



NEWCASTLE
SCHOOL
FOR BOYS



Parents' Handbook 2020 - 2021

Senior School

Years 7 to 11

34 The Grove
Gosforth
Newcastle upon Tyne
NE3 1NH

Years 12 to 13

1 Moor Road South
Gosforth
Newcastle upon Tyne
NE3 1NN

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

Junior School

Nursery to Year 2

North Avenue
Gosforth
Newcastle upon Tyne
NE3 4DT

Years 3 to 6

30 West Avenue
Gosforth
Newcastle upon Tyne
NE3 4ES

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

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WELCOME

Our Parents' Handbook is intended to be a useful working document. In it, we have tried to gather essential information about the School we think you need and wider information about the Senior School and Junior School you might find interesting. There is also some detailed information about the Junior School and Senior School and the School's policies.

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

SCHOOL AIMS

To provide, in a supportive environment, an excellent learning experience for boys aged 3 to 18. Specifically, we aim to:

- Challenge and support each boy to achieve the highest levels of individual academic progress;
- Develop boys and young men of excellent character.

ESSENTIAL INFORMATION

COMMUNICATION

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

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

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

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

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

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

ABSENCE REQUESTS AND ILLNESS

Junior School

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

In the event of sickness, or unplanned absence for other reasons, parents are asked to telephone or email absence@newcastleschool.co.uk before 9.00am, giving the reason for absence. Should the absence last for more than three days, an interim email or

letter of explanation should be sent to the Head of Juniors. Any pupils suffering from contagious illnesses should be kept off school until at least 48 hours after their symptoms have gone.

Senior School

A request for any absence from school, whether it be for an appointment or for any other reason should be made through the senior office. Requests for longer periods of absence should be made at least fourteen days in advance if at all possible. Since the school holidays are longer than those of the state sector, parents are asked **not to book family holidays in term time.**

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

Vomiting and diarrhoea

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

CONFIDENTIALITY AND DATA PROTECTION

We regard the privacy of the pupils and their parents as extremely important. We will always endeavour to treat information you give us sensitively, and discuss with you how widely to circulate it. This means that although we will always listen to your views, we cannot comment to you in detail on the behaviour or circumstances of boys other than your own son. We will not disclose your personal details to other parents or other organisations without your permission. Any information you provide will be collected, stored, processed and deleted in accordance with the School's General Privacy Notice, which is available on the school website.

SCHOOL STRUCTURE

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

SCHOOL GOVERNORS

The governors can be contacted via Christine Dobson (the Bursar who also acts as Clerk to the Governors).

Mr T Care, Chairman
Mrs L Graham
Dr N D Lloyd-Jones
Mrs C King
Ms S Melbourne
Mr P Parkinson
Mr J Sykes

THE SCHOOL LEADERSHIP TEAM

Headmaster

David Tickner
headmaster@newcastleschool.co.uk

Bursar and Clerk to the Governors

Christine Dobson
bursar@newcastleschool.co.uk
Based at West Avenue

Deputy Head (Character Development and Boys' Wellbeing)

Graeme Hallam
ghallam@newcastleschool.co.uk
Based at The Grove

Deputy Head (Teaching and Learning)

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

Head of Junior School

Tiffany White
twhite@newcastleschool.co.uk
Based at West Avenue

WHOM TO CONTACT AT SCHOOL

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

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

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

Routine	Son's Form Tutor/Class Teacher
Co-curricular Programme	Senior School - Cameron Harris Junior School - James Clark
Sport and Games	Senior School - Lee Hogarth Junior School - James Sander
Educational Visits	Senior School - Quentin Smith Junior School - Tiffany White

Finance and Administration	Christine Dobson
Fees and Financial Matters	Christine Dobson
Marketing and Admissions	Alex Kingsland/Richard Crulley (maternity cover)
Administration: Senior School Office	<u>senioroffice@newcastleschool.co.uk</u>
Junior School Office	<u>junioroffice@newcastleschool.co.uk</u>
General Finance: Finance Department	<u>finance@newcastleschool.co.uk</u>

GENERAL INFORMATION

STAFF

All members of the teaching staff are enthusiastic and suitably qualified professionals.

We are keen to ensure that we all continue to develop and improve our practice and the School has a scheme of teacher appraisal and professional development. Four working days spread throughout the year are given over to in-service training and development, which takes a variety of forms. We have links with education departments at local universities. All those who work for the School, including the governors and any volunteers who have access to children, are checked with the DBS in accordance with national guidelines. A list of teaching staff and their responsibilities can be found below.

STAFF LIST

HEADMASTER

Mr D J Tickner, B.A., University of Wales, M.Ed., Newcastle

SCHOOL LEADERSHIP TEAM

Mrs C Dobson, FCCA
(Bursar)

Mr G Hallam, B.Sc., Leeds

(Deputy Head - Character Development and Boys' Wellbeing, Designated Safeguarding Lead)

Mr A Newman, B.A., Leicester, M.Sc., Leeds, P.G.C.E., Cambridge
(Deputy Head - Teaching and Learning)

Miss T J White, B.A., Manchester, P.G.C.E., Durham

SENIOR SCHOOL (YEARS 7 - 13)

Mr A Black	B.Sc., Newcastle, P.G.C.E., Newcastle
Mrs R L Black	M.Ed., Newcastle, P.G.C.E. Newcastle
Miss B Buxton-Collins	B.A., Leeds, P.G.C.E., Leeds
Mr A Caulfield	B.A., Sheffield, P.G.C.E., Newcastle
Mr J Dixon	B.A., Manchester, P.G.C.E., Newcastle
Mrs T Dodds	B.Sc., Leeds
Mr C R Drax	L.L.B., Exeter, B.Ed., Northumbria
Miss S Given	M.Sc., Ulster, P.G.C.E., Sunderland
Mr C Harris	B.Ed., Melbourne
Mr L Hogarth	B.Sc., Luton, P.G.C.E., Chiltern
Dr S Holmes	B.Sc., Coventry, D.Phil., Sussex
Mr J Hopkinson	B.A., Newcastle, P.G.C.E., Durham
Mrs T Innes	B.A., Lancaster, P.G.C.E., Manchester, C.E.L.T.A.
Mr A Jackson	B.Sc. Sports Coaching, Leeds, P.G.C.E., Leeds
Mrs N Jackson	B.A., Liverpool, M.A., Durham, P.G.C.E., Newcastle
Mrs D Murphy	B.A., Newcastle, P.G.C.E., Newcastle
Mrs C Merrifield	B.Sc., P.G.C.E., Newcastle

Mr S Newton	B.Eng., Sunderland, P.G.C.E., Manchester
Mr D W Paterson	B.A., Newcastle, P.G.C.E., Newcastle
Miss S Quinn	B.A., St. Anne's College, Oxford
Mrs D Robinson	B.A., Hull, P.G.C.E., Hull
Mrs S Rourke	B.Sc., Durham, P.G.C.E., Newcastle
Mrs J Sanderson	L.L.B, Cardiff
Mr A Sensicle	B.A., Coventry, P.G.C.E., Brighton
Mr Q Smith	B.Sc. Newcastle, M.A., Durham
Mrs V Snowdon	B.A., Northumbria, P.G.C.E., Sunderland
Mr J Stockwell	B.Soc.Sc., Grahamstown, P.G.C.S., Canterbury
Mrs C Tickner	B.Sc., Loughborough, P.G.C.E., Loughborough
Mr S Thompson	B.Sc., Northumbria, P.G.C.E., Northumbria
Mr M Tucker	B.Sc., Plymouth, P.G.C.E., Newcastle
Miss C L Vacher	B.A., Leeds, P.G.C.E., Sunderland
Miss L E Vitty	B.Sc., York, P.G.C.E., York
Mr K Waterson	B.Sc., Newcastle
Mr G Wells	B.A., Trent, P.G.C.E., Slade

JUNIORS (NURSERY TO YEAR 6)

Assistant Heads (Junior School)

Mrs S G P Woosnam B.Ed., Newcastle
(Early Years)

Mrs J Ferry B.A., Durham, M.A., Durham, P.G.C.E., Durham
(Years 1 to 3)

Mr O Spinks B.A., Newcastle, P.G.C.E., York St. John
(Years 4 to 6)

Miss A Bell	NVQ Level 3 in Childcare Learning and Development
Mrs H Cheng	B.A., Newcastle
Mr J Clark	B.A., East Anglia, P.G.C.E., Newcastle
Mr B Edge	B.Ed., Lancaster
Mrs S Elliot	B.Ed., Oxford
Mr T Gray	B.Mus., Birmingham, P.G.C.E., Cumbria
Miss S Matheron	B.Sc., Northumbria, M.Sc., Northumbria, P.G.C.E., Northumbria
Mrs K Mooney	CA Level 2
Miss L Robinson	B.A., York St. John, P.G.C.E., Durham
Mr J Sander	B.Sc., Northumbria
Mrs S Scott	B.Ed., Newcastle

SUPPORT FOR LEARNING DEPARTMENT

Mrs J Callender	N.N.E.B.
Mrs K Cartmell	P.G.C.E., Durham, Member of British Psychological Society
Mrs L Clayton	N.N.E.B.
Miss L Granger	CACHE Level 3 for Teaching Assistants, Carlisle
Mrs L Leonard	CA Level 3
Mrs M Logan	B.A., Derby, Early Years Teacher Status, Derby
Mrs V McCrystal	B.A., Bradford, P.G.C.E., Newcastle
Mrs H Nattress	NCFE CACHE Level 3 Early Years Educator
Mrs K Parr	BTec
Mrs C Reid	N.N.E.B.
Mrs E Waite	CACHE Dip. Level 3
Miss S Wilson	B.A., Sunderland

EXAMINATIONS AND ASSESSMENT MANAGER

Mrs K Smith	R.M., N.V.Q. Level 3, Dip. Sp. L.D. Dyslexia
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SCIENCE TECHNICIAN

Mrs J Edworthy	Certificate in Education, Newcastle College
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NETWORK MANAGER

Mr C Barlow	B.Sc., Stirling
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FINANCIAL ADMINISTRATION

Mrs S Armstrong	B.A. Computing, CIMA
Miss J Bird	AAT
Mrs T Dolan	AAT
Miss A Donnelly	

ESTATES MANAGER

Mr A Bullen	I.C.I.O.B.
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MARKETING AND ADMISSIONS MANAGER

Ms A Kingsland	B.A., Leeds Metropolitan, M.Sc., Northumbria
Mr R Crulley	B.A., Northumbria

LIBRARIAN

Mrs S Brown	B.Sc. (Hons) and M.A., Northumbria
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SECRETARIAL

Mrs S Greener	Headmaster's PA - The Grove
Ms L Friend	Office Manager - Senior School
Mrs M Thompkins	School Secretary - Junior School

FORM TUTORS - Senior School

Each form has a form tutor or class teacher who is concerned with the academic and pastoral welfare of the boys in his/her form.

Senior Tutor - Year 13	Mrs Dodds Mrs Snowdon	tdodds@newcastleschool.co.uk vsnowdon@newcastleschool.co.uk
Senior Tutor - Year 12	Mr Black	ablack@newcastleschool.co.uk
Senior Tutor - Years 9 to 11	Mr Harris	charris@newcastleschool.co.uk
Senior Tutor - Years 7 and 8	Mrs Robinson	drobinson@newcastleschool.co.uk
Year 13	Miss Given Mr Tucker Mr Waterson	sgiven@newcastleschool.co.uk mtucker@newcastleschool.co.uk kwaterson@newcastleschool.co.uk
Year 12	Mrs Jackson Mr Paterson	njackson@newcastleschool.co.uk dpaterson@newcastleschool.co.uk
Years 9 to 11 Aldridge	Mr Caulfield Mr Hogarth	acaulfield@newcastleschool.co.uk lhogarth@newcastleschool.co.uk
Years 9 to 11 Ascham	Mrs Tickner Mrs Murphy	ctickner@newcastleschool.co.uk dmurphy@newcastleschool.co.uk
Years 9 to 11 Mavor	Mrs Innes Dr Holmes	tinnes@newcastleschool.co.uk sholmes@newcastleschool.co.uk
Years 9 to 11 Newlands	Mrs Sanderson Mr Stockwell	jsanderson@newcastleschool.co.uk jstockwell@newcastleschool.co.uk
Years 7 and 8 Aldridge	Miss Vitty Miss Quinn	lvitty@newcastleschool.co.uk squinn@newcastleschool.co.uk
Years 7 and 8 Ascham	Mr Newton Miss Buxton Collins	snewton@newcastleschool.co.uk bbuxtoncollins@newcastleschool.co.uk
Years 7 and 8 Mavor	Mrs Black Mr Sensicle	rblack@newcastleschool.co.uk asensicle@newcastleschool.co.uk
Years 7 and 8 Newlands	Mr Smith Mr Thompson	qsmith@newcastleschool.co.uk sthompson@newcastleschool.co.uk

CLASS TEACHERS - Junior School

Year 6	Mr Spinks	ospinks@newcastleschool.co.uk
Year 5	Mr Clark	jclark@newcastleschool.co.uk
Year 4	Mrs Cheng	hcheng@newcastleschool.co.uk
	Mrs Elliot	selliot@newcastleschool.co.uk
Year 3	Miss White	twhite@newcastleschool.co.uk
Year 2	Miss Robinson	lrobinson@newcastleschool.co.uk
Year 1	Mrs Ferry	jferry@newcastleschool.co.uk
Reception	Miss Matheron	smatheron@newcastleschool.co.uk
Nursery	Mrs Woosnam	swoosnam@newcastleschool.co.uk

The information provided is correct at the time of printing. Form tutors are subject to change.

TERM DATES

Autumn Term 2020	
Staff INSET	Tuesday 1 st and Wednesday 2 nd September 2020
Term begins	Thursday 3 rd September 2020
Half term ends	Wednesday 21 st October 2020
Term begins	Monday 2 nd November 2020
Term ends	Friday 11 th December 2020

Spring Term 2021	
Staff INSET	Monday 4 th January 2021
Term begins	Tuesday 5 th January 2021
Half term ends	Friday 12 th February 2021
Term begins	Monday 22 nd February 2021
Term ends	Thursday 1 st April 2021

Summer Term 2021	
Staff INSET	Monday 19 th April 2021
Term begins	Tuesday 20 th April 2021
Half term ends	Friday 28 th May 2021
Term begins	Monday 7 th June 2021
Term ends	Friday 2 nd July 2021

Other dates for the diary:	
Junior School Open Day (<i>Junior boys to attend</i>)	Saturday 26 th September 2020
Senior School Open Day (<i>Senior boys to attend</i>)	Saturday 3 rd October 2020
Entrance Examinations/Scholarship Day	Saturday 23 rd January 2021

Notes

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

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

ACCESS AND PARKING

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

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

UNIFORM

Newcastle School for Boys operates an online service with Schoolblazer (www.schoolblazer.com) for main school uniform items, e.g. blazers, ties, trousers, etc., and with Samurai <https://samuraiclubshops.com/uk/newcastleschoolbespoke/> for sportswear.

The School hosts sizing events each year for boys to try both uniform and sportswear before purchase. The School also holds samples at its West Avenue site, which can be tried on for size.

Schoolblazer.com

Schoolblazer is the leading online supplier to the independent sector. Based in Peterborough, they supply over 80 other independent schools in the UK including a number of the other Newcastle independent schools all supported with Schoolblazer's simple-to-use website.

The benefits of the service are clear and simple:

- Schoolblazer is an online retailer - allowing you to order anytime and from anywhere at your convenience.
- All garments arrive fully name-tagged utilising permanent printed tags. There is a minimum set up charge of £2 and each tag thereafter is 5p. Name tags are applied for free. You can order spare name-tags should you require them for non-Schoolblazer items.
- The site is bespoke to Newcastle School for Boys, and constructed in sub-sections for each area of the School ensuring that, for instance, Junior School parents will only be able to access the items appropriate for their sons.

- Uniform is delivered via Parcelforce, either to home or another address of your choice, with a normal turnaround of two to four days for name-tagged garments and a firm promise of all deliveries within six working days. Urgent garments that do not require name-tags can be shipped in 48 hours.
- The website has an “intelligent sizing system” to guide parents in size selection and to help ensure that garments fit first time. On registering online, parents will be required to input their son’s sizes and the system will make a suggestion on garment size.
- Returns to Schoolblazer are free of charge via the Post Office.

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

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

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

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

	Nursery	Juniors (R - Y2)	Juniors (Y3-6)	Seniors (Y7-13)
Junior Blue Blazer		✓ (optional)	✓	
Senior Grey Blazer				✓
V-neck jumper with blue band	✓	✓	✓	✓
Blue polo shirt	✓	✓		
Tie - showing house			✓	✓
Storm proof coat with logo**	✓	✓	✓ (optional)	
Baseball cap	✓	✓	✓	
Printed book bag	✓	✓		
Pale blue shirt short sleeve *			✓	✓
Pale blue shirt long sleeve *			✓	✓
Grey trousers (long) *	✓	✓	✓	
Black trousers *				✓
Optional uniform				
Grey shorts *	✓	✓		
Grey knee length socks (worn with grey shorts above)	✓	✓		

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

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

In addition:				
Plain grey socks			✓	✓
Plain black belt (not wide or belts with large buckles)				✓
Black shoes which should be clean and polished (not boots or trainers)	✓	✓	✓	✓

Sportswear

Samurai branded school sportswear can be purchased through their online shop. The shop operates sales windows, which are opened at regular intervals throughout the year. Details of dates and website are published in advance by the School. Items of lost kit can be replaced by e-mailing NSBreplacementkit@samurai-Sports.com

Essential kit	Nursery	Juniors (R - Y2)	Juniors (Y3-6)	Seniors (Y7-13)
White PE polo shirt		✓	✓	✓
Royal blue PE shorts		✓	✓	✓
Royal blue rugby shorts (all boys in Years 3 to 10; Years 11 to 13 - rugby players only)			✓	✓
Royal blue/grey reversible rugby/football shirt			✓	✓
Rugby/football socks			✓	✓
Tracksuit bottoms		✓	✓	✓
Quarter zip pullover		✓	✓	✓
A pair of plain white sports socks is essential for PE & Games				
Optional kit				
Full zip rain jacket		✓	✓	✓
Cricket shirt			✓	✓
Cricket trousers			✓	✓
Sleeveless cricket jumper			✓	✓
Boot bag			✓	✓
Backpack (can also be used as school bag)		✓	✓	✓
Match day bag (can also be used as school bag)		✓	✓	✓
Cap		✓	✓	✓
Base layer (white)			✓	✓
Swimming jammers (Years 2 to 5)		✓	✓	

Samurai's comprehensive sizing guide can be found at <http://www.samurai-sports.com/fit-sizing-men/>. All items of kit (excluding socks, cap and swimming jammers) may also be initialed.

If you would like the opportunity for your son to try on items of his uniform or sports kit, we hold annual sizing events, details of which are published in advance. The School also holds a sample stock of all items that can be tried on at request.

SIXTH FORM STUDENT DRESS CODE

Newcastle School for Boys expects its Sixth Form students to be smartly dressed, in a business-like fashion.

Suit:

A smart, plain, or discreetly patterned, suit in a dark colour. Jacket and trousers must be made of the same material and may not be jersey, denim, tweed or corduroy.

Shirt:

A plain white, blue, grey shirt or striped with a collar, fastened at the neck

Tie:

Sixth Form house tie. Alternatively, School Prefect, colours or representative ties may be worn.

Jumper:

A v-necked jumper may be worn so that the tie is visible.

Shoes:

Smart, black and polishable. Heavy lace up shoes, boots, trainers, etc. are not permitted.

The decision of the Head of Sixth Form is final in all matters of Sixth Form dress.

BOYS' WELFARE

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

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

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

HOME-SCHOOL RELATIONSHIPS

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

The responsibilities of boys:

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

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

The responsibilities of teachers:

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

Teachers should:

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

The responsibilities of parents:

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

Parents’ responsibilities are:

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

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

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

CONTACTING THE SCHOOL WITH CONCERNS OR COMPLAINTS

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

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

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

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

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

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

Please see our Complaints Policy available on our website.

FIRST AID AND MEDICATION

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

The first aid point in the Senior School and for boys at West Avenue is the school office and for North Avenue is the Nursery and the staff room.

No boy who feels unwell should absent himself from class without first obtaining the permission of the member of staff who teaches him. Additional medical help will be sought, as appropriate. Please note that the School is not allowed to issue any form of drugs or medicine without parental consent. Prescription medication cannot be administered unless it is prescribed for your son by a doctor, dentist, nurse or

pharmacist. Medicines containing aspirin should only be given if prescribed by a doctor. It would be helpful if parents would be kind enough to advise of any specific treatment which has been prescribed by a doctor and it is important that any changes to your son's home or medical circumstances are notified to the School immediately.

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

FINANCIAL INFORMATION

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

In addition, many parents were adversely affected financially by the economic impact of the coronavirus pandemic. To provide certainty and a period to recovery, the Autumn term fees were maintained at the 2019-20, pre-coronavirus levels. The fees for subsequent terms will be reviewed before Christmas with a view to keeping any increase as low as possible.

TUITION FEES

AUTUMN TERM 2020 ONLY

Years 7 to 13	£4,800 per term
Years 3 to 6	£3,920 per term
Years 1 and 2	£3,800 per term

Reception

Up to and including term of 5 th birthday	£2,493 per term
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(Including the Government's Free Early Years' Entitlement)

After term of 5 th birthday	£3,258 per term
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Nursery tuition fees for the Autumn term 2020 will be as follows:

NO FREE NURSERY HOURS ENTITLEMENT					
	1 Day	2 Days	3 Days	4 Days	5 Days
Full Days	£55.00	£110.00	£165.00	£220.00	£250.00
Mornings Only	£35.00	£70.00	£105.00	£140.00	£175.00

15 FREE NURSERY HOURS ENTITLEMENT					
	1 Day	2 Days	3 Days	4 Days	5 Days
Full Days	£55.00	FREE	£55.00	£110.00	£165.00
Mornings Only	£35.00	£70.00	FREE	£35.00	£70.00

30 FREE NURSERY HOURS ENTITLEMENT					
	1 Day	2 Days	3 Days	4 Days	5 Days
Full Days	£55.00	£110.00	£165.00	FREE	£55.00
Mornings Only	£35.00	£70.00	£105.00	£140.00	FREE

Your son can attend either a morning session or a full day. The first 15 or 30 hours may be free in accordance with the Free Early Years Entitlement. Should you be eligible for the 30 free hours, please ensure you have applied for your entitlement and received your 30 hours eligibility code to ensure the school will receive the funding on your behalf. Please contact the finance office should you have any queries.

Any sessions in addition to your 15 or 30 free hours will be charged at our rate of £35 per morning session and £55 per full day.

Sessions within the Nursery are committed to on a term-by-term basis. Any requests to increase/change sessions should be made to Mrs Woosnam, Assistant Head (Early Years) in the term prior to the change and will be granted subject to availability.

FAMILY DISCOUNT

A 5% reduction on the tuition fees will be given to a first sibling, a 20% reduction will be given to a second sibling and a 33.3% reduction to third and subsequent siblings. This reduction will be given in respect of the youngest pupil(s).

LUNCH CHARGES

The charge for lunch is £215 per term for boys from Reception to Year 6 and £225 for boys from Years 7 to 13. This charge will be included on the fee invoice automatically for all pupils. Lunch for Nursery boys is charged at a daily rate of £3.60.

NON-COMPULSORY EXTRAS

		Session	Fee
Breakfast club	Pre-nursery to Year 6	7.30am to 8.15am	£3.50 per morning
After school care	Pre-nursery to Year 6	4.00pm to 6.00pm	£2.50 per half hour or part thereof
After school care - late collection fee	Pre-nursery to Year 6	After 6.00pm	£10 per 15 minutes or part thereof
Exam resits, late entry, re-marking and UCAS fee			Exam body fee
Other items including non-compulsory residential school trips			Cost as notified

These will be added to your SchoolMoney account as the charges are incurred.

MUSICAL INSTRUMENT TUITION

Individual music tuition can be arranged through the School. The arrangement will be with an independent music teacher but will take place on school premises. The music teachers will invoice you directly in advance for a course of ten lessons and payment should be made to the music teacher, and **not** to the School, at the beginning of each term. The tuition will be charged at £17.00 per half hour lesson. Half a term's notice in writing, or payment of half a term's fees in lieu of notice, is required if you wish to discontinue lessons.

PAYMENT METHODS OF TUITION FEES

The School's preferred method of payment for fees and additional tuition is by **Direct Debit** in any of the following ways:

- **Annually** - one payment will be collected on the first school day of the academic year (i.e. 3rd September 2020)
- **Termly** - payments will be collected on the first day of each term (i.e. 3rd September 2020, 5th January 2021 and 20th April 2021)
- **Monthly** - fees will be collected in **ten** equal instalments on the 1st of each month from 1st September 2020 through to 1st June 2021

Other charges

After school care, breakfast club, non-compulsory school trips, residential trips and sundry items purchased will be added to your online SchoolMoney account with payment due within 14 days, unless otherwise stated.

SALARY SACRIFICE CHILDCARE VOUCHERS AND TAX-FREE CHILDCARE

We accept salary sacrifice childcare vouchers for the payment of Nursery/Pre-Nursery fees and some extras in respect of pupils under 16. The School is also registered to accept Tax-free Childcare payments. Please contact the Finance Department for further details.

FINANCIAL DIFFICULTIES RELATING TO PAYMENT OF FEES

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

PUBLIC EXAMS

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

PUPILS' INSURANCE

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

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

NOTICE PERIOD REQUIRED

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

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

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

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

DEBTORS POLICY

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

FURTHER INFORMATION AND ADVICE

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

TERMS AND CONDITIONS

All parents are required to comply with the terms and conditions, which are signed on registration.

TRAVEL INFORMATION

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

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

Walking, cycling and using public transport are not only better for the School and for the environment, they are also better means of travel for our pupils. Independent travel supports the School ethos of encouraging the boys to develop as reliable and resourceful individuals. Walking and cycling are healthier and even walking from the bus and Metro stops gives a better level of activity than arriving by car.

Walking

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

Cycling

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

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

Public Transport

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

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

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

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

Concessionary Travel

Concessionary travel is available for everyone under the age of 16 who lives in Tyne and Wear, with under 5s going free. Children aged 5 to 16 who have an under-16 pass can enjoy reduced fares on local bus services and the Metro on Monday to Friday until 7.00pm.

All under-16 cards are issued by post. You have a choice of how to apply for your pass - either by post or in a travel shop. Forms are available in travel shops or you can download a form from the Nexus website.

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

School passes allow you one free journey to school before 9.30am and one free journey from school to home between 2.00pm-6.00pm. You can buy a School Pass for the whole academic year or just for each term.

There are a range of discount ticket schemes for students. If you're 16 and over and under 19, and in full-time further education, you can apply for a Teen Travel ID card, which you can then show to be entitled to a Teen Travelticket. Teen Traveltickets are valid on most buses, Metro, the Sunderland-Blaydon rail line and the Shields Ferry.

Teen Travel tickets are for a certain number of bus zones and for 1 week or 4 weeks.

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

Monument Metro
Four Lane Ends Metro
Central Station

The Nexus website www.how2get2 is also useful. If parents have any questions about travel to and from school, please contact Mr Angus Bullen.

THE SENIOR SCHOOL

The Senior School is situated on The Grove in Gosforth and houses boys in Years 7 to 11. Our new Sixth Form Centre for boys in Years 12 and 13 is immediately opposite the Senior School site on Moor Road South. Sixth form boys attend some lessons on the Senior School site.

THE SCHOOL DAY

The School opens at 8.15am and we ask that boys are not dropped off at school before this time, unless a prior arrangement has been made.

Registration	8.40am	Tutor group
Period 1	8.50am	
Period 2	9.30am	
Assembly/tutor group	10.10am	(assembly on Mon, Wed and Fri)
Morning Break	10.25am	
Period 3	10.45am	
Period 4	11.25am	
Lunch	12.05pm	
Registration	12.55pm	
Period 5	1.00pm	
Period 6	1.40pm	
Break	2.20pm	
Period 7	2.35pm	
Period 8	3.15pm	
End of school day	4.00pm	
Activities and clubs	4.15pm	onwards

SENIOR SCHOOL CURRICULUM

The Senior School curriculum is designed for boys to pursue academic success: to enable them to grow in knowledge, skills and understanding and to develop as independent learners. The curriculum is balanced and broad and promotes intellectual, pastoral, creative, physical, spiritual and moral development. It extends beyond the classroom into all activities and experiences undertaken by the boys.

There is emphasis in ensuring that each boy develops good core skills of numeracy and literacy since these form the basis for learning in most other subjects and on the use of information and communication technology across all subjects. Boys are taught by teachers who are subject specialists.

Boys generally sit for nine or ten GCSEs and all GCSE subject courses and specifications have been chosen and designed with our boys' strengths in mind. There is, therefore, a balance of creative, practical, cultural and scientific subjects on the curriculum and a managed programme of examination-assessed work with some controlled assessment opportunities in line with current examination board specifications.

Informative and genuine feedback is important to boys' motivation.

Grade feedback relating to effort, attainment and progress will be provided each term in the form of either a grade card or full written report. In addition, each year group will have at least one parents' evening scheduled during the course of the academic year. Formal internal school examinations are sat in February for Years 11 to 13 inclusive and May/June in Years 7 to 10 inclusive. These will always be followed up by a full written report or a parents' evening.

The vast majority of boys study French and Spanish as a Modern Foreign Language through to the end of Year 9. Boys are encouraged to pursue a Modern Foreign Language to at least GCSE standard.

In Year 10, boys are entered for GCSEs in core subjects of English Language, English Literature, Mathematics and the Sciences (Combined Science or separate Biology, Chemistry, Physics courses) and choose a further four optional subjects from: Art, Business Studies, Computer Science, Design Technology, French, Geography, History, Music, Physical Education, Religious Studies and Spanish.

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

SPECIFIC DETAILS OF THE CURRICULUM

Assessment

Both classwork and homework are marked regularly by all staff and feedback is given to boys verbally and/or in writing. The aim is to give boys the right information about their progress to help them improve through continuous dialogue. Most pieces of written work will be marked formally, but some work

may be marked in class or not marked at all (because, for example, it is preparatory work for a project). Work may be commented upon and not graded in order to encourage pupil response and reflection. Your son's teacher will keep a record of marks awarded.

Homework

Homework is set each week night and each tutor/year group has a published timetable, which will be given to your son at the start of the year and made available on the School website. Tasks set may include preparatory work for the next class, written work, learning (for example for a class test) reading, drawing or practical tasks. All homework is set through our digital online platform 'Show My Homework'. Each boy is set up with an account when he joins the School in order to allow him to access his work and view deadlines. Parents also have an account to allow them to view work and deadline details relating to their son.

- Homework is set each night and boys have a copy of their timetable. Length of homework will vary according to the age of the boy. As a guide:

Year 7	3 subjects per evening x 25 minutes
Years 8 and 9	3 subjects per evening x 30 minutes
Years 10 and 11	3 subjects per evening x 40 minutes
Years 12 and 13	a minimum of 1 hour per subject per day

- It is important for boys to establish a homework routine and support in this is very important. Parents are encouraged to view work set via their Show My Homework account on a regular basis.
- A copy of the Senior School's homework policy is available on request, and via the School website.

Year 10 and 11 Homework

Homework is set regularly and boys are expected to organise their time to ensure that all work is completed on time and handed in punctually. The nature of GCSE work means that this represents an average amount and there may be fluctuations from week to week. Some GCSE subjects require the completion of coursework and controlled assessments, which can take longer at certain times of the year. Boys are encouraged to undertake homework when it is set, rather than waiting until the day before it is due in, as many tasks will require a number of evenings to complete to the best level and failure to spread work evenly can be stressful and lead to under-performance.

Year 12 and 13 Homework and Private Study

Boys in Years 12 and 13 will have a number of private study periods each week and it is important that these study periods are used effectively. As well as taking advantage of specialised staff, Library and ICT resources and the

working environment of the Library, boys will free up more time out of school for other activities and interests.

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

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

Coursework and Controlled Assessments

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

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

Some coursework and controlled assessments are marked by the teachers in school and the marks are moderated by an external examiner; some coursework is entirely marked externally. Where coursework is marked internally, as per regulations, we will let your son know the mark we have awarded. This is a provisional mark and the moderation process does sometimes result in a change being made by the awarding body at a later date. If you disagree with the process that the School has carried out in order to arrive at the coursework mark, you can appeal. Further details may be obtained from Mr Alex Newman, Deputy Head (Teaching and Learning).

CHARACTER DEVELOPMENT

One of our aims at NSB is to develop men of "excellent character". Character development at Newcastle School for Boys aims to cover topics that will equip boys for life in a wide range of areas. We use assemblies and tutor periods to deliver a structured programme of common themes: community, integrity, resilience, courage, leadership and empathy.

GIFTED AND TALENTED

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

SUPPORT FOR LEARNING

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

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

REPORTS AND GRADES

Formal reporting provides regular and frequent feedback to boys and their parents. It should be motivating for boys, and informing and involving for their parents.

The annual pattern of formal reporting is as follows:

- Each boy will receive a minimum of one full written academic report, including grades, over the course of the academic year;
- Each year group has at least one parents' evening during the academic year;

- Boys in Year 9 and above are invited to attend parents' evenings;
- Formal internal school exams take place in May/June for Years 7 to 10 inclusive;
- A Level and GCSE mock exams for Year 11 to 13 inclusive take place in February;
- GCSE exams take place in November (English and Maths re-sits only), May and June;
- AS and A2 exams take place in May and June.

If an issue of serious concern (or some really good news!) arises between formal reporting sessions, the School will write to parents separately to keep them informed. If parents are concerned about any aspect of their son's progress at any time, they are encouraged to get in touch and ask to speak to his teacher or tutor.

Report Grades - Advice and Guidance for Boys

Report grades are awarded for **attainment**, **progress** and **effort**.

- **Attainment** from data measured throughout the academic year.
- **Progress** reflecting change and development over the course of the academic year.
- **Effort** reflecting the pupil learning behaviours in evidence.

In terms of effort, what this means in more detail is that you should meet the following standards throughout the grading period:

- Always arrive on time (or with a polite apology if very occasionally unavoidably delayed by a few moments).
- All books and equipment brought to every lesson (as requested by each teacher).
- Homework completed fully, to the best of your ability and handed in on time in the correct format.
- Always polite - no talking out of turn, interrupting or disturbing the learning of others.
- Attentive in class - looking at the teacher or correct focus of attention; putting hands up when asking or answering questions; asking relevant questions only; working safely where appropriate; concentrating.
- Engaged and involved in classroom discussion or activities.
- Work organised properly (in exercise book and/or folder as appropriate).
- Correctly dressed in school uniform.
- No chewing or eating sweets; no mobile phones visible or heard, unless otherwise directed by the class teacher.

Should you have special educational needs, these will be taken into account when awarding the grade for effort in each subject and by each teacher. However, you also need to take your own needs into account. For example, if you know that some homework may take you longer to complete, then you should plan to set aside more time whenever this is possible.

REWARDING ACHIEVEMENT

At Newcastle School for Boys:

- We seek to reward achievement in all areas of the School.
- We seek to reward effort and endeavour.
- We seek to promote good behaviour.
- We seek to promote an all-inclusive environment of respect and tolerance.
- We encourage boys to be actively involved in a wide range of curricular and extra-curricular activities.
- We encourage boys to actively participate in and contribute towards the house system.

The House Points System

House Points are awarded primarily, but not exclusively, to pupils in Years 7 to 11 in recognition of particularly praiseworthy effort and achievement. Stickers designed by the School may be used and stuck next to a piece of work. Each sticker equates to one house point. House Points are recorded on the School database (MIS) by individual teachers, which means that the points can be collated to provide ongoing House totals for weekly updates in assembly and the annual House competition.

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

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

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

SCHOOL COUNCIL

Members of each tutor group elect one or two representatives from their form to join the School Council. The Council is chaired by the Deputy Head (Character Development and Boys Wellbeing) and meets once each half term. Council members can raise any issues for discussion at the meetings and then report back to their tutor groups.

SCHOOL PREFECTS

Members of Year 13 are School Prefects and expected to take responsibility and set an example to the School. The prefects undertake regular duties and are responsible for a wide range of involvement in the life of the school.

CO-CURRICULAR PROGRAMME

There are many clubs and societies within the School, most of which meet during the lunch break or immediately after school, and all boys are encouraged to take part. Details of days and times are published in tutor rooms and on the school website. The termly co-curricular programme is co-ordinated by Mr Harris.

MUSIC, DRAMA AND GAMES

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

STATIONERY

Boys need a pencil case with at least one pen, pencil, ruler and eraser. They may also like to have their own set of highlighters and coloured pencils. It is recommended that all boys have a scientific calculator and a mathematical geometry set for Maths lessons.

It is recommended boys have their own dictionary. Tippex is not to be used. Boys may bring their own laptop, computers or tablets to School to assist in their learning, but do so at their own risk. The School cannot accept responsibility for such items if they are lost, stolen or damaged.

MOBILE PHONES

Boys may keep their phone with them - THESE MUST REMAIN OUT OF SIGHT DURING THE SCHOOL DAY UNLESS PERMISSION HAS BEEN GRANTED BY A MEMBER OF STAFF. The School cannot accept responsibility for loss or damage to phones and other electrical devices.

GAMES PROGRAMME

Boys will have a weekly session of Games and either one or two periods of PE, depending on their year group.

Games afternoons are as follows:

Monday	Year 9
Tuesday	Year 10
Wednesday	Years 11, 12 and 13
Thursday	Year 8
Friday	Year 7

The main sports are:

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

Other sports are available through the co-curricular programme and are usually organised at lunch times or after school.

It is a requirement that all boys playing rugby should wear a GUM SHIELD.

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

INSTRUMENTAL MUSIC TUITION

Individual music lessons in a wide range of instruments are available - details can be obtained from the School Office or Mr John Hopkinson. Instrumental music lessons normally take place in lesson time, but rotate each week so that each academic subject would not normally be missed more than once each half term. Boys are expected to let their teachers know that they have a music lesson and catch up on any class work missed, as well as complete homework

set during the lesson. Beginners are welcome at any age. One term's notice must be given if lessons are to cease.

LUNCH

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

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

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

If your son has special dietary needs, please speak in the first instance to his form tutor or the Catering Manager.

SANCTIONS

We hope that all boys will respect the people, places and property which make up Newcastle School for Boys. Failure to do so will not be tolerated. However, and the School reserves the right to employ a range of sanctions in order to maintain a safe, happy, well-ordered and civilised environment. Serious offences may result in temporary or permanent exclusion from School.

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

SENIOR SCHOOL RULES

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

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

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

- To all boys irrespective of age.
- On all school premises.
- On journeys which are part of school activities.
- Travelling to and from School, and at lunchtime.
- At all times when pupils are in school uniform or representing the School.

- Whether on or off school premises (including trips and visits).

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

Behaviour

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

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

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

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

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

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

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

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

Obligations on Pupils

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

Attendance

- All boys are expected to attend all timetabled lessons and activities unless ill or injured, or for reasons notified and agreed by the appropriate member of staff in advance.
- All boys are expected to be available to play for a School team when selected and to take reasonable steps to ensure that any problem is

- communicated directly (i.e. face-to-face) and well in advance to the teacher in charge of that team.
- Boys involved in musical and dramatic performances and other similar groups are expected to attend rehearsals and meetings. They should take reasonable steps to ensure that any problem is communicated directly (i.e. face-to-face) and well in advance to the teacher in charge.
 - Boys may not leave the site during the School day unless they have permission from a member of staff. Anyone leaving the site must sign out (see below.)

Registration

- All boys should be in their form room for morning registration by 8.40am and for afternoon registration at 12.50pm.
- Boys arriving late must report to the School Office on arrival.
- Boys leaving or re-entering the site after morning registration and before the end of the School day must report to the School Office.

Assembly

- All members of the School are expected to attend assembly unless required for an approved activity.
- Parents who wish their son to be excused Christian assemblies on grounds of conscience must obtain permission from the Headmaster.

Sanctions

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

Alcohol and Smoking

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

THE JUNIOR SCHOOL

The Junior School is based on two sites to the west of Gosforth High Street at North Avenue and West Avenue.

The Nursery, Reception, Year 1 and Year 2 classes are at North Avenue; Years 3, 4, 5 and 6 are taught at West Avenue.

DROPPING OFF

Boys in Nursery should be brought directly to the Nursery via the front door, access being by the Nursery buzzer. Boys can be brought to school from 8.15am onwards.

Boys in Reception, Years 1 and 2 can be brought to school from 8.15am and should be left on the North Avenue yard with the member of staff on duty.

Boys in Years 3, 4, 5 and 6 should be dropped off at the West Avenue site. Boys can be brought to school from 8.15am onwards, through the pupil entrance at the front of the School at West Avenue. A member of staff will be on duty at this time.

BREAKFAST CLUB

Boys can attend our Breakfast Club from 7.30 to 8.15am at a charge of £3.50 per morning. This is held at North Avenue and parents are asked to ring the doorbell and a member of staff will answer to collect your son.

COLLECTION

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

Nursery boys should be collected from 3.20pm, directly from the Nursery via the front door, access being by the Nursery buzzer. Morning only boys should be collected from the outside play area and signed out between 1pm and 1.15pm.

Reception, Year 1 and Year 2 boys should be collected from the North Avenue site via the gym door at 3.30pm. Any boys not collected by 3.45pm will be taken to After School Care.

Year 3, 4, 5 and 6 boys should all be collected from the playground at West Avenue at 3.45pm. Any boy not collected by 4.00pm will be deemed to be staying for packed tea or prep and will be taken to After School Care at North Avenue.

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

AFTER SCHOOL PROVISION

Any boy staying at school after 4.00pm should have a small snack and, until 4.00pm, this provision is free. Between 4.00pm and 6.00pm the cost is £2.50 per half hour or part thereof until 6pm and £10 per half hour or part thereof thereafter.

SECURITY

We would politely like to remind parents to close all gates and doors on entering and leaving the School premises in order to ensure the safety of the boys at all times. Boys are not allowed to open any external doors or gates. We would ask that parents be vigilant when entering or exiting doors and that they are aware of whom may be entering the School behind them.

CONTACT BETWEEN HOME AND SCHOOL

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

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

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

Parents of boys in Years 1 to 6 will receive a progress update in the Autumn terms. A comprehensive end of year report is given out in June.

TRIPS AND VISITS

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

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

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

HOMEWORK

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

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

READING

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

ASSESSMENT

Boys are assessed regularly through our common assessment approach and parents are welcome to discuss this information with class teachers. INCAS assessments are completed online in May.

RECOGNITION OF GOOD WORK

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

ASSEMBLY

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

LUNCH TIMES

Cooked lunches are provided on the North Avenue and West Avenue sites. Menus are displayed and boys are encouraged to try new foods. Good manners and correct cutlery use are encouraged at all times. Please inform us of any dietary requirements or food allergies.

BREAK

Nursery to Year 2 boys are encouraged to bring a piece of fruit and a water bottle to school each day. This is added to the class 'fruit bowl' and the boys are given a selection of child-friendly pieces of fruit before morning break. Boys from Years 3 to 6 are encouraged to bring in their own healthy snack and a water bottle if they wish. This must be labelled and is the boy's responsibility to look after.

Each Nursery to Year 2 boy needs a colouring book and colouring pencils in case of wet playtimes. In other years there is a wide selection of classroom activities and games for boys to do if the weather is too wet to go outside.

UNIFORM AND SPORTSWEAR

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

Please ensure that all uniform is clearly named.

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

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

EQUIPMENT - KS2

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

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

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

SPORTING CODE OF CONDUCT

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

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

Boys have a responsibility to:

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

<p>BOYS Boys should:</p> <ul style="list-style-type: none">▪ Play fairly▪ Be good sportsmen▪ Be polite▪ Lose graciously▪ Win graciously▪ Be keen to win▪ Be kind to fellow players and opponents▪ Respect their team mates▪ Support the referee's decision▪ Await the referee's decision	<p>Boys should not:</p> <ul style="list-style-type: none">▪ Play unfairly▪ Be bad sportsmen▪ Be impolite or use foul language▪ Be bad losers▪ Be unpleasant to losing teams▪ Be unpleasantly aggressive in their play.▪ Be unkind or bully other players (mentally or physically)▪ Complain about or criticise their team mates▪ Criticise the referee's decision▪ Appeal decisions
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<p>COACHES Coaches should:</p> <ul style="list-style-type: none"> ▪ Provide a role model for boys ▪ Insist on the highest standards from boys ▪ Have the spirit of sport and enjoyment of the boys at heart 	<p>Coaches should not:</p> <ul style="list-style-type: none"> ▪ Conduct themselves in an unprofessional manner ▪ Allow standards to decrease or stand still ▪ Have a “win at any cost” mentality
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<p>SUPPORTERS Supporters should:</p> <ul style="list-style-type: none"> ▪ Provide a role model for players ▪ Encourage players and the team ▪ Be friendly and polite towards opponents and opposition supporters regardless of circumstance ▪ Support the referee’s decision ▪ Support the coach and manager ▪ Have the spirit of sport and enjoyment of the boys at heart 	<p>Supporters should not:</p> <ul style="list-style-type: none"> ▪ Conduct themselves in an unprofessional manner ▪ Negatively criticise players or the team ▪ Be aggressive towards anyone regardless of circumstance ▪ Publicly criticise the referee’s decision ▪ Give technical instructions to players ▪ Have a “win at any cost” mentality
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Rules for responsible use of the computer network in the Senior School

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

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

- I will not download and store music files on a School computer;
- I will not play any games on a School computer unless directed to do so by a member of staff for educational purposes;
- I will not copy work directly from the Internet and claim it as my own;
- All work used in assignments must be correctly listed as a quoted source as required by the School's rules on plagiarism.

Rules for responsible use of the computer network in the Junior School

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

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