

Great Park Academy



Great Park Academy

'Create Your Future'

Information for Parents and Carers
of Year 5 to 11 Pupils

School Year 2025 – 2026

Primrose Lane
Great Park
Newcastle upon Tyne
NE13 9FR

Tel: 0191 255 9170 Email: admin@greatparkacademy.org.uk

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Dear Parents / Carers

Welcome to Great Park Academy.

Our philosophy is that we want to support our pupils to be the best version of themselves.

We work in close partnership with parents and carers for the benefit of the children and have established a caring, friendly and supportive atmosphere. With your help, we can do much to ensure that the years spent by your child in the Great Park Academy are both happy and successful.

Along with our partner schools, we form The Gosforth Group. This Multi Academy Trust approach brings many benefits, which include:

Extended breadth and quality of provision

The capacity and ability to respond better to all children's needs

Shared management responsibility and curriculum expertise

Widening the impact of our strongest leaders, teachers, support staff and Local Advisory Groups

Widening opportunities for collaborative professional development

Yours sincerely

A handwritten signature in black ink that reads "K. Billingsley". The signature is written in a cursive style with a horizontal line underlining the name.

K Billingsley
Head of School for Great Park Academy

GREAT PARK ACADEMY

SENIOR MANAGEMENT STRUCTURE OF GREAT PARK ACADEMY

Executive Headteacher

Pete Fox

Head of School

Katherine Billingsley

Assistant Principal

Jon Hall

THE GOVERNING BODY

If you wish to contact the Academy Advisory Group please write to:-

Chair of Academy Advisory Group
c/o Great Park Academy
Primrose Lane
Great Park
Newcastle upon Tyne
NE13 9FR

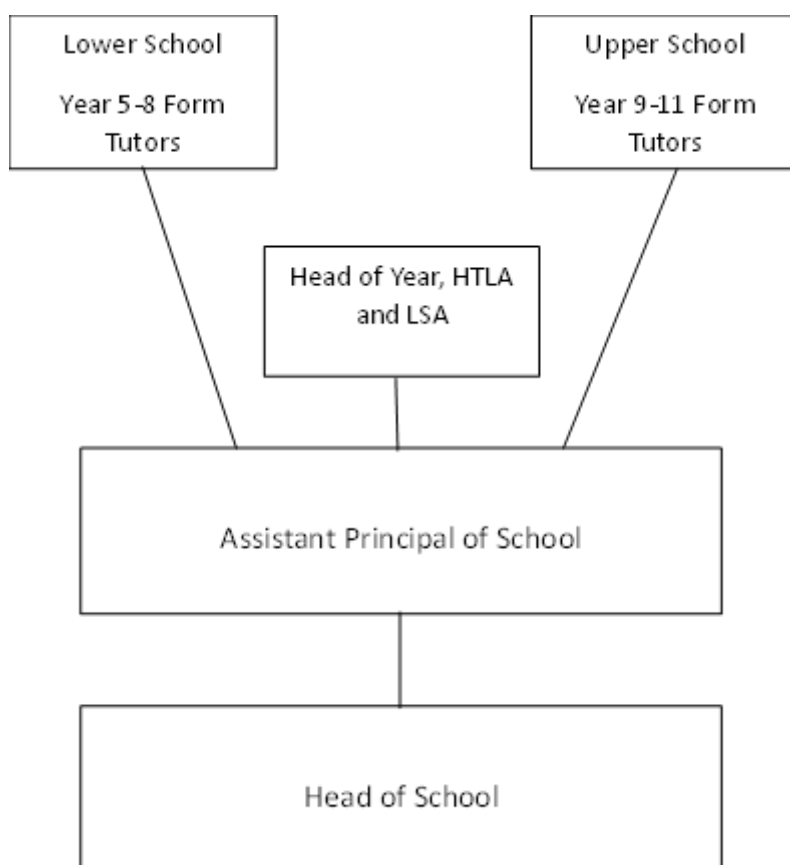
GREAT PARK ACADEMY SUPPORT

Pastoral Care

In our school we get to know your children well. By encouraging the sort of staff-child relationship which allows frank and open dialogue, children form special relationships with some of their teachers and support staff and sometimes small problems are picked up and sorted out quite informally.

The Form Tutors, who are responsible for daily registration of children in their forms are usually the best first point of contact for parents/carers wishing to discuss issues regarding their children.

FLOW DIAGRAM SHOWING CONTACTS FOR PARENTS/CARERS REGARDING THE PASTORAL CARE OF CHILDREN



We have Heads of Year, an HLTA and a team of LSAs who play a very important role in supporting both the academic and pastoral needs of the children.

Please note that **appointments must be made**, if parents/carers wish to have a meeting with a member of staff, except in emergency situations. This is because we can not guarantee that a particular staff member can be available due to wide-ranging commitments within school. Please contact the reception if you wish to make an appointment.

ROAD SAFETY

Remember, children are not always aware of the dangers and therefore parents and carers must be!

- Please do not park on double yellow lines, zigzag lines or on the pavement.
- Please encourage your child to use the pedestrian crossings.
- The designated drop off and collection point for pupils is at the Park and Ride facility. Please follow the newly formed pathway to Great Park Academy.
- If your child has additional needs and may require drop off at the school site, please contact the school admin team.
- **We ask that our parents and carers support the local community by not parking on the roads adjacent to the school.**
- If collecting your child from the park and ride area, please **park and leave your car in a designated parking area and personally meet your child outside the school building, or alternatively, if you feel appropriate, they should walk and meet you in the carpark.** Do not park in bays reserved for blue badge holders
- If you are collecting your child for an appointment during school hours, please meet your child at Main Reception and sign them out.
- In the interests of the environment, please switch off engines whilst waiting in the car park.

WALKING TO AND FROM SCHOOL

As children get older, inevitably, as parents/carers we start to make judgements about developing their independence. One of the ways you may consider is to allow your child to walk to and from school on occasions. You may even have thought of a mixture of your child walking and you delivering and collecting.

YOUR CHILD'S FIRST DAY

Children in Year 5 and Year 9 will start the new academic year at 8.25am on Wednesday 3rd September 2025. Those in Years 6, 7, 8 and 10 will start on Thursday 4th September. All pupils will be in school from Thursday 4th September and should be on the school premises no later than 8.15am. We ask that parents do not remain with their child. Our staff will greet you and receive your child and settle him/her into school and will be available to greet children during their first week of school to direct them to the right yards and entrances. Year 5 and 6 pupils will enter and exit the site from the KS2 entrance. The rest of the school will enter and exit through the main entrance. **All parents and visitors must report to Main Reception.**

3.10pm – school ends for all pupils.

- * During the first week, the children will become more familiar with the building, the staff and the general day to day organisation of the school.
- * If children are unsure about anything, they can ask any member of staff for help. Usually they approach their form tutor, whom they already know.

Please note that the normal school day runs from 8.25am (morning registration) until 3.10pm for all pupils.

Children are expected to be on the school premises, no later than 8.15am.

On the final day of each term, school closes at 12 noon.

Late Arrivals

Morning registration takes place at 8.25am. We do not wish to penalise children for lateness beyond their control, but we believe that young people should appreciate the importance of punctuality. Each case of lateness will be carefully considered to see if it could have been avoided, and appropriate sanctions will be given if

considered necessary. All late-comers must report to their form teacher before 8.50am; after 8.50am children must report to the Main Reception to sign in. Only then will a registration mark be given. Please can we encourage all families to support children to be on time and ready for school by 8.25am.

DAILY ROUTINE - THE SCHOOL DAY FOR YEARS 5-11

8.25am – 8.50am	Morning Registration
8.50am – 9.40am	Lesson 1
9.40am – 10.30am	Lesson 2
10.30am – 10.50am	Morning Break
10.50am – 11.40am	Lesson 3
11.40am – 12.30pm	Lunch
12.30pm – 12.40pm	Registration
12.40pm – 1.30pm	Lesson 4
1.30pm – 2.20pm	Lesson 5
2.20pm – 3.10pm	Lesson 6

The Lunch Break

Children have two options:-

- 1 They may bring a packed lunch, which is eaten in the dining hall.
- 2 They may purchase a school meal, which is eaten in the dining hall.

School meals are paid for by using the school's biometric system.

The biometric system uses a person's fingerprint to identify him/her. Once a person's fingerprint has been scanned, the information is stored in a computer as a 16 digit code. This information cannot be accessed by anyone other than the school and it cannot be released to any other organisation.

Payments are made by parents, online, which helps to reduce administration and cash handling in our schools, and to enable students to reduce the amount of cash they carry to school.

For the payment of school meals, each student has an account; the parents are then supplied with log in details. This then gives you access to view the current balance, food purchased and upload monies onto the account. This account is also used for school events and trips.

Once your child is in school and has had their fingerprint scanned, the school will then supply you with log on details.

Children who bring their own packed lunches may also purchase additional items using the biometric system.

The system is very quick and cuts down queuing time.

Eating a lunch is not optional. We insist that every child eats lunch. If we become aware of your child not doing so, we will contact you to discuss the matter.

Can we please ask parents to regularly monitor their child's lunch balance and top up once it becomes low.

Lunchtime supervision is provided by Supervisory Assistants and a member of the Senior Team is always available.

Children are not allowed to leave the school premises without school's permission.

In good weather, all children have access to their designated yard/the MUGA.

PLEASE NOTE: If you require your child to leave school within the school day, you must contact school beforehand in order to seek permission.

SCHOOL UNIFORM

All children must wear the school reversible rain coat and/or outdoor fleece to and from school. This is the only coat that is allowed to be worn for school and must be brought to school every day unless otherwise informed by us.

Year 5 - 8 pupils will wear the navy blue reversible school coat.

Year 9 - 11 pupils will wear the black showerproof school coat.

We will not insist that school coats are brought to school after the summer half term break, but the decision as to whether or not your child does so is at your discretion. However, if children are to attend an out of school visit at any time (including local visits such as Gosforth Library), they must have with them their school coat or they may not be allowed to attend the visit.

If a child arrives at school not wearing the correct school uniform, he or she may face sanctions.

We expect children to come to school looking tidy and presentable. The wearing of jewellery is forbidden, including on 'non-uniform days'. Make up is forbidden for lower school pupils (Years 5-8) and should be discreet for upper school pupils (Years 9-11)

Please ensure that any ear piercings are completed at least 4 weeks prior to the start of school in September (to allow the piercing to establish), as the wearing of earrings is not permitted in school. Gel and acrylic nails cannot be worn. The wearing of nail varnish and false eyelashes are also banned.

Watches are of course perfectly acceptable, however if your child is wearing a smart watch, this must be worn in airplane mode. We reserve the right to decide what is a reasonable style and colour of hair. No avant garde, e.g. shaved partings, stepped or patterned haircuts or shaved lines in hair, are allowed.

If you wish for your child to wear religious head wear, it must be plain black, white or navy blue. If your child has medium/long length hair it should be tied back in lower school (Years 5-8). All pupils are required to tie their hair up in practical lessons.

We are a mobile phone free site and pupils are not permitted to use their mobile phones either inside or on the outside areas of the school from 8am to 4pm. Mobile phones should be switched off and not be visible in school.

All students require the following main uniform items:

- School navy blue reversible rain coat and/or outdoor fleece with badge (Year 5-8)*
- School black showerproof jacket and/or outdoor fleece with badge (Year 9-11)*
- Navy polo shirt with badge*
- Navy round neck sweater with badge*
- Black school trousers or black school skirt which should be of a traditional school skirt design and must not be too tight or too short (round about knee length is acceptable)
- Black, plain, waterproof shoes (no logos, patterns or colour). Trainers are not permitted. Shoes with Velcro straps are fine
- Grey, Black or White socks or plain tights (not patterned)
- Any suitable navy blue or black backpack
- Black dress shorts are permissible to be worn between May half term and the summer holidays.

All students require the following PE / sportswear items:

- Royal blue polo shirt with badge*
- Any unbranded navy shorts or navy tracksuit bottoms or navy leggings
- Royal blue sweatshirt with badge*
- Sport socks
- Training shoes with non-marking soles

* *These items are available from the uniform supplier, as they carry the school badge, alternatives may not be worn.*

Year 5 and 6 pupils will wear PE kit on their designated PE days. Year 7 to 11 pupils will wear school uniform and bring their PE kit to change into on PE days.

If pupils wish to wear religious head wear, it must be plain black or navy blue.

We reserve the right to determine suitability for school.

We ask for your co-operation in not allowing your child to wear denims, canvas trousers, jeggings or trainers for school. Plain, black boots can be worn only if the weather is poor during the winter. *Please ask before you buy clothing items if you are in any doubt.*

All clothes and personal property must be marked with the child's name - this makes finding lost items so much easier - and surprisingly most children do tend to lose things at some point in their school lives!

Additional items may be required for some extra curricular activities e.g. Football boots or mouth guards. Children and parents will be notified if these items are required.

It is expected that all children will attend lessons with the basic equipment:-

Blue or black pen, green pen, purple pen, pencil, eraser and ruler. Other useful equipment: pencil sharpener, coloured pencils. We supply all children with a school Planner which they must bring with them to school every day.

Parent Communication

At Great Park Academy, we use School Gateway, a parent engagement app, for the majority of the communication between the school and parents.

All school related communication, newsletters, clubs and any other information will go through School Gateway. To stay up to date with what is going on at school make sure you download the app for free. Just search School Gateway in your App store and download.

The app logo will look like this:



Your login details will be automatically generated using the contact information Great Park Academy already has, so please make sure the details we hold for you are up to date. You can check and change these details by sending an email to admin@greatparkacademy.org.uk or ringing the school office.

We recommend parents and carers of new students download the app and create a login as soon as possible as information will be shared via School Gateway before your child starts in September.

If you have any questions or would like more information, please see the School Gateway site: www.schoolgateway.co.uk

HOW IS ACHIEVEMENT REWARDED?

We believe that the children need to have progress and achievements recognised and that they should feel proud of their accomplishments.

We will ensure that individual achievement, both in and out of school, will be acknowledged in a variety of ways. Public recognition of success is given in tutor groups and more widely in whole school assemblies.

Within our Praise Code we place great emphasis on rewarding the children who perform well on a lesson by lesson basis.

In addition, recognition and rewards are given for many other noteworthy reasons and children can earn certificates, praise post cards, gift vouchers, golden book entry and special treats.

LEARNING AND BEHAVIOUR

Good and appropriate behaviour is essential in any school. We see our role as one, which compliments that of the caring home, in which clear boundaries are set and based on fairness and consideration for others.

Good behaviour leads to:-

- * The creation of a safe and secure environment for all.
- * The creation of a positive learning environment.
- * A raised awareness of the importance of self-discipline.

Consequences for Inappropriate Behaviour

If children misbehave, there are consequences

- **C1** – Verbal warning
- **C2** – Second verbal warning
- **C3** – Given if similar behaviour persists or immediately if behaviour warrants it. An accumulation of C3s within a school week will lead to detention and / or additional sanctions.

Detention may also be given, at the discretion of a senior member of staff, for other reasons, such as failure to complete homework. Children and parents/carers will be notified of detentions, which may take place at lunchtime or after school.

- **In School Suspension**– Isolation within school.
- ***Fixed period suspension – Fixed period suspension will be administered if a particular offence or offences are deserving of such disciplinary action.***
- **Permanent exclusion** – Permanent exclusion will be considered when appropriate.

Please note that inappropriate behaviour of children on the journeys to and from school may be dealt with by school.

HOME-SCHOOL AGREEMENT

The Home-School Agreement can be found in your child’s Diary & Planner. We would very much appreciate it if you discuss this with your child and sign it.

What is the Diary and Planner?

All children are expected to have their diary/planner when in school. It is an important means of communicating with children and parents/carers. It is also designed to help with planning and organisation.

Each week, tutors will check planners. We ask that you also complete a weekly check and indicate that you have done so by signing it in the appropriate space.

Should your child’s planner be lost or damaged there will be a replacement cost to you.

OTHER IMPORTANT INFORMATION

Child Safeguarding

We are obliged to report any relevant information relating to child safeguarding to the appropriate authorities. The school has a designated person with the responsibility for coordinating child safeguarding issues. The Designated Safeguarding Lead, with responsibility for child protection issues, is Katherine Billingsley. Please refer to our website for our Safeguarding and Child Protection Policy.

What Responsibility Has The School For The Safety Of Children?

During the course of the school day, all staff are responsible for the safety of children while they are on the school premises or when accompanied on outings.

Collection of children and failure to collect children on time

Great Park Academy is committed to ensure that all children are discharged from its care in a timely and safe manner.

Before and After School Child Care

There will be a range of extra-curricular activities before and after school that rotate throughout the year. Timetables will be sent to parents in the Autumn term. Pupils can arrive on the school site from 8am and wait in the designated yards. **Pupils will not be able to access the school site before 8am.** After school, children should be collected at 3.10pm.

An alternative is to use the **Junior All Stars After School Club** to look after your child. This is a private company which operates within our premises and looks after children up until 5.45pm, Monday to Friday. The cost for one session of this child care is £10.00 (subject to change). If you are interested in this option, please contact juniorellstarsgreatpark@gmail.com or telephone Cally on 0734 0393577.

I am aware that many of you do not wish to collect your child from school, but allow them to make their own way home. However, in order to ensure adult supervision for those children who are to be collected, we have agreed the following with the Director of the Junior All Stars After School Club:

Children not collected on time

If your child has not been collected by 3.45pm on Monday to Thursday, or 3.10pm on Friday, he/she will be taken by a member of Great Park Academy staff and placed with staff in the **Junior All Stars After School Club**. **Subsequently, you will be sent an invoice by the club.**

Upon arrival to collect your child from the Junior All Stars After School Club, you should telephone 0734 0393577. A member of staff will bring your child to the entrance and hand him/her over to you or the appropriate designated person.

If you have not collected your child by 5.30pm, the Junior All Stars After School Club staff may initiate emergency procedures. This will involve the staff contacting Newcastle Social Care. If this is not successful, the staff are instructed to call the police. These procedures are not in place to penalise you, but to ensure that your child is safe at all times.

This arrangement does not apply to those children who are attending organised school clubs and activities. In these circumstances, you will make your own arrangements.

Please note, that on the final day of each school term, school closes at 12 noon. **The Junior All Stars After School Club will not operate on these days.**

Inappropriate Use of Social Networking Sites

As you may be aware, the internet has become a powerful tool with which to connect with others and share ideas and opinions. In recent years, social networking sites have grown in popularity and many people use them to communicate with family, friends and others. Unfortunately, there are people who use social networking sites to cyber-bully or harass others.

It is not acceptable to use social networking sites to openly criticise and make unsubstantiated, damaging comments about the school or any members of our staff or children.

Current laws such as the 1988 Malicious Communications Act, 1997 Protection from Harassment Act and 2003 Communications Act can be used to protect individuals from malicious and threatening posts made on the internet. The victims might also choose to bring civil actions for defamation or slander. Great Park Academy wish it to be known that all necessary action will be taken to deal with any material posted on such sites that is, in our opinion, distressing, alarming or harassing or in any way breaches the rights of the members of our school community.

We are sorry that it has been necessary to address this matter as we understand that the overwhelming majority of you would never become involved in such activity.

Curriculum

The Assistant Principal, Mr Hall, is responsible for various subject areas of the school curriculum and guides and advises teams of teachers.

School Assemblies

We hold assemblies, on a regular basis, as a whole school and/or in classes and try to use this time to offer a meaningful and thought-provoking experience. Assemblies are designed to reflect the values of the school and to encourage the children to become better informed citizens. We hope that the children are both stimulated and challenged by some of the issues they are invited to consider and that they may, on occasions, be spurred on to take part in the many charitable causes we support. To reflect the diversity of our school community, speakers and materials for assemblies are drawn from a wide range of sources.

Special Educational Needs and Disability (SEND)

Children with special educational needs range from those who simply require a little extra help or guidance, to those who need one-to-one specialist support. Our aim is to enable all children to participate as fully as possible in all aspects of school life.

Most SEND provision comes from class teachers adapting activities when necessary to ensure that every child is included and making progress. In addition, these teachers are supported by the HLTA and LSA. Specialist support from other appropriate agencies is also accessed when necessary.

Emotional, behavioural, social and academic needs are addressed within the school system and targets are set for individual children with specific needs.

We regard the development of independence, self-confidence and self-esteem as being central to our support role.

Our school SENCO is Mrs Bottley.

Will My Child Have Help If English Is Not His/Her First Language?

Our school community is fortunate to include children and families from many different countries and cultures.

Support is offered to these children when we feel it is appropriate.

It is our experience that those with English as an additional language make very good progress and are able to participate fully in all aspects of school life.

What Opportunities Does the School Provide for Enthusiastic and Talented Children?

Our cohort of enthusiastic and talented children will be identified through quantitative data and teacher nominations and will be given additional opportunities. There are many enrichment projects throughout the year. These might include visits, competitions, the opportunity to hear visiting speakers, master classes and links with universities.

Will There Be Opportunities For Consultations With Teachers?

Yes. At present there are opportunities for school review days and/or parents evening appointments. There will also be a written school report for each child once per year in addition to two data collection reports. On school review days you will have the opportunity to discuss relevant issues with your child's form tutor. However, if you wanted to discuss something in particular with a subject teacher, please telephone school and we will make the necessary arrangements. The sooner we are made aware of any issues, the sooner we can address them.

If you wish to speak to a member of staff regarding any issue, please contact school to make an appointment as it is highly unlikely that someone will be available to meet with you if you simply "pop in".

Homework

Purpose of Homework

Homework at Great Park Academy aims to:

- Reinforce and extend classroom learning and consolidate and extend the application of the curriculum.
- Encourage independent study, critical thinking, and time management as well as encouraging wider reading and research into wider areas of the curriculum.
- Provide opportunities for students to practice skills and deepen their understanding.
- Involve families in their child's academic progress in a supportive manner.

Amount of Homework

- The volume and nature of homework assigned will vary by year level. It should not be onerous and should allow students to have time for family life, friends and hobbies

- Homework should not be onerous for staff either and take into account a reasonable workload.
- Homework should be assessed in whatever format teachers feel appropriate and may include any of the following: verbal and written feedback at an individual or whole class level, acknowledgment marking, guided peer or self-marking, Praise stamps or any other means that a teacher sees fit. We recognise the need for flexibility.
- The total weekly load is designed to be manageable, preventing homework from impacting students' extracurricular activities and family time.
- Homework that is set may be project based or weekly but should meet the minimum requirements for the half term. If, for example, homework is set over an extended period of time in a subject area it should meet the cumulative weekly expectation over that period.
- The table below reflects the amount of homework that students should receive per week:

Year Group	Expectations
5	<ul style="list-style-type: none"> • 1x English p/w • 1x Maths p/w • 1x Spelling p/w
6	<ul style="list-style-type: none"> • 1x Reading comprehension p/w • 1x Punctuation and Grammar p/w • 1x Maths p/w • 1x Online Maths task p/w
7	<ul style="list-style-type: none"> • Homework to be set weekly in Maths, English and Science • Homework to be set in wider curriculum subjects when teachers believe this is beneficial to learning.
8	<ul style="list-style-type: none"> • Homework to be set weekly in Maths, English, Science and fortnightly (or equivalent across a half term if project based) in the EBACC subjects of History, Geography and MFL. • Homework to be set in wider curriculum subjects when teachers believe this is beneficial to learning.
9	<ul style="list-style-type: none"> • Homework to be set weekly in Maths, English, Science and fortnightly (or equivalent across a half term if project based) in the EBACC subjects of History, Geography and MFL. • Homework to be set in wider curriculum subjects when teachers believe this is beneficial to learning.
10	<ul style="list-style-type: none"> • Homework to be set weekly all subject areas

Types of Homework

Homework at Great Park Academy may include:

- **Practice:** Reinforcement of skills or knowledge, such as math exercises or spelling words.
- **Preparation:** Activities that prepare students for upcoming lessons, such as reading or research.
- **Extension:** Encouraging deeper exploration of topics through projects or creative work and may be focused on extending students' cultural capital.
- **Revision:** Consolidating knowledge, especially in preparation for assessments.

Student Responsibilities

Students are expected to:

- Record homework assignments and due dates in their planners.
- Complete homework independently to the best of their ability, seeking help if needed.
- Submit assignments on time and speak with teachers if they encounter challenges.

Family Involvement

Families are encouraged to:

- Support their child's homework routines without directly completing assignments.
- Provide an environment conducive to study and encourage time management.
- Communicate with teachers about any challenges or questions related to homework.

Homework Support

Great Park Academy is committed to supporting students with their homework through:

- **Homework Club:** A supervised setting for students to work on assignments.
- **Learning Resources:** Access to materials and online resources that support independent study.
- **Tutoring:** Extra help for students who may benefit from further guidance.

Late or Incomplete Homework

- If a student has difficulty completing an assignment, they should speak with their teacher. Teachers will be understanding of individual circumstances but may assign catch-up sessions, additional support or detention where appropriate. Where no explanation or advice is sought, students will receive an automatic C3.

Are There Clubs And Societies My Child Can Join?

In addition to clubs and sporting activities, there is a great deal of activity outside lesson time. We have an activities and enterprise week at the end of each academic year.

Can My Child Bring A Bicycle To School?

Yes. Bicycles should be parked in the designated area. Secure padlocking is advised. We strongly advise cyclists to wear helmets.

Who Is Responsible For Property Brought To School?

Children are responsible for their own property. Therefore, books and materials required during the course of the school day should be carried in the school backpack. Occasionally things are lost, and while every effort is made to return property to its rightful owner, we are not always successful in doing so. When personal items are marked with the owner's name, this becomes a more straightforward matter.

Should We Have Insurance?

We strongly advise you to consider taking out insurance cover against loss of property and injury to your child. Under the budgetary arrangements of local financial management, the school is not able to budget for ex-gratia payments in respect of loss or damage to children's personal property.

What Is the School's Charging Policy?

The Academy Advisory Group's policy on charging meets the requirements of the Education Act 1988. In essence it means that no charges will be made for any cost of education provided as part of the National Curriculum or as part of a syllabus leading

to public examination. No child will be debarred from taking part in any activity other than optional extras because you are unable to make any contribution. Please be aware, however, that some visits may not be able to go ahead if sufficient contributions are not received. In appropriate cases, the Academy Advisory Group may decide to undertake the costs of participation from the school's own resources. On residential visits, cost of board and lodging will be passed on in full to you, except where subsidies are provided by the Local Authority or Academy Advisory Group. There is no charge for school music activities when an activity is taken by a school member of staff. However, you will be directly charged by NEMCO (North-East Music Cooperative) for any lesson or activity taken by one of their peripatetic instrumental teachers and for any instrument maintained by NEMCO.

The school reserves the right to ask you to pay some or all the cost of avoidable damage or loss caused by your child.

What Is The School Policy Regarding Mobile Phones?

We require children to be reasonable and helpful. These items are extremely popular but they have potential nuisance value. These machines must be turned off during the school day and not be visible during this time. We appreciate that a child may wish to contact a parent by mobile phone at the end of the school day. We ask that this is done outside of the school building, or in the reception area if a child is waiting inside school to be collected. On these occasions mobile phones must not be used for any other purpose. Infringement of these simple rules will lead to confiscation until the end of the school week, or until a designated adult collects the phone. Further infringement could lead to a complete ban. School will not accept liability for the damage and/or loss of such items.

What Should I Do If I Wish To Complain About Any Aspect Of School Life?

Most problems can be settled through discussion at a fairly informal level, but should this fail, there is a procedure that should be followed. You should contact: **The Company Secretary, The Gosforth Group, Newcastle, NE3 2JH**, in writing, who will then start a record sheet of the complaint and if necessary arrange for the Local Advisory Group to discuss the matter.

What Should I Do If I Know My Child Is Going To Be Absent From School?

When you know that your child is to be absent on a given day, please inform the school, preferably by telephoning school reception (telephone 0191 2559170) before 9.30am on the first day of absence. A 24-hour answering service is available on this number. On returning to school, your child must bring a signed and dated

note from you, and give this to his/her tutor. If we have not received this from you, you may receive a visit from our Attendance and Welfare Officer.

I'm sure you will agree that absence from school may have a negative impact upon a child's education. School is no longer able to authorise absence from school for the purpose of taking a holiday.

Please note that if you do decide to take your child out of school in school time for this purpose, legal sanctions may be taken against you.

Schools are required to distinguish between authorised and unauthorised absence for all children of compulsory school age. Authorised absence covers absences that are unavoidable, such as sickness, religious observance and dental/medical appointments. A student will be removed from the school roll if his/her absence exceeds the agreed period. Parents must note, that if we are oversubscribed, it may not be possible to readmit a student on his/her return.

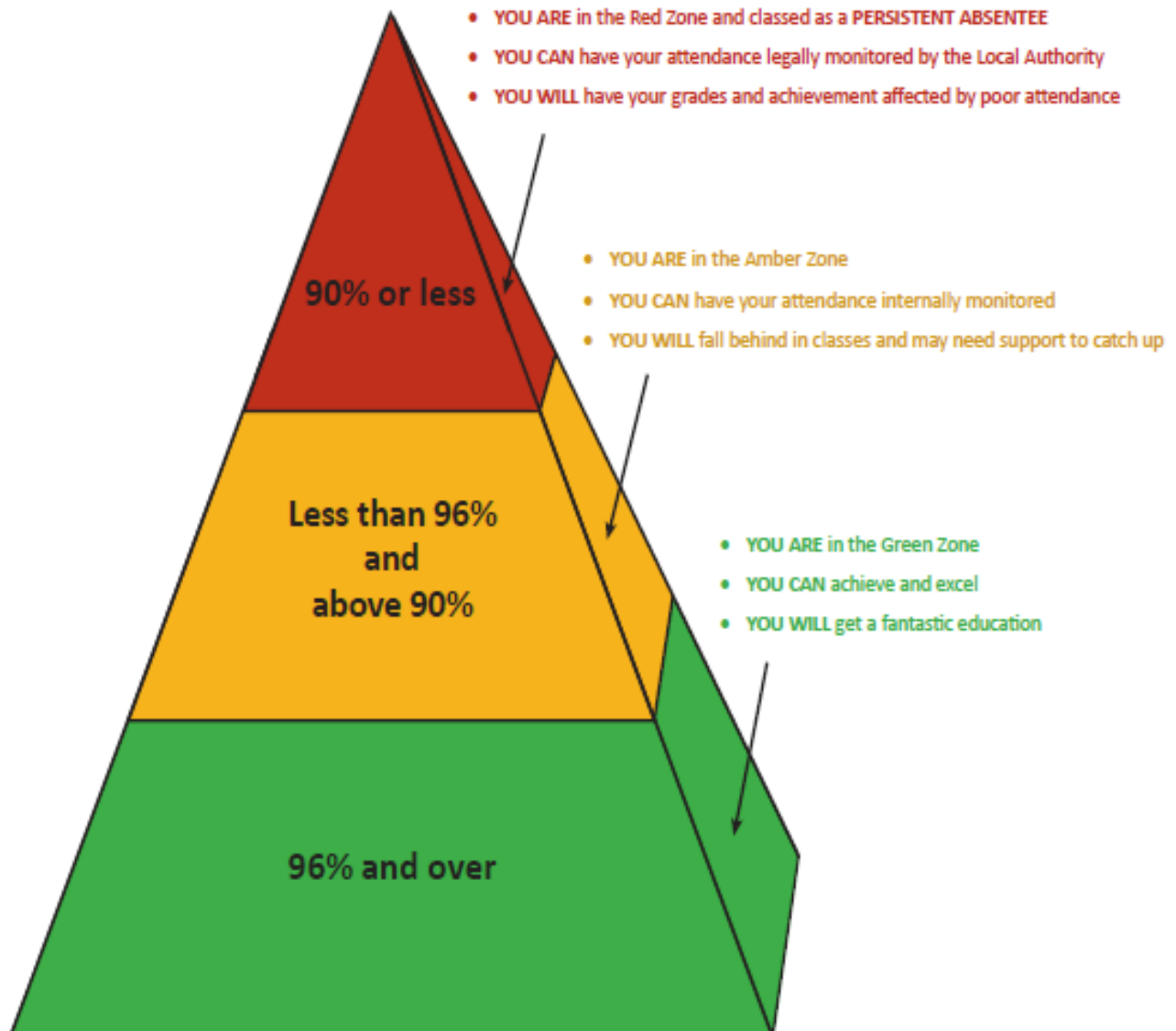
School attendance is a legal requirement and recent government instructions make it clear that there are significant penalties should a child be absent from school for unauthorised reasons.

In the case of a prolonged absence owing to illness, we will make arrangements, when appropriate, for school work to be provided.

What If My Child Is Persistently Late For School?

School begins at 8.25am. Children should be in their classrooms by then. Late arrival is recorded. Persistent lateness will be dealt with by school and may result in sanctions against the child and/or parents/carers.

PRAISE CODE - ATTENDANCE PYRAMID



Lateness Each Day = lost learning over a school year

- 5 Minutes Late = 3 days lost!
- 10 Minutes Late = 6.5 days lost!
- 15 Minutes Late = 10 days lost!
- 20 Minutes Late = 13 days lost!
- 30 Minutes Late = 19 days lost!

Attendance Impact on Grades

- Over 94% Attendance = A very good chance of achieving all 9 - 4 Grades
- 90% Attendance = Less than 50% chance of achieving 9 - 4 Grades
- 88% or less = Less than 30% chance of achieving 9 - 4 Grades

Impact on Future Earnings

- 1 - 4 GCSE's can increase your wages by 17%
- 5 or more GCSE's can increase your wages by 41%
- Improve your attendance by 1% and you could see a 5 - 6% improvement in your attainment

What If My Child Is Ill At School?

If your child becomes ill while at school, first aid is available from designated First Aiders. If they or a senior member of staff feels that your child is too unwell to remain in school, you will be contacted. In more serious cases of illness or accident, you will be informed as soon as possible and, if necessary, the emergency services summoned.

The school should be informed of any health problems from which your child suffers e.g. diabetes, asthma, epilepsy, and of any condition that will affect participation in school activities.

Use of Medication in School

The guidelines on the use of medication in school are outlined below.

The policy aims to promote the safety of all children whilst protecting their access to education.

It is vital that the school has all updated telephone numbers including emergency numbers. Please ensure that the school is made aware of your child's medical history - bearing in mind that confidentiality is assured.

Emergency Messages

In the event of an emergency, the office staff will endeavour to find a child quickly, to deliver an urgent message from a parent or carer.

Managing Medication in School

As per our policy please be aware: - **Non-prescription medication**

Great Park Academy will not give out to pupils any non-prescribed medication such as painkillers, even if their parents give permission.

In effect, this would be prescribing medication and no one is qualified in school to do so. Pupils may need to go home to be treated if necessary. The only exception to this rule is when students are out of school on a visit, away from medical assistance, and only in an emergency (Section 3 (5) of the Children Act 1989). Here, specific members of staff can administer non-prescription medication to pupils, if their parents have signed and consented to this on the EV Form. Staff are advised that in such

emergency, if possible to contact parents by phone to explain the nature of the emergency and to check again if it is okay to give their child non-prescribed medication in this situation. This may not always be possible.

At Great Park Academy, due to the age of the children, we request that parents/carers do not give children non-prescription medication to bring to school.

Prescription Medication

The school is under no obligation to administer prescribed medication to pupils. If we choose to do this it will be because there is a clear benefit to the student in question. Prescribed medications can be administered within school following the guidance and protocols identified in our Managing Medications Policy (on our website) and on the completion of the 'Medication in School Care Plan'. If parents have difficulty getting their child's prescription into the school they can arrange for the doctor to prescribe a split prescription, one for home and one for school. They can also arrange for a local chemist to make up and deliver the prescription. Most prescription medicine e.g. antibiotics can now be taken outside of school hours. Parents need to arrange an administration schedule to suit this with their GP. Parents will need to complete a 'request for child to carry his/her own medicine form (form 7).

If a parent asks the school to administer prescribed medication to their child, school will refer the parent to the school first aider who will discuss with them the circumstances and ascertain if it is both necessary and appropriate that the school agrees to do this. It may be that school will require parents to complete a Medication in School Care Plan for their child.

DATES OF SCHOOL TERMS AND HOLIDAYS 2025 - 2026

The new school year begins for Year 5 and Year 9 on Wednesday 3rd September and for all children on Thursday 4th September 2025 at 8.25am.

Autumn Term	Wednesday 3 September – Friday 19 December
Half Term	Monday 27 October – Friday 31 October inclusive
Spring Term	Monday 5 January – Thursday 2 April
Half Term	Monday 16 February – Friday 20 February inclusive
Summer Term	Monday 20 April – Friday 17 July
Half Term	Tuesday 25 May – Friday 29 May inclusive

Please note that school is closed on Bank Holidays.

On the final day of each term, school closes at 12 noon.

The school will be closed on Monday 1st and Tuesday 2nd September as this will be a staff moving day and a designated staff training day. There will be two further training days in the year - the second training day will be in the Autumn term – date tbc. and the third will be in the summer term, date tbc.

Details of school terms and holidays can be reviewed by consulting:

www.newcastle.gov.uk

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Great Park Academy



'Create Your Future'