



**Northallerton School
& Sixth Form College**

Being the best we can be

BACK TO SCHOOL GUIDE

SEPTEMBER 2021

Areté 
Learning Trust

Being the best we can be

AN INFORMATION BOOKLET FOR ALL STUDENTS AND PARENTS/CARERS OF
NORTHALLERTON SCHOOL & SIXTH FORM COLLEGE

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ATTENDANCE & PUNCTUALITY

Attending school on a regular basis is the key to children doing well at school and sets them up with good habits for later life and the world of work. We have high expectations about attendance and punctuality; we expect our students to attend school on time and have an attendance record of 96% or above - this equates to no more than 15 half days of absence during the academic year. We ask for your support by ensuring that your child/children arrive at school, on time and ready to learn. **Students must be on site by 8.40am at the latest.**

We know that illness is unavoidable and there may be occasions when your child may have to be absent from school. Therefore, if your child is unable to attend school, please ensure you contact the school on the morning of the absence, **before 8.30am. This can be done by calling: 01609 773340, selecting option 3 and providing a brief reason for the absence.** Please note that if your child is absent for more than one day, it is important, for safeguarding reasons, that you phone in each morning (This will not be necessary for longer periods of absence e.g. hospital stays and recovery from operations as long as we have been informed). Your support in following this guidance and reinforcing our expectations of high levels of attendance, at school, is greatly appreciated.

BEHAVIOUR

High standards of behaviour are expected of every student. Students should move around the school site in a mature, safe way. Every student has the right to learn in a classroom environment free from distractions and our behaviour consequence system is designed to support that aim. Our motto **'being the best we can be'** pervades everything we do at Northallerton School & Sixth Form College and this is underpinned by our three core expectations that students will be **'Ready, Respectful and Safe'** alongside our values of **'Excellence, Friendship and Respect'**. We believe that to be firm and clear in our expectations is kind: it enables everybody in our community to thrive and prepares the young people in our care for a future in which they will display high standards of personal responsibility, integrity and discipline. Please read our Behaviour Policy [here](#)

CATERING FACILITIES/BREAKFAST CLUB/PARENTPAY

Breakfast club will be operating between 8am and 8.20am on the Arbor site. Students will need to sign in and remain in the dining area. Any student needing to transfer to the Cuthbert site following Breakfast Club will be escorted across the road at 8:30am. There will be no catering provision for students at break time. Students are encouraged to bring a healthy snack which they can consume at morning break.

CHROMEBOOKS and CHROMEBOOK CHARGERS

It is our aim that students in Years 7 and 8 will all have use of a Chromebook - this will allow them to take part in fully digital courses, where departments decide to deliver in this way. Chromebooks will also be used to enrich student learning and support home learning tasks. It is expected that students charge Chromebooks overnight and should not need to routinely charge them during the day. Students in higher years may also have a chromebook, especially where it has been identified to support a specific learning need or support their normal way of working. The use of ReadWrite and other supportive technologies will be developed throughout the curriculum, and the use of a Chromebook is essential for this. As part of ongoing learning support in the classroom, live marking, scaffolding and support is available via Google Classrooms. As such our Learning Support Assistants will be issued with a Chromebook

DROPPING OFF AND PICKING UP STUDENTS

There are no designated areas to drop students off so we would encourage students to walk or cycle to school, where possible (we would strongly recommend that students wear helmets when cycling to school). If you need to drop off your child please be mindful of not inconveniencing local residents.

EQUIPMENT

Students will not have access to lockers at the new site. Therefore a sturdy school bag is essential. Students must have the following basic items of equipment for every lesson: blue or black pen (and a spare); scientific calculator; coloured pencils; pencil (and a spare); pencil sharpener; ruler; pencil eraser; student planner (provided); green pen and earphones for digital work, as directed by the teacher. Students in Years 7 to 9 should also have a reading book. **Failure to bring all of their equipment may result in a detention. However, there will be an opportunity to purchase basic equipment items, during tutor time, if required.** Additional equipment may be required in certain lessons and should be bought, when requested. Wherever possible, more expensive

textbooks and specialised equipment will be issued on loan. Students will be required to pay for any loss or damage to school property.

EXTRA CURRICULAR ACTIVITIES

An extensive range of activities will be available. These will include sport, culture and super-curricular opportunities. This will be launched with students in September.

LEARNING EXPECTATIONS

In order to maximise opportunities for students to experience high-quality learning we have established a list of 7 expectations of students in all classrooms. These are:

1. All students should be actively involved in the lesson tasks
2. All students should pay full attention to the teacher, or other students who are asked to present
3. All students should begin work on tasks provided promptly
4. All students should expect to work in silence for part of their lessons
5. All students should make use of the timers displayed by the teacher to pace the tasks they are completing
6. All students should expect to be asked to recall prior learning to help build their long-term memory
7. All students should be prepared to answer questions in lessons. Usually teachers will direct questions at specific students rather than just asking for students to raise their hands.

We also have a set of expectations for the standard of presentation in students' exercise books and other written work. We use the PROUD acronym to communicate these expectations:

- **P**ens – Write neatly using a black or blue pen. Use a green pen to respond to your teacher's feedback
- **R**uler – use a ruler and a pencil to draw tables and diagrams
- **O**ops, I've made a ~~mistake~~ – cross out mistakes neatly using one ruled line
- **U**nderline – underline titles with a ruler
- **D**ate – write the date for each piece of work and Independent Study.

LEARNING RESOURCE CENTRE

Our new learning resource centre will accommodate extensive independent learning provision, an Accelerated Reading library and a SEND learning support hub.

LUNCHTIME ARRANGEMENTS

Lunchtime arrangements in September will be similar to the provision this year. Students will have lunch in their own year groups; they will be given an allocated seat in dining and they will be given a 25 minute time slot in one of the school's dining rooms. The catering team will provide a range of hot and cold meals for students to purchase. Alternatively, students may bring in a packed lunch which will be eaten in the school dining room alongside students who are having a purchased meal. As with this year, students will be expected to sit in a seating plan for all of their meals. In addition to their lunch, students will have time (usually 20 minutes) during the lunch break to access their designated social area.

MEDICAL e.g. what to do if your child becomes unwell at school

If students become unwell during the school day, they will be sent to the office. Office staff will always contact home to get permission before allowing students to leave the school site. If students are too unwell to walk home, we will ask that they are collected. All office staff are emergency first aid trained.

MOBILE PHONES

From September 2021, we are a mobile-free school. This means that students can carry their phone to school with them **but phones must not be seen, heard or used whilst in the school building or on the school site. They must be turned off and placed into their school bag.** For educational purposes, a teacher may direct students to use their mobile phone if an alternative device is not available, e.g. exit quizzes using Educake. Our reasons for doing this are: they distract students from the things they should be focusing on, including learning and positive social interaction with friends at break and lunchtime. It also reduces incidents of phone misuse and cyber bullying, during the school day. **Students must not contact parents/carers during the school day. If a student needs to contact home the school will do this on their behalf. Students not meeting these expectations will have their phone confiscated.** Students may collect their phone at the end of the school day.

However, if there is a repeat of this behaviour in a half term, the phone will be kept at reception until a parent/carer can come to collect it.

MOVING AROUND THE SCHOOL

Students are expected to walk sensibly when moving around the site. In areas with large footfalls there will be a clear 'walk on the left' policy, for example when moving up and down the stairs and across the bridge. Students will be escorted to lunchtime by their period 3 teacher. There are designated social spaces provided for each year group. Students are not allowed to move out of their social space to mix with other year groups.

NORTHALLERTON LEISURE CENTRE

We are extremely fortunate to have the use of Northallerton Leisure Centre to enrich our PE curriculum offer for all year groups. We will have exclusive use of many of their facilities, including the all-weather football pitch and sports hall, in addition to our own PE facilities.

PLANNER

Year 11 students will continue to have a paper planner. Students in Years 7 to 10 will be taught to use Google Classroom and Class Charts to manage their workload.

READING

All students in Years 7-9 will be expected to have a reading book at all times as part of their essential equipment. In many subjects, students will have silent reading time at the start of lessons and there will also be timetabled slots for whole-class reading. We would also strongly encourage Years 10-13 to bring reading materials (either for reading for pleasure or to support GCSE/A Level studies) to school every day. Years 7-8 will follow the Accelerated Reader programme. This means that they will be tested in September to be given a ZPD (Zone of Proximal Development) score which will inform us of the optimum level of difficulty of the books they should be reading. After reading each book, students will take an AR quiz and we have regular prizes for our most dedicated readers! Students in these year groups will have weekly timetabled lessons in the library where they can select books from the appropriate ZPD range. English teachers and the librarian will be able to assist in the selection of appropriate reading materials as well as monitoring AR progress and quizzing. We will be testing all Year 7 students in September and using this data (alongside data already collected from Year 8 students) to identify any students who need additional specialist tailored support to further develop their reading abilities.

REWARDS

We understand the importance of rewarding young people and recognising their effort and achievements. Rewards are an intrinsic part of our positive behaviour system. Students will be rewarded for working hard; trying their best; being kind and reflecting the school's expectations and values. Rewards can be issued by all staff during lessons and at social times. We also issue rewards for good attendance and punctuality. We love to hear about students' achievements outside of school and ask that they bring into school any winning trophies and certificates so we can celebrate their success. We celebrate achievements, attainment and effort during form time, in assemblies and end of term House Reward presentations.

SCHOOL BUSES

All school buses will arrive and park on the Arbor site. On arrival duty staff will guide students to their social space on Arbor or to the bottom of the bridge if they need to go onto Cuthbert site. At the end of school duty staff will line up students waiting for buses to ensure the students' safety. Staff have been asked not to drive cars in or out of either site while buses are in operation.

SCHOOL OPENING TIMES

The school reception is open Monday to Friday 8.00am to 4.30pm. All visitors are asked to report to Arbor reception and to book an appointment. **Staff will not be able to meet with parents without a prior appointment.**

SIXTH FORM CENTRE

Access to the Sixth Form Centre for students is via the pedestrian gate on Brompton Road. There is no student parking on site. All sixth form students will have registration and most of their lessons within the Sixth Form Centre. If subjects require specialist equipment (art, DT, science, media) they will have most of their lessons in the subject area.

SOCIAL TIMES/ZONES

As we have done this year, students will be allocated specific areas for their social spaces, according to which year group they are in. Each year group will have an identified space for summer weather (usually on grass) and a space for winter weather (usually on hard-standing or indoors when the weather is very poor). Parents should be aware though that it will be a general expectation for students to be outside at social times so they will need to make sure they have appropriate outdoor, weatherproof clothing.

STUDENT ENTRANCE POINTS

There are two pedestrian entrance points for the school on Cuthbert side and two for Arbor site. The two entrance points for Cuthbert are along Brompton Road, near the pedestrian bridge and another on Turker Lane. The two entrances on Arbor are one which is next to the pedestrian crossing and one next to the pedestrian bridge.

SWEETS, ENERGY DRINKS and AEROSOL SPRAYS

Sweets, large bags of savoury snacks e.g. Doritos, energy/cafeinated drinks e.g. Costa coffee/Luozade and aerosol sprays are not permitted, at any time, on school grounds. If these are brought onto school grounds they will be confiscated and will not be returned.

THE BRIDGE

Our pedestrian bridge is for the exclusive use of students at Northallerton School & Sixth Form College and it allows safe passage across Brompton Road - a busy A road.

To ensure safe passage across the bridge for students and staff we have developed a clear set of protocols to be adhered to at all times.

TIMINGS OF THE SCHOOL DAY

Students may enter the school site from 8:30a.m. (or 8a.m. if attending breakfast club). Students must be in classrooms ready to begin work at 8:45a.m. The day ends for students at 3:15pm at which point a number of voluntary extra-curricular and revision workshops will be on offer.

8:00am-8:30am	Optional Breakfast Club
8:30am-8:45am	All students arrive on site
8:45am-9:10am	Registration
9:10am-9:15am	Transition Time to get to Period 1
9:15am-10:15am	Period 1
10:15am-11:15am	Period 2
11:15am-11:30am	Break
11:30am-12:30pm	Period 3

12:30pm-1:15pm	Lunch + Free Time
1:15pm-2:15pm	Period 4
2:15pm-3:15pm	Period 5
3:15pm-4:30pm	Optional Extra-Curricular Activities

TOILETS

There are plenty of toilets on both sides to accommodate our students. The majority of the toilets are single-sex boys and girls. We also have some unmarked toilets which are gender-neutral.

UNIFORM

Our school uniform is very important to us. It plays a valuable role in contributing to the ethos and values of our school. Our uniform instils a sense of pride, supports positive behaviour and promotes a sense of community. It ensures that all students feel equal and protects them from social pressure to dress in a particular way. It helps the whole school community to get on with our core business of teaching and learning. A detailed uniform list is available on our website. **Important information to note is that we do not allow students to wear any type of training shoe unless they have a valid medical note. We do not allow students to wear hoodies/sweatshirts over or under their uniform - such items will be confiscated. We do not allow any jewellery other than one pair of plain studs, in the earlobe.** If any student is thinking about having any other piercing(s), this should be done at the start of the summer holiday, as no student will be allowed to wear nose/multiple ear piercings at any time. **Plastic, clear replacement studs for nose and ear piercings are also not permitted.** A detailed uniform list is available on our website [here](#)