



**George Stephenson**  
High School

# **Guide for Parents** **2026 – 2027**



## GEORGE STEPHENSON HIGH SCHOOL

### Senior Leadership Team

Headteacher:	Mr P Douthwaite
Deputy Headteachers:	Mrs K Williams Mrs L Dunn
Assistant Headteachers:	Mr A Lunn Mr D Lee Ms K Bailey Mrs K Robson Ms A Rigby Mrs R Bennett (SENCO)
School Business leader	Mrs A Emmerson

**“This school is a warm and respectful place to learn. Staff care for pupils and strive to do their best for them. Pupils enjoy being in school”**

### **Ofsted Report 2025**

George Stephenson High School prides itself on reflecting the great inventor’s two passions - innovation and education. We put learning first to give every one of our children the best chance for the future. We are an 11-18 Trust School with excellent facilities for learning. The staff and governors of the school are committed to its continuing development and improvement and to the enjoyment and success of every individual student. Our values developed with parents, students and teachers of **Ambition, Respect and Community** underpin everything we do. The school has a reputation as a lively, caring school and an exciting place for students to learn and for colleagues to work. Examination results at all key stages have remained strong over several years and our high standards were confirmed in our Ofsted report. Students are encouraged and supported throughout their time at George Stephenson High School to achieve in everything they do. We believe that the learning environment we provide allows students to grow and develop academically, socially and personally into responsible, caring and confident young people. Our school has an extremely positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning. We believe that the support, care and welfare of our students are second to none. This school is, and will always be, fully inclusive and puts the students at the very centre of all that we do. We believe that it is a happy, safe and enjoyable place to be with a purposeful atmosphere. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here.

### Student support and safeguarding

Designated Safeguarding Leader: Mrs Louise Dunn

Deputy Safeguarding Leader: Mr Alex Lunn

SENDCo: Ms Rebecca Bennett

Please remember that we are here to support you and your child at any time.

You can contact us via the main office (phone) or by email [enquiries@gshs.org.uk](mailto:enquiries@gshs.org.uk)

For queries regarding attendance or absence, please email [absence@gshs.org.uk](mailto:absence@gshs.org.uk)

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## SCHOOL AIMS AND VALUES

### Our Mission

Our mission is to create a fully inclusive, caring and ambitious school at the heart of the local community providing the best possible education for all.

### Our Vision

Our vision is to be the most ambitious school in North Tyneside, both academically and personally. We aim to be a place where students are fully supported and prepared for the next stage of their lives, and where students and staff are valued and proud to study and work.

### Our Values

Our values reflect the views of our staff, students, parents and wider community, and are the guiding principles for our long-term plans. They are based on **Ambition, Respect and Community**.

## INTRODUCTION

The main school is organised into five-year groups, each with a Guidance Manager and Progress Lead. Each student will normally remain with the same Form Tutor until the end of Year 11. This means that throughout their time at school all students have a regular member of staff to whom they can turn to for help and support.

Tutors meet with their students every day and have a very important role to play in helping them settle into their new school, in encouraging their progress, in detecting any problems which may arise and in helping them to solve them. Tutors also work closely with subject staff to help students who may experience difficulties with any schoolwork.

**Tutors provide the vital link between home and school. Parents are asked to contact the Tutor whenever they require help or further information on school matters and to keep school informed about the reason for any absence. It is also helpful if parents can inform the Tutor of any change in circumstances which may affect their child's behaviour or work at school, which will help staff deal with students sympathetically.**

## STUDENTS JOINING THE SCHOOL DURING THE YEAR

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

## THE SCHOOL DAY

### Monday, Wednesday, Thursday, Friday

8.20	Building open to students		
8.30	First Bell – report to Tutor Rooms		
8.30 – 8.55	Morning Registration/Assembly		
8.55 – 9.45	PERIOD 1 (50 minutes)		
9.45 – 10.40	PERIOD 2 (55 minutes)		
<b>10.40 – 10.55</b>	<b>Break</b>		
10.55 – 11.45	PERIOD 3 (50 minutes)		
<b>11.45 – 12.25</b>	<b>Early Lunch</b>	11.45 – 12.35	PERIOD 4 (50 minutes)
12.25 – 1.15	PERIOD 4 (50 minutes)	<b>12.35 – 1.15</b>	<b>Late Lunch</b>
1.15 – 2.10	PERIOD 5 (55 minutes)		
2.10 – 3.00	PERIOD 6 (50 minutes)		

Early Lunch	Late Lunch
Week 1: Years 7, 8, 12, 13	Week 1: Years 9, 10, 11
Week 2: Years 9, 10, 11, 12, 13	Week 2: Years 7, 8

### Tuesday

8.20	Building open to students		
8.30	First Bell – report to Tutor Rooms		
8.30 – 8.55	Morning Registration/Assembly		
8.55 – 9.45	PERIOD 1 (50 minutes)		
9.45 – 10.40	PERIOD 2 (55 minutes)		
<b>10.40 – 10.55</b>	<b>Break</b>		
10.55 – 11.45	PERIOD 3 (50 minutes)		
<b>11.45 – 12.25</b>	<b>Early Lunch</b>	11.45 – 12.35	PERIOD 4 (50 minutes)
12.25 – 1.15	PERIOD 4 (50 minutes)	<b>12.35 – 1.15</b>	<b>Late Lunch</b>
1.15 – 2.10	PERIOD 5 (55 minutes)		
2.20 – 4.00	Staff Training		

Early Lunch	Late Lunch
Week 1: Years 7, 8, 12, 13	Week 1: Years 9, 10, 11
Week 2: Years 9, 10, 11, 12, 13	Week 2: Years 7, 8

### The school day finishes at 2.10 p.m. every Tuesday

Students are welcome to work in the Learning Resources Centre (LRC) from 2.10 p.m. should they wish.

## **YEAR TEAMS 2026-2027**

**Year 7** is led by Miss Spooner (Guidance Manager) and Mr A'court (Progress Lead)

**Year 8** is led by Mr Merrett (Guidance Manager) and Mr Houghton (Progress Lead)

**Year 9** is led by Mrs Scott (Guidance Manager) and Ms Tatters (Progress Lead)

**Year 10** is led by Mr Patrick (Guidance Manager) and Mrs Brindle (Progress Lead)

**Year 11** is led by Mr Harrison (Guidance Manager) and Mrs Bell (Progress Lead)

**Years 12 & 13** are led by Mrs Ronan (Head of Sixth Form) and Miss Bell

## ASSEMBLIES

Assemblies take place in the Hall and start at **8.40 a.m. prompt.**

**Monday** – Year 11 **Tuesday** – Year 10 **Wednesday** – Year 9 **Thursday** – Year 8 **Friday** – Year 7

## CURRICULUM LEADERS

Design	Mrs A Douglas
English	Mrs H Bell
Food Technology	Mr A Ingham
Geography	Mrs J Walby
Health and Social Care	Mr A Ingham
History	Miss C Ward
Business and Enterprise	Mrs A Eastwood
Computing	Mrs N Fenn
iLearn	Mrs H Smith
Maths	Ms J Torbitt
Modern Foreign Languages	Ms L Prior
Performing Arts	Ms C Connor
Physical Education	Mr M O’Dea
RE and Social Sciences	Miss A Rigby
Science	Mr C James

## COMMUNICATION WITH PARENTS

Parents are important to the school and essential to the education of our students. Please refer to our Parental Code of Conduct for expectations regarding parental partnership.

Parents can help the school to run smoothly in several ways. At home parents can help by monitoring home learning regularly, checking and signing planners on a weekly basis and talking about what is happening in the classroom and in school life. In turn, if you feel that there are any problems, please get in touch with us so that we can look at them together. Please be aware that unless it is a safeguarding issue, we cannot guarantee a same day return phone call. We will, however, follow up all concerns as quickly as possible. If you call to speak to your child’s tutor or Guidance Manager and they are unavailable, please leave a number and a summary of your enquiry so that they can call you back. Please do not arrive at reception without a scheduled meeting as there may be no one available to assist you.

If you are unhappy with the way the school has dealt with an issue and need to speak to us about it; do not let your feelings override normal courtesy. Please speak calmly to our teachers or the Guidance Manager or member of the Leadership Team who deals with your concern. Please be patient, calm and polite as this will make it easier for us to respond quickly and appropriately.

Our Parent Partnership group meets each half term and is an important aspect of how we work together with families to improve outcomes for our young people.

# Code of Conduct For Parents and Carers

## A GUIDE TO SUPPORTING YOU AND YOUR CHILD SUCCESSFULLY THROUGH SCHOOL

At George Stephenson High School, we welcome and encourage parents and carers to be active participants in the life of our school. We appreciate that the vast majority of our parents are supportive of the school and share our commitment to fostering a positive and respectful environment. Their ongoing encouragement and partnership play a vital role in building strong relationships and creating a school community where students thrive. Mutual respect and shared values are at the heart of our collective success.

This guide outlines what we expect from our families to support their child and uphold our school values of Ambition, Respect, and Community, so that every child can thrive in an environment built on trust, cooperation and understanding.

### Our School Values in Action

- **Ambition** – We ask all parents to encourage their child’s learning, attendance, and wellbeing, so they can reach their full potential.
- **Respect** – We expect everyone in our community to speak and act with courtesy and care, even when there are disagreements.
- **Community** – We are stronger when we work together. Parents, carers and staff must be united in the shared goal of providing the best for our children.

### The Essentials

- Ensure your child arrives at school on time, in the correct uniform and with the equipment they need for the school day ahead.
- Support your child to keep up to date with home learning by checking Class Charts and discussing their work with them.
- Ensure your child attends every day. If they are not well enough to come to school, please send them back in as soon as they are.
- Report any absence to the school office before 8am each day.
- If your child becomes ill at school, we will contact you via the school office. **Please do not contact your child on their mobile phone or ask your child to contact you on their mobile phone. Students need to speak to staff in school who will help them.**
- Please do not keep them off school if you have raised concern. This will be an unauthorized absence. It is much easier to resolve issues when students are here with us in school. We will investigate immediately and update you as soon as we can.
- Maintain positive, respectful communication with staff. Be mindful of working hours and do not send emails over the weekend or during holidays as we are unable to act them when school is closed.
- Attend parents’ evenings, information sessions and school events whenever possible.
- Keep contact, consent and medical information up to date and notify the school immediately of any changes.
- If concerns arise, contact us early. We want to support you and your child effectively.
- Please allow a reasonable amount of time for us to respond to your query.
- **Our policy is that appointments with staff must be arranged in advance. This is because we want to make sure the right people are available to speak with you and address your concern.**
- Your child’s form tutor or Guidance Manager is a key point of contact for initial concerns or queries.

- For concerns that cannot be resolved informally, please refer to our Complaints Policy, which is available on the school website or through the school office.

### **What the School Expects from Parents and Carers**

- Show respect for the caring ethos of our school.
- Support a united approach between home and school for the benefit of the child.
- Model respectful behavior, speech, and attitudes at all times.
- Remain calm during disagreements; children learn from how we handle challenges.
- Raise concerns directly with staff and allow the school time to address them appropriately.
- Work with staff to build constructive, trusting relationships.
- Understand that class changes and teacher allocations are based on professional decisions and are not made by parental request.
- Acknowledge that while your child's account is important, it may not reflect the full picture. We value your partnership in exploring the full context.
- Support the school in managing your child's behavior, especially when conflict arises.

### **Confidentiality and Privacy**

Recording conversations or meetings (in-person, online or via phone) is not permitted without the prior knowledge and consent of all participants. This ensures an open, honest and safe environment for all parties. Covert recordings damage trust and may lead to further action being taken by the school.

### **We Do Not Tolerate:**

- **✗** Disruptive or threatening behavior on the school site, over the telephone or online.
- **✗** Aggressive, offensive or intimidating language, including shouting and swearing.
- **✗** Threats towards staff, students, or other parents/carers.
- **✗** Damage to or misuse of school property.
- **✗** Abusive, harassing, or inappropriate messages via any platform.
- **✗** Negative or defamatory comments about the school or its community on social media.
- **✗** Physical aggression, inappropriate or confrontational behavior towards another adult or child.
- **✗** Smoking, vaping, alcohol, or drug use on school property.
- **✗** Dogs on the school premises (excluding assistance dogs).

### **Inappropriate Use of Social Media**

- Parents/carers must not post defamatory, offensive, or harmful content relating to the school or its community.
- Any concerns must be raised through proper channels or the school complaints procedure.
- The school will report inappropriate social media content to the platform and may take legal action if necessary.
- Abusive comments towards staff or students at our school from students or parents on messaging apps will be treated as a serious matter.

### **Photographs, Videos and Images**

- Photos or videos may only be taken with express permission, under staff supervision and should include only your child.
- Images must never be shared online or on social media.
- No mobile phones or cameras should be used while on school premises. All electronic devices must remain off during your visit.

## School Security

- All visitors must sign in at reception
- Visitors without an enhanced DBS check will be supervised by staff for the duration of their visit.

## Consequences of Breaching our Code of Conduct

Failure to adhere to the Parental Code of Conduct may result in a range of appropriate actions by the school. These may include a meeting with school leadership to address concerns, written warnings, or, in more serious or repeated cases, being banned from the school site, either temporarily or permanently. In extreme circumstances, the school may involve external authorities or take legal steps to ensure the safety and well-being of students, staff, and the wider school community.

Thank you for continuing to support the school positively and work with us in the best interests of our students. We greatly value these strong partnerships and look forward to maintaining them.

**Please ensure that school is kept up to date with any changes of address or telephone numbers. It is crucial for us to be able to make contact with a parent should the need arise. Changes should be made via the SIMS Parent app.**

In the meantime, here is some information you might find useful:

### Letters and Information Sheets

Where possible we communicate with all parents electronically via ParentMail. Parents will receive letters and information from school directly to their personal email address or mobile telephone. Parents of Year 7 students will automatically receive a ParentMail registration link once students are transferred to the system. This allows Parents/Carers to register over the Summer before their child attends in September.

Please contact the school if you have any problems registering for ParentMail by emailing [enquiries@gshs.org.uk](mailto:enquiries@gshs.org.uk) with your query.

On occasion you may also receive letters or information sheets which will require approval. This is done via ParentMail. There is also a section in the Student Planner for you to sign to acknowledge receipt of letters/information. Copies of whole school correspondence are also displayed on our website.

If you already have a child at George Stephenson High School and have already registered for ParentMail then you do not need to sign up again.

## DATA PROTECTION and GDPR

The school has a clear policy on GDPR and data protection. This alongside our privacy notices and other documentation can be found on our school website

<https://www.gshs.org.uk/Information/policies>

## SIMS Parent Guide

At George Stephenson High School we use SIMS Parent, an app (and website) that allows you to gain access to your child's attendance, progress reports and to update personal information such as telephone numbers. SIMS Parent can be accessed via a mobile device or on a desktop computer. For more information on the features of SIMS Parent, please visit the following website:

<https://www.capita-sims.co.uk/products-and-services/sims-parent-app>

If you already have a child in George Stephenson High School and have already registered for SIMS Parent, then you do not need to sign up again.

If you do not yet have a child in our school, then you will need to sign up for SIMS Parent. You can do this by completing the online sign up. Once you receive your email from SIMS with an activation code, you will need to use the following guide to set up your account.



### To setup SIMS Parent you will need the following:

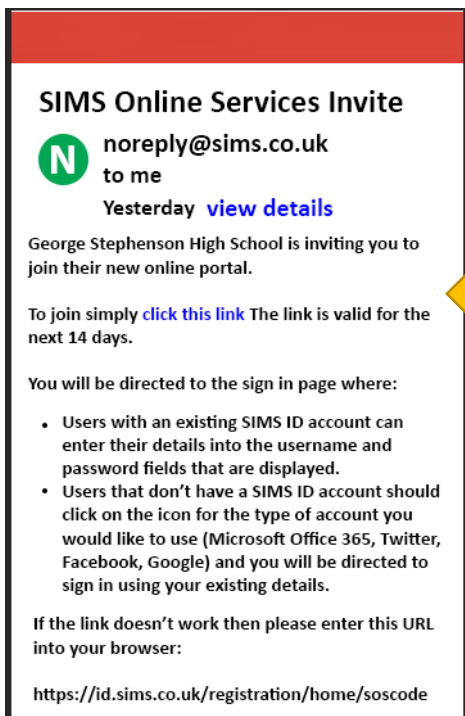
- An email from **SIMS** with an activation code (once you have provided your email address to the school.)
- Access to a computer or mobile device with an internet connection.

Please ensure your mobile device, tablet or computer is password protected to keep the data of your child secure.

## STEP 1

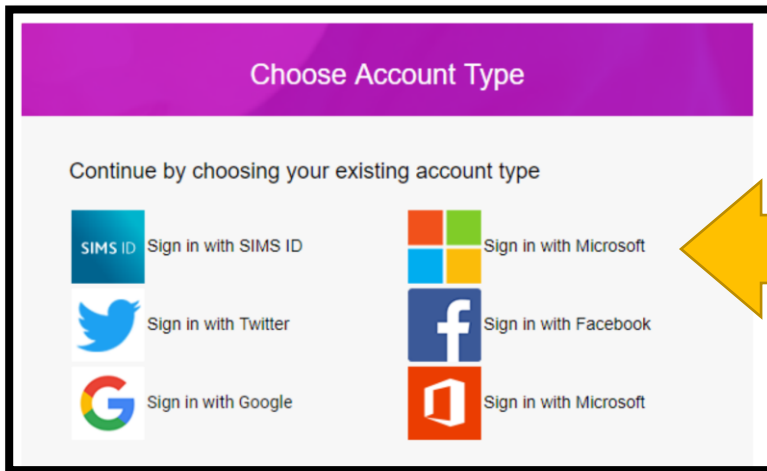
Once you have returned the form with your email address to the school, within a few days you will receive an activation email from **SIMS Online Services** like the one shown below.

The email will ask you to click on a link to join.



***Please note that your activation email is unique to you and should not be used by anyone else. Your activation email will expire after 14 days if it is not used. Please contact the school if you require a replacement after this date.***

## STEP 2

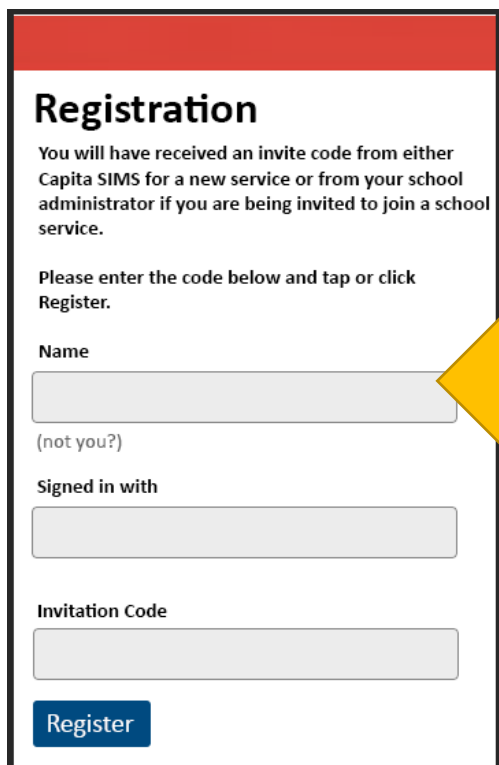


When you chose join, you will then be asked to choose the **Account Type** that you would like to register with. It is entirely up to you which account you use.

You don't need to create a new account if you already have one, you simply just login with an existing account (for example you can log in with your existing Google account.) Please note that the **SIMS ID** cannot be used.

**Please keep your login and password secure.**

## STEP 3



**Registration**

You will have received an invite code from either Capita SIMS for a new service or from your school administrator if you are being invited to join a school service.

Please enter the code below and tap or click Register.

Name

(not you?)

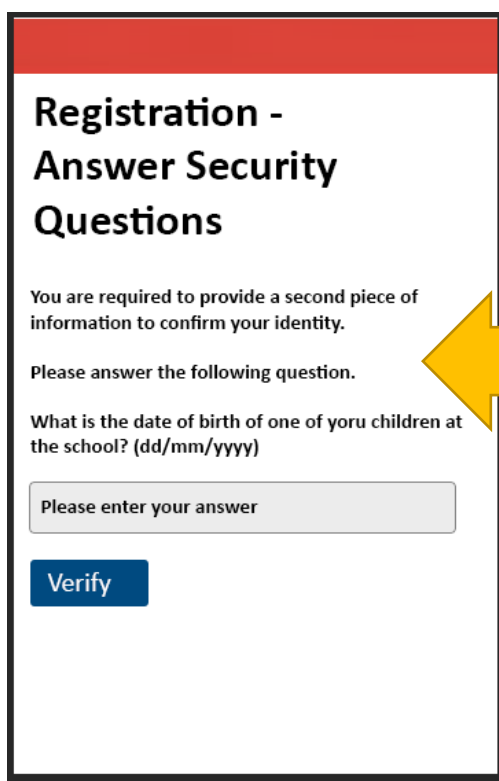
Signed in with

Invitation Code

**Register**

Ensure your name and sign in method is correct and select **Register**. Your **Invitation Code** should already be filled in for you.

## STEP 4



**Registration - Answer Security Questions**

You are required to provide a second piece of information to confirm your identity.

Please answer the following question.

What is the date of birth of one of your children at the school? (dd/mm/yyyy)

Please enter your answer

**Verify**

You will be asked to type in your child's date of birth as an extra security measure. Click **Verify** and please give the process a few minutes to complete. This can take a little while.

## STEP 5

You are now registered and logged into **SIMS Parent**.

You can log into SIMS Parent from any computer/device by visiting <https://www.sims-parent.co.uk>

Below is a screenshot showing you all the relevant information for your child on **SIMS Parent**.



Please note if you have more than one child in the school, you do not have to register twice, when you log into **SIMS Parent**, you simply choose which child you want to view.

### Setting up the SIMS Parent App on a mobile device

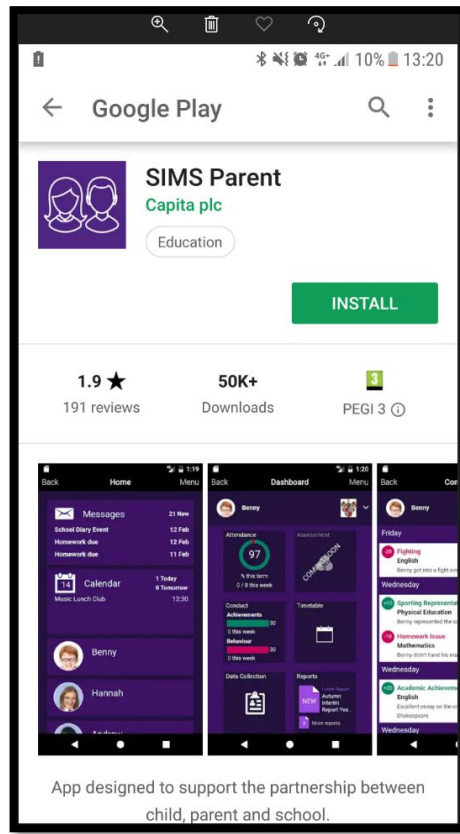
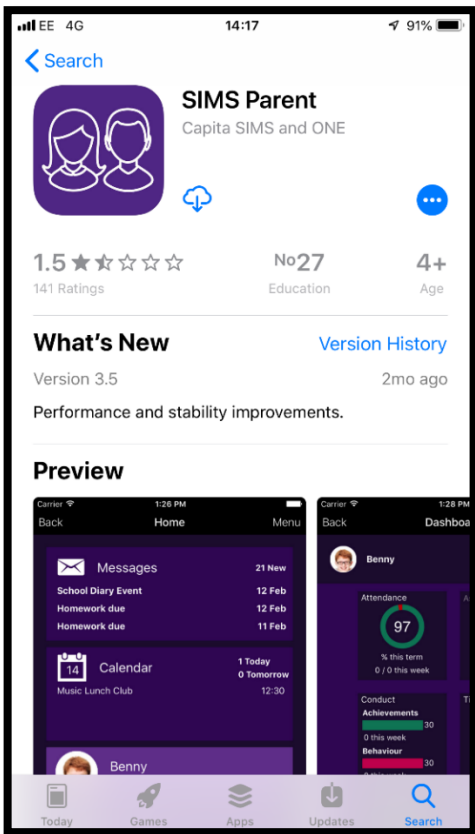
Once you are registered, you can choose to install the **SIMS Parent App** and use this instead of the website.

**We recommend you use the mobile app as the preferred way to access SIMS Parent.**

Both the Apple and Android versions of the apps are very similar. In the example on the following page, we will show you how to install **SIMS Parent App** on an **Apple iPhone**.

On the Apple **App Store**, find and install the free **SIMS Parent App**.

The next page shows how the app in the **Apple App Store** and the **Android Google Play Store** looks like when you go to install it.



Once installed, this is the first screen that you will see on the app.



Choose **Yes, Sign In** and you will be asked to sign into **SIMS Parent**, which you have already set up during registration in **Step 2** in this guide.

You can now use the app instead of the website (you can still obviously use both if you wish.)

If you have an issues accessing **SIMS Parent**, please email **Mr J Buttner (IT Manager)** at [simsparent@gshs.org.uk](mailto:simsparent@gshs.org.uk)



Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and carers. One of the key benefits of using Class Charts is that we can securely share your child(s) achievements with you and to keep you up to date in real-time. You can access Class Charts through your browser or by downloading the Class Charts Parent App from the App Store of your IOS or Android device.

### Signing up to Class Charts

**When your child starts in September, you will be provided with an access code that will allow you access to the parent account.** The process is as follows:

1 Select Sign up from the main page and fill in the form provided. Enter your parent code into the Access code field.

Please note: Your Access Code is not the same as your password. The access code is only needed for the initial sign up.



2. Click on the Sign-Up button below the form:

3. Confirm the pupil's date of birth when asked. Click on the Date of Birth field and use the date picker to enter the correct date.

**Date of birth confirmation**

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth  
06/04/2007

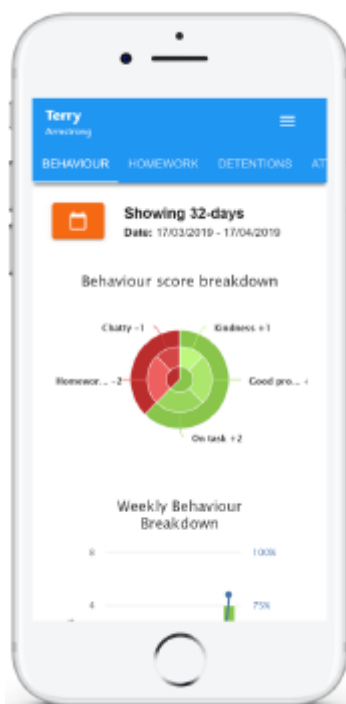
OK    CANCEL

4. A confirmation message will appear, indicating that the sign-up process is complete. Verify your email address to continue.



### Behaviour on Class Charts

You will see the Behaviour tab when viewing pupils from that school. Selecting this tab will display multiple graphs which represent an overview of your child's achievement and behaviour data within a customisable timeframe. By default, the displayed date range is 31 days. To view a different range of behaviour data, click on the Date button to select from the available resets or create your own custom date range.

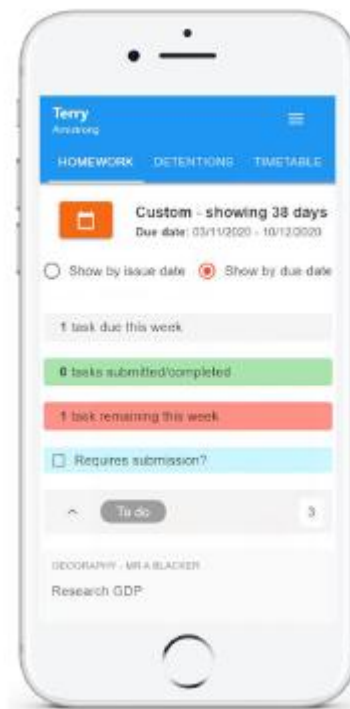


Below these graphs you can find a list of behaviour activity relating to your child. These display the behaviour that was awarded, when it was awarded, who awarded the behaviour, the lesson the behaviour was awarded in, and how many points the award is worth.



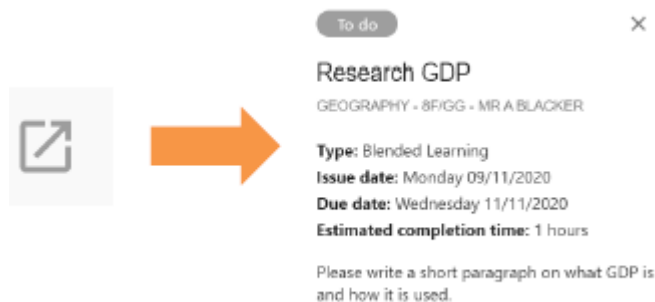
## Homework

You will see the Homework tab when viewing pupils from that school. Selecting this tab will display a list of homework tasks which your child has been assigned to. To change the date range for displayed homework tasks, click on the Date button to select from the available pre-sets or create your own custom date range. To display tasks in the order they were set, click on the Issue Date button. To display tasks in the order they are expected to be handed in, click on the Due date button.



To view a homework task in more detail, click on the expand icon in the bottom right-hand corner of the homework tile.

A popup will appear that contains a description of the homework task, the estimated completion time and any links or attachments that may have been included.



To do

**Research GDP**

GEOGRAPHY - 8FIGG - MRA BLACKER

**Type:** Blended Learning  
**Issue date:** Monday 09/11/2020  
**Due date:** Wednesday 11/11/2020  
**Estimated completion time:** 1 hours

Please write a short paragraph on what GDP is and how it is used.

## Progress Reports

Progress reports for Y7 are published via SIMS APP. In the first progress report (Autumn Term) we only report on effort but from the second and third progress reports we will report on both effort and academic progress. You will need to sign up for SIMS APP to access your child's progress reports. Please see above for details and go to [simsparent@gshs.org.uk](mailto:simsparent@gshs.org.uk) if you need any help.

## Parent Evenings

There will be Parent Evenings in Year 7. The first of these in the Autumn Term will be with your child's tutor only and will be combined with the Year 7 Information Evening. This will be followed by a full parent evening early in the Summer Term when you will have the opportunity to discuss your child's progress with their subject teachers. Parent meetings will either take place as face-to-face events in school, or remotely by video appointments. We will send out further details nearer the time. If you have concerns at any point, please do not wait for the parent evening. In these situations, you should contact the Year 7 Guidance Manager or the Curriculum Leader for the subject concerned.

## SAFEGUARDING & CHILD PROTECTION

We take the health and wellbeing of our students very seriously. As a school we are committed to and have a legal duty to safeguard your child's welfare. We follow the model policies and protocols outlined by North Tyneside Local Safeguarding Children's Board. All our staff receive regular Safeguarding training to ensure that they have the skills and knowledge to spot concerns and are aware of how to report these if appropriate. We will not promise confidentiality to any young person and, where possible, we will always share concerns with parents so that we can work closely to address the problem or issue.

If a member of staff is concerned that a child is at risk of suffering harm, they will report it to the senior member of staff responsible for Child Protection matters (the Designated Safeguarding Lead). The Designated Safeguarding Lead will then investigate the matter and decide whether it is necessary to contact social services. If the Designated Safeguarding Lead does have concerns about the child's welfare, they must by law refer this on to a social worker.

Our Designated Safeguarding Lead is **Mrs Louise Dunn** (Deputy Headteacher), and support comes from the Deputy Designated Safeguarding Lead, **Mr Alex Lunn** (Assistant Headteacher), the other Guidance Managers in school and student support worker Ruth Law. The Governor with responsibility for Safeguarding is Andrew Elliott.

If you are concerned about your child or another young person you can contact **Mrs Dunn** or **Mr Lunn** in school.

Please go to our website for further information and advice on Safeguarding:  
<https://www.gshs.org.uk/for-parents-2/safeguarding>

## THE HOME SCHOOL AGREEMENT

Below is a copy of the Home School Agreement which all parents and students are asked to sign up to on entry to the school, after having read the contents of this booklet.

### The Parents/Carer shall:

- ✓ Follow the Parent Code of Conduct
- ✓ see that your child attends school regularly, wearing the correct uniform, on time and with proper equipment.
- ✓ Inform the school of any concerns or problems that may affect your child's work or behaviour
- ✓ support the school's policies and guidelines for behaviour
- ✓ support the school in taking responsibility for monitoring your child's mobile phone and social networking use to ensure the safety and well-being of all members of our school community.
- ✓ support your child in home learning and other opportunities for learning
- ✓ attend Parents' Evenings and discussions about your child's progress
- ✓ Encourage my/our child to take part in extra-curricular activities and the wider life of the school

### The School will:

- ✓ provide a broad and balanced curriculum to meet the individual needs of all children
- ✓ care for your child's safety and happiness
- ✓ ensure that your child achieves success as a valued member of the school community
- ✓ achieve high standards of work and behaviour through promoting a partnership between home and school and developing a sense of responsibility
- ✓ keep you informed about school activities and achievements through regular newsletters, notices and other lines of communication
- ✓ send home regular reports and arrange Parents' Evenings during which your child's progress will be discussed
- ✓ set, mark and monitor home learning and provide facilities for children to do home learning in school
- ✓ let parents know about concerns or problems which could affect their child's work
- ✓ celebrate achievement and success through school reward systems and public acknowledgement
- ✓ be welcoming and offer you opportunities to become involved in the life of the school
- ✓ offer you opportunities to develop your own learning and to learn with your child
- ✓ ensure that you are fully aware of all school systems and procedures

### The Student will:

- ✓ agree to abide by our three school values: Respectful, Ready, Safe
- ✓ attend school regularly and on time
- ✓ arrive at lessons on time
- ✓ bring an appropriately sized school bag containing all the equipment needed every day (pen, pencil, ruler)
- ✓ wear the correct school uniform in the appropriate manner
- ✓ work hard in class and do all home learning set (and hand it in on time)
- ✓ be polite and helpful to others
- ✓ keep the school pleasant and tidy, free from litter and graffiti
- ✓ behave in a way which allows others to learn and follow the school's code of conduct including following our scholar's bus code of conduct and IT acceptable use policy.
- ✓ try to make school a happy place for all who work in it – bullying of any sort will not be tolerated.
- ✓ take pride in and celebrate their achievements and those of the school
- ✓ report any concerns they may have to their Form Tutor, Guidance Manager or teacher
- ✓ act responsibly in the community as a representative of the school

## HOME LEARNING

All home learning is set in Class Charts. Tasks and deadlines are visible to students and parents. Please check this regularly to support your child in completing their home learning. Effective home learning is central to raising achievement at all levels. Every piece of home learning that your child receives will be based around either retention, challenge or exam preparation. The specific tasks set will take a variety of different forms, depending on the subject.

To allow our youngest students to adjust to the expectations regarding home learning in high school, for the first term In Year 7, your child will only be set home learning in English, Maths and Science. Please ensure that your child reads for 35 minutes a day and that their reading record is completed and signed each day and handed in during their Reading lesson. In Maths, work will be set in Sparx Maths. After the first term your child will be set regular home learning in all their subjects.

Failure to complete home learning to an acceptable standard will result in sanctions. We ask that you assist us in helping your child to make the best possible progress by supporting them with their home learning as appropriate.

Home learning is used to:

- reinforce classroom learning.
- extend more able students.
- support less able students.
- promote enthusiasm and motivation for study.
- develop self-discipline, confidence and organisational skills.
- encourage students to take pride in their work.
- strengthen links between home and school, enabling parents to take an active role in students' learning.
- develop autonomous, independent learners.

Home learning is likely to take a variety of forms to meet the needs of different learning styles and different subjects. It may include:

- reading.
- research.
- short answers.
- extended writing.
- redrafting/reworking of tasks.
- learning.
- annotation of texts.
- diagrams.
- planning.
- practice examination answers.
- coursework.

## READING LESSONS

All Year 7 and 8 students have fortnightly reading lessons in the school library. Students reading age will be determined by the New Group Reading Test which is a computerised program that tests reading ability and comprehension. Students will take this test every term. The test also highlights any additional support required at this stage. Students will read books independently during their Reading lesson and once they have finished each book, they will complete a short-written comprehension test. Each book is worth points based on its length and reading level.

Reading lessons enable both the Librarian and English Staff to monitor the progress of each student and guide them to appropriate books for their level and interest. Please support your child with their reading by ensuring they read for at least 35 minutes each day and by signing their reading record. They must bring their reading book to school every day.

Some books in our library are graded as Upper Years (14 years plus) due to their content. If you do not wish your child to access these books until Year 9, please email **Mrs Spencer**, Librarian at [jspencer@gshs.org.uk](mailto:jspencer@gshs.org.uk)

The Library is run by Mrs J Spencer.

### Library opening times:

Monday to Thursday - 8:00am to 4:30pm

Friday - 8:00am to 4:00pm

Students must have permission to be in the Library during lesson time.

Every breaktime and lunchtime it is open for students to complete home learning, coursework and to choose and return books.



# George Stephenson High School

## GSHS BEHAVIOUR POLICY

We believe that everyone at George Stephenson High School has the right to learn and achieve in a safe environment. All people working at George Stephenson High School should be **RESPECTFUL, READY** and **SAFE** at all times.

### **RESPECTFUL**

Respect is at the heart of every interaction in our school and as such, is a core element of our Behaviour for Learning Policy. Positive relationships between students and their peers as well as between students and staff are underpinned by mutual respect, understanding and tolerance. To show that they are respectful, students are expected to:

#### **Respect Themselves:**

- Wear the correct uniform every day
- Take pride in how they conduct themselves in lessons, around school and in the wider school community.
- Respect the importance of learning and try their best in each lesson; never give up, even when they find something difficult.
- Look after their equipment so that they are prepared for every lesson.
- Be honest, try to do and say the right thing.
- Attend school every day.
- Behave in a sensible and safe manner.
- 

#### **Respect Others:**

- Think about how their behaviour impacts upon others.
- Speak to others respectfully. Use appropriate language in and around school.
- Respect another student's right to learn; do not deliberately disrupt their learning.
- Greet other students with respect e.g. 'hello' and 'thank you.'
- Speak respectfully to all staff e.g. 'please' and 'thank you.' Apologise for unavoidable lateness. Hold doors for others. Move aside in the corridor when necessary.
- Accept instructions, listen and act appropriately without argument.
- 

#### **Respect The Environment:**

- Do not drop litter- always use the bins provided. Help to keep our school clean and tidy by picking up litter.
- Remember that mobile phones are banned in school.
- Respect the learning taking place in other classrooms; move through the corridors quietly.
- Follow the rules for 'Out of Bounds' areas.
- Help to keep the canteen tidy- always put litter in the bin and your tray back in the relevant area.
- Do not damage or graffiti school property or school equipment.
- Take pride in our place of learning and in our local community.

### **READY**

At George Stephenson High School, we believe that being ready is essential for academic success, personal development, and creating a positive learning environment. We are **AMBITIOUS** for our students and what they can achieve. Being 'ready' encompasses not only punctuality and preparedness but also

an attitude of readiness to engage, learn, and contribute positively to the school COMMUNITY. To be READY students are expected to:

- Arrive at school on time each day.
- Bring the equipment needed for the school day. Bag containing pen, pencil, ruler as a minimum and PE kit on the days that they have PE and reading book for Year 7 and 8.
- Attend all lessons on time.
- Always wear the correct uniform.
- Do their best in every lesson.
- Accept challenges and demonstrate resilience.
- Be organised: know what lessons they have for the day and keep on top of home learning deadlines.

## **SAFE**

- We do not tolerate bullying of any kind in our school. All students have the right to feel safe in school.
- Remember to walk, never run, on the left side of the corridors (this means that people can move around the school safely). Follow the one way system where in operation.
- In lessons (both theory and practical)
- At Social Times (break and lunchtime).
- On the School Bus. We have a code of conduct for school buses which must be followed.
- In the Local Community.

All behaviour has a consequence, either positive or negative. In all areas of the school, we have on display our positive and negative consequences to help everyone learn. Positive consequences include students being invited to Hot Choc Friday, certificates and prizes in termly Rewards Assemblies, positive phone calls home and access to Rewards Day activities. When there is a problem with a student's behaviour, the school has a clear, staged system of consequences to help them to put such a problem right. Consequences can include being moved seats, loss of social time, after school detentions, removal from lessons and behaviour monitoring reports. Any student who refuses to comply with such consequences or persistently fails to meet basic non-negotiable expectations such as behaviour, equipment, home learning etc. (see below) will be at risk of being referred to their Guidance Manager. At this point, you will be contacted and invited into school to meet with your child's Guidance Manager and senior staff to discuss their future at the school.

## **UNACCEPTABLE BEHAVIOUR**

The school will always endeavour to deal with incidents of poor behaviour and failure to meet basic school expectations on an individual basis, considering all circumstances. When an incident of unacceptable behaviour occurs, it will be recorded on Class Charts and appropriate consequences will be put in place.

### **Unacceptable Behaviours:**

- Use of mobile phone
- Verbal abuse of staff
- Unacceptable behaviour which leads to a relocation from their lesson. (R)
- A serious breach of behaviour which leads to the student being placed in Time Out by On Call (D)

**In addition, the following are NOT allowed in school at any time:**

- mobile telephones
- swearing (particular emphasis on directed foul language)
- littering
- smoking/use of vapes
- fizzy or energy drinks

## STEPPED SANCTIONS

If a student behaves inappropriately in a lesson, the class teacher will deal with the issue in the first instance by talking with them. If the problem is repeated, the teacher will follow our Stepped Sanctions below.

### Our Sanctions

**STEP 1**            **Warning**

**STEP 2**            **Last Chance**

Last chance for student to take control of their behaviour.

**1) Relocation (student is moved to another classroom)**

Reason recorded by teacher on Class Charts.

Multiple relocations may result in interventions such as reports.

**2) Duty Support (student is moved to Time Out)**

- The reason will be recorded on Class Charts.
- A Respectful Conversation will be held at an appropriate time before the student returns to the classroom.

## **GUIDANCE REPORTS**

In addition to Departmental Report, there are also different levels of Guidance Report. It is hoped that a student who is put on Form Tutor's Report will improve their behaviour by meeting the targets set and will be able to come off report after an agreed length of time. If this is not the case, however, he or she will be put on a higher level of Report. The different levels of Report are as follows:

- Form Tutor Report
- Guidance Manager Report
- Senior Staff Report

Students are expected to show their report to their parents/carers daily and have them sign it to confirm this.

## **PASTORAL SUPPORT PLANS**

Being put on Senior Staff Report is an indication that a student is at risk of exclusion from school. If the student's behaviour does not improve at this stage, a Pastoral Support Plan will be set up to try to help the student, in a very structured way, to improve their behaviour and so avoid exclusion. A meeting is held when a Pastoral Support Plan is set up to which parents are invited.

## **BEHAVIOUR SUPPORT PROGRAMME**

Students whose serious bad behaviour, or repeated refusal to comply with the school's disciplinary procedures, which might otherwise lead to suspension from school, may be supported via the Time Out room or Stephenson Centre. This involves keeping them in school and working with them on a programme of behaviour improvement and academic study but isolating them from their peers (on some occasions this may include loss of social time). Should a student continue to exhibit serious bad behaviour, their parents/carers will be contacted immediately.

## **RELOCATION**

If a student has not responded to a warning about unacceptable behaviour, they may be asked to leave the classroom and go to a different room in the department (Relocation) to be supervised by another member of staff. The Form Tutor and Guidance Manager are informed every time a student is placed in Relocation and in the Class Charts app, this would appear as an R for parents. A relocation leads to a 20 minute after school detention that day. Should this become a regular occurrence parents will be informed and invited into school to help resolve the issue.

## **DUTY SUPPORT**

If a student causes a serious disruption in a lesson, and the teacher feels they need to be removed from class, they may use 'Duty Support'. In such a situation, a senior member of staff will take the student to a quiet area to discuss the problem. If it is not possible to resolve the situation and re-admit the student to class, they will be moved to another classroom in the area, or in more serious situations, to Time Out, where they will work for the rest of the lesson (the student does not decide on the option taken). A Duty Support leads to a 30 minute after school detention that day.

## **SUSPENSION**

The Governing Body has an Exclusion Policy which guides our response to serious breaches of behaviour. It emphasises that exclusion from school is a sanction used sparingly and normally as a last resort following other strategies. A key factor is likely to be where behaviour constitutes a risk to the safety and happiness of other students or staff.

## INTERVENTION AND WHOLE SCHOOL DETENTIONS

The Education and Inspections Act 2006 gives school the legal right to detain students at the end of a school session on disciplinary grounds. At times we feel that Detention is an effective sanction. There are three levels of Detention in school; these are:

- Break and/or Lunchtime Detention**
- Departmental Intervention**
- Whole School Detention**

**Departmental Intervention** may be issued by the class teacher/Curriculum Leader should there have been a specific issue in a subject area.

### Detentions

Detentions take place at the end of the school day on the same day the incident took place. Detentions are issued for being removed from a lesson, internal truancy or another serious breach of the school behaviour policy. Detentions may be up to an hour long, depending on the reason for the detention. **Parents will be informed of detentions via the Class Charts App, so please make sure you are able to access the app.** Should you not be able to access the app, please contact your child's Guidance Manager and they will arrange for you to be informed in another way. More serious sanctions follow if a detention is not attended, up to and including suspension from school, so please discuss with your child the importance of attending detentions.

### Reset

Failure to attend detention will result in the student being placed in Reset the next day. They will work with senior staff for period 1, 2 and break and must then complete the detention that night.

### Internal Suspension

Failure to complete Reset will result in Internal Suspension in The Stephenson Centre. The student will attend at normal time and stay until 4pm that afternoon to complete their detention.

### Fixed Term Suspension

Repeated failure to complete detentions may result in a Fixed Term Suspension.

## REWARDS

### The Rewards System

George Stephenson High School's Rewards Policy forms an integral part of the positive reinforcement model, which the Behaviour Management Policy is based on. The rewards system is used throughout the school and recognition is given at every opportunity to highlight positive behaviour and approaches to learning as well as outstanding efforts and different types of achievement. The Class Charts app allows you to monitor your child's rewards daily.

- In the classroom, we recognise and award points in line with our school values of Ambition, Respect and Community and our George Stephenson Learning habits. These points will culminate in a Rewards Afternoon in the summer term. Students will be allocated a category of rewards to choose from in Gold, Silver and Bronze depending on how many points they accumulate. Please note that any deficit point will be deducted from the overall total.

Each term class teachers will also nominate outstanding students for their contribution to lessons, progress, classroom learning behaviours and Home Learning. Their Guidance Manager will award prizes in the end of term prize giving assembly. These prizes will be in the form of gift and may include a voucher. We also send home letters on a half termly basis praising outstanding attendance and behaviour.

Staff use other forms of rewards, such as certificates for student of the month/week and parental contact by telephone or letter. We also hold our weekly Hot Chocolate Friday where staff nominate students for their "above and beyond" behaviour or work that week. A smaller group from the list are selected at

random to have a Hot Chocolate with a member of the Leadership Team.

## **SPECIAL EDUCATIONAL NEEDS**

The Schools SEND Policy runs in conjunction with the Special Educational Needs and Disability Code of Practice 2015. The main emphasis in the code is inclusive education and increased student and parental involvement in the decision-making process.

During their time at school many students will have special educational needs which may relate to learning, health or emotional factors. If you have any specific concerns for your child, please contact Rebecca Bennett, Special Educational Needs Co-ordinator at school on 0191 2161115.

The Special Educational Needs (Learning Support) Department at the school operates a system which supports both staff and students alike in a variety of ways. The provision provided depends on the nature of the given problem. It could include:

### **Student Support and Intervention Provision**

We offer a wide range of tailored support strategies to meet the diverse needs of our students, including those with EHCPs, additional learning needs, or social, emotional, and mental health (SEMH) challenges. These include:

#### **Academic and Learning Support**

- In-class, one-to-one or small group support from a Special Support Assistant.
- Targeted intervention for students with an EHCP, delivered in-class or in small groups.
- Small literacy groups focused on improving reading and comprehension age.
- Small numeracy groups to enhance understanding and confidence in mathematics.
- Differentiated home learning tasks, where appropriate, to support individual learning needs.
- Adapted curriculum pathways to ensure accessibility and progress for all learners.
- After-school coursework catch-up sessions to support academic achievement.
- Exam preparation interventions for Year 10 and Year 11 students.
- One-to-one support during registration for organisation, literacy, and Dyslexia programmes.
- Arranging and conducting Access Arrangements testing for internal and external examinations.

#### **Social, Emotional, and Mental Health (SEMH) Support**

- Small group withdrawal sessions to develop social skills and peer interaction.
- KS3 and 4 EBSNA Programmes (Emotionally Based School Non-Attendance)
- THRIVE interventions delivered by trained staff to support emotional development.
- Lego Club facilitated by specially trained staff to promote communication and collaboration.
- External agency support, including:
  - Language and Communication Team
  - Educational Psychology Service
  - CAMHS (Child and Adolescent Mental Health Services)

#### **Monitoring and Planning**

- Pupil Support Passports and/or EHCPs with clear, measurable targets to guide progress.
- Attendance at professional meetings, such as Early Help Assessments (EHAs), to ensure coordinated support.
- Continued professional learning (CPL) for staff to deepen understanding of individual student needs.

Students are also offered the use of the fully staffed Learning Support Centre before school, during break time, lunchtime and after school. We also have a snug which some of our most vulnerable students are allowed to use when they are feeling unable to cope with the traditional teaching environment.

## THE INTERNET

This is a vital part of students' education and helps them to become independent learners. Families should be warned that some materials via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

It is our belief that there is no present or future technical solution which can completely guarantee the restriction of students to unwanted Internet material. However, our Firewall filters all websites accessed in school and we have various systems in place that allow us to closely monitor and report internet usage for each and every student. The Firewall also allows us to restrict and allow age-appropriate websites for students when required.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

The school has a Student IT Acceptable Use Policy, which is explained to all students during their induction and is displayed as a reminder every time a student logs into a school computer which they must accept. We also have keyword logging systems in school that track and report when inappropriate terms are typed in on all school computers and iPads. If students are found to be accessing or attempting to access inappropriate websites, parents will be contacted, and the student's access rights may be restricted or taken away as a result.

During school, staff will guide students towards appropriate materials when using computers and when students are using school iPads they will always be supervised by a member of staff. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as mobile devices, television, telephones, videos, computer games, radio and other potentially offensive media.

Parents who are concerned about e-safety outside of school or who would like more advice and guidance about monitoring usage should contact Mrs N Fenn (Curriculum Leader: Computing) who can provide contact details for specialists in this field.

For further information on the Internet security and monitoring systems the school has in place, parents should contact Mr J Buttner (IT Manager) for further details.

## SOCIAL MEDIA

### FACEBOOK/INSTAGRAM/TWITTER/SNAPCHAT/TIKTOK AND OTHER SOCIAL MEDIA

Parents are strongly urged to work closely with their children to avoid problems of cyber bullying on social media or messaging websites and applications. Social Media websites are banned from the school computers and iPads. The **school cannot be responsible for inappropriate behaviour involving social media sites. This is a parental responsibility.** We further urge parents not to become involved in exchanges with young people on their children's behalf.

### THE LEARNING RESOURCE CENTRE

The Learning Resource Centre (LRC) is open Monday – Thursday 8.30 a.m. to 4.00 p.m. and on Fridays 8.30 a.m. to 3.30 p.m. Break time is open access times for all students. Lunchtime is open to certain year groups depending on staffing. Students must have permission to be in the Learning Resource Centre during lesson time.

All students are automatically members of the Learning Resource Centre. Students may normally borrow three items for a period of four weeks. For students in Years 7 and 8 one of the items has to be their Reading Book. In special circumstances, students who need to borrow more items, or borrow items for longer, should speak to the Librarian.

The Learning Resource Centre has an excellent range of Fiction and Non-Fiction books. There is an area of networked computers that students can use during break and lunchtime.

The library area is timetabled for Reading Lessons for Years 7 and 8 students.

## BULLYING

**This school operates a zero-tolerance approach to bullying of any kind.**

Bullying can take many forms. It may be verbal such as name calling, spreading rumours, being deliberately ignored, physical such as pushing, hitting, demanding money or possessions, or cyber-bullying via mobile phones and/or social networking sites. Bullying takes place on a repeated, persistent basis. It is worth noting that most bullying takes place when there are not teachers around, such as on the way to and from school, at breaks or lunchtimes, in changing rooms or between lessons.

If students are being bullied, or see someone else being bullied, they must tell a member of staff. They could also keep a diary of what is happening, ask parents to visit the school or discuss it with someone they trust. Students can also report incidents of bullying using a button on the school intranet.

The school takes any form of bullying seriously. The way in which it will be dealt with depends upon the individual circumstances, but it could involve talking to the bully, discussing the problem with both parties concerned, inviting parents into school, and in extreme or persistent cases, a period of exclusion from school. Please see our Anti-bullying policy on our website for further details.

## EQUAL OPPORTUNITIES – SINGLE EQUALITY DUTY

### Racial Equality, Homophobia, Gender and Disability Issues

The school has a Single Equality Policy designed to secure the entitlement of students and staff from different groups. The school treats all students and staff equally, respecting and valuing all members of its community. In line with the Equality Act 2010 we value Protected Characteristics and therefore any racial, homophobic/biphobic/transphobic (HBT), disability or sexist harassment is treated with equal seriousness to other forms of bullying – such incidents are treated very seriously and reported to Governing Body and Local Authority as required.

Please support the school in promoting tolerance and open-mindedness in your children by encouraging them to report any form of discrimination they may witness as a matter of urgency to help us keep the school safe and welcoming to all.

Any examples of prejudice or intolerance will be taken very seriously, and parents will be notified.

THE SCHOOL'S ANTI-BULLYING POLICY IS AVAILABLE ON OUR WEBSITE.

### PUNCTUALITY

Punctuality is an important part of self-discipline and good time management. As a result, **good punctuality has a positive effect on learning.**

Students are expected to be in school by 8.25a.m. to attend registration at 8.30 a.m. Students who arrive after the register has closed at 9.00am will be marked as absent for the morning session. Students who are late to school will receive a same day break time detention.

Persistent lateness will result in parents being invited into school to discuss and attempt to resolve any issues which may be causing the lateness. **Persistent lateness can also lead to penalty fines.** Failure to attend punctuality detentions will result in more serious consequences.

### ATTENDANCE

**Good attendance is essential if students are to fulfil their potential. Research suggests that for every 17 days missed from school (that is 90% attendance) per year, a student's GCSE grades are likely to go down by at least a grade.**

The school operates a 'First Day Contact' system and parents will be contacted on the first day of absence if no contact has previously been made with the school. This contact may be a text message to a mobile phone, or a direct phone call. Your child's Form Tutor may also contact you if attendance becomes a concern during the year. In cases of persistent poor attendance, our Education Welfare Officer will begin working with you.

A child of compulsory school age must, by law, attend regularly. If students are to make the most of the educational opportunities available to them then they must attend regularly. Irregular attendance disrupts continuity of learning and is likely to lead to underachievement.

## **What to do if your child is absent**

If your son or daughter is absent from school, you should contact the school by telephone to let us know the reason for their absence.

These are the three ways you can contact us to inform us of the reasons for your child's absence: by email on [absence@gshs.org.uk](mailto:absence@gshs.org.uk), by ParentMail or by text on **07521393049**. This should be done on a daily basis, unless the absence is long term, or you know how long your child will be absent.

Sometimes there are concerns other than sickness, and we are here to help whenever we can. Should there be anything that might affect your child's work in school (such as a medical or physical condition or difficult home circumstances) please let their Form Tutor, Guidance Manager or the EWO know.

Whenever possible, medical/dental appointments should be made outside of school time. If this is unavoidable, your child will need to provide a medical/dental appointment card to verify their absence or have a note in their planner signed by a parent/carer. They must attend school until it is time to leave for their appointment, and they must return to school afterwards.

## **Leave of absence during term time**

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The headteacher may require evidence to support any request for leave of absence. Term time absence forms can be requested by emailing [absence@gshs.org.uk](mailto:absence@gshs.org.uk).

Each application for a leave of absence will be considered on a case-by-case basis and on its own merits. It is for the Headteacher to decide what he/she views as 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. If the leave is granted, the head teacher is able to determine the number of school days a child can be absent for.

The school can only consider Leave of Absence requests which are made by the 'resident' parent. Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application

If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice. Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

School may request the Local Authority to issue a Penalty Notice in the following circumstances:

- Where a parent/carer has chosen to take their child on holiday during term time.
- Where a pupil has 10 or more unauthorised absences sessions during the monitoring period set up by North Tyneside Council.
- In cases where a student is persistently late for school before and after the register has closed and a parent has failed our 4-week monitoring agreement.
- In cases where a student's parents/carers fail to work with the school and the Attendance and Placement Service to improve attendance.

Please refer to our Attendance Policy which is available on the school website for further details.

## SCHOOL UNIFORM AND EQUIPMENT

All students are expected to always wear school uniform. It is designed to be comfortable, attractive and practical. Having a school uniform avoids competitive dressing and helps to set the tone of the school. Uniform is a key aspect of creating a purposeful learning environment to allow students to work and realise their full potential.

We have reduced the number of compulsory branded items so that items such as trousers, skirts and PE leggings can now be easily purchased from supermarkets to minimise cost.

As parents and carers, we would like to thank you for your continued support in ensuring that high standards are reached. When purchasing new shoes, skirts or trousers please ensure that they conform to school policy. Please do not be convinced by your child that other items are acceptable for school. Your child's Guidance Manager will always be willing to advise you if you are unsure of any item of school clothing.

If your child is not wearing the correct uniform at any time, they will be given the correct item to wear from our uniform store. We do not accept parental notes as exemptions from wearing uniform. Exemptions are only made for medical reasons, and these must be evidenced by a dated letter from a medical professional.

All of our branded items of school uniform is available to purchase from Emblematic either online or in their store at Unit 26, North Tyne Industrial Estate, Whitley Road, Benton, Newcastle Upon Tyne, NE12 9SZ.

Please see below for Emblematic Price List:

CODE	ITEM**	PRICE	
CHARLES KIRK	<u>NAVY V-NECK JUMPER</u>	£17.99	
	(28), 30, 32, 34, 36 38, 40, 42, 44, 46, 48	£17.99	
WT	<u>TIE</u> CLIP ON	£5.49	
TRUTEX GPB	<u>BLACK STITCH DOWN PLEAT SKIRT (NO LOGO)</u> W20, available in lengths: L18, L20 W22 available in lengths: L18, L20, L22 W24, W26, W28, W30 available in lengths: L18, L20, L22, L24 W32, W34 available in lengths: L20, L22, L24 W36, W38, W40 available in lengths: L20, L22	£15.99-£17.99	Available from Emblematic or own choice of retailer
TRUTEX GTN	<u>GIRLS BLACK TROUSERS (NO LOGO)</u> W22, W24, W26, W28, W30, W32, W34 SHORT (28), REGULAR (30), LONG (32) W36, W38, W40  SHORT (28), REGULAR (30)	£15.99-£17.99	Available from Emblematic or own choice of retailer
TRUTEX TLT	<u>BOYS BLACK TROUSERS (NO LOGO)</u>  W24 L24, W26 L26 W28 – SHORT (27), REGULAR (29), LONG (31) W30, W32, W34 - SHORT (30), REGULAR (32), LONG (34)  W36, W38, W40 – REGULAR (32) W42, W44, W46, W48, W50 – UNFINISHED HEM	£14.99-£17.99	Available from Emblematic or own choice of retailer

	<b><u>PE ITEM</u></b>		
<b>BANNER PENT</b>	<b><u>BLACK PE POLO</u></b> 9/10, 11/12, 13 S, M, L, XL, XXL	£10.50	
		£11.99	
<b>TRUTEX CJS</b>	<b><u>BLACK PE SWEATSHIRT</u></b>	£12.99	
	9/10, XXS, XS S, M, L, XL, XXL	£14.49	
<b>FALCON P235</b>	<b><u>BLACK PE SHORTS (NO LOGO)</u></b>	£5.50	Available from Emblematic or own choice of retailer
	26/28, 28/30 30/32, 32/34, 36/38	£6.50	
<b>BANNER JERZEES 268M</b>	<b><u>BLACK PE JOGGERS (NO LOGO)</u></b>	£10.95	Available from Emblematic or own choice of retailer
	9/10, 11/12, 13 S, M, L, XL	£12.99	
<b>MITRE</b>	<b><u>BLACK PE FOOTBALL SOCKS (NO LOGO)</u></b>	£4.99	Available from Emblematic or own choice of retailer
	MINI (SMALL) 12-2, JUNIOR (MEDIUM) 3-6 SENIOR (LARGE) 7-12	£5.99	

**\*\*Compulsory – RED**

### PRE-LOVED UNIFORM

We are proud of our school and the standards we uphold for your children. Our pupils are expected to achieve standards of excellence in all areas of school life, and an excellent standard of uniform supports excellent behaviour, equality amongst young people and reflects the pride that our students have in being part of our wonderful school community.

We know that school uniforms can be expensive for our families and, as such, we are able to offer a pre-loved uniform service at no additional cost. If you would like to use this service, please complete our online form on our school website. All requests will be dealt with discreetly and responded to within 3 working days.

To continue to make this service possible we are also requesting donations of uniform items that have been outgrown. These can include jumpers, shirts, skirts, trousers, PE uniform and shoes. We would especially appreciate any donations of ties from our leaving Year 11 children. Uniform item donations can be made to the visitor's reception between Monday to Friday after 15.10pm (at the end of the school day).

Unfortunately, however, we cannot guarantee there will be uniform to fit your child as it is solely dependent on donations. We thank you in advance for your support, so we can assist our families who are most in need while also contributing to making George Stephenson High a more sustainable school.

**PLEASE ALSO REFER TO UNIFORM BOOKLET**  
**DAILY UNIFORM**

Navy blue school sweater with school badge  
School tie (clip on only)  
Black school trousers with zip/button fastenings, or  
pleated black school skirt or school check skirt  
Plain white school shirt with collar  
Black tights / black or white socks  
Sensible plain black footwear

**GIRLS SPORTSWEAR**

Black school polo shirt (short sleeved – PE indoors)  
Black school sweatshirt (outdoors)  
Black shorts (plain – no stripes)  
White socks (PE indoors)  
Black football socks (Games)  
Training shoes (non-mark soles, not plimsolls)  
Football boots (advisable)  
Shin pads  
Tracksuit bottoms (PLAIN BLACK – NO STRIPES) (optional)  
Black sports leggings  
Gum shield (advisable)

**BOYS SPORTSWEAR**

Black school polo shirt (short sleeved – PE indoors)  
Black school sweatshirt (outdoors)  
Black shorts (plain – no stripes)  
White socks (PE indoors)  
Black football socks (Games)  
Training shoes (non-mark soles, not plimsolls)  
Football boots (advisable)  
Shin pads  
Tracksuit bottoms (PLAIN BLACK – NO STRIPES) (optional)  
Gum shield (advisable)

**ALL UNIFORM AND KIT MUST BE NAMED**

**We do NOT allow:**

- Additional non-uniform jumpers or sweatshirts to be worn over the top of or instead of school jumpers.
- Flared leggings, Cargo pants, jeans, chinos, leggings/jeggings/tightly fitting/skinny fit trousers, footless tights, joggers, combat trousers, ski pants, tracksuit bottoms or other leisurewear.
- Any “extreme” hairstyle or extreme hair colouring
- Acrylic or gel nails
- Tattoos or body art
- False or semi-permanent lashes or fake tan
- Hats or Hoods to be worn when inside school

## Jewellery

- Students in Years 7, 8, 9, 10 and 11 may wear one ring only (on either hand), a maximum of two earrings, one in each earlobe (simple studs or sleepers) and a watch.
- We do not allow nose piercings for health and safety reasons
- Any other rings/studs/bars used in face, mouth, ear or body piercing are not allowable in school for health and safety reasons.
- Ear expanders must not be worn.
- All jewellery must be removed for PE/Games.
- We reserve the right to confiscate or insist that students remove any item which contravenes these guidelines, or which is a potential safety hazard. Students who refuse to remove such items will remain in isolation until they do so.

## Equipment

**Being well organised with books and equipment is essential if students are to learn effectively.**

The school will provide most of the equipment and books needed for learning. **As a minimum, students must bring to every lesson a blue or black pen, a pencil and ruler.** A spare pen, rubber, pencil sharpener and a few coloured pencils are strongly recommended. Correction fluid (Tippex) is not allowed. **Every student must have an appropriately sized strong bag to carry their own and the school's equipment.** There are specific requirements relating to Health and Safety in certain practical lessons, of which students will be made fully aware.

## PE KIT AND EQUIPMENT POLICY

Students are expected to arrive at EVERY PE lesson with the correct PE kit. This consists of:

- Plain Black George Stephenson Polo Shirt
- Plain Black George Stephenson Sweatshirt
- Plain Black shorts
- Plain Black Tracksuit Bottoms (No white lines on the side)
- Plain black sports leggings
- Black/White sports socks/football socks
- Appropriate footwear

If a student arrives to lessons without the correct PE kit the department have a stock of spare kit that the student will be expected to wear for that lesson.

If a student has an injury/illness or any other reason why they are not able to take part physically in lessons they must provide a note from their Parent/Carer to explain the reasons behind their non-participation. **STUDENTS ARE EXPECTED TO STILL BRING IN APPROPRIATE PE KIT AND FOOTWEAR EVEN IF THEY HAVE A NOTE EXCUSING THEM FROM TAKING PART PHYSICALLY IN LESSONS.** Students will be expected to take part in lessons in some form (referee, coach, umpire, helping with equipment etc.) and as such should be suitably dressed in PE Kit to do so. Being in full kit will enable students to fully partake in the activity when they return to full health, it prevents their school uniform from getting damaged in inclement weather and in cases of illness it prevents conditions from worsening as students still have their dry uniform to get changed into if it is raining during the lesson. Where an injury or illness prevents students from being able to get changed easily, PE staff will use their discretion to allow that student to stay in their school uniform and contribute to lessons in an appropriate manner.

### Appropriate Footwear for PE Lessons

- Footwear needs to be fit for purpose and appropriate for the lesson location and surface.
- Football/rugby boots will be required for activities that are carried out on the playing field during the winter months (football, rugby, cross country etc.). The department has a small number of pairs of boots that can be loaned out and used during this time.
- Trainers and indoor footwear should be in good condition and suitable for the activity being undertaken. Plimsolls, canvas shoes, 'high top' trainers are not permitted.
- For gymnastics students will be expected to be barefoot when performing – exceptions to this are the wearing of ballet shoes/dance shoes which are suitable for gymnastics. In trampolining non-slip socks should be worn at all times. Tights are not to be worn when trampolining.

The PE Department strongly advises that students should wear appropriate protection where necessary. These include shin pads for football and mouth/gum guards for rugby. These can be purchased from all good sports retailers. The school also has a small number of shin pads of various sizes which can be used by students on a temporary basis.

## **Jewellery & Personal Effects**

Jewellery, watches (including “Fitbit” type devices) and bracelets/wristbands are not allowed to be worn in PE lessons and must be removed for all lessons. Therefore, should students wish to get their ears pierced this should be completed at the start of the summer holidays so earrings can be removed from September. Long hair should be tied back at all times.

Should students require the use of an inhaler they must have it with them for EVERY PE lesson and pass it to their teacher before taking part in physical activity. During periods of hot weather students are advised to come to lessons prepared to participate safely outside for their PE lessons. Students should be responsible for bringing with them to lessons: suntan lotion, water bottle and a plain hat or cap.

## **LOSS OR DAMAGE OF PROPERTY**

Every possible precaution is taken by the school to ensure that students’ property is not lost or damaged. Unfortunately, however, such damage or loss does occur occasionally. For this reason, expensive personal belongings, such as electronic games, expensive clothing, valuable jewellery or large quantities of cash **should not be brought into school.**

Items of **lost property** which are found will be held in lost property in the school Hall for a period of two weeks only, after this time any items will be disposed of as appropriate. Students who lose valuable property should check with the Main Office to see if it has been handed in. Any damaged property should be reported to the Guidance Manager.

**Please be aware that schools are unable to obtain insurance which covers loss or damage to students’ property. We therefore cannot accept liability if our advice is disregarded and valuable items are brought into school.**

## **MOBILE TELEPHONES**

Whilst we recognise that some parents may wish students to carry mobile telephones for safety reasons, it is not advisable to bring expensive mobile telephones into school.

If your son or daughter does carry a mobile telephone to school, it must be placed in a mobile phone pouch. Any mobile found in school that is not in a pouch will be viewed as a serious breach of our mobile phone policy and will carry a serious sanction., please ensure that they understand **that it must be kept in their bag and must not be seen or heard in school at any time.**

Pouches will be provided free of charge to pupil premium and Y11 students (for this year only). All other students must purchase a pouch if they wish to bring their phone into school. Further information on how to purchase a pouch will be provided.

## DAY TO DAY PROCEDURES

### Travel Passes (Bus Passes)

The following application forms for travel permits are available from the main school office from 8.00 a.m. until 4.00 p.m. Monday to Thursday and 8.00 a.m. until 3.30 p.m. on Friday.

### Teen Travel Identity Card – Sixth Form (for use by students attending schools in Tyne and Wear)

The Teen Travel Identity Card enables students to purchase a Teen Travel Ticket from any Travel shop, allowing them to travel on almost all public transport in Tyne and Wear, reducing the travelling costs whilst they continue their education.

### Under 16 Card

Children who live in Tyne and Wear and are aged 5 to 15 on the 31<sup>st</sup> of August before the start of the current academic year are entitled to an Under-16 Card. This lets them travel in Tyne and Wear at concessionary child fares.

## SCHOOL CATERING

### Cashless Catering System – Information for Parents and Students

Our school catering is provided by Aspen's. Please refer to the school website for further information. The contact email for the catering team is [george.stephenson.high@aspens-services.com](mailto:george.stephenson.high@aspens-services.com)

### What is a Cashless System?

The school operates a cashless system by Biometrics technology or a cashless lunch card. Students will have their fingerprint taken during the transition days if parents/carers have given their consent. Students without parental consent will be provided with a cashless card at the start of year 7. Lost or damaged cards there will be a charge of £5 to replace.

- Recognise each individual student
- Hold a record of individual cash balances
- Record cash spent and received
- Record where the money is spent, the date and time and details of what was purchased.

**For all enquiries on school meals, please contact Mellors on:**

**Email [george.stephenson.high@aspens-services.com](mailto:george.stephenson.high@aspens-services.com)**

**Telephone: 0191 2165164**  
**(Telephone between 7am and 3pm or leave a voicemail)**

**Please state your child's Full Name and Year Group on any enquiries.**

### How is money entered into the system?

1. Using our ParentMail system online – more information can be found on: <https://www.parentmail.co.uk/help/parenthelp/payments/dinner-money/>. This is the preferred option for payment for school meals.
2. By "Cash Note and Coins" into an automatic cash revaluation terminal located in the Hall, which is to accept £20, £10, £5 notes and coins (except 1p, 2p and 5p coins), which will be credited to their school meal account.

## How will the student be able to check their current cash balance?

By using the revaluation station. Students use their lunch card to check their balance. Tap the card on the machine and the card user's name is displayed along with the current balance. There is no need to deposit any money, just press the silver button to finish. Students can also see their balance on the display at the point of sale (till). The new balance will be shown once the food service is complete.

## If we pay for a set number of school meals, can it be spent in one day?

No, a daily spend limit is set for all students. Once the spend limit is reached no food can be purchased. An individual daily spend limit of your choice can be set, to include a school dinner and break time snacks. Any amount of money can be paid into the student's account and any money spent on food and drink will be deducted daily.

The school will add a daily spend limit of £5.00, this can be increased or decreased by parents making a written request to [george.stephenson.high@aspens-services.com](mailto:george.stephenson.high@aspens-services.com)

## Free School Meals Students

The system works the same for all students whether they pay for meals or have a Free School Meal. All students have their own account to use. All Free School Meal entitlements are entered onto the system daily. The cashless system automatically allocates the appropriate accounts with the value of the Free School Meal allowance.

## Parental Access to Information

Parents/Carers will be able to access from the system detailed information on all aspects of your child's food purchases, such as:

- All food purchases and cost (per day/date)
- List of all payments made into the account (online and revaluation terminal)
- An overview of all cash deposited and the current cash balance

## Main Benefits:

- Convenient way of paying for school meals
- Alleviates many of the associated problems with the use of cash in schools
- Healthy eating is encouraged
- Queuing times are reduced through increased speed of service using a lunch card
- Automatic free meal allocation with the student remaining anonymous

As part of the school's commitment to effective learning and healthy living, students are encouraged to drink water throughout the day. Water is for sale in the cafeteria and a free water fountain is available at break and lunchtime for students to replenish water bottles. Fizzy pop and energy drinks are **not allowed** in school and will be confiscated.

## Free School Meal Entitlement

Students may be eligible for free school meals if parents are in receipt of Income Support. As stated on the North Tyneside Council website, you're eligible for free school meals if you receive any of the following benefits:

- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (if you do not get Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on. Paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit. Your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If you think you may be eligible for free school meals, you can apply online via [Free school meals | North Tyneside Council](#) or an application form may be obtained from:

North Tyneside Council Student Support Service  
Langdale Centre  
Langdale Gardens  
Wallsend, Tyne and Wear  
NE28 0HG

Telephone: 0191 643 2288 Option 2

## Signing in and out of school

It is expected that, whenever possible, students will make any medical/dental appointments outside of school hours. If students must leave school during the day for any reason, then please notify the school by emailing [absence@gshs.org.uk](mailto:absence@gshs.org.uk) in advance of the date concerned.

Students **must sign out** at the School Office as they will receive an LA authorised 'out of school' slip. If they return to school later the same day, then they should return the slip and **must register in their lesson** again. Copies of the slips are held in the Main Office.

## Illness

If your child feels unwell the student needs to inform their teacher. Duty Support will be contacted, and the student will be taken to their Guidance Manager. Students should not telephone parents directly to arrange to be picked up from school or report any illness. If students are too ill to remain at school parents will be contacted for suitable arrangements to be made. It is especially important that parents let us have some point of contact. Please make sure that the school is kept up to date regarding any change of contact details.

## First Aid

If your child requires First Aid the student needs to inform their teacher. A dedicated First Aider will be contacted by the staff member and will assist the student. If medical attention is required a parent or carer will be informed to collect the student. It is very important that parents let us have some point of contact. Please make sure that the school is kept up to date regarding any change of contact details by using the SIMS Parent app. Parents will be notified of a First Aid incident when they receive a First Aid E-Form via ParentMail (normally within 1-2 hours), unless it is deemed necessary by the First Aider to contact a Parent/Carer about the incident.

## Medicines

Prior to staff administering any medication or student self-medication the school must have written confirmation of details from the parent/carers. To comply with Government legislation, **we also require written confirmation of instructions from a health practitioner.**

Please note that there is no legal duty which requires staff to administer medication, however staff who volunteer to do this will be unable to administer any medication without the appropriate consent form.

There are three situations which may arise:

- Staff to administer medication on an adhoc basis (usually short-term treatment)
- Staff to administer medication for more complex medical needs
- Student to carry/administer their own medication

If your child has any of the above medical needs, please contact the Main Office as soon as possible and they will arrange for the relevant form to be issued to you.

**Please note that the school is unable to hold and administer medication that is not prescribed by a G.P/Hospital. Prescribed medication will be kept in the First Aid room, and/or with your child once the relevant paperwork has been completed.**

## **Toilets**

In an 'emergency', students leaving a lesson receive a toilet pass from their teachers and are allowed access to the toilets. Usually, we expect students to use the toilet at break and lunchtimes.

Students with specific medical problems who need to use toilets on a more regular basis will be given a special notification pass. Please notify the Form Tutor if you feel your child falls into this category. Such a situation will be dealt with discreetly and sensitively.

## **Telephone**

If parents need to contact students urgently, they can do so by contacting Reception.

## **Local Authority Support Services**

Students sometimes have needs that cannot be met by the school and, as a result, the Local Authority provides several supportive services for this purpose, such as the Psychology Service, the Education Welfare Service and Social Services.

School medical services are provided by staff of Newcastle and North Tyneside Health Care Trust, based at Albion Road Resource Centre in North Shields.

Health problems which may affect a student's well-being or progress at school are of particular concern to the Public Health Nurse (Children and Young People), who is available for discussion of such problems and can be contacted on **0191 6432110/8966**.

## SCHOLARS BUS CODE OF CONDUCT

### Expected Behaviour

- Students should sit down and remain seated for the whole journey.
- Students standing need to stand quietly and not push or move around the bus.
- Drinking and eating is NOT permitted.
- Students must not throw objects inside or out of the bus.
- Students should use acceptable language when talking to other students and the driver.
- Students must NOT harass, bully or abuse other students or the driver, either verbally or physically.
- Students should respect other students' property and not interfere with it.
- Students should listen to and always follow the instructions of the bus driver and the teacher on duty.
- Students are NEVER to engage in any behaviour that could put other students, the driver, or themselves, at risk.
- Students should respect the bus property (standing on seats or vandalising/causing damage are NOT acceptable actions).
- Do NOT smoke.

### Safety Matters - Getting on the Bus

- Wait back from the road (stay on the path).
- Wait until the bus has stopped before attempting to get on the bus.
- Carry your bag in front of you to avoid getting it stuck in the door.
- When seated, put your belongings on your lap, allowing another student to sit next to you.
- If there are no seating places, stand and place your bag on the floor and hold on to a seat-back or handrail.

### Safety Matters - Getting off the Bus

- Wait until the bus has stopped.
- Carry your bag in front of you so it does not get caught in the door.
- Get off the bus carefully without pushing.
- Wait back from the road until the bus has moved away.
- If you need to cross the road, wait until the bus has moved away and you can see up and down the road before you cross it.

### What happens if a student behaves unsafely or inappropriately?

The school will take steps to address this behaviour. This could include requesting and viewing CCTV footage from the bus company to investigate any reported incidents made by the driver, students, parents or even members of the public. The consequences of not meeting the expected standards of behaviour are:

- Losing their place on the bus temporarily or permanently.
- In case of damage, costs will be passed on to parents/guardians.
- Potentially, the student could be prosecuted by the police if the bus provider presses criminal charges.
- School sanctions (detentions, Internal Exclusion). In extreme situations, the school may choose to issue a Fixed Term Exclusion or Permanent Exclusion from school.

## SCHOLARS TIMETABLES 2026-27

### MORNING SERVICE

#### **652 SERVICE – DEPARTS SHIREMOOR METRO 07:45**

Earsdon Road, Station Road, MOORSIDE ESTATE (0748), B1322, Backworth Lane, CASTLE PARK (0753), Killingworth Lane, B1317, Simonside Way, East Bailey (South), to school turning circle.

**ARRIVES GEORGE STEPHENSON HIGH SCHOOL 08:08**

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#### **653 SERVICE – DEPARTS HOLYSTONE 08:00**

Whitley Road, Great Lime Road, Palmersville Metro, Great Lime Road, CLOUSDEN HILL (0808) Great Lime Road, Southgate, East Bailey South, School Turning Circle.

**ARRIVES GEORGE STEPHENSON HIGH SCHOOL 08:15**

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#### **654 SERVICE – DEPARTS WEST ALLOTMENT BENTON ROAD 07:40**

A191 Benton Road, Holyfields, A191, New York Road, Park Lane, SHIREMOOR METRO (0747), Earsdon Road, Station Road, MOORSIDE ESTATE (0750), B1322, Backworth Lane, CASTLE PARK (0755), Killingworth Lane, B1317, Simonside Way, East Bailey (South), to school turning circle

**ARRIVES GEORGE STEPHENSON HIGH SCHOOL 08:10**

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### AFTERNOON SERVICE MON-WED-THURS-FRI

#### **652 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 15:08**

VIA: East Bailey (South), Simonside Way, B1317, Killingworth Lane, Backworth Lane, BACKWORTH (1516), B1322, Station Road, MOORSIDE ESTATE (1518), Earsdon Road, SHIREMOOR METRO (1525), Park Lane, New York Road, Benton Road A191, WEST ALLOTMENT

**ARRIVES WEST ALLOTMENT 15:30**

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#### **655 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 15:08**

VIA: East Bailey, Southgate, Great Lime Road, Whitley Road, HOLYSTONE (1518), A191, WEST ALLOTMENT (1523) Benton Road, Holyfields, New York Road, Earsdon Road, Upper Crone Street, SHIREMOOR METRO (1532), Park Lane

**ARRIVES NEW YORK ROAD (OLD BENTON ROAD JUNC) 15:35**

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**656 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 15:09**

VIA: East Bailey (South), Simonside Way, B1317, Killingworth Lane, Backworth Lane, BACKWORTH (1517), B1322, Station Road, MOORSIDE ESTATE (1519), Earsdon Road, SHIREMOOR METRO (1526), Park Lane, New York Road,

**ARRIVES NEW YORK ROAD 15:31**

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**TUESDAY EARLY FINISH at 14:15**

**652 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 14:15**

VIA: East Bailey (South), Simonside Way, B1317, Killingworth Lane, Backworth Lane, BACKWORTH (1423), B1322, Station Road, MOORSIDE ESTATE (1425), Earsdon Road, SHIREMOOR METRO (1432), Park Lane, New York Road, Benton Road A191, WEST ALLOTMENT

**ARRIVES WEST ALLOTMENT 14:35**

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**655 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 14:15**

VIA: East Bailey, Southgate, Great Lime Road, Whitley Road, HOLYSTONE (14:25), A191, WEST ALLOTMENT (1430) Benton Road, Holyfields, New York Road, Earsdon Road, Upper Crone Street, SHIREMOOR METRO (1437), Park Lane

**ARRIVES NEW YORK ROAD (OLD BENTON ROAD JUNC) 14:40**

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**656 SERVICE – DEPARTS GEORGE STEPHENSON HIGH SCHOOL 14:16**

VIA: East Bailey (South), Simonside Way, B1317, Killingworth Lane, Backworth Lane, BACKWORTH (1424), B1322, Station Road, MOORSIDE ESTATE (1426), Earsdon Road, SHIREMOOR METRO (1433), Park Lane, New York Road

**ARRIVES NEW YORK ROAD 14:41**

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**Additional Information:**

- All scholar's buses do not operate a cashless system.
- Students are required to have the correct money for each journey.

**For further information, contact Nexus on 0191 2020 747**

## EDUCATIONAL VISITS AND PAYMENTS

Many students participate in voluntary activities in the community including helping and entertaining the elderly, raising money for local charities and helping in our feeder Primary Schools. We consider this kind of activity to be of great benefit to students, and it often contributes to enhancing their personal CV.

### Educational Visits

As part of the school curriculum students are often involved in visits within the locality, usually travelling by school mini-bus or hired coach, and occasionally by public transport. Details of such visits are supplied to parents in advance.

Trips away from school also require detailed parental consent forms, which authorise staff to act in the event of an emergency. Given some nationally high-profile problems with school trips, and the concern we all share for the safety of our students, we have very rigorous procedures in place for the planning of school trips.

Students may be selected to play for one of the many school teams and travel to other schools in the region. All these visits play an important part in the whole educational experience of our students.

### Charges for School Activities - Policy Statement of Governors of GSHS:

The Governors of GSHS observe the law as laid down in the 1988 Education Reform Act with regards to charges for school activities.

Under normal circumstances voluntary contributions will be requested for the following activities:

- individual music tuition
- activities offered to enhance the curriculum, but which take place wholly or mainly outside normal school hours
- examination fees where a student fails, without good reason, to take an examination for which they have been entered
- examination entry for examinations other than the prescribed public examinations
- materials, books, transport, instruments and equipment for optional extras to the statutory curriculum
- board and lodging on a residential trip

Some school trips are organised by a third party e.g. a travel company, and under those circumstances' charges may be levied by the third party, e.g. for a trip abroad.

Please do not hesitate to contact the school if your child is unable to take part in a trip or visit for financial reasons. We will always do our best to help and guarantee that the problem will be dealt with discreetly and confidentially.

## Payment for School Trips/Visits

Payments for school visits and trips should be made electronically via ParentMail only. If you are not registered on ParentMail and you would like to discuss with someone in school on “how to register” and/or bring to our attention your circumstances, please do not hesitate to contact us.

**Please be assured that ParentMail is registered with the Information Commissioner, is GDPR compliant and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.**

## CLUBS AND ACTIVITIES

George Stephenson High School is a lively school, which encourages students to take part in a wide range of extracurricular and study support activities. Our GSHS “Engage” Programme will be published to parents in the first half term and includes a huge range of activities including an extensive lunchtime club offer.

The Learning Resource Centre is open every day at lunchtime and after school so that students may continue with their learning. In addition, the school’s ICT facilities, which are continually being upgraded, are also available for student use outside of the timetabled day and there are home learning clubs for each year group.

The Physical Education department offers teams in a wide range of sports including soccer, rugby, hockey, netball, basketball, tennis, cricket, cross country, athletics and volleyball.

Music, dance and drama are very popular activities involving many students. Each year the school stages a full-scale production as well as regular concerts and dance displays.

There are many opportunities for students to broaden their experience by taking part in national competitions, visits to the theatre, trips to Spain to improve their language skills, ski trips, visits to art galleries in Britain and in Europe, as well as outdoor activities locally and further afield. We also offer many study residentials to help students to maximise their achievements in external examinations – as well as to enjoy some fun together!

The list below gives a flavour of what is on offer. New activities are being added all the time.

- Art Club
- Athletics
- Basketball
- Cheerleading
- Chess
- Cricket
- Singing Club
- Dance
- Eco- Enthusiasts
- Home learning clubs in all subject areas
- Instrumental lessons e.g. violin, cello, flute, clarinet, guitar
- ESports
- Pokemon Club
- Masterclasses at local universities
- Netball
- Lego Robotics
- Eco Club
- Football
- Performing Arts
- Games
- Eurovision Club
- Rounders
- Singing Club

## Public Exam Expectations & Conduct

This guide outlines the expectations for all students sitting public examinations. These rules are set nationally by the Joint Council for Qualifications (JCQ) and must be followed by all schools and candidates to ensure exams are fair and secure.

Exams must be conducted under strict conditions to ensure fairness for every student across the country. JCQ regulations are designed to:

- Maintain integrity and fairness
- Prevent malpractice (cheating or gaining unfair advantage)
- Ensure results are valid and recognised

Failure to follow these rules can result in penalties, including disqualification from one or all exams.

### Before the Exam

Students must:

- Know their exam timetable and arrive **at least 10 minutes early**
- Bring the correct equipment (black pens, pencils, calculator if allowed)
- Ensure calculators are cleared of stored data and have no instructions on them
- Water bottles must be clear and have all of the labels removed

Students must NOT bring:

- Mobile phones, smart watches, earphones, or any electronic devices (these must be switched off and left in their bags at the side of the exam room)
- Notes, revision materials, or unauthorised items
- Pencil cases that are not transparent

**Important:** Having unauthorised items in your pocket—even if not used—counts as malpractice

### Entering the Exam Room

Students must:

- Follow instructions from invigilators at all times
- Sit in the correct seat and remain silent
- Place all required information on exam papers when instructed

Students must NOT:

- Talk or communicate with others once inside the exam room
- Disturb other candidates in any way

### During the Exam

Students must:

- Listen carefully to all instructions before starting
- Write clearly in black ink (unless told otherwise)
- Raise their hand if they need assistance

Students must NOT:

- Attempt to communicate with other candidates
- Borrow equipment from others
- Use correction fluid, gel pens, or highlighters in answers

If a student leaves the exam room without permission, they may not be allowed to return

### Malpractice and Consequences

Examples of malpractice include:

- Having unauthorised materials on you within the exam room
- Using a mobile phone or smartwatch
- Copying or attempting to communicate answers

- Disrupting the exam

Consequences can include:

- Loss of marks
- Disqualification from that exam or all exams

### **Special Arrangements (Access Arrangements)**

Some students may be entitled to support such as:

- Extra time
- A reader or scribe
- Rest breaks

These arrangements:

- Must be approved in advance after assessment by an Educational Psychologist
- Must reflect the student's normal way of working
- Cannot give an unfair advantage

### **Non-Examined Assessments (Coursework)**

For coursework or controlled assessments:

- Work must be the student's own
- All sources must be acknowledged
- Malpractice rules still apply (including misuse of AI or external help)

### **Role of Parents/Carers**

Parents can support by:

- Ensuring students arrive on time and prepared
- Reinforcing the importance of following exam rules
- Avoiding bringing prohibited items to school
- Informing the school of any issues (e.g. illness) as early as possible

### **Final Reminder to Students**

- Follow all instructions carefully
- Bring only what you are allowed
- Stay calm and focused
- Ask if you are unsure

Remember: these rules are there to protect you and ensure everyone is treated fairly.

Below is a link to JCQ (Joint Council for Qualifications) which offers lots of advice to exam candidates regarding exam preparation, use of AI and social media, plus lots of other useful articles.

[Information for candidates – Joint Council for Qualifications](#)

## PROCEDURE FOR COMPLAINTS

We value our partnership with parents. We hope that we will be able to address any concerns you may have. If you have a concern, you can use the 'Contact Us' form on the home page of our website or call to speak to your **child's** Guidance Manager or a member of the **Leadership** team. If you feel that your concern has not been addressed in this way, then please refer to our Complaints Policy which is **on** our **school** website.

It is expected that if there are any complaints they will be resolved informally between school and parent, but if this breaks down parents can complain to the Governing Body. If parents are not satisfied with the treatment of their complaint by the Governing Body, they then have the right to appeal to the Secretary of State for Education and Skills.

## TERM DATES – September 2026- July 2027

### **Autumn Term**

Wednesday 2 September 2026 – Friday 18 December 2026 (1.30pm finish)

Wednesday 2 September 2026 (Year 7 start & Y12)  
Thursday 3 September 2026 - All Year Groups return

### **Half-Term Holiday**

Monday 26 October 2026 - Friday 30 October 2026

### **Christmas Holiday**

Monday 21 December 2026 - Friday 1 January 2027

### **Spring Term**

Monday 4 January 2027 – Thursday 25 March 2027

### **Half-Term Holiday**

Monday 15 February 2027 - Friday 19 February 2027

### **Easter Holiday**

Friday 26 March 2027 - Friday 12 April 2027

### **Summer Term**

Monday 12 April 2027 – Wednesday 21 July 2027

### **Bank Holiday**

Monday 3 May 2027

### **Half-Term Holiday**

Monday 31 May 2027 - Friday 4 June 2027

### **Staff Training Days**

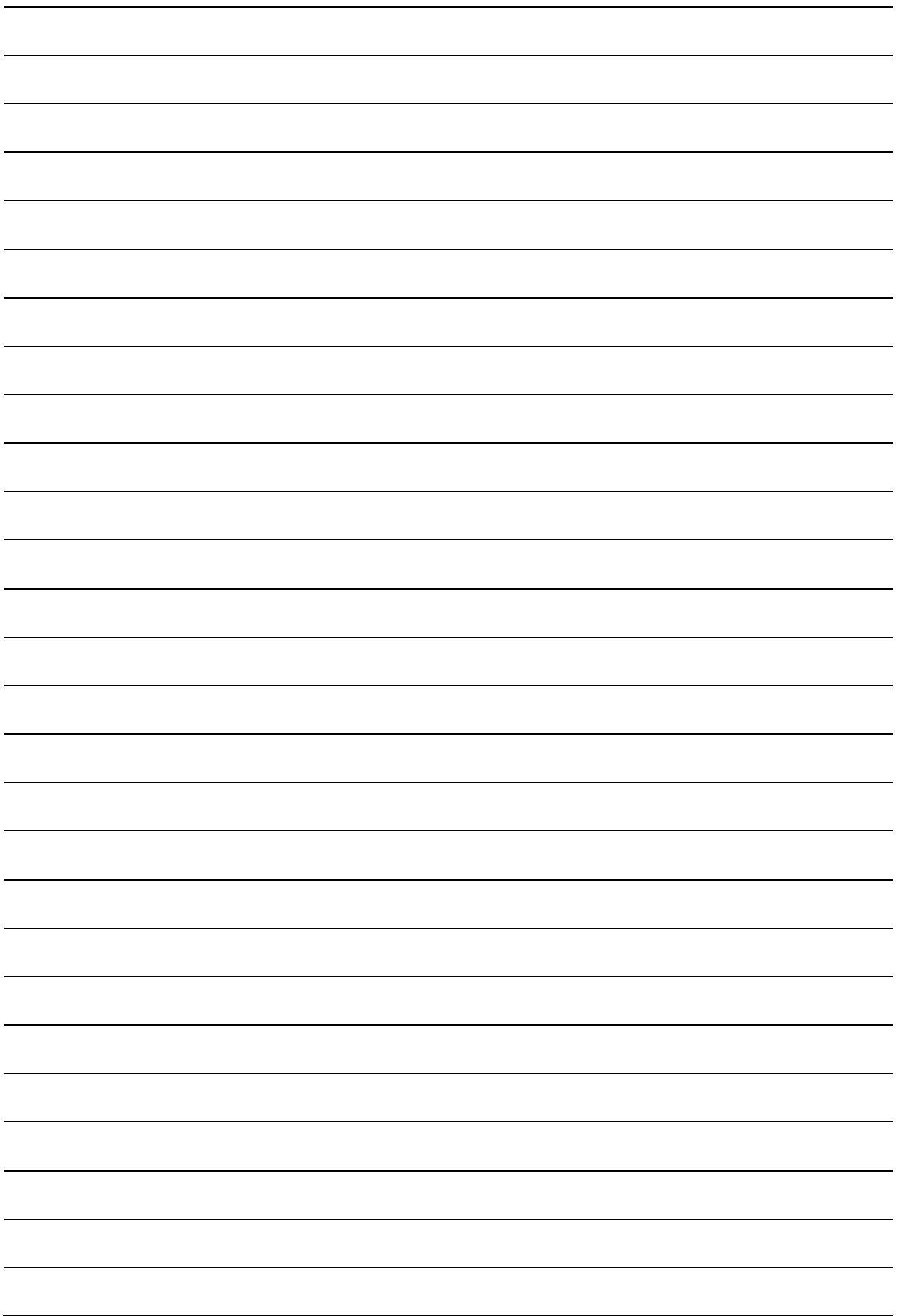
Tuesday 1 September 2026  
Friday 5 October 2026  
Friday 27 November 2026  
Monday 4 January 2027  
Friday 25 June 2027













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**Headteacher:** Peter Douthwaite BSc (Hons)

**Deputy Headteacher:** Kathryn Williams BA (Hons)

**Deputy Headteacher:** Louise Dunn BA (Hons)