



# Callerton Academy

## Information for Parents and Carers

School Year 2024 – 2025

Callerton Academy Temporary Site, Blandford Street, Newcastle upon Tyne,  
NE1 3BT

Tel: 0191 605 3835

Email: [admin@callertonacademy.org.uk](mailto:admin@callertonacademy.org.uk)

School office hours: 8am to 5pm.

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Dear Parents and Carers,

Welcome to our school, Callerton Academy.

Our philosophy is that we want to develop well rounded individuals who are confident, resilient, emotionally intelligent and independent.

We will 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 Callerton 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

Best wishes,

A handwritten signature in black ink, appearing to be 'Mrs Innes', written over a horizontal line.

**Mrs Innes**  
**Principal**  
**Callerton Academy**

**SENIOR MANAGEMENT STRUCTURE OF  
CALLERTON ACADEMY**

CEO of The Gosforth Group:	Hugh Robinson
Principal:	Katie Innes
Vice Principal:	Joseph Gilford
Assistant Principal: Behaviour and Attendance:	Jess Davidson
Lead Teacher of Key Stage Three:	Richard Brady

**THE GOVERNING BODY**

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

Chair of Local Advisory Group  
c/o Callerton Academy  
Blandford Street  
Newcastle upon Tyne  
NE1 3BT

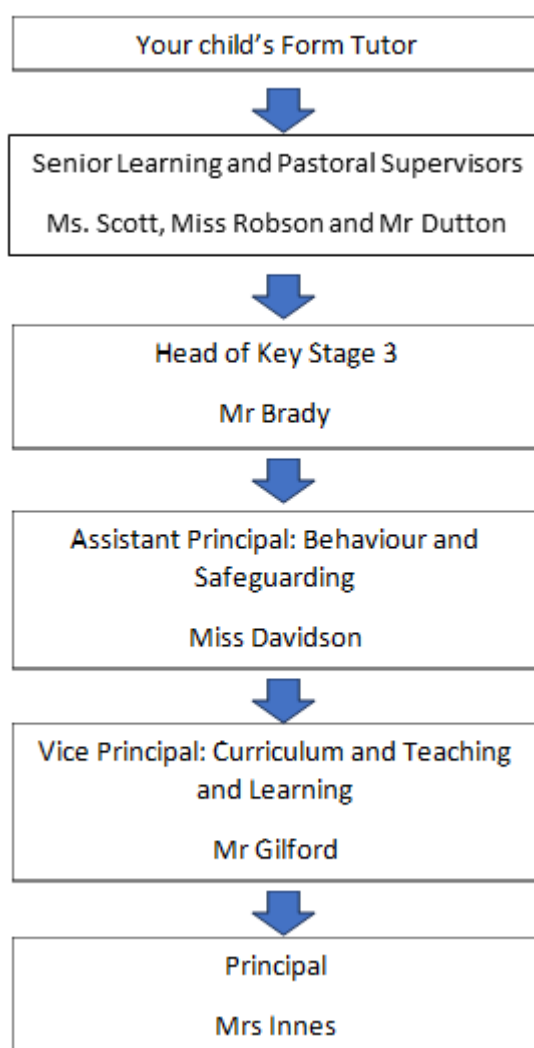
**CALLERTON ACADEMY SUPPORT**

**Pastoral Care**

In our school we will 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**



In addition, we have support staff 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 cannot guarantee that a particular staff member can be available due to wide-ranging commitments within school. Please contact the office if you wish to make an appointment.

### **YOUR CHILD'S FIRST DAY**

All children in Year 7 will start the new academic year at 8.45am on Tuesday 3<sup>rd</sup> September 2024 and should be on the school premises no later than 8.40am. We ask that parents do not remain with their child. Our staff will greet you and receive your child and settle them into school. Our Year 10 students will start on Wednesday 4<sup>th</sup> September 2024, with all years being in school from Thursday 5<sup>th</sup> September 2024. Please refer to the Travelling to School page for information on the school coach.

**All children must bring PE kit on the first day consisting of trainers, socks, shorts and polo shirt.**

Break will take place at 10.35am.

Year 7 Lunchtime is from 12.30pm to 1.10pm. Students will be escorted to lunch until they become familiar with the system.

3.30pm - school ends and children may be collected from our main entrance. If you wish to collect your child by car, please use a safe place to park your car in accordance with the Highway Code.

- \* 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.

***Please note that the normal school day runs from 8.45am (morning registration) until 3.30pm on a Monday, Tuesday, Wednesday and Thursday and 2.40pm on a Friday. Children are expected to be on the school premises, no later than 8.40am.***

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

#### **Late Arrivals**

Registration takes place at 8.45am. We appreciate that some children travel longer distances, relying on public transport over which they have little control. We do not wish to penalise such 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 and after children must report to the school office to sign in via the main school entrance. Only then will a registration mark be given.

#### **DAILY ROUTINE - THE SCHOOL DAY MONDAY, TUESDAY, WEDNESDAY AND THURSDAY**

8.45am – 8.55am	Morning Registration
8.55am – 9.45am	Lesson 1
9.45am – 10.35am	Lesson 2
10.35am – 10.50am	Morning Break
10.50am – 11.40am	Lesson 3
11.40am – 12.30pm	Lesson 4
12.30pm – 1.10pm	Lunch (Year 7 and half of Year 8 only)

1.10pm – 2.00pm	Lesson 5
2.00pm – 2.50pm	Lesson 6
2.50pm – 3.30pm	Lesson 7 (7up on Tuesdays and Wednesdays)
3.30pm	School ends

**DAILY ROUTINE - THE SCHOOL DAY  
FRIDAY**

8.45am – 8.55am	Morning Registration
8.55am – 9.45am	Lesson 1
9.45am – 10.35am	Lesson 2
10.35am – 10.50am	Morning Break
10.50am – 11.40am	Lesson 3
11.40am – 12.30pm	Lesson 4
12.30pm – 1.10pm	Lunch (Year 7 and half of Year 8 only)
1.10pm – 2.00pm	Lesson 5
2.00pm – 2.40pm	Lesson 6
2.40pm	School ends

We operate two lunch servings; Year 7 and 8 students have lunch at 12.30pm-1.10pm as shown above. The remaining Year 9 and 10 students have lunch at 1.20pm-2.00pm.

**PLEASE NOTE:** If you need your child to leave school within the school day, you must contact school beforehand to seek permission. Please ring the school office in advance.

**The Lunch Break**

Children have two options: -

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

School meals will be provided on site in our canteen. Our menu information will be published onto our website. A Meal Deal will include a main meal, with a piece of fruit or dessert and a drink. The meal deal costs £2.60 per day. Pupils eligible for free school meals will receive this at lunch time.

Over the summer holidays, we will contact parents/carers regarding information, menus and payment methods for school meals so that children can have these when they start on Tuesday 3<sup>rd</sup> September.

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.

Lunch time 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, for which there must be a very specific reason, considered by the Principal.

In wet weather, indoor supervised areas will be available.

### **FSM**

Students who are currently eligible for free school meals at primary school will be eligible for this at Callerton Academy for lunch time.

### **Breaktime service**

We also offer a breaktime service which allows pupils to purchase a snack during morning break. Our breaktime service is separate to free school meals, all breaktime snacks must be purchased by all students.

Break time supervision is provided by members of staff and a member of the Senior Team is always available.

## **Travelling to School**

### **Coach Travel**

The majority of Year 7 students will be getting the school coach from the Simonside site to our temporary site at Blandford Street in Newcastle City Centre. There will be members of Callerton Academy staff on the coach to and from school.

#### **Morning:**

Students can be dropped off from 8am.

The coach will leave at 8:10am.

The coach will not wait for late comers.

#### **Afternoon (Monday, Tuesday, Wednesday and Thursday):**

Departure will be 3:35pm

The expected arrival time at the Simonside site is from 3:50pm.

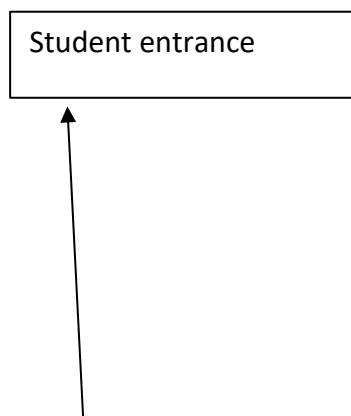
#### **Afternoon (Friday):**

Departure will be 2:45pm  
The expected arrival time at the Simonside Site is from 3pm.

**Dropping off and picking up your children**

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

Please see the map below:





There are not many places to drop off and pick up near to our temporary site.

- Students will be waiting for Parents/Carers in a supervised area near the student entrance. You can ring your child when you arrive and they will be released from the supervised area.
- Please do not park on or opposite the zig-zag lines at the school gates, on the double yellow lines or on the pavement.
- Please do not drive into the car park indicated on the map above, unless you intend to pay for parking. There are cameras monitoring the entrance of the car park.

### **PUBLIC TRANSPORT**

If you do want to allow your child to get public transport to and/or from school unaccompanied by an adult, we suggest that you take the route with your child so they get accustomed to it and any associated road safety issues. Newcastle City Council will provide a public transport pass for all students who require one free of charge.

### **SCHOOL UNIFORM**

All children are expected to wear our uniform.

We expect students to come to school looking tidy and presentable. Jewellery is restricted to a watch, a single flat ring worn on the finger and one pair of small plain stud earrings worn in separate ear lobes.

We reserve the right to confiscate or insist that students remove any item which contravenes these guidelines or which is a potential safety hazard. Hair accessories should be plain black, navy or white and not excessive.

Religious headwear must be plain black, navy or white. Personal stereos must not be worn, nor should mobile phones be switched on or visible inside the building. Excessive makeup, false nails and nail varnish are not allowed.

Hairstyles must not be extreme, avant-garde or an unnatural colour. We reserve the right to determine what is a reasonable style or colour of hair and to insist that students with inappropriate hairstyles have them restyled or coloured, wear a suitable covering or remain in isolation until their hair is acceptable. Hats, scarves, T-shirts, jeans, sportswear, boots or trainers of any colour must not be worn in school.

All children must wear the school coat and/or fleece to and from school. **These are the only coat that is allowed to be worn for school.** Wearing a school coat on the journey to school is compulsory for all students following the October half term holiday and up to the February half term holiday. However, we welcome the school coat or fleece to be worn all year round. Non-uniform items such as non-uniform fleeces or hoodies cannot be worn under school coats or over school sweatshirts.

If a child arrives at school not wearing the correct school uniform, they will face sanctions.

All students require the following uniform and PE items:

- Navy sweatshirt with CA school logo
- Navy polo shirt with CA school logo
- Black school skirt or trousers (no leggings or jeans)
- Smart, plain black school shoes (not boots or trainers)
- Black fleece with school logo and/or black rain jacket with school logo.

**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!

## **Sportswear**

Our **PE kit** requirements are outlined below:

- At least one long sleeved item from CA Royal PE sweatshirt or CA contrast midlayer outdoor top (Outdoor & Winter/Spring lessons)
- One CA Royal PE polo shirt (indoor and summer term lessons)
- At least one item from navy shorts or navy tracksuit bottoms or navy sports leggings
- Long navy football socks to be worn for outdoor games
- White ankle sports socks to be worn for indoor and summer activities
- Non marking training shoes (not leisure shoes)

Our uniform can be purchased from Michael Sehgal and Sons.

Additional items may be required for some extracurricular 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:***

A pencil case, blue or black pen, pencil, eraser and 15cm ruler. Other useful equipment: pencil sharpener, coloured pencils, etc. We will supply all children with a school Planner which they must bring with them to school every day. We expect every child to come to school with an appropriate school bag (large enough to carry an A4 folder).

## **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 assemblies.

Within our Praise Code we place great emphasis on rewarding the children who perform well on a lesson by lesson basis. All students who are on time, on task, on side in a lesson should receive a minimum of one stamp in their planners. These are totalled and rewards issued for 400, 800, 1200 stamps. All students who achieve Bronze Certificates in the Autumn, Silver in Spring and Gold in Summer are rewarded with a prize at the end of each term. At the end of the year, students who have the highest number of stamps in each tutor group also receive a reward, as do the top 3 students with the highest number of stamps in each year group.

Those students who have no planner comments in a term similarly are rewarded. All students who achieve at least Gold and have not received isolation exclusion or internal exclusion for behaviour will receive an additional annual award.

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 complements 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

- Verbal warnings
- Planner comments
- Detentions either at lunchtime or after school on a Friday.

Detention may also be given, at the discretion of a senior member of staff. Children and parents/carers will be notified.

- **In School Exclusion** – Isolation within school.
- **Suspension** – Fixed period exclusion 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. Children who fail to behave on the school coach will be removed from this either on a temporary or permanent basis.

In the first week of school students will be given a PRAISE code parent guide to take home to parents. Additionally, there is more in-depth information on our website in our behaviour policy.

## 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 students have to carry their planner at all times. It is the primary means of rewarding, sanctioning and communicating with students and parents. It helps students improve their planning and organisation. Each week, tutors will be checking planners to monitor stamps awarded and written comments by staff. **We ask that you also complete a weekly check on the planners and indicate you have done so by signing them in the appropriate space.** Students should have their planners on the desk at the start of the lessons open at the correct page.

Should planners be lost or deliberately damaged they must be replaced at a cost of £5.00 and a day will be spent in isolation. Pastoral Staff will judge whether damage to a planner is deliberate. If it is the result of 'normal' wear and tear, the student will have the opportunity to pay £5.00 for a replacement but will not need to spend a day in isolation.

## **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 Miss Davidson. 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**

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

Children should not attend school before 8.30am. From this time, students can go to their form rooms.

### **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 Callerton Academy, The Gosforth Group 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. Callerton 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**

Subject Leaders are responsible for various subject areas of the school curriculum. They guide and advise teams of teachers working within a particular curriculum area throughout the school and maintain subject liaison with appropriate primary staff. In school, Year 7 children will be divided into four form groups.

### **School Assemblies**

We will hold assemblies, on a weekly basis, ensuring 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 Special Educational Needs and Disability Co-ordinator, Leaders of Teaching and Learning and Learning Support Assistants. 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.

If you have any concerns please contact Sylvia Robinson, our Leader of Support Services.

### **Will My Child Have Help If English Is Not Their First Language?**

Our school community will be 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, at The Gosforth Group, 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 Gifted and Talented (GT) children?**

The cohort of GT children, who are identified through quantitative data and teacher nominations, are 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. There will be opportunities to engage with school staff in the first half term, three data reports and a review style parents evening. On parents evening you will have the opportunity to discuss relevant issues with your child's teacher. However, if you wanted to discuss something in particular with a subject teacher at another time, 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**

Homework is an integral part of every child's general academic development.

At Callerton Academy, students will have a daily reading target/task and bi-weekly subject projects.

With daily reading and other subject homework, we rely on parental support. You can help by: -

- ✓ Ensuring that your child has a set area for completing work at home.
- ✓ Ensuring a quiet area for reading and encouraging that children's reading is part of the family routine.
- ✓ Taking an interest in your child's tasks.
- ✓ Checking that the work has been completed.

### **Are There Clubs And Societies My Child Can Join?**

Yes! All students will be able to select extra-curricular activities from a menu. These will take place from 2.50pm – 3.30pm on Tuesday and Wednesday. Extra-curricular activities will be therefore compulsory for all students. The menu of activities will have a broad range of clubs ranging from board games to sports and the arts. Students will pick their activities for the first term in the first week of school.

### **Can My Child Bring A Bicycle To School?**

At our temporary site, we do not recommend that students travel to school by bicycle. When we move to our new build site, there will be spaces for bicycles to be stored during the school day and we will be encouraging students to cycle to school!

### **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 a bag of reasonable size. 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 Local 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 Local 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 Local Advisory Group. 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 And Personal Music Players?**

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 Federated Academies, Newcastle, NE3 2JH**, in writing, who will then start a record sheet of the complaint and if necessary arrange for the Academy 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 the school office (telephone 0191 605 3835) 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.

We are sure that 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.

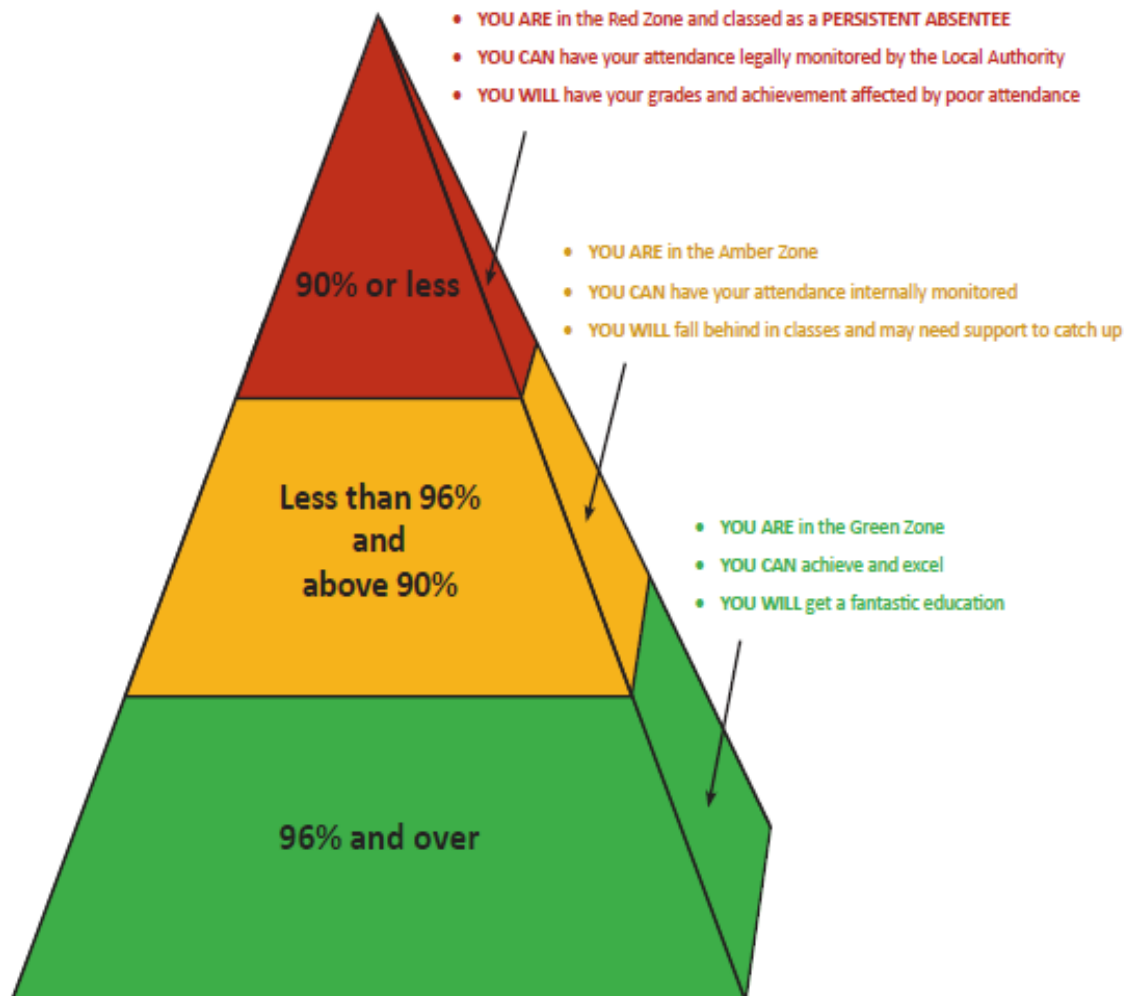
School attendance is a legal requirement and recent government instructions make it clear that there are significant penalties should a child be absent from school for unauthorised reasons.

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 8.45am. 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.

If students feel ill during the school day, they should go to student reception to be assessed. Students should not contact parents/carers, a member of staff will do this if necessary.

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**

**Please refer to our Managing Medications Policy on The Gosforth Group's website.**

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

Callerton Academy will not give out to pupils any non-prescribed medication such as painkillers, even if their parents/carers 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 Callerton 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 The Gosforth Group's 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 Nurse 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 2024/25**

The new school year begins for Year 7 on Tuesday 3<sup>rd</sup> September at 8.40am. Year 10 students begin on Wednesday 4<sup>th</sup> September. Year 8 and 9 students begin on Thursday 5<sup>th</sup> September.

Autumn Term            Tuesday 3<sup>rd</sup> September – Thursday 19<sup>th</sup> December  
Half Term                Monday 28<sup>th</sup> October – Friday 1<sup>st</sup> November inclusive

Spring Term            Monday 6<sup>th</sup> January – Friday 11<sup>th</sup> April  
Half Term                Monday 24<sup>th</sup> February – Friday 28<sup>th</sup> February inclusive

Summer Term           Monday 28<sup>th</sup> April – Friday 18<sup>th</sup> July  
Half Term                Monday 26<sup>th</sup> May – Friday 30<sup>th</sup> May inclusive

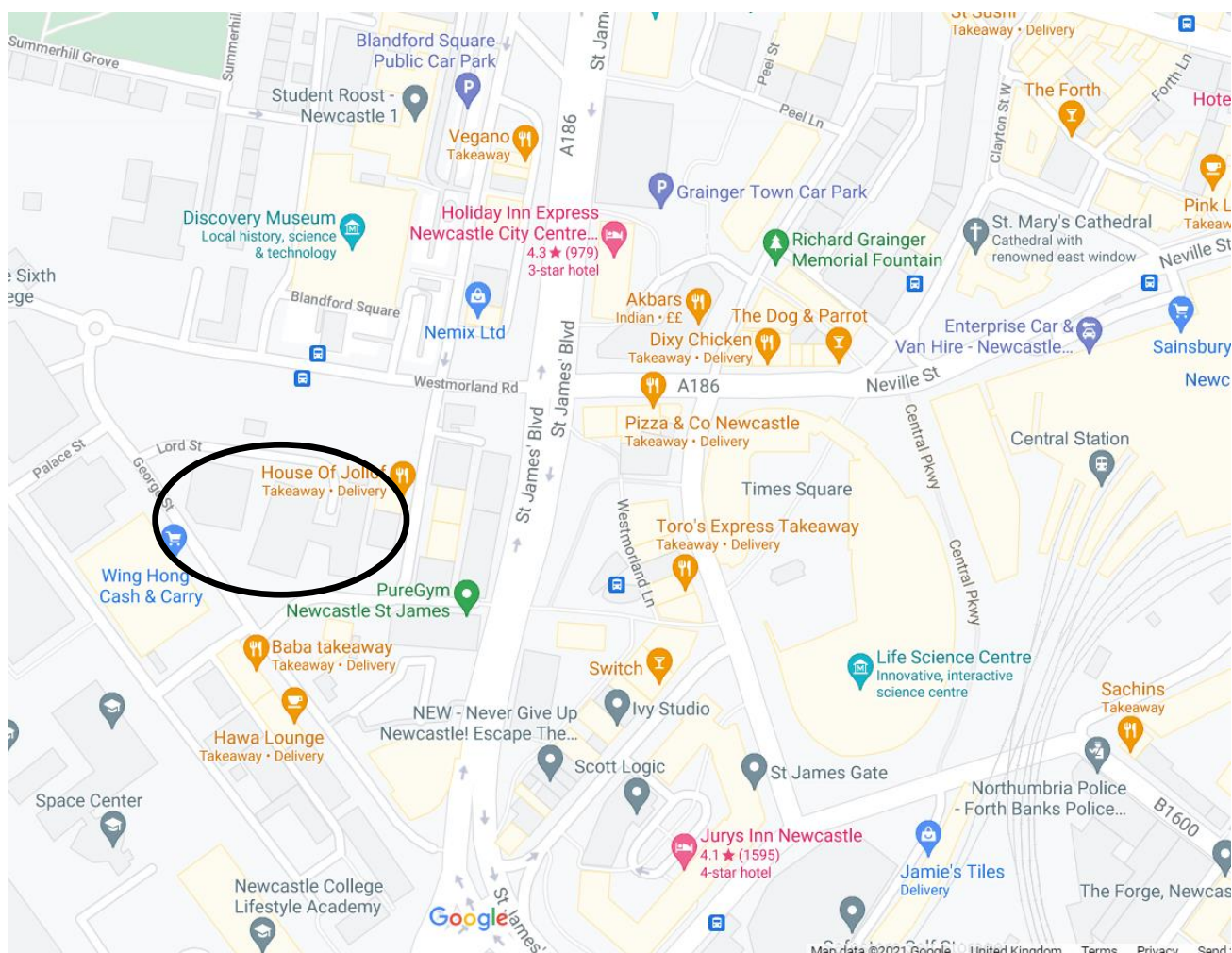
Please note that school is closed on Bank Holidays.

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

**The school will be closed on Monday 2<sup>nd</sup> September, Tuesday 1<sup>st</sup> October and Wednesday 25<sup>th</sup> June as these are designated staff training days.**

*Details of school terms and holidays can be reviewed by consulting: [www.newcastle.gov.uk](http://www.newcastle.gov.uk)*

## LOCATION MAP



### **CALLERTON ACADEMY (Temporary site)**

Blandford Street, Newcastle upon Tyne, NE1 3BT

Tel: 0191 605 3835

Email: [admin@callertonacademy.org.uk](mailto:admin@callertonacademy.org.uk)