

# PONTELAND COMMUNITY HIGH SCHOOL



**PARENTS' HANDBOOK**

**2020-21**

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## Explaining the jargon

### **National Curriculum**

The National Curriculum is a blueprint used by schools to ensure that teaching standards are consistent across the country. It is a framework provided by the government so that all school children are taught in a way that is balanced but also challenges them.

### **Key Stages**

Your child's progress through the school system is measured in Key Stages, which are as follows:

- Key Stage 3: Years 7-9
- Key Stage 4: Years 10-11
- Post-16: Years 12-13

### **GCSE (General Certificate of Secondary Education)**

GCSEs are taken by the majority of students at the end of Year 11, usually following two years of study. GCSEs are graded as 9-1, with 9 being the highest grade.

### **DfE**

The government's Department for Education.  
[www.education.gov.uk](http://www.education.gov.uk)

### **Ofsted**

Ofsted is an official body that inspects schools in England which are mainly or wholly state-funded. Ofsted inspectors produce school-specific reports meant to improve standards of achievement and quality of teaching, as well as providing independent information to parents and the wider public.  
[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### **Pastoral**

This relates to the responsibility and care of students' emotional well-being and development.

# Welcome!

Firstly, I would like to say thank you very much for choosing to send your son/daughter to our school. As a parent, I know what an important decision it is to choose the right school, especially as you are entrusting something as precious as your child to us. For our part we will, as a school community, do our very best to ensure that the secondary years are enjoyable and fulfilling for your child.

My belief is that every student is unique, with their own set of special talents, skills and abilities. Our school will be focused on drawing these out and developing them further through the curriculum and extra-curricular activities. This will also require students to demonstrate a commitment to their learning as well as perseverance and resilience, especially when faced with setbacks. Success in school is often more about effort and motivation than mere talent, and we trust that parents will help to reinforce this crucial message.

Academic work is clearly very important within our school and we expect a lot from our students (and staff), however school life is about so much more than just lessons. We are proud of the wide range of enrichment activities on offer to our students and would strongly encourage every one of them to get involved in something outside of lessons. It is here that we develop enduring friendships and interests for life.

Ultimately we aim for our students to be happy, feel safe and secure, and to achieve exceptionally well; it is my sincere hope that this will be the case for each and every student joining us in September.

I am looking forward to working closely with you in the weeks, months and years ahead to make this a reality.



Kieran McGrane  
Headteacher

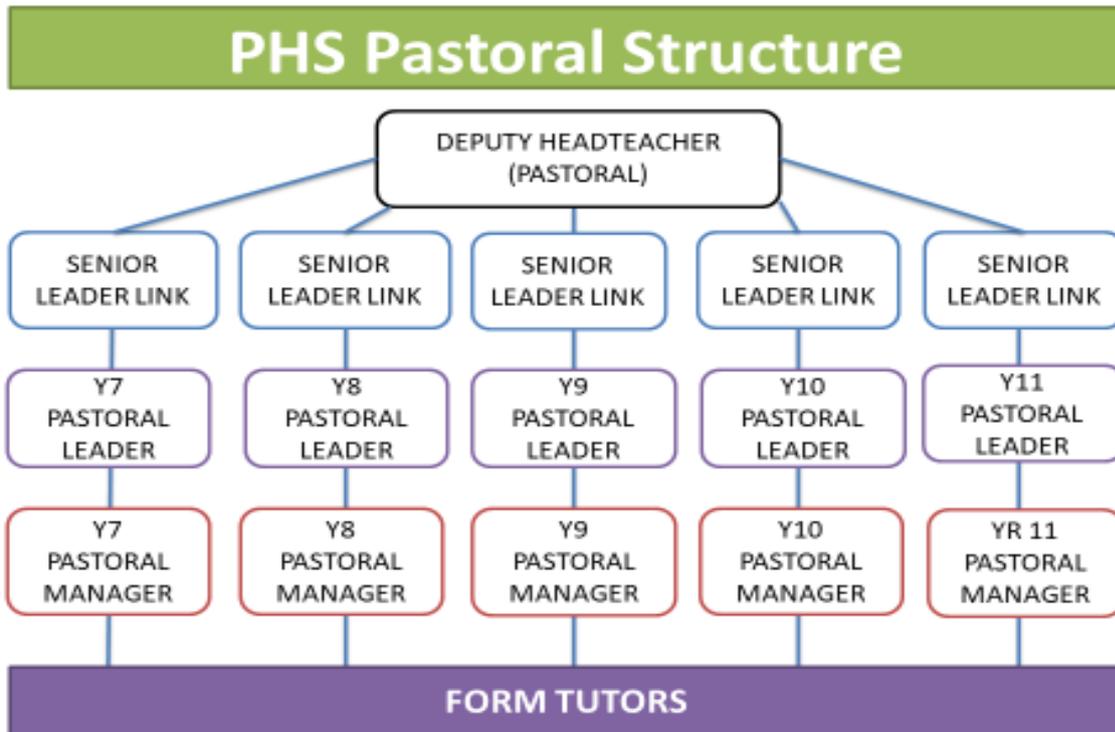
## Contacting the school

There will inevitably be occasions when you feel the need to contact school; we welcome calls about your child's progress or well-being, and will do our best to deal with your query as quickly as we can.

<p><b>If your child is not at school because he or she is ill ...</b></p> <p><b>(If your child is absent and we have not heard from you by 11.15am, we will contact home)</b></p>	<p>Please contact School Reception <b>as soon as possible</b> and ring in every day that your child is absent.</p> <p>Tel: 01661 824711 Ext 243 or: Select Option 2, then Option 1 Fax: 01661 821831 Email: <a href="mailto:info@ponthigh.org.uk">info@ponthigh.org.uk</a></p>
<p><b>If you have a concern about your child's welfare, e.g. behaviour at school, attendance, detentions, a concern at home ...</b></p>	<p>Your <b>first point of contact</b> should be your child's Pastoral Leader or Pastoral Manager on 01661 824711</p> <p>From September 2020, these are:</p> <p>Year 7: Mrs H. Hartley (Ext 240) Mr P. Coulson (Ext 253) Year 8: Mrs A. Yates (Ext 215) Mrs L. Mordey (Ext 202) Year 9: Mr W. Close-Ash (Ext 218) Ms J. Murray (Ext 228) Year 10: Mr C. Benn (Ext 349) Ms M. Andrews (Ext 264) Year 11: Mrs E. Lee (Ext 266) Mrs S. Huntley (Ext 241)</p> <p>Pastoral Leaders and Managers move with students through Year 7-11, then return to Year 7.</p>
<p><b>If you are concerned about a particular subject your child is studying ...</b></p>	<p>Contact your child's subject teacher (this may well change each year).</p> <p>If you would like to discuss the matter further, please contact the Pastoral Leader in the first instance.</p> <p>For more serious concerns please contact Mr S McElwee, Deputy Headteacher.</p>

## Pastoral Support (Years 7 – 11)

This diagram shows the structure of the pastoral system at PHS. Our teams have the experience and expertise needed to help develop students' emotional, physical and social wellbeing.



The Pastoral Leaders and Managers support the Form Tutors with all pastoral matters such as attendance and punctuality, behaviour and rewards, in a way that ensures the well-being of all students. They are also available at break and lunchtimes for students to talk to, and for parents to speak to by phone or arrange a scheduled meeting in school, if they have any worries or concerns.



# Respect and Responsibility

## *Code of Conduct*

We have two basic school rules that ensure the smooth day-to-day running of the school; these are displayed in every classroom and are non-negotiable.

1. Always do as you are asked by a member of staff
2. Listen attentively, in silence, when a member of staff is talking

In addition we expect our students to demonstrate the principles of respect and responsibility at all times.

### **YOURSELF**

- **Respect** yourself by making the most of your skills, talents and abilities
- Accept **responsibility** for improving as a learner and for your behaviour as a member of our school community

### **OTHER PEOPLE**

- **Respect** everyone's right to learn, work and achieve
- Accept **responsibility** for helping and encouraging others to improve and succeed



### **OUR ENVIRONMENT**

- **Respect** the environment we all share, both within school and outside
- Accept **responsibility** for protecting and improving your surroundings

## *Behaviour and Discipline*

At PHS we work hard to ensure all students are well-rounded individuals who have a sense of respect for themselves, their families, their peers, their teachers and the wider community.

We are deeply committed to the safety and well-being of our students. We believe that education has a major role to play in combating negative behaviour and enabling all young people to achieve their potential.

We also believe that education must teach young people of the need for tolerance and to respect and celebrate differences in our local, regional, national and global communities.

We encourage our students to be open-minded, and try to present them with a variety of positive images and role models. We will help our students to recognise the contributions made by different groups in society. We will not discriminate against each other by our use of language.

## *Rewards and Sanctions*

The behaviour, discipline and safety of students are a responsibility shared by all staff. We expect our students to have the highest standards of behaviour and show respect for others at all times, and we reward this appropriately.

We aim to reinforce good behaviour, hard work, effort and concern for others by recognition and praise, whenever or wherever it occurs. Strong relationships and mutual respect between staff, students and their peers are actively encouraged and supported.

Rewards include:

- Student of the Month (Tutor Group)
- Student of the Month (subject areas)
- Verbal praise and immediate recognition
- Other awards as organised by subject areas and Pastoral Teams, e.g. Celebration of Achievement assemblies
- Certificates for good attendance
- Letters of praise for good effort/behaviour grades/specific acts

Behaviour issues in lessons are dealt with in the first instance by the classroom teacher. If the matter cannot be resolved it will be taken further by the relevant Raising Achievement Leader/Raising Achievement Deputy.

If behaviour issues are persistent or occur across a number of subject areas then the Pastoral Leader/Manager will intervene.

Very serious matters will, if necessary, be dealt with by an Assistant Headteacher, Deputy Headteacher or Headteacher.

A student will face the following set of consequences if he/she chooses to continue to behave in an inappropriate or unacceptable way:

- Verbal warning
- Break-time and/or lunchtime detention (students will be allowed time to eat, and use the toilet, if they have a detention over break or lunch time)
- After-school detention (we have a legal right to keep students after school for detentions, but parents will usually receive 24 hours' notice if we have to impose this sanction)
- Report card
  - This will monitor the student's behaviour and engagement on a daily basis. Parents will be informed and involved in this process
- On tow
  - Students are taken out of lessons and isolated; senior staff will supervise them.
  - They are also supervised during break and lunch time
- Behaviour contracts
- Saturday morning detention
- Fixed term and permanent exclusions



## **Bullying**

Ponteland High School has a firm Anti-bullying Policy. This is available from the School Office, and can be viewed at [www.ponthigh.org.uk](http://www.ponthigh.org.uk)

We take bullying in any form extremely seriously, and appreciate that it does cause stress and anxiety for everyone involved.

We encourage students who are bullied, or are involved in bullying, to talk to someone they trust. This may be:

- parents or a family member
  - a teacher
  - the school nurse
-

- a friend who could pass on information for them
- a help-line. See page 11 of the student planner for a list of support contacts.

We ask parents to support us by encouraging your child to talk to his/her Form Tutor in the first instance concerning any form of stress or worry, and then their Pastoral Leader or Pastoral Manager, if necessary.

**“Cyber-bullying”** is when a child or teenager is threatened, harassed or targeted by another child or teenager using the internet, interactive and digital technologies, social media or mobile phones. We treat this as seriously as any other form of bullying, and take as many precautions against it as possible, including computer security measures.

### **Smoking**

Ponteland High has an Anti-Smoking Policy aimed at discouraging students from starting to smoke, and encouraging students to stop smoking if they have already started. This policy also includes ‘vaping’ or use of e-cigarettes.

Smoking or vaping anywhere on or near the school site is not permitted. **Any student who is found smoking, in possession of cigarettes, or in the company of a smoker, will face a sanction;** this would usually be an after-school detention. The student would be advised to make an appointment with the school nurse to discuss ways of giving up smoking. Continuing to break the anti-smoking policy could lead to a Saturday morning detention and/or a fixed-term exclusion.

### **Drugs**

We consider drugs to be a very serious issue, and have a detailed Drugs Policy which aims to:

- enable students to make informed, sensible choices
- keep the school free of drugs at all times.

Drugs are defined in this policy as, ***“any substance which is illegal to possess or to sell. It also includes substances which are not illegal, but which are used by young people to create mood and behaviour changes, e.g. alcohol, solvents, glues, aerosols, tobacco and over-the-counter and prescription drugs.”***

We work closely with an agency called ‘Sorted!’ to provide information and support to students and staff.

- Sorted! is a multi-agency outreach substance misuse service that operates throughout Northumberland.
- It provides treatment and care to young people under the age of 18 who experience problems because of their use or misuse of substances (legal and illegal drugs, alcohol, and solvents, over the counter and prescription medicines).

Sorted! acts in the best interests of the young person, giving factual, non-biased information and advice about substances.

The telephone number for Sorted! is 01670 500150.

## **Restricted items**

Please note the following items **must not** be brought onto the school site and if a student is found in possession of them they will be confiscated, with an appropriate sanction applied.

- Illegal substances, e.g. drugs
- Cigarettes, lighters, matches, e-cigarettes
- Alcohol
- Knives, razors and similar sharp items
- Laser pens/pointers
- Any other item that might cause offence, nuisance or danger to others
- Large sums of money

## **Mobile Phones**

Mobile phones may be brought to school, but **must stay switched off/silent during the whole of the school day**. In essence, they may be 'on site but out of sight'.

**If phones are visible, misused or interrupt learning (on the first occasion) they will be confiscated and returned at the end of the school day. If the problem occurs a second time they will be confiscated and then parents will be asked to collect the phone from school in person.**

School will not accept responsibility for the loss or theft of a phone.



# Life at Ponteland High School

## *The School Day*

8.50	Arrival
9.00	Morning Registration/Assembly NB: There is one assembly per week for each year group
9.15	Start of lesson 1
10.15	Start of lesson 2
11.15	BREAK
11.35	Start of lesson 3
12.35	Start of lesson 4
13.35	LUNCH
14.15	Afternoon Registration
14.25	Start of lesson 5
15.25	End of school day

## *Timetable*

The school operates a two-week timetable, which means that the lesson patterns change every other week, e.g. Week 1: Period 1 on a Monday might be English, but in Week 2 it might be Science.

If your child is unsure which timetabled week they are following, this information is displayed on the plasma TV screen near Reception, and on the Ponteland High School website: [www.ponthigh.org.uk](http://www.ponthigh.org.uk)

## *Morning Break*

Break-time is 20 minutes long, so students have plenty of time to catch up with friends who may be in different classes. A selection of snacks is available from the dining hall.

**Students are not allowed to leave school during break or lunch.**

## *Lunch*

Lunch break lasts 40 minutes. **Only Post-16 students are allowed to leave school during lunchtime.**

In the dining hall, students can choose either a full school meal or a snack-type lunch; the food is cooked in our own kitchen. Packed lunches can be eaten in the dining hall or in one of the designated social areas. Fresh drinking water is available from the drinking fountain in the dining hall at no cost, and students are encouraged to drink water regularly throughout the day. Students can bring their own bottled water but should not bring energy or fizzy drinks to school.

## **Attendance**

At PHS we know that excellent attendance is critical, as there is a direct link between students' attendance and their achievement and progress levels. Every day your child is absent will impact his or her education and future success.

Students' attendance is recorded electronically during am/pm registration times and at the beginning of every lesson.

Attendance rates that fall below 90% (19 missed days; almost 4 weeks) over the school year give serious cause for concern. **A 90% attendance rate affects your child's chances of success by a drop of 1 grade at GCSE across all subjects.**

With this in mind, we have an ongoing whole school focus on good attendance for all students across the school. The following page highlights our monitoring system which we launched in academic year 2016-17. You will note that attendance has been broken down into a series of categories linked to a set of interventions that tutors and the Pastoral Team will manage. These interventions are of a supportive nature and include simple conversations about the importance of good attendance or short sessions examining ways of improving attendance.

We recognise that many of our students maintain the very highest levels of attendance and we aim to celebrate this further through contact with you. There are times, however, when attendance begins to slip and we will look for your support to promote the importance of good attendance.

You can help us and your child by doing the following:

- If your child cannot attend school due to illness, you should contact school Reception as soon as possible every day that your child is absent from school. (The only exception to this involves informing school Reception if you know your child is definitely going to be absent from school for a period of time)
- Take family holidays only during the school holiday periods. From September 2013 we have been unable to authorise these due to a change in legislation.
- Make medical/dental appointments outside school time, where possible
- Discuss any problems concerning attendance with your child's Form Tutor, Pastoral Leader or Pastoral Manager.

### **Students arriving late**

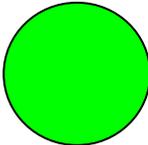
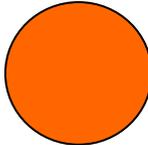
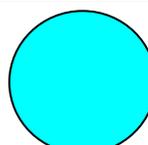
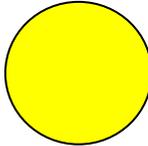
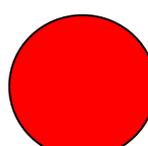
Late students **must** report to Reception to sign in. We will contact parents if this happens on a regular basis.

### **Students leaving school early**

You should contact school by telephone, email, letter or a note in the Student Planner, if your child needs to leave early. A student **must not** leave school for any reason, without first reporting to Reception and officially signing out.

## PONTELAND HIGH SCHOOL ATTENDANCE MONITORING PROGRAMME PASTORAL TEAM PROCEDURES 2020-21

The table below indicates the procedures required for each group of students within school in relation to their attendance in school. Attendance is shared with students on a weekly basis and each student receives a coloured sticker for their planner to highlight their current position. The system is monitored and managed by a Deputy Head Teacher, supported by the Pastoral Team for each year group.

COLOUR CODING	% ATTENDANCE	PASTORAL TEAM ACTION
 <b>GREEN</b>	<b>EXCELLENT</b> 98 – 100%	<ul style="list-style-type: none"> <li>• Attendance celebration</li> <li>• Half-termly PM (Pastoral Manager) letter home</li> <li>• PM certificate in rewards assembly</li> </ul>
 <b>ORANGE</b>	<b>GOOD</b> 95 – 97.9%	<ul style="list-style-type: none"> <li>• Half-termly PM letter home</li> <li>• PM certificate in rewards assembly</li> <li>• Tutor verbal praise</li> </ul>
 <b>AQUA</b>	<b>CAUTION!</b> 92 – 94.9%	<ul style="list-style-type: none"> <li>• Tutor verbal encouragement</li> <li>• Tutor mentoring</li> <li>• Tutor contact home (phone call/letter) when appropriate (record to be kept)</li> </ul>
 <b>YELLOW</b>	<b>WARNING</b> 90 – 91.9%	<ul style="list-style-type: none"> <li>• Target group for PM mentoring</li> <li>• PM letter to parents when appropriate (record to be kept)</li> </ul>
 <b>RED</b>	<b>SERIOUS CONCERN</b> 89.9% or below	<ul style="list-style-type: none"> <li>• First day response and PM/EWO ( Education Welfare Officer) parental interview for 85% - 89.9% 85% and below EWO higher level intervention</li> <li>• Fast track procedures where appropriate (dependent on circumstances)</li> </ul>

**RESPONSIBILITY OF PASTORAL MANAGERS:** please use the colour coded data sheets you have received to:

- a. Identify and target students in the **AQUA, YELLOW AND RED** categories and organise the relevant action.
- b. You may need to adapt positive letters home for the **GREEN** and **ORANGE** students.
- c. Discuss the **YELLOW** students with your Pastoral Leader to decide on next steps including mentoring if appropriate. A letter of concern for these students may be needed.

## ***Illness/Medicines in School/Allergies***

If a student becomes ill at school they **must** go to Reception. We will then contact you. If we cannot reach you, we will make appropriate medical arrangements.

Please make sure you let us know of any changes to your emergency contact details on a regular basis so that our information is up-to-date and correct. Please advise us if your child has any medical conditions which may require them to take medication during school hours. Students **must always** go to Reception to take medication.

## ***Lost property***

All items should be labelled. Any valuables brought in by a student are the responsibility of that individual; the school will not be liable for any loss or damage.

## ***Lockers***

Lockers are available for students and can be hired for an initial fee of £10 (£5 of which is a deposit for the locker key, which you will get back when the key is returned to school). Each subsequent year's fee is £5. If the key is lost, a fee will be charged to cover the cost of a replacement.

## ***Travel Arrangements***

Northumberland County Council has a statutory duty to provide free home-to-school transport, or where appropriate, pay the cost of such transport, for students who live more than three miles away from their designated catchment area school by the nearest available route.

Where spare seats are available on home-to-school transport vehicles contracted by the County Council, children who are not entitled to free transport may be allowed to travel on a fare-paying basis.

For more information about school transport, go online at: <https://bit.ly/2wrhnAs>

Parents, schools, transport operators and the County Council all have an interest in the behaviour of children on school transport. Drivers, operators and any escorts will liaise with us as appropriate on behavioural problems. **School rules still apply while students are on school transport.**

## ***Bikes***

We provide a bike parking area, but we cannot be held responsible for any loss or damage to bikes while on school premises. Students must provide their own locking device.

## ***Parking***

The staff car park is always very busy - it is reserved for **staff only**.

Students should only be dropped off and collected from the main visitors' car park, further along Callerton Lane. When parking elsewhere, please show consideration for residents and other road users. Vehicles are parked at the driver's own risk.

## ***Travel Policy***

We have recently updated our Travel Policy in line with the upcoming move to the new school site; it can be viewed [here](#).



## PHS Uniform and Dress Code



### Boys

- Grey school blazer with school badge
- Grey V neck pullover with school badge
- School tie (worn properly)
- Plain white shirt (tucked into trousers)
- Flat front or pleated black trousers (see item 1)
- Black shoes (see item 2)

### Girls

- Grey school blazer with school badge
- Grey V neck pullover with school badge
- School tie (worn properly)
- Plain white shirt (tucked in)
- Flat front or pleated black trousers or School skirt with logo (see items 1 and 3)
- Black low-heeled shoes (see item 2)

Dress Code	
Item	School expectation
Trousers	No denim, canvas or linen material trousers. No cargo-type. No leggings.
Shoes	Sensible, black, polishable shoes must be worn. No trainers or trainer-style shoes, no nubuck, canvas or suede, no fabric inserts, no coloured stitching, logos or contrasting colours. No Ugg or Ugg-style boots. No boots.
Skirts	Skirt must be the compulsory school skirt with logo, purchased from our supplier, Emblematic.
Belts	No wide or coloured belts with large buckles or logos.
Jewellery	The only jewellery permitted is a watch, one signet ring and one pair of studs in the ears (not expanders or plugs). No other facial or body piercing is allowed in school.
Make-up	No make-up, nail varnish or lipstick – if it's visible, it's too much. No false eyelashes or false nails.
Hair	No extreme hairstyles, e.g. shaved razor-cuts or Mohican-style, no unnatural colours, blocks, stripes or extensions.
Outdoor coats	Coats should not be worn indoors.
Bags	All students should have a suitable rucksack or bag, so that they can carry all the books and equipment they need for the school day. Bags should be marked or labelled with the owner's name.

***NB: Due to the fast changing nature of fashion it is impossible to provide an exhaustive list of inappropriate items. We aim for our students to look smart and take pride in their appearance; should you have a query about an item then please contact school prior to making your purchase.***

**School uniform and PE kit can be purchased from our supplier Emblematic. Please visit their website for more details [www.emblematic.co.uk](http://www.emblematic.co.uk)**

## Summer uniform

In the summer term, students will wear the normal school uniform (see previous page). However, **jumpers will be optional for the final half term. Blazers and ties should still be worn**; if worn, jumpers may be removed in lessons at the discretion of the class teacher. At all times shirts should be tucked into trousers/skirts.

Any breaches of the school uniform policy are likely to result in a sanction. We may need to contact parents for the student to go home to change, or work away from other students, if this is not possible.

## PE Kit – Boys & Girls

### Indoors PE Uniform

Black and Red Polo Shirt

Black Shorts, Black sports leggings (branded) or Black tracksuit bottoms  
Black Socks

Clean Trainers

**Please note:  
No plimsolls or school shoes to be worn for PE**

### Outdoors PE Uniform

Black and Red Mid Layer Top  
**No hoodies**

Black Shorts, Black sports leggings (branded) or Black tracksuit bottoms  
Black Socks

Football /Studded Boots

**PE Uniform for Boys and Girls (all items can be purchased from Emblematic)**



Mid Layer top



Polo top (unfitted)



Polo top (fitted)

**Optional:** Black base layer (thermal skin)

## Student Support

### **Google**

#### **Google for Education**

At Ponteland High School we use Google for Education as our prime IT platform. Google has the benefit of being cloud based, meaning that it is more secure and resilient enabling us to work more flexibly than before. Google for Education has offered new and exciting ways for staff and students to work both independently and collaboratively and feedback from students has been very positive.

Every student at Ponteland High has his or her own school Google account. This comprises unlimited storage on Google Drive, a school GMail and Calendar account and access to Google Docs, Slides and Sheets, which is Google's equivalent of Word, PowerPoint and Excel. Students will be taught how to access their Google accounts at the start of the year and will learn how to make the most of them to support their learning both in school and at home.

Relevant teaching resources will be made available to students via Google Drive or Google Classroom and the versatility of Google means that your child will be able to access his or her school account from any device (and most are compatible with Google) and in any location.

#### **Chromebooks**

A Chromebook is a device which runs Google Chrome as its operating system. The device starts up in seconds, offers thousands of apps for productivity and creativity and has a battery life which can last for more than 10 hours. We use Chromebooks in school in many lessons and whilst they are not a mandatory piece of equipment parents may wish to consider purchasing a HP Chromebook for your child's personal use at school and at home.

### **School Gateway**

School Gateway enables us to text or message via an app if we need to send an important message about your child (we will of course try to contact you by phone in the first instance if the message is urgent).

School Gateway also enables you to make online payments for trips and dinner money.

In order to make use of the online payments service you will need to create a School Gateway account. Smartphone users can download the School Gateway App from their app store and we would encourage you to do so as this is the quickest and most effective way to use the service. If you do not have a compatible Smartphone you can create an account at the School Gateway website at [www.schoolgateway.com](http://www.schoolgateway.com)

In order to link your account to your child the email address and mobile number that you use to register must match the contact information you give us for our school records.

You can, of course, continue to pay for trips and dinner money with cash however we hope that you will find online payments to be more convenient. Due to the charges we incur when we deposit cheques into the school bank account, we no longer accept cheques, except in exceptional circumstances.

## **Student Voice**

Student Voice covers a range of activities and initiatives that allow students to contribute to the running of their school and wider communities. They can voice their opinions, display their creativity and become a key part of their school.



Student voice activities bring many benefits as individuals develop a variety of personal skills and qualities that are highly valued in the workplace and in further education.

<b><i>Benefits of Student Voice Activities</i></b>			
<b>Personal Skills</b>	<b>Personal Qualities</b>	<b>Atmosphere</b>	<b>Relations</b>
Democratic understanding	Confidence	Mutual respect	Respect
Logical thinking	Independence	Meeting students' needs	Staff/student empathy
Ability to compromise	Creativity	Happiness	Sharing vision
Debating	Empathy	Enjoyment	Valuing education
Teamwork	Maturity	Motivation	Understanding

Our students are involved in many activities, such as department review surveys/focus groups, conducting interviews as well as a monthly meeting with the Headteacher, which is based on a random selection of our Students of the Month. We encourage all of our students to get involved in such activities.

Pastoral Leaders are largely responsible for organising Student Voice activities, and interested youngsters are invited to join in various activities through assemblies, tutor periods and notices.

## **Curriculum Support**

**Ponteland High School believes that all students are entitled to access the full curriculum and should be supported to achieve their very best.**

Students are defined as having an additional or special educational need if they require specific curriculum support to ensure their learning, emotional or physical needs are met and they can access the full curriculum.

Our Curriculum Support team is dedicated to meeting the needs of every student who may require extra support in any given area.

Students with a special educational need including those with Education & Health Care Plans are supported to work to their full potential and are taught in mainstream classes by qualified teachers.

Students are supported by a team of Curriculum Support Assistants across the full curriculum. Parents of students with special educational needs requiring curriculum support are invited to discuss any concerns that they may have with the Special Educational Needs Coordinator (SENCO), Mrs Robinson, before transfer to the school, at termly reviews, or at any other time throughout their child's school career.

## The Home-School Relationship

### ***PHS Library***

The Library provides a stimulating learning environment to support students. It has high quality mainstream and electronic facilities, and space for study and discussion. Our Librarian, Miss Laws, is on hand to offer support and advice on any of the services available. Every PHS student is automatically enrolled as a member of the library throughout their time here, enabling them to borrow books and magazines, and have access to a wide range of reference materials.

In addition to books, the library has:

- 30 networked computers, all with internet access
- a black and white printer
- a scanner
- daily newspapers
- a colour photocopier

### **Opening Times:**

Monday to Thursday: 8.30am – 4.30pm

Friday: 8.30am – 4.00pm

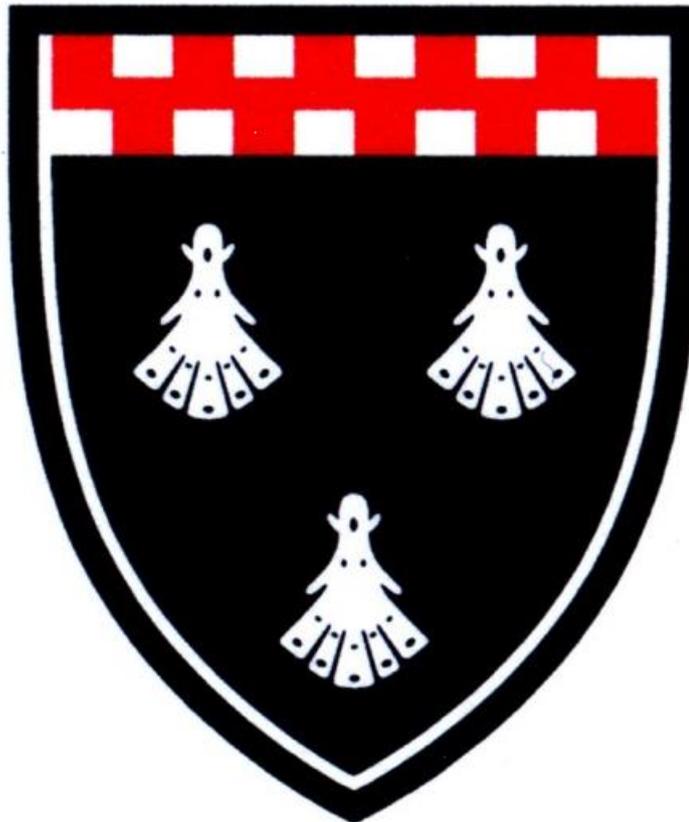
### ***Working with parents***

Children achieve more when school and parents work together, and parents understand what the school is trying to achieve and how they can help. If young people see that their parents are enthusiastic about education, they are far more likely to view school in a positive light, and be more receptive to learning. With the right information from us, it is hoped that we can support you to help your child become an enquiring, discriminating, compassionate, confident, capable and creative learner.

All the research tells us parental involvement in a child's education is a more powerful force than family background, size of family and level of parental education. In particular, research tells us that the parental involvement that has the most impact on their youngsters' educational development is the quality and range of conversations parents have with their children. That is why we see parents as vital partners in their child's education.

Our Weekly Bulletin for Parents is intended to provide a regular information update. It will be sent out electronically every Friday afternoon. The email bulletin details information for the week ahead and also highlights important upcoming dates and activities for you to note.

*Aiming for our students to be happy, feel safe and secure, and  
achieve exceptionally well*



**Ponteland High School**  
Callerton Lane Ponteland Newcastle upon Tyne NE20 9EY

Tel: 01661 824711

Email [phs@ponthigh.org.uk](mailto:phs@ponthigh.org.uk) Website [www.ponthigh.org.uk](http://www.ponthigh.org.uk)

Twitter: @PontHigh