



# START OF TERM

# SEPTEMBER

# 2023

Guide for Students and Parents/Carers

## WELCOME BACK

We all hope that you have had a relaxing and enjoyable summer and are looking forward to the start of the new school year. For some students new to Newstead, this will be a new system, others may need a reminder of how the canteen works, or the arrangements for certain aspects of the school day. This guide offers a reminder of our routines and expectations as we embark on the 2023/24 academic year.

**Alan Blount**

Headteacher

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## TIMINGS OF THE SCHOOL DAY

Students should not arrive on site more than 5-10 minutes before the start of the school day.

Students will remain outside in the playground and will not be allowed to enter the school buildings before 8.30am unless they are purchasing breakfast from the Canteen or are in Year 11, 12 or 13.

The first bell will ring at 8.30am and students should then make their way to Form Rooms ready for registration at 8.35am.

These are the times of the school day:

### **8:35 Morning registration**

8:45 Period 1

9:45 Period 2

### **10:45 Break**

11:05 Period 3

12:05 Period 4

### **1:05 Lunch**

2:10 Period 5

### **3:10 Afternoon form time**

### **3:35 End of school**

Students must use the outdoor areas to wait until the first bell rings. Year 11, 12 and 13 students may make their way to their Tutor Bases when they arrive for private quiet study before 8.30am. Students not working quietly will be asked to remain outside until 8.30am.

All students will finish school at 3.35pm.

Students in Year 7, 8 and 9 should leave school by 4.00pm unless they are in a twilight lesson or afterschool club.

Students in Year 10 and 11 may use the Library for silent study until 5.00pm.

Year 12 and 13 are permitted to remain on site after school to use their designated study spaces until 6.00pm. Food is not to be consumed in these areas. Any students who do not leave the areas tidy will have the opportunity to study after school revoked.

**Students in Year 12 and 13 are not permitted to leave the school site during the school day.**

## ENTRANCE TO SCHOOL

All students should enter the site using the main student entrance gate and follow the path to the main entrance. They should proceed to the outdoor space at the rear of school until the bell rings.

KS3 students will access their lockers on the Tennis Courts.

## TRAVEL TO AND FROM SCHOOL

We continue to encourage students to walk, cycle or use public transport to get to school as far as possible.

If students are being driven to school by a parent/carer, we request that consideration is given to our neighbours, other road users and pedestrians to avoid congestion and any potential accident. Please do try and drop off by Tubbenden Road or Tile Farm shops, and please do not drive into Avebury Road.

Students who cycle to school must do so with the knowledge of their parent/carer and will be expected by the school to wear appropriate clothing, including a cycle helmet. Bikes can be secured in the bike racks adjacent to the Sixth Form Block.

## ASSEMBLIES AND TUTORIAL PROGRAMME

**Form Time takes place at the beginning and end of each day – 8.35am until 8.45am and 3.10pm until 3.35pm.**

**Both sessions are compulsory parts of the school day and all students will remain at school until 3.35pm.**

Morning registration will include the sharing of notices and announcements as well as taking of the register.

Our tutorial and assembly programme will take place in afternoon registration as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Year 7</b>	Assembly	PSHE	Form Reading	Form Reading	Briefing/Silent reading
<b>Year 8</b>	Assembly	PSHE	Form Reading	Form Reading	Briefing/Silent reading
<b>Year 9</b>	Assembly	PSHE	Form Reading	Form Reading	Briefing/Silent reading
<b>Year 10</b>	Briefing/Silent reading	PSHE	Assembly	Form Reading	Form Reading
<b>Year 11</b>	Briefing/Silent reading	PSHE	Assembly	Form Reading	Form Reading
<b>Year 12</b>	Form Reading	Briefing/Silent reading	PSHE	Briefing	Form Reading
<b>Year 13</b>	Form Reading	Briefing/Silent reading	PSHE	Briefing	Form Reading

Whole school reading time and PSHE will take place in afternoon form time when students are not in assembly.

## ASSESSMENTS, RECORDING AND REPORTING

Teachers plan and implement a range of classroom-based and other assessment opportunities for all year groups to support the identification of knowledge gaps and misconceptions in order to address these in curriculum planning.

Formal assessment periods for all year groups are on the school calendar on our website.

Year 12 students will be assessed in the first 3 weeks of term, based on their bridging unit work completed over the summer.

Year 7 students will complete their MidYIS assessments on their first day.

Parents' evenings will be held online and are listed on the school calendar on our website.

School reports and gradesheets will be sent home via the Parent App on Arbor.

## ATTENDANCE AND PUNCTUALITY

School attendance is mandatory and the following rules on school attendance apply.

Morning registration takes place at the start of school at 8.35am. Any student arriving after this time will be marked as 'late'. The registers will remain open until 9.00am. Any student arriving after 8.35am must sign in at Reception or on the 'late gate' and will receive a 20-minute Senior Leadership Team late detention at lunchtime on the same day. These are held at the rear of the Main Hall and students are responsible for turning up promptly with some work or silent reading to do. The member of staff on duty will mark their attendance and signal when they are allowed to leave.

Persistent lateness will result in contact home and a Deputy Headteacher detention after school on Friday.

Any student arriving after 9.00am will be marked as having an unauthorised absence and contact home will be made. If a student misses registration (eg. to attend an early morning medical appointment), they should sign in at reception on arrival, the appropriate authorised absence code will be recorded, and they will not be required to attend late detention.

Where a student arrives to school late, but fails to sign in at Reception, a detention will be set. If the student is marked absent at morning registration and there has been no contact from a parent/carer then the Attendance Officer will make an absence call.

Afternoon registration will also require punctual attendance.

Our [normal absence reporting procedures](#) are detailed on our website.

Parents/carers are asked to report their child's absence from school on a daily basis by calling 01689 853626 or email [attendance@newsteadwood.co.uk](mailto:attendance@newsteadwood.co.uk)

## BEHAVIOUR FOR LEARNING

We recognise that students may need to be reminded of classroom routines and school behaviours at the start of the Autumn Term. Our behaviour expectations are in place to ensure everyone can learn in a purposeful, calm and welcoming environment.

Students are expected to be on time and ready to learn for lessons and to take an active role in their learning.

The use of mobile phones and earphones/headphones is not permitted on the school site at any time, apart from by sixth form students in specific sixth form areas only. Devices should be turned off and kept out of site during the school day. If devices are used, they will be confiscated in accordance with our Behaviour Policy.

## BRING YOUR OWN DEVICES

All students are expected to read, sign and adhere to our Acceptable Use Agreement which covers the use of laptops and tablets. We recognise the benefits of using these devices in learning, and students who wish to bring their own laptop to school can do so.

The school does not accept responsibility for these devices and they remain the responsibility of the student whilst on the school site.

Wi-Fi coverage was further upgraded across the school site in 2021/22 allowing greater student access. Our new library has an increased number of docking stations and power points for students to use.

## BREAK AND LUNCH ARRANGEMENTS

Students in Years 7-10 are expected to remain outside at break or lunch unless in wet weather in which case indoor spaces will be available and supervised.

At lunchtime the Main Hall is used on a rota which is signalled by the bell ringing the corresponding number of times. This rotates over the week so that each year group has a different time in the canteen each day. Students are only permitted to use the canteen at their designated time.

Year 11, 12 and 13 are permitted to eat in form rooms or the Sixth Form Common Area. Sixth Form students will use the Sixth Form Common Room servery or the Concourse Kitchen area. Students in Years 7-11 will use the main Canteen.

We are a cashless school, and all students are expected to purchase items using their WisePay fob.

## BICYCLES

Students are welcome to cycle to school. The bike racks are located on the Sixth Form patio area outside of Lab B2. All bikes should be securely locked and whilst we will do all we can to ensure the security of the area, we cannot take responsibility for the loss of, or damage to, bicycles.

Bicycles should be roadworthy, and students should wear a helmet. It is also advisable for students to have passed the cycling proficiency test.

**Motorised/electric scooters are not permitted.**

## CATERING

Our school Canteen will be open to provide breakfast, break service and lunch to all students.

Payments will all be made using the student's individual fob. Parents/carers are asked to add credit to your daughter/son's account via WisePay as we do not accept any cash payments.

Indicative Menus can be found [here](#) and updated menus will be available soon on our website.

## EXTRA-CURRICULAR ACTIVITIES AND SCHOOL TRIPS

We are proud of our Extra-curricular programme. We have a vast array of activities available in 2023/4.

A full timetable of activities will be published in the first couple of weeks of term.

The details of available school trips will be sent to parents and by email. We will preserve teaching time, especially for examination groups, but understand the value of cultural and curriculum-based trips and visits as part of a rounded education.

Please keep checking our school calendar and weekly newsletters published on a Friday.

## FIRST AID AND MEDICAL

- Students who need first aid or who are unwell are not permitted to walk the site unaccompanied. They should be accompanied by a member of staff.
- General first aid treatment will be provided in our medical room after the student has been taken to reception.

## ACCOMPANYING STUDENTS TO HOSPITAL

In some circumstances, we may need to accompany a student to hospital in either an ambulance or our own personal transport, especially where a family member cannot accompany them.

We will make contact with parents/carers and place students in the care of health professionals, including paramedics.

## STUDENT MEDICATION

Arrangements for student medication can be found [on our website](#). We ask parents/carers to ensure that the school is provided with any required medication for safe storage within the School Office.

Student medication in school will be checked for expiry dates and relevant contact will be made with parents/carers when medications need replacing.

## FORM READING

Everyone takes part in our Whole School Reading programme during Form Time.

In Form Time, everyone (including Form Tutors) reads the same book at the same time. We rotate books each half term so that by the end of the year, the whole year group will have read the same selection of texts.

We have deliberately chosen a wide range of diverse and stimulating texts which will help build cultural capital, demonstrate a variety of lived experiences and viewpoints, and provide a challenging political historical and social commentary.

## LIBRARY

Our Library has been refurbished over the summer and is open daily from 8.00am until 6.00pm.

We encourage all students to make full use of our Library and to borrow books on a regular basis. Our librarians are on hand to support students to find relevant information/books etc. and students are encouraged to request titles to be stocked in the Library.

Students can use the Library for:

- Browsing the shelves and checking out or returning books;
- Silent reading – books/magazines/newspapers;
- Homework/revision/research/independent study at the tables or at the computers.

The Library is a silent study environment during lesson times. Some lessons may take place with teachers in the library. Sixth Form students can use the Library as a study space when they have an unsupervised study session.

Any student from Years 7-11 who is sent to the Library during lesson time must have a note from their teacher in their planner giving permission to do so. Food is not allowed in the library.

## LOCKERS

KS3 students have a locker on the Tennis Courts. Students in KS4 and KS5 are allocated lockers in a range of areas across the school

**Students are required to provide their own lock and should keep their locker locked at all times.**

Outdoor wear must be removed on arrival at school and stored in the locker or cloakroom.

Items left on top of lockers will be removed.

Students are advised only to bring to school what they require each day.

## MOBILE PHONES

Mobile Phones will be confiscated if seen and can be collected at the end of the day from Reception.

## PHYSICAL EDUCATION

Regular physical activity and exercise is important for students' physical and emotional wellbeing and our full curriculum of PE lessons will take place for all students in KS3 and KS4.

Students in Years 7-9 should come to school in their PE kits on days when they have PE lessons. Students in Years 10-13 should wear school uniform to school every day and change for PE when they have lessons. The PE uniform expectations must be adhered to.

## SCHOOL UNIFORM AND SIXTH FORM DRESS CODE

We expect that students wear full school uniform in Years 7-11 and the [Sixth Form Dress Code](#) must be adhered to at all times.

Our [uniform and dress code expectations](#) play an important role in contributing to the ethos of our school and setting an appropriate tone.

Our Parents Association run a Nearly New Uniform Shop providing parents/carers with the opportunity to donate and purchase items of school uniform which students may no longer require or have outgrown.

## SIXTH FORM

Sixth Form students are required to wear lanyards and personal identification cards at all times when on the school site for safeguarding reasons.

Students are not permitted to leave the school during the school day. Any students needing to sign in or out for valid reasons (eg. for medical appointments) must have permission from Ms Burchill or Ms Dalton arranged in advance via email, and are required to sign in and out using our electronic system.

During lesson time and at break and lunchtime, the Library, Student Support Room and 614/615 can be used by either Year 12 or Year 13 and will provide appropriate study spaces with access to ICT to both year groups.

For full details of Sixth Form arrangements please see separate Sixth Form Handbook.