

WELCOME TO OUR AUTUMN TERM NEWSLETTER

I do hope that you have had a good holiday and enjoyed the summer.

This newsletter is designed to give you some important reminders before the new academic year starts and is full of useful information about school and our expectations of our students.

YEAR 7 ZONE IS: JLV - GROUND FLOOR

ARRANGEMENTS FOR THE FIRST DAY OF TERM

Wednesday 2nd September

8:45am

Meet on the Junior Learning Village Yard. Learning Guides will collect students from the yard.

PASTORAL CARE

Miss Meehan is the Learning Manager for year 7.

Mrs Marshall is the Pastoral Coordinator for the JLV. **Miss Snowdon** is Pastoral Support / Mentor for Y7/8.

Mr Clark, Deputy Headteacher, has overall responsibility for the JLV but day to day matters should be referred to your son or daughter's Learning Guide or to their Learning Manager.

IMPORTANT DATES FOR YEAR 7 STUDENTS

Tuesday 15th September - Information Evening

Wednesday 16th September - Meet The Learning Guide

Wednesday 23rd September - Meet The Learning Guide

Thursday 22nd April - Parents Evening (SOUTH)

Monday 26th April - Friday 7th May
Assessment Weeks

Tuesday 27th April - Parents Evening (NORTH)

Monday 28th June - Awards Evening

Wednesday 7th July - Reports to Parents

LEARNING GUIDES

Mr I McCartney (Room: EX1) -
imccartney@cramlingtonlv.co.uk

Ms G Herdman (Room: EX2) -
gherdman@cramlingtonlv.co.uk

Mrs Z Dyer (Room: CRE1) -
zdyer@cramlingtonlv.co.uk

Mr J Pharoah (Room: EX3) -
jpharoah@cramlingtonlv.co.uk

Mr A Mullens (Room: SLP) -
amullens@cramlingtonlv.co.uk

Mr M Foggon (Room: ENQ2) -
mfoggon@cramlingtonlv.co.uk

Mrs A Moffatt / Mrs R Robson (Room: SLP) -
amoffatt@cramlingtonlv.co.uk
rrobson@cramlingtonlv.co.uk

Ms R Morris (Room: ENQ1) -
rmorris@cramlingtonlv.co.uk

Mr J Moody (Room: SLP) -
jmoody@cramlingtonlv.co.uk

Ms B Milne (Room: CARE2) -
bmilne@cramlingtonlv.co.uk

Miss S Riddell (Room: SLP) -
sriddell@cramlingtonlv.co.uk

Ms G Thornton (Room: EX4) -
gthornton@cramlingtonlv.co.uk

APPOINTMENTS

All appointments to meet staff must be made in advance via the school office on **01670 712311**. We cannot meet with visitors and parents without an appointment made prior to your visit to school.

INFORMATION EVENING - TUESDAY 15TH SEPTEMBER

At the start of each year we hold a parents information evening for each year group. You will be able to find out about key dates, our school expectations and how you can help your son or daughter settle into their new school. You will find out about our year 7 curriculum, including details of our reading programme. There is also an opportunity to ask questions of key staff.

We will share more details of this nearer the time. Please note due to COVID-19 restrictions this may be a virtual meeting.

MEET THE LEARNING GUIDE

Year 7 parents will have the opportunity to meet their child's learning guide on **Wednesday 16th September** or **Wednesday 23rd September**. Parents and guardians will be invited to make an appointment via Parent Portal to meet and discuss how their child has settled in the first few weeks.

SCHOOL HOLIDAYS

Holiday	Date school will close	Date school will reassemble
Summer 2020	Friday 17th July	Wednesday 2nd September
Autumn Mid Term	Wednesday 21st October	Monday 2nd November
Christmas	Friday 18th December	Tuesday 5th January
Spring Mid Term	Friday 12th February	Monday 22nd February
Easter	Friday 26th March	Monday 12th April
May Day	Monday 3rd May	
Summer Mid Term	Friday 28th May	Monday 7th June
Summer 2021	Friday 16th July	Tuesday 7th September

TEACHER DAYS

Tuesday 1st September 2020
 Thursday 22nd October and Friday 23rd October 2020
 Monday 4th January 2021

TIMINGS OF THE SCHOOL DAY

Due to COVID-19 restrictions we will be running staggered timings at the beginning of the day, lunchtime and the end of the day. Please refer to the table on the following page for the timings for this yeargroup.

Mon, Tue, Thu, Fri		Wednesday only	
8:50am-9:00am	Home Group	8:50am-9:15am	Home Group
9:00am-10:00am	Period 1	9:15am-10:15am	Period 1
10:00am-11:00am	Period 2	10:15am-11:15am	Period 2
11:00am-11:20am	Break	11:15am-11:35am	Break
11:20am-12:20pm	Period 3	11:35am-12:35pm	Period 3
12:20pm-1:05pm	Lunch	12:35pm-1:20pm	Lunch
1:05pm-2:05pm	Period 4	1:20pm-2:20pm	Period 4
2:05pm-3:05pm	Period 5	2:20pm-3:30pm	Challenge Wednesday

TRAVELLING TO & FROM SCHOOL

- Where possible pupils should only travel with pupils from the same year group bubble or siblings.
- Pupils should avoid travelling with and very close contact with pupils from a different year group on the way to and from school.
- Pupils may wish to consider the use of face coverings during their journey to and from school where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.
- When walking and cycling, where possible, keep a suitable distance from other people. For example, when waiting at crossings and traffic lights. Take precautions where this is not possible.
- Wash your hands for at least 20 seconds or sanitise your hands before and after cycling.
- Cycle sheds have been allocated to each Year group. Pupils must only park their bikes / scooters in their allocated spaces:
 - * Year 7 Yellow bike racks
 - * Year 8 Blue bike racks
 - * Year 9 Imagine bike racks
 - * Year 10 / Year 11 bike racks at front of SLV
 - * Sixth Form - Sporting Club bike racks

On arrival at school pupils must either wash their hands for at least 20 seconds or use the hand sanitisers located throughout the buildings. Additional hand wash facilities have been provided for all buildings and automatic hand sanitiser stations are placed conveniently for students.

Using Public Transport

Where pupils use public transport pupils should **follow and comply with the UK government's guidance** on the use of public transport which is to **wear a face covering on public transport** and maintain, as far as possible, social distancing.

All parents and students should be aware that school regulations and codes of behaviour apply, not just in school grounds but, also **during the whole of the time between students leaving their home in the morning and returning in the evening**. In other words students are held accountable for their behaviour and actions as they journey to and from school, as well as in school itself. This applies to students who use public transport to school as well as those who walk or cycle.

CASHLESS CATERING

We operate a cashless catering system using biometrics which allows parents to access their child's account, to top up funds and check the balance, through ParentPay. To pay for their meals students must give their name to complete purchases at the catering outlets.

LUNCHTIME ARRANGEMENTS

All students must stay on the campus during break and lunch times.

We would encourage all students to bring a packed lunch where possible.

A reduced lunch menu will be available and we will be offering a grab and go menu which can be pre-ordered using our app. Details about this will follow shortly.

STAGGERED TIMINGS FOR ALL YEAR GROUPS

In order to reduce contact between students in different year groups there will be different start and end times for all year groups. In order to facilitate the sharing of cafeterias by year group bubbles at lunchtime, staggered lunchtimes will be in operation and surfaces will be cleaned at changeover. This arrangement will be reviewed at October half term.

	Start Time	Lunch	End Time (Mon/Tue/Thu/Fri)	End Time (Wed Only)
Yr 7	8:40am	11:50am-12:25pm	2:55pm	2:15pm
Yr 8	8:50am	12:30pm-1:05pm	3:05pm	2:20pm
Yr 9	8:50am	11:50am-12:25pm	2:55pm	2:10pm
Yr7 10	8:45am	12.30pm-1:05pm	3:00pm	2:15pm
Yr 11	8:30am	12:30pm-1:05pm	3:05pm	2:20pm
Yr 12	9:00am	11:50am-12:25pm	3:05pm (depending on timetable)	2:20pm
Yr 13	9:05am (if timetabled)	11:50am-12:25pm	4:15pm	2:20pm

UNIFORM IN THE JLV

All students should wear:

- Plain **white** shirt with collar. Shirt must be tucked in at all times.
- **Black** V neck jumper with CLV badge.
- Clip-on tie in CLV colours (**GOLD** for year 7).
- Full length **black** trousers (No black jeans, no leggings/jeggings/treggings, no press studs on pockets, no tight trousers).
- **Black** knee length skirt (approx. 2"/5cm above the knee). Mini-skirts not allowed.
- Formal **black** school shoe or ankle boot. Black plimsoles, leather or suede sports shoes, brands such as Adidas, Converse, Lacoste, Nike, Puma and Vans are not allowed even though they appear in Schoolwear sections in some stores.

We do not allow:

Jewellery - students are only allowed to wear a watch and will be asked to remove all other jewellery, this includes earrings.

Denim/Leather jackets - these are not allowed in school.

Make Up - students will be asked to remove all make-up including nail varnish and false nails.

Facial piercings of any kind are not allowed. This includes no tongue piercings.

Also Note:

Expensive items of outdoor wear are not recommended as they present a security risk.

In order to protect books and equipment from damage, all students should have a large school bag in which to carry them.

Sports equipment must be carried separately.

cramlv.co.uk/uniform is an online site which lists our acceptable uniform and provides links to suppliers websites.

BEING PREPARED

Students are expected to bring their own resources to school (pens, pencils, ruler etc). They should have a school bag large enough to carry their pencil case, planner/Chromebooks and books.

DATA PROTECTION AND SCHOOL HEALTH SERVICE

For many years schools and the School Health Service have worked together to ensure that all children in school are offered immunisation. To do this the School Health Service need population databases – an up-to-date list of all children attending school. These are used to provide an immunisation programme including HPV, Tetanus and Polio. In response to changes in the General Data Protection Regulations (GDPR) we are required to ensure that parents know that the school gives your child's name and date of birth to the School Health Service for this purpose.

This information will be shared unless you advise the Head Teacher in writing that you do not wish this to happen.

READING

As a school we are keen to encourage reading and ask that parents support this by encouraging reading in the home and by reading with your son/daughter on a regular basis. In year 7, all students are provided with a book at a suitable level and we ask that parents ensure that their child is reading for half an hour per day and they complete their reading log with details of this. Reading logs will be checked by Learning Guides during home group time and your son/daughters English teacher.

Books returned to the library will be quarantined for 72 hours as per government guidance.

HAIRSTYLES

We know that fashion keeps changing but we should make it clear that we **do not allow any unusual haircuts or colouring**. Designs such as tramlines are not allowed. Hair shaved to the scalp is not allowed.

MOBILE PHONES

Mobile phones should **NOT** be used in school - under any circumstances. Contact with home should be made via student reception. Students found using mobile phones will have them confiscated. **Mobile phones should not be in pockets** but should be switched off and put in your school bag.

HOME LEARNING & PLANNERS

Each student receives a home learning planner which they are expected to bring to school each day. Students record details of home learning tasks, deadline dates and important information. We would ask parents to regularly review this with your child and sign it to check that homework has been set and completed to a high standard.

Students will receive regular Home Learning from subjects, alongside their regular reading at home. Teachers also post details of home learning which you can see through our Parent Portal.

ATTENDANCE MATTERS

ATTENDANCE PROCEDURE

We expect all of our students to attend CLV every day unless they are too ill to do so or an emergency arises. We also expect all students to arrive on time, with the equipment they need for the day ahead.

If your son/daughter cannot come to school we ask that you ring to inform us of the reason why. If we have not received a call from you, or have any other attendance concerns we will:

- Telephone you on the first day of absence to ascertain the reason for the absence
- Write to you or visit your home if contact cannot be made by telephone
- Inform you if your son/daughter is regularly late into school
- Liaise with the Education Welfare Officer if your son/ daughter's attendance falls below 92%. Note that attendance below 90% is classed as persistent absence by the local authority
- Ask you to attend a formal meeting in school, if necessary, with the Education Welfare Officer.

We strongly advise that dental/medical appointments are made out of school time whenever possible.

WE WANT YOU TO KEEP IN TOUCH

When your child is away from CLV for any reason, please call the **Attendance Line** on **01670 712311** to let us know as soon as possible.

Please help us to help you, this way we know that your child is safe and where they is supposed to be. It is for these reasons that we inform you of an absence on the very first day.

LATENESS

We expect students to arrive on time every day, ready to start learning. Please make sure that your child leaves home with enough time to get to school on time, avoiding any distractions on the way. Students arriving late to school need to sign the late book with time of arrival and the reason for their lateness. Students who are persistently late will receive detentions and if lateness continues, we will ask you to attend a formal meeting in school.

HOLIDAYS

Please do not book holidays during term time.

Government legislation now states that **schools can no longer grant any leave of absence during term time** unless there are **exceptional circumstances**.

Forms must be submitted at least 4 weeks in advance.

Please note that the Head teacher can ask the Local Authority begin legal proceedings.

If you have any questions or queries around attendance please contact **Janet Leese**, Attendance Officer via email at jleese@cramlingtonlv.co.uk or by telephone.

ATTENDANCE LADDER



CONSEQUENCES OF MISBEHAVIOUR

The vast majority of our students are very well behaved and visitors to the school regularly comment on this. We aim to keep it this way since misbehaviour in the classroom distracts both teachers and students from their work and interferes with learning.

Students need to understand that they are in control of their behaviour and that if they choose to behave in a way which is unacceptable then consequences occur. These consequences become more serious if within the lesson misbehaviour re-occurs. The consequences below are displayed in every classroom and are in the student planner.

Stage 1

Verbal reprimand by the teacher.

Stage 2

Verbal reprimand by the teacher and at this point you will also be:

- Instructed to move to another seat
- Asked to stay behind to talk to the teacher at a time of their choice

Stage 3

If you have chosen not to improve your behaviour you will be put on a detention by your subject teacher and can also expect to be:

- Reported to the Head of Department and moved to a different room to work
- Spoken to by your Learning Manager or Pastoral Coordinator who will consider placing you on report and contacting your parents

Stage 4

If you have chosen to continue your inappropriate behaviour the sanctions at Stage 3 will be applied and you will incur the following:

- 1 hour school detention
- Parents informed and where appropriate invited into the Learning Village

If your inappropriate behaviour continues after Stages 1-4 you will be removed from the classroom, your parents contacted and you may be excluded.

Internal or external exclusions will be given for behaviour which is absolutely unacceptable such as:

- Fighting or violence
- Open defiance by refusing to follow a reasonable request from a member of staff
- Swearing at a member of staff
- Possession of drugs or alcohol
- Possession of an offensive weapon
- Deliberately putting others at risk by coughing or spitting towards any other person or threatening to cough or spit towards any other person.
- Being outside a yeargroup zone and/or failing to maintain social distancing rules.

INSIDE CLASSROOMS 10 EXPECTATIONS OF EVERY STUDENT

1. I am a resilient learner - I always try my hardest and learn to the best of my ability
2. I do as I am asked, the first time I am asked
3. I am always in the right place at the right time doing the right thing
4. I am a reflective learner - when someone is speaking, I always listen and give my full attention
5. I always have the right equipment for my lesson (pen, pencil, ruler, rubber, books, PE kit)
6. I always look smart and am ready to learn (correct uniform, no chewing gum, no mobile phones, headphones or iPods)
7. I am responsible for my learning and the learning of others – this means I work well independently and with others
8. I respect others
9. I take pride in my work including the presentation of my work and exercise book
10. I keep my hands, objects and inappropriate comments to myself.

OUTSIDE CLASSROOMS EXPECTATIONS OF ALL

I respect others

I am kind and polite to all members of my community - I open doors for others and thank those who open doors for me

I am responsible for my own safety and the safety of others. I move around the site calmly and sensibly

I keep my hands and inappropriate comments to myself

I am responsible for my behaviour

I do as I am asked, the first time I am asked

I am always in the right place at the right time doing the right thing

I always look smart (correct uniform, no mobile phones, headphones or iPods)

I never litter

I behave appropriately in our designated eating areas

USE OF INFORMATION COMMUNICATION TECHNOLOGY

As a school we are proud of the opportunities we provide for students to make use of ICT and we are fortunate to have extensive access to computers and a world class Virtual Learning Environment. We do however insist on responsible use of ICT and ask students and parents to complete our Acceptable Use Policy, available through the Parent Portal. We encourage the responsible use of social media, such as Facebook, in our experience irresponsible use can sometimes cause problems both in and out of school.

CHROMEBOOKS

For those who have opted into our Chromebook scheme the devices will be distributed to students as soon as possible. We wrote to parents recently explaining the slight delay due to supply issues.

CHALLENGE WEDNESDAY

Unfortunately Challenge Wednesday will not go ahead during Term 1. Year 7 students will finish at 2:15pm every Wednesday. This arrangement will be reviewed in December 2020.

SCHOOL PUBLICATIONS

From time to time we may wish to use images/videos of students for school publications, promotional materials and online through social media and on our website. We can only do this with your consent. You will be asked to give consent, for your child, through our 'Use of Digital / Video Images' form which you will be prompted to complete when you login to our Parent Portal.

KEEPING PROPERTY SAFE

Every year we are left with many items in lost property. Please get your son/daughter to label their belongings so mislaid items can be returned easily. Avoid allowing your child to bring expensive items into school and remind them not to leave personal belongings in rooms, this includes musical instruments. There are cupboards provided in the Music Department for students to store their instruments and cycles and scooters should be locked/chained up in the cycle shelters. Please ensure that your child brings a suitable lock to secure their bike/scooter.

GOVERNANCE AT CLV

The Governors at CLV are responsible for:

1. ensuring clarity of vision, ethos and strategic direction of the school
2. holding the senior leaders to account for the educational performance of the school and its pupils, and the performance management of staff
3. overseeing the financial performance of the school and making sure its money is well spent.

You can find out more about who our governors are and their role at the Governance page on our school website cramlv.co.uk/governors

DETENTION

Detention is one of our school sanctions. It can be subject teacher or departmental detention or a full school detention. The full school detention lasts for one hour. If a student is detained after school for more than 10 minutes we will give parents notice. This can be by telephone, letter or through your son or daughter.

PLEASE NOTE WE DO NOT REQUIRE YOUR PERMISSION TO KEEP STUDENTS IN DETENTION WE ARE SIMPLY GIVING YOU NOTICE SO THAT YOU KNOW WHERE YOUR CHILD IS.

PARENT PORTAL

Our Parent Portal allows you to view a wealth of information about your child including their attendance, academic progress, timetable, home learning etc. If you have any issues accessing the portal please contact **Chris Allen** at callen@cramlingtonlv.co.uk

ENERGY DRINKS

Energy drinks are banned in school. As a healthy school we do not encourage our students to consume high caffeine drinks which have a direct negative impact on concentration levels and behaviour. **Fizzy drinks are also discouraged.** We have water fountains where drinking bottles can be refilled at breaks and lunchtimes.

SAFETY ON CAMPUS

Main Car Park

We would be grateful if parents could use the main car park on the school site to drop off and collect students. The access road beyond the barrier should only be used for students with disabilities. We would also ask any parents who park on Highburn to show consideration for local residents and to avoid driveways.

Cycling To School

We would encourage as many students as possible to cycle to school - it's good for them and good for the environment. There are cycle shelters in the JLV and SLV where bikes can be secured. **All students using cycles or scooters to get to the Junior Learning Village must use the student entrance for both entry to and exit from the campus.**