

Pupils/Parents/Carers should ensure:

- that they do not take photographs without the subject's consent or against their wishes
- they never take photographs in a situation which embarrasses or humiliates another pupil
- they do not infringe another pupil's privacy in any way

At no time should photographs be taken in the changing rooms, toilets or other areas of privacy.

Parent/Carer's Consent for Publication of Photographic Images

I agree that I will not use, or allow anyone else to use, any images taken in and around the school, including school excursions for use on the Internet including uploading to social networking sites, or any other websites, without first contacting the Principal.

GENERAL INFORMATION: COMMUNICATION

Sharing information about your child's welfare and progress is very important to us. We aim to create a supportive environment, working in partnership with parents to nurture our pupils.

Initial contact with the school is best made either through your child's homework diary or via email. Your first point of contact is normally your child's form tutor as they will see your child every day and are usually best placed to answer any questions that you may have. Staff will endeavour to respond to your enquiry as soon as possible. All staff email addresses are listed on our website.

We actively encourage everyone to use our new App. Download free of charge; Go to <http://parents.grouppcall.com/> which allows us to send messages quickly and effectively direct to your smartphone. In order to use this App we must have your email + mobile phone no. on our records.

For further details about the school, please visit our website on <http://www.newcastleacademy.org.uk>

Our website is regularly updated with school policies, term and calendar dates as well as specific information relating to the curriculum, activities and forthcoming events. You can also follow us on facebook and twitter to see important information and achievements of our students.



UNIFORM

A school is a place of work. Students need to appreciate that there is a difference between dress for work and the free self-expression, which goes with dress for leisure time.

Coats and other items, which are not part of school uniform, should be removed when entering the foyer areas of all buildings. Such items of clothing should not be put on again while going between lessons, but only when students are about to leave the school premises.

Black Blazer: with school logo on the breast pocket.

White Shirt: plain white with long or short sleeves and collar suitable for wearing school tie. This means a shirt with a fastening top bottom, shirts must be tucked in at all times.

School Tie: Newcastle Academy Tie.

Girls' Skirts must be: plain black with the school logo on.

Trousers must: be black plain tailored – with a defined waistband and zip;

hang from the waist line;

not drag or touch the ground;

not be hipsters;

not have a belt or buckle either sewn to the trouser or loose;

not be of tight or figure hugging material;

not have logos on them.

These items should be checked before entering the classroom

Training shoes are not part of the school uniform, for health and safety reasons. If students wear them at break or lunchtime to play sport, then they should change back into their shoes before their next lesson.

Shoes: Platform shoes, high heels, boots or shoes with no backs are not allowed for health and safety reasons. Shoes should not be in trainer style and must not have any logos showing.

Jewellery, apart from one ear stud per ear and a watch, is not allowed. This is in the school uniform information and should not be worn both for health and safety reasons and on the grounds of security.

Make-up, Nail Varnish, Nail Gel and extended nails should not be worn for health and safety reasons.

**ALL CLOTHES AND EQUIPMENT MUST BE CLEARLY MARKED
WITH THE OWNER'S NAME**

Our only authorised stockists of uniform are:

Smart School Uniform, Harvey House, Hassell St, Newcastle ST5 1AR Telephone (free): 0800 0681 782 or (01782) 633003 <http://www.smartuniform.co.uk/>

National Schoolwear Centre, 99-101 Stafford Street, Hanley, Stoke on Trent. Tel: (01782) 272991 <http://nsc-hanley.co.uk/>

***Any student persistently flouting this Dress Code will be reported
and suitable steps taken to prevent repetition***

TEACHING AND LEARNING

Newcastle Academy is committed to providing all students with Quality First Teaching.

We have 7 principles, which underpin our teaching in all lessons, these are:

- Highly focused lesson planning with sharp objectives linked to outcomes
- High demands of pupil involvement and engagement with their learning
- High levels of interaction of all pupils
- Appropriate use of Questioning, modelling, scaffolding and explaining
- An emphasis on learning through dialogue, with regular opportunities for classroom talk, feedback and assessment
- An expectation that pupils will accept responsibility for their own learning and work independently
- Regular use of encouragement and authentic praise to engage and motivate pupils

DIGITAL TECHNOLOGY

At Newcastle Academy we have embraced Digital Technology as a tool to transform the learning experience for children. From using interactive quizzes to assess our pupils' knowledge, to creating movies to explain key concepts, to creating and demonstrating work electronically, we're preparing our children for the jobs of the future.

We operate a 1:1 iPad scheme and by using essential Apple apps in conjunction with the main Microsoft Office software and key learning apps (Kahoot!, Quizlet and Popplet to name just three), we can accurately assess knowledge, direct our teaching to address any misunderstandings and engage children in successfully learning new concepts. Further details about the scheme and how parents can partner with us will be provided in the first two weeks of term.

