



Information for Parents and Carers

School Year 2026 – 2027

Callerton Academy, Bedeburn Road, Newcastle upon Tyne, NE5
4JQ

Telephone: 0191 605 3835

Email: admin@callertonacademy.org.uk

School office hours: 8am to 4pm

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Welcome from the Head of School

Dear Parents and Carers,

Callerton Academy is a school where every student is encouraged to dream big, work hard, and grow into confident, compassionate individuals.

It is a privilege to lead such a dedicated and forward-thinking school community. At Callerton Academy, we are committed to creating a learning environment that is inclusive, ambitious, and full of opportunity. We believe that every child deserves to feel seen, supported, and inspired to achieve their personal best.

Our values, respect, kindness, integrity, and resilience are woven into the fabric of school life. We aim to foster not only academic excellence but also strong character and a sense of responsibility in our students. Whether in the classroom, through enrichment activities, or in the wider community, we encourage our young people to be curious, courageous, and caring.

I am proud of the passion and professionalism of our staff, the enthusiasm of our students, and the strength of our partnerships with families. Together, we are building a school where learning is purposeful, relationships are respectful, and every student is empowered to succeed.

Thank you for taking the time to learn more about Callerton Academy. I look forward to welcoming you and sharing all that makes our school such a special place to learn and grow.

Best wishes,

Mrs S Cooke
Head of School
Callerton Academy

Senior Management Structure

Our Senior Management Structure is made up as follows

CEO of The Gosforth Group	Dr Alexandra Thorp
Executive Headteacher	Pete Fox
Head of School	Susanna Cooke
Vice Principal	Ciara Swain
Assistant Principal: Behaviour and Attendance	Jess Davison
Assistant Principal: Progress and Personal Development	Lorcan McCloskey
Assistant Head of School: Inclusion	Stacy Jones
Lead Teacher of Key Stage Three	Richard Brady
Lead Teacher of Key Stage Four	Jess Addison

The Governing Body

Our Governing Body is made up of:

- Professor Nick Girdler
- Benj Sives (Staff)
- Chris Rogers
- Jonathan Sabarre
- Cristina Scott

If you wish to contact the Governors, please address any correspondence to
Chair of Governors
c/o Callerton Academy
Bedeburn Road
Newcastle upon Tyne
NE5 4JQ

The School Day

The school day runs from 8.30am (morning registration) to 3.05pm Monday – Friday. Students are expected to be on the school site no later than 8.30am.

The school day then runs on the following schedule:

Monday – Friday

08.00am - 08.20am	Breakfast Club (optional)
08.35am - 09.10am	Morning Registration
09.05am - 10.05am	Lesson 1
10.05am - 11.05am	Lesson 2
11.05am - 11.25am	Morning Break (all year groups)
11.25am - 12.25pm	Lesson 3
12.25pm - 13.05pm	Lunch – 7, 8 and 11
12.25pm - 13.25pm	Lesson 4 – 9 and 10
13.05pm - 14.05pm	Lesson 4 7,8 and 11
13.25pm - 14.05pm	Lunch – 9 and 10
14.05pm - 15.05pm	Lesson 5
15.05pm	School ends

Breakfast Club

Breakfast Club runs from 8.00am - 8.20am and is free of charge. Students should enter through the main entrance and will be able to get either a bagel, toast or fruit.

School Assemblies

Assemblies are held on a weekly basis and 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.

Break Times

Students are able to purchase a snack at break from the canteen. Anything that is bought at break is not covered by Free School Meals so they will need to have money on their school meals account

Lunch Times

At lunch time, students can either buy a school meal to be eaten in the dining hall or bring in a packed lunch. The menu will be published on our website. There is a meal deal available which consists of a main meal, piece of fruit or dessert and a drink. This costs £3.10. Students who are eligible for free school meals will receive this at lunch time.

Eating 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.

Children are not allowed to leave the school premises at lunchtime without permission from the Head of School, for which there must be a very specific reason.

As well as the dining hall, students have access to the school yard, and in wet weather, indoor supervised areas will be available.

Toilets

Students have access to toilets before school, as well as at break and lunch times. A small number of students will need a pass to access the toilets at other times. If this is the case for your child, please contact your child's Pastoral Mentor.

Home-School Communication

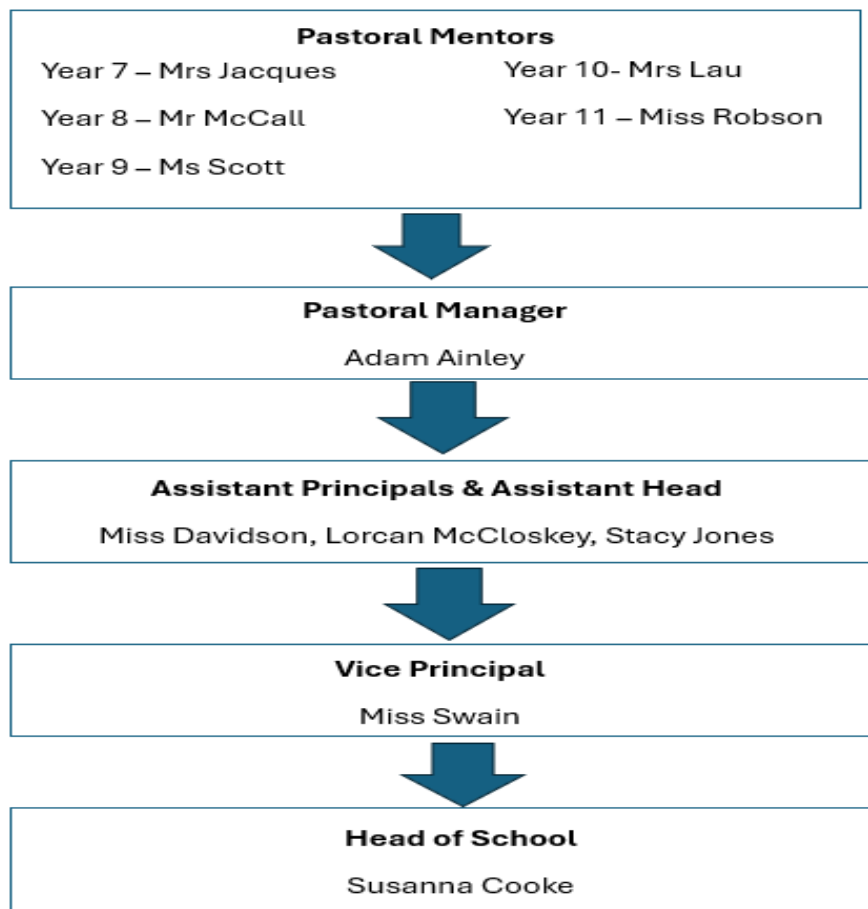
On occasion you may need to contact the school regarding a pastoral issue. In the first instance it is best to contact your child's Pastoral Mentor. The Pastoral Mentors are as follows

Year Group	Pastoral Mentor
Year 7	Mrs Jacques
Year 8	Mr McCall
Year 9	Ms Scott
Year 10	Mrs Lau
Year 11	Miss Robson

They can be contacted on the school number but please note that during the school day they will likely be with students so might not always be available. The office will be able to take a message and ask them to get back to you. You may also make an appointment to have a meeting with your child's pastoral mentor if you have any concerns.

If the pastoral mentor is unable to resolve your issue, then there are a range of staff who they will refer the issue onto. Please see the flow diagram below which we follow

to deal with pastoral issues



School Uniform and Equipment

At Callerton Academy, we pride ourselves on students being smart and ready to learn. Uniform allows all students to feel part of our community, and it is important that we all follow simple uniform rules and have high expectations.

We expect our students to come to school looking tidy and presentable. Jewellery is restricted to a watch, 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. Students must also not wear excessive make-up, false eyelashes or false nails.

Religious headwear must be plain black, navy or white. Music players must not be used, nor should mobile phones be switched on or visible inside the building.

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.

Wearing a 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.

If a child arrives at school not wearing the correct school uniform, they will be placed in supervision.

All students are required to have the following uniform

- 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)

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.

PE Kit

Our PE kit requirements are:

- At least one long sleeved item from CA Royal PE sweatshirt or CA contrast mid-layer outdoor top (Outdoor & Winter/Spring lessons) or 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)

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.

Our uniform can be purchased from Michael Sehgal and Sons and more information can be found on our [website](#).

Stationery and Equipment

It is expected that all students attend lessons with the following stationery

- Pencil case
- Black/Blue pen
- Pencil
- Eraser
- Ruler (15cm)

We would also recommend that they have other useful stationery such as a pencil sharpener, coloured pencils, highlighters etc.

Students must also come to school with an appropriate school bag (large enough to carry an A4 folder).

Student Planners

All students are issued with a school planner, which they must carry with them at all times. It is the primary means of recording rewards, sanctions and communication between school, students and parents. It also helps students improve their organisation. Each week, Tutors will be checking planners to monitor stamps awarded and written comments by staff. Students should have their planners open on the desk at the start of lessons. We ask that you also complete a weekly check on the planners and sign them in the appropriate space.

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 Supervision.

Students are responsible for their own equipment 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.

Mobile Phones

Mobile phones are not allowed to be used during the school day.

We have introduced a lockable pouch system for the storage of mobile phones during the school day.

The NYES lockable phone solution enables schools to create a structured, smartphone-free learning environment by securely storing students' mobile devices during the school day.

At Gosforth Group, we're committed to creating learning environments where every student can thrive and flourish. From October 2026, in line with recent government legislation, we are preparing to be a completely phone free school for students in Years 7-11.

If a student wishes to bring a mobile phone to school, they will be required to purchase a school lockable pouch—a secure case for storing personal devices.

Payment will be made payable via school ipay and pouches will be charged at £8.95.

The pouches can be purchased from Monday 7th September 2026 and will be distributed to students before the implementation of the policy on 5th October 2026.

If a student is caught with their mobile phone on, it will be confiscated and kept in school until it is collected by an adult that is named as a contact on SIMS.

Attendance

At Callerton, we strive for 100% attendance for all students. Every lesson counts and it is this commitment to learning that will have a positive effect on your child's life chances and choices in adult life. Excellent attendance and punctuality prepares your child for the world of work and supports the development of friendships and relationships.

Absence from the Academy will have an effect on the progress your child makes. We firmly believe that working in partnership with parents/carers is the best way to improve outcomes for our students. The responsibility for deciding if an absence is authorised (within the law) or unauthorised lies with the academy.

We monitor attendance and punctuality closely and if your child is regularly absent or late, we may contact you to discuss how we can work together to improve the situation. In some cases, we may invite you into school for a meeting to discuss how we can best support you to improve your child's punctuality.

What can you do to support your child's attendance

- Where possible book Medical appointments outside of school time.
- Avoid taking family holidays during term time. There are 175 days when students aren't in school
- Don't allow your child to have time off for minor complaints or illnesses. If they are well enough to be up and about, they are generally well enough to attend school.
- Ensure your child is on time for school. If they are late for school, not only does it affect their learning (being just 15 minutes late each day is the equivalent of missing 10 days in the classroom) it can impact their attendance
- Registers close at 9.30am. In accordance with regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but it does not count as a present mark and it will mean they have an unauthorised absence for that morning.

Medical Appointments

We know that on occasion, it is impossible to schedule a medical appointment for your child outside the school day. In these instances, their absence will be authorised if we have seen evidence of the appointment. The easiest way to do this is to e-mail a copy of the letter (or appointment text) to admin@callertonacademy.org.uk Alternatively you can send a copy into school with your child and ask them to take it to student reception who will make sure it is marked on the register.

Illness

If your child is too ill to attend school, then please contact the school before 9.00am on 0191 605 3835, to let us know. We will endeavour to answer your call but if we are unable to not, please leave a voicemail to state the name of your child, their year group and the reason for absence. You need to do this for each day that your child is absent.

On the first day of your child's return to school, you must send a note into reception with an explanation for the absence; you should do this even though they have contacted school by telephone.

Frequent Absence

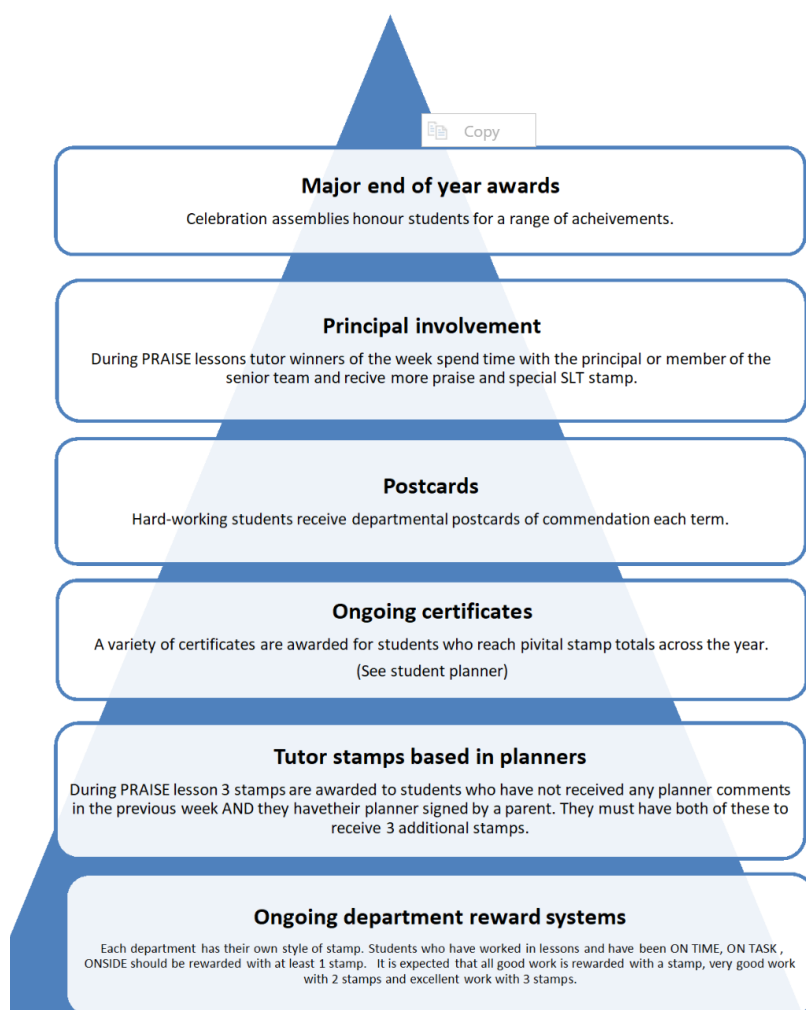
If your child is frequently absent, we will:

- Contact you to see if support can be given to deal with any issues causing absence.
- Invite you in to discuss the situation with our Attendance and Welfare Officer and Pastoral Team if absences persist;
- If your child's attendance falls below 96% it will be in the amber zone and a letter will be sent to parents/carers to inform them of their child's attendance level. Parents/carers may also be invited into school for a meeting.
- Refer the matter to the Attendance and Welfare Officer if your child's attendance falls below 90%, for consideration for a Parenting Contract;
- Ask for further medical information if illness is given as a reason for absence on a regular basis. Please note that we will not authorise absence for illness which means a student's attendance level falls below 90% unless supporting medical evidence is provided.

PRAISE Code

Rewards

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



Sanctions

We have high expectations of our students, and the majority of the time our students meet those expectations. When they fail to meet those expectations there will be sanctions imposed. Sanctions will be issued as below:

Phase One – Formal verbal warning

Students will be given a formal verbal warning if they behave in the following ways

- Being off task in the lesson
- Minor disruption of the lesson
- Interrupting the teacher or another student
- Silly, but minor, poor behaviour in class or around school
- Breaking school or classroom rule

Phase Two – Planner Comment

Students will be given a formal verbal warning for the following

- Failing to behave after a FORMAL VERBAL WARNING
- has been issued (code = B)
- More serious disruption in the classroom (code = B)
- Not following the school systems (code = B)
- Wearing incorrect uniform (code = U)
- Chewing (code = Ch)
- Dropping litter (code = Li)
- Eating outside of designated areas (code = F) (including energy drinks - medical exceptions permitted)
- Lateness (code = L)
- Lack of book or other equipment (code = E)
- Mobile phone/music device visible or in use (code P). These are then confiscated and kept until the end of the week
- No homework (code = H)
- Out of bounds (code = O)
- Disobedience (code = D)
- Truancy (code = T) - day in isolation/internal suspension
- Smoking, includes e-cigarettes (code = Sm) - automatic detention + if caught with a cigarette - isolation
- Being caught with smokers (Cs) - automatic detention. 'Smoking' includes e-cigarettes

Planner comments count only for the week they are issued. If there has been a comment issued by mistake, the student must see the teacher who issued it, and they will contact the Key Stage Lead or Pastoral Manager so it can be cancelled before the next PRAISE lesson.

Phase Three – Move Seats

Students may be asked to move seats if the teacher decides that it is necessary as a Phase 2 sanction. Students will be asked to move seats in class for the following behaviours: -

- Failing to behave after a planner comment
- Repeated disturbance of the other students around you

Phase Four – Detention/Moved Rooms

Students will be asked to move rooms if they continue to not behave following phase three.

Students will be given a whole school detention for the following behaviours: -

- Being asked to MOVE ROOMS (Detention A)
- Repeated refusal to follow staff instructions (Detention A)
- Being caught smoking in school uniform or on school property or in the company of smokers (Detention A)
- Caught using an e-cigarette (Detention A)
- 3 - 5 planner comments in one week (Detention A)
- “Losing” planner on Mondays and therefore not having your planner in PRAISE (Detention D)

Detentions vary in length depending on the number of planner comments. These are:

- Detention A: 3 - 5 comments – 30 minutes, Wednesday (3:05pm to 3:35pm)
- Detention B: 6 -8 comments – 45 minutes, Wednesday (3:05pm to 3:50pm)
- Detention C: 9 -12 comments – 1 hour, Wednesday (3:05pm to 4:05pm)
- Detention D: 12 or more comments – 1 hour 15 minutes, Wednesday (3:05pm to 4:20pm)

You can check the length and time or day of detention by counting the comments for the previous week.

Students who regularly have detention D will be monitored and offered additional intervention by the pastoral team.

You can check if detention has been attended by looking for the red PAID stamp issued by SLT when detention is attended.

Missing Detention

On the rare occasion that a student has an unauthorised absence from a Friday detention they will receive an automatic Detention D (1 hour 30 minutes, 3.05pm-4.35pm) the following Thursday.

If they continue to miss detentions, they will receive a suspension.

Phase Five – Isolation/Internal Suspension

Students will normally be placed into isolation for the following:

- No planner
- Not in full uniform
- Poor behaviour after moved rooms
- Refusal to move rooms
- Damage to planner
- Misuse of planner
- Dangerous or unruly behaviour
- Smoking
- Truancy
- Pending investigation of an incident
- ICT Misuse
- Insolence to staff
- Refusal to hand over planner
- Refusal to hand over phone/music device
- Persistent disobedience

Students will normally receive an internal suspension for the following:

- Receiving multiple Detentions Ds in one term
- Fighting (equal blame)
- Poor behaviour in isolation
- Failing to attend detentions
- Verbal abuse of staff
- Dangerous behaviour
- Bringing the school into disrepute
- Handling stolen goods
- Truancy (persistent)
- Poor behaviour on school trip
- Poor behaviour in detention
- Poor behaviour in an exam
- Bullying
- Minor damage to school property

Following an Internal Suspension students will be placed on report. The length of the report will be determined based on the internal suspension.

Phase Six – Daily Report

Students will be placed on a daily report for the following:

- One off serious offences
- Accumulating large numbers of planner comments in a week
- Persistent poor behaviour
- Returning from suspension
- Persistent or frequent lateness

Students will be given a phase 5 sanction if you fail to follow the procedures of behaviour report

Phase Seven – Fixed Term Suspension and Permanent Exclusion

Students will be given a fixed term suspension for the following behaviours:

- Theft
- Severe defiance of staff
- Serious verbal abuse of staff
- Threat of assault on staff
- Severe assault of another student (possibly a permanent exclusion, depending on the severity of the attack) or incitement of such an assault
- Being under the influence of alcohol or controlled drugs or bringing them on site on a first occasion
- Racial or sexual harassment
- Repeated bullying
- Serious disruption of an exam
- Repeated or serious disruptive or threatening behaviour
- Breaking rules of internal suspensions, despite warnings
- Malicious allegation against staff (may be permanent depending on the nature and extent of the allegation)
- Any other serious incident
- Persistent disruptive behaviour which affects the learning of others

There are a limited number of suspensions which may increase should further offences occur. Support will be given to students exhibiting behaviour problems. We will decide on the length of the fixed term suspension based on the seriousness of the incident.

On the last day of their fixed term suspension, the student and parent must attend a meeting with the pastoral mentor. If this meeting is not attended, then the student will be placed in isolation until a meeting with their pastoral mentor has happened.

Under Government regulations it is the parents' responsibility to supervise the student away from school during school times for suspensions up to and including 5 days.

On the 6th and subsequent days of a Fixed Term Suspension the student will be accommodated at a site away from Callerton Academy and be monitored by their staff. For Looked After Children this begins after the 1st day of suspension.

Upon return from suspension the following support will be implemented:

Fixed Term	Follow up
1	Parental meeting and daily report – 3 weeks
3	Parental meeting and daily report – 4 weeks
5	Parental meeting and behaviour support – up to 1 week
10	Parental meeting and behaviour support – up to 2 weeks
15	Parental meeting and behaviour support – up to 3 weeks

Permanent Exclusions

Permanent exclusion is only done as a last resort and would be as a result of:

- Having received forty five days of suspension in a year
- Supplying banned substances or appearing repeatedly under the influence of them, carrying them on site for a second time.
- Defiance of the Head of School or Senior Member of Staff
- Assault or serious threat of assault on a member of staff
- Setting off the fire alarm
- Serious or persistent theft
- Carrying an offensive weapon
- Repeated racial or sexual harassment
- Persistent instances of severe bullying
- Severe assault of another student
- Serious malicious allegation against staff
- Repeated breaches of the PRAISE Code
- Persistent disruptive behaviour

School Meals

Free School Meals

Free School Meals are applied for through Newcastle City Council, Applying is easy and can be done through their website. Once you apply for FSM in Newcastle, the system checks weekly to see if you have become eligible.

To be eligible for Free School Meals your child must be:

- in government-funded education full time up to the age of 19,
- or in a nursery class or nursery school and attending for full days.

There are two types of free school meals:

- Targeted meals
- Expanded meals

Targeted meals

Who can get targeted meals?

Your child may be able to get free school meals if you get any of the following:

- Universal Credit, with a household income of £7,400 a year or less (after tax and not including benefits)
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the compulsory age for starting school
- in full-time education

Expanded meals

Who can get expanded meals?

Your child may be able to get free school meals if your family receives any amount of Universal Credit, regardless of your household income.

Additional support available with expanded meals

If your child qualifies for expanded meals:

- they will receive free school meals
- they will not be eligible for HAF programmes

- they will not be entitled to extended rights under the free home to school travel policy

However, if your child was receiving free school meals before **31 March 2025** and was previously given a home to school travel pass, they will still be eligible unless your circumstances change.

Paying for School Meals

Callerton Academy is a cashless school. School meals can be paid for through IPayImpact which you can access online or through their app. When your child first joins the school, you should receive an activation code that allows you to register and top up their lunch accounts. If you do receive the code, please contact the school office and they can issue you with the code.

Getting to and from school

Students can enter and leave the building from the following locations

- Bedeburn Road Pedestrian Entrance– They will go down the student path and in through the student entrance (blue route on map)
- Lowbiggin – To the student path, and then in through the Student Entrance (orange route on map)
- Westerhope Golf Course – Walk down the path at the side of the school path which will lead them to the main student path where they can enter via the student entrance. (green route on map)



Cycling to school

Bicycles should be parked in the designated area within the school grounds. All bicycles should be secured using a substantial lock and chain. The owner of the bike should ensure the key for this lock is kept in a safe place. Students should have a

satisfactory level of competence and awareness of cycling proficiency should they choose to cycle to school. Students should also ensure they wear a helmet and have appropriate safety equipment fitted to the bike (lights etc). It should be noted that, as with all personal property, bicycles are brought onto the school premises at the owner's risk. Parents/carers are advised to take out appropriate insurance if their child cycles to school as the school cannot be held responsible for loss or damage.

Public Transport

If your child is to get to school using public transport, we would suggest that you take the route with them first, so they are accustomed to it and any associated road safety issues.

If they are going to take public transport to school, they may be eligible for a free bus pass through Newcastle City Council if they are:

- attending their nearest suitable Newcastle school, **and**
- the walking distance from home to school is between 3 and 6 miles

or

- Students from a low income family (see low income definition below), **and**
- who attend one of their nearest 3 suitable Newcastle schools, **and**
- the walking distance from home to school is between 2 and 6 miles

or

- Students from a low income family (see low income definition below), **and**
- who attend their nearest Newcastle faith school, **and**
- are attending the school because of a proven faith reason (see proven faith definition below), **and**
- the walking distance from home to school is between 2 and 15 miles

or

- Students who attend a suitable Newcastle school, **and**
- all available schools are over a walking distance of 3 miles

or

- Students from a low income family (see low income definition below), **and**
- who attend a suitable Newcastle school, **and**
- all available schools are over a walking distance of 2 miles

If you think your child would be eligible for a free bus pass, please apply to Newcastle City Council. Information on how to do this can be found [here](#).

Special Education Needs and Disability (SEND)

Students with SEND range from those who require a little help or guidance in class through to those who need 1:1 specialist support. Our aim is to meet the needs of all of our students and enable them to participate as fully as possible in all aspects of school life.

The majority of SEND provision is done by teachers, making adaptations to the curriculum to ensure that all students can access lessons and make progress. Teachers will access support and advice from the SENCO to support with this.

Some students will be supported by the SEND department in school. We will also seek specialist support from outside agencies when necessary

If you have any concerns, please contact our SENCO via the school office.

English as an Additional 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 to help them access the curriculum. It is our experience, at Callerton Academy that those with English as an Additional Language make very good progress and are able to participate fully in all aspects of school life.

Medication in School

Other Information

Safeguarding

Whilst they are on school site (or school trip) all staff are responsible for the safety of our students. We have a Designated Safeguarding Lead (DSL) who has responsibility for coordinating child safeguarding issues. The Designated Safeguarding Lead, with responsibility for child protection issues at Callerton is Miss Davidson. Please refer to our website for our [Safeguarding and Child Protection Policy](#) for more information.

Social Networking Sites

Social networking sites are widely used for connecting with others, sharing information and ideas and communicating with family and friends. Used correctly they are a powerful and positive tool, however they can also be used inappropriately for negative reasons. Here at Callerton we would like to make it clear that any material or unsubstantiated comments or criticism of staff or students at Callerton that is posted

online may result in action being taken to deal with that. In extreme cases the victims may also choose to bring civil action for defamation or slander.

School 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.

Term Dates

The term dates for the 2026-2027 Academic Year are as follows

Autumn term 2026

- Term starts: Wednesday 2nd September 2026
- Half term: Monday 26th October 2026 to Friday 30th October 2026
- Term ends: Friday 18th December 2026 (school closes for the holidays at 12noon)

Spring term 2027

- Term starts: Monday 4th January 2027
- Half term: Monday 15th February 2027 to Friday 19th February 2027
- School reopens Monday 22nd February 2027
- Term ends: Thursday 25th March 2027 (school closes at normal time)

Summer term 2027

- Term starts: Monday 12th April 2027
- Half term: Monday 31st May 2027 to Friday 4th June 2027
- Term ends: Friday 16th July 2027 (school closes at normal time)

2025/26 Teacher Training Days:

- Tuesday 1st September
- Monday 28th September
- Friday 12th February
- Friday 2nd July

Privacy Notice (how we use pupil information)

At Gosforth Federated Academies we collect information from pupils and from their parents and carers. We may also receive information about pupils from their previous schools.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, address, next of kin);
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as examination and test results);
- Medical information (such as medical conditions about which the school need to be aware);
- Special educational needs information (such as information of pupils' learning needs);
- Behavioural information (such as exclusions from schools)

Why we collect and use this information

We use the pupil data:

- to admit pupils to the schools within the Trust;
- to support pupil learning (including online resources);
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to meet obligations in regard to health and safety, and safeguarding, including the prevention and detection of crime;
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under the General Data Protection Regulation (GDPR). Under this European rule we collect and use the information we gather to allow the Trust to complete its public task in providing education to pupils. The processing is necessary for the Trust to perform its functions to pupils and parents.

There will also be occasions when we need to collect sensitive information, for example, about your educational needs or health. The processing of this information

is necessary to allow the Trust to carry out its obligations in providing your education and to keep you safe (conditions (b) and (g) of the GDPR Article 9(2)).

In some circumstances your consent will be needed, and this will be used as the lawful basis for collecting information, when we take photographs for the website, for example, or needing your fingerprints or facial recognition to pay for your school meals. On these occasions we will let you know when your explicit consent is required.

Collecting pupil information

Whilst the majority of pupil information you provide us is compulsory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice.

Storing pupil data

We do not hold pupil information for longer than is necessary. The Trust has a schedule that lists the length of times that we keep different pupil records and how they are disposed of when they are no longer needed.

Who we share pupil information with

To ensure we abide by the law we routinely share pupil information with:

- schools that pupils attend after leaving us;
 - our local authorities;
 - the Department for Education (DfE) and its associated sub-departments and agencies;
 - organisations and companies that allow us to undertake data analysis in relation to pupil progress and achievement, e.g. Juniper Education (SISRA);
 - the National Health Service (school nurse, for example)
- We will also share information with other people and organisations like official school photographers and travel companies with whom we arrange educational visits.
- Why we share pupil information
- We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Learning Records Service

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once they reach the age of 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to
<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:
<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please submit your written request to the Trust's Data Protection Officer at schoolsdpo@veritau.co.uk

Alternatively, please write to the Data Protection Officer, Veritau, West Offices, Station Rise, York, YO1 6GA

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
 - prevent processing for the purpose of direct marketing;
 - object to decisions being taken by automated means;
 - in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
 - claim compensation for damages caused by a breach of the Data Protection regulations
- If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please also contact the Data Protection Officer at the addresses above.