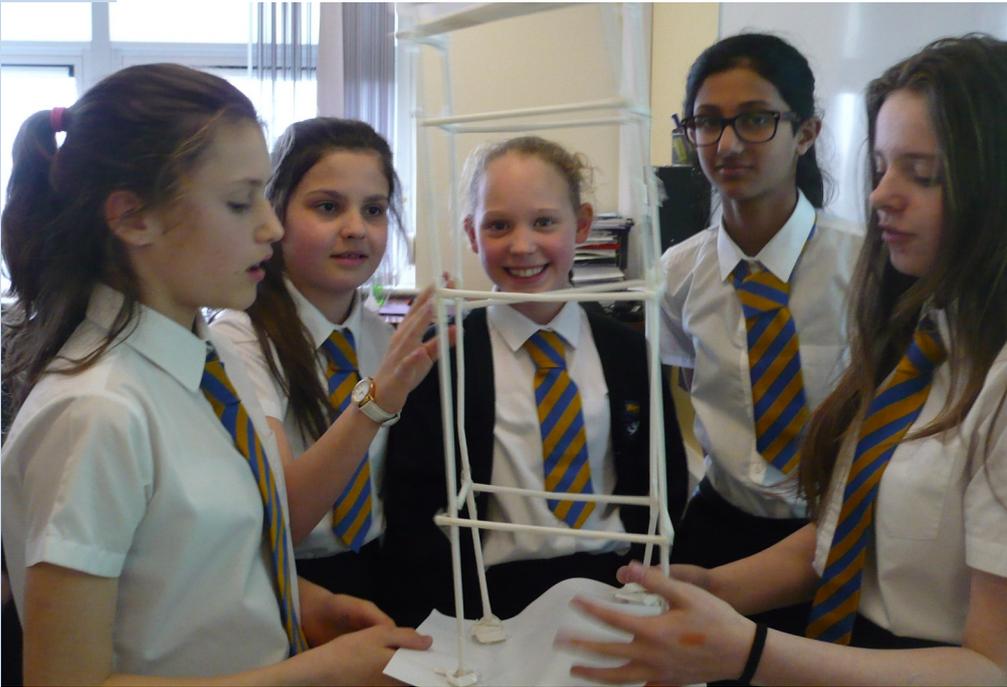




2017—2018

# Useful Information and Advice for Parents and Carers



## Welcome from the Head of Learning

This information has been provided to help make your child's move from primary to secondary school as smooth as possible. It gives you a lot of information about Whitburn Church of England Academy; it has advice to help your child settle in quickly and on how to develop the skills required to be an effective learner.

It contains:

- our Code of Conduct and Whitburn Principles
- a list of key dates and some key procedures
- practical ideas to help your child settle into Whitburn Church of England Academy
- a list of the subjects that your child will be studying in the autumn term
- blank timetable grids so that you can help your child to organise their school bag and homework tasks effectively
- a copy of the Home School Agreement for future reference
- a copy of the Pupil Acceptable Computer Use Policy
- a copy of the Locker Acceptable Usage Protocol
- a guide to keeping your child safe online
- a guide to the academy planner
- a uniform list and information on where it can be obtained
- a guide to homework and supporting your child with Maths and reading
- anti-bullying advice

It would be a good idea if you could share all of this information with your child.

You can help your child by encouraging them to be independent, well organised and to take responsibility for their own learning. It can be an anxious time for all those involved, but there are around 200 other pupils making the same transition to Whitburn Church of England Academy this year. I am sure that by working together we can make the process smooth and successful!

If you have any queries please do not hesitate to contact me.



**V Latimer-Mills**  
**Head of Learning Year 7**

## Code of Conduct

Whitburn Church of England Academy pupils should always be:-

- Aiming for Excellence
- Prepared to learn
- Pleasant, co-operative and respectful
- Able to work calmly and effectively

## Academy Principles

- Everyone is a *learner*
- Learning is both a *right* and a *responsibility*
- Effective learning will be managed by appropriate *planning*
- Challenging and appropriate *expectations* are an *entitlement* for all
- Agreed *targets* provide a *focus* for improvement
- Explicit *quality standards* secure the best of *provision*
- Quality standards should be *consistently implemented*
- Structured *school review* informs *future planning* and thereby supports continued *school improvement*
- Opportunities for *quiet reflection* encourage self-review and self-knowledge
- *Supported self-review* allows monitoring and evaluation to be *developmental activities*
- Resources should be *targeted* to enhance the *learning* environment

## Academy Contact Details

Address:	Whitburn Church of England Academy Whitburn Sunderland SR6 7EF
Telephone:	0191 529 3712
Fax:	0191 529 5569
Email:	office@whitburncofeacademy.org
Website :	www.whitburncofeacademy.org

# Whitburn Church of England Academy

School Terms and Holidays  
School Year 2017 – 2018

SEPTEMBER 2017							OCTOBER 2017							NOVEMBER 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
DECEMBER 2017							JANUARY 2018							FEBRUARY 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28			
31																				
MARCH 2018							APRIL 2018							MAY 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
JUNE 2018							JULY 2018							AUGUST 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

School re-opens on 5<sup>th</sup> September 2017 for pupils  
Proposed 2018-2019 return date is Monday 3<sup>rd</sup> September 2018 for pupils

 INSET Day     Holiday     Public Holiday

## Attendance

Parents/Carers must telephone the academy on the first day of absence. You can ring our dedicated absence line on **0844 239 3457** or ring the Academy number and press option 2 which will transfer you to this line. You can also text us your child's absence on **07624 816806**. Please ensure you leave your child's full name, form class, reason for absence and your relationship to the child. If no communication is received, we will contact home or other contacts provided. If your child is going to be absent for more than 3 days then you must contact the academy again; work can be requested if you think your child will be able to complete it.

You should always provide a note for your child when he/she returns to school after being absent; a phone call is insufficient.

Pupils are expected to catch up on all work missed.

## Pupil Leave of Absence

If your child will not be able to attend school (e.g. to attend an official sporting activity not linked to school, religious observance etc) parents/carers must complete a Pupil Leave of Absence form which can be collected from, and should be returned to, the Main Academy Office where possible 2 weeks **before** the planned absence.

Parents/Carers are requested not to arrange family holidays during term time as these cannot be authorised, except under exceptional circumstances.

## Parking and Access

We wish to **strongly discourage parents/carers from dropping children on the approach road to the academy during the time that the scholars' buses are using the turning circles and lay-bys**. Parents must adhere to the Highways parking restrictions in place on the approach road and by the main gate to the academy. The entrance from Nicholas Avenue is also available for pedestrian use; some parents/carers may find drop off/collection at that gate more convenient and this would help reduce traffic pressure at the main gate.

**No-one should drive into the academy site and park for the sole purpose of dropping off or collecting a child from school unless they have an appointment or the child is disabled or injured.**

Visitors' parking spaces are provided for parents with appointments or who need to make enquiries at the Main Academy Office. All visitors must report to reception. Disabled parking bays are available adjacent to the main entrance and should only be used by 'blue badge' holders.

## Cashless Catering and Lunches

The benefits of cashless catering are:

- Faster service
- Less discriminatory for pupils who are entitled to Free School Meals
- Allows parents/carers to plan ahead
- More hygienic

You can add money to your child's account by:-

- **Cash** using the revaluer machines in school; funds will be instantly added to your child's account. The smallest coin accepted is 10p and notes must be smooth, not crumpled; **the machines do not give change so parents/carers should give separate money for bus fare.**
- **Logging on to [www.parentpay.com](http://www.parentpay.com)** – all parents will receive a username and password to access the ParentPay website enabling you to pay by debit/credit card for lunches and all other school events such as trips and discos. We advise allowing 48 hours for funds to clear.
- **Pay Point Card** – payments can be made at any retail unit displaying the Pay Point logo. Cards can be ordered by contacting the Academy Business Office.
- **Cheques** – must be made payable to “Whitburn Church of England Academy”; please send cheques in an envelope clearly marked with your child's name and form to the Academy Business Office.

The current cost of a school meal is £2.10 (though this may be subject to a small increase), which will buy a main course and dessert. If your child wishes to use the breakfast or break service, or wishes to purchase additional food/drinks at lunchtime then you will need to ensure enough funds are credited to their account. We will inform you of any increase in this price should it arise.

If the Academy has your child on its records as being entitled to a **free school meal** then their account will automatically be credited without you needing to do anything. This entitlement is for a main course and dessert at lunchtime. If your child wishes to make purchases at the breakfast or break services or buy additional food/drinks at lunchtime you will need to ensure that extra funds are added to their account.

We are required to obtain evidence that your child is eligible for a free school meal. If you have access to the Internet you can visit [www.myfreeschoolmeals.com](http://www.myfreeschoolmeals.com) (the link is also available on the Academy website) and follow the instructions or alternatively you can contact the Academy and we can check for you. In each case you will need your **National Insurance number** to hand.

**N.B. On the first day all pupils wishing to buy a meal will need cash** to enable them to get their lunch. Pupils will be given time to put their cash into a revaluer machine and will be given instruction. Cash will not be needed if you have already added sufficient funds via the online ParentPay service. **Please remind your daughter/son that they will have to keep enough money back for their bus fare.**

If your daughter/son brings a packed lunch they will be able to go to the Dining Hall, Picnic Terrace or the Yard. **Food must not be eaten in any other part of the building or site.**

### **Litter and Chewing Gum**

We expect pupils to be responsible for the proper disposal of litter. We all want to have a nice academy to work in and we must all be careful with our litter. Bins can be found in the Dining Hall and outside on the Picnic Terrace and by the pupil walkways.

**Chewing gum is banned and must never be brought onto the site. Pupils are always expected to be honest about this and act responsibly.** The chewing gum ban applies to adults as well as children.

## **Practical Tips for You and Your child**

On Induction Day your child was issued with a **Travellers' Tips booklet**. This booklet has been designed to help make their move from primary to secondary school as smooth as possible. It has a "things to do" section to be completed over the holidays. It would be useful for parents/carers to look through this booklet with their child and remind them to bring it with them in September.

In September, your child will be given a **Pupil Planner**; this is a combined handbook and diary and is very important for your child. The planner must be brought into school every day and taken home each night. Your child should show their planner to you every night. We ask parents/carers to sign it weekly. The homework pages should have details of the homework set, the date it is due or a short description of the lesson/learning outcomes. This may be used for conversations with your child about what they have learned that day.

**Please remember to label all items of clothing and equipment with your child's name and tutor group such as Art folders, PE kit and all items of uniform and outdoor wear.**

If an item of clothing is lost, your child should ask at the Quiet Room to see if it has been handed in. Regular lost property displays are arranged for the pupils, but if the clothing has the child's name on it, it can be returned promptly.

Encourage your child to pack their bag the night before each school day and not leave this until the morning.

Your child may need money for any of the following:

- Bus fares, 60p each way or £1.10 for an all-day ticket with a POP/Under-16 Travel Card (these are available from Nexus)
- School dinners – £2.10 will purchase a main meal and a dessert
- Stationery shop

Any money for school activities should be sent to the Academy Business Office in an envelope that is clearly labelled with your child's name, tutor group, the title of the activity and the amount enclosed. Money should only be brought in on the nominated collection day. You will have an alternative method of payment for trips and events through the ParentPay system.

Any cheques sent into school for trips and events should be made payable to "Whitburn Church of England Academy" (please put your child's name and tutor group on the back of the cheque).

Year 7 pupils must stay on site at lunchtime. Under no circumstances should your child leave the academy without permission from either their Head of Learning or a senior member of staff.

If your child needs to leave school early, for example for medical appointments, they must bring a note which should be shown to Mrs Latimer-Mills.

## Curriculum Information for Your Child

### Transition Tasks

If your child goes to school in South Tyneside, they will have spent time creating their Primary Portfolio to bring to secondary school. For those pupils from outside of South Tyneside Local Authority, your child's school has been made aware of the portfolio contents. The portfolio contains a sample of your child's best work. In the first half term at Whitburn, each subject will spend time reviewing the portfolio work. When your child has completed their first Key Assessment, subject teachers and the pupils will compare their Key Assessment work to their portfolio work to see how they have progressed.

Pupils will also be completing work in their English and Maths exercise books, provided by the Academy, during their last few weeks at primary school. The books will be sent to the Academy and used over their first half term here.

### Your child will study the following subjects in the autumn term of Year 7:

Subject	Topics
Art	Tonal drawing of an object(s)
Computing	Pupils will develop their skills in Computing Science, IT and Digital Literacy (including e-safety) during Year 7. In the autumn term, they will use 'Python' and 'Scratch' programming languages to write algorithms.
English	Reflections on the move from primary to secondary school Writing a ghost story Spelling strategies Vocabulary and sentence structure work
Geography	What is Geography? Economic activities
History	The Norman Conquest
Mathematics	Integers (whole numbers) and decimals Mental and written calculations Measures, area, perimeter and angles Fractions, decimals and percentages An introduction to algebra
Modern Foreign Languages	Myself School Family and friends
Music	Key Stage 2 to 3 Bridging unit Singing and keyboard development Basic clef recognition and theory

<b>Subject</b>	<b>Topics</b>
Personal, Social, Health Education and Citizenship (PSHE)	Use of Travellers' Tips and introduction to PSHE RNLI and Coastal Awareness Customer care Road Safety Eating Healthy / Achieving goals Rights and Responsibilities Government UK Basic Hygiene Managing feelings and friendship Environment Anti-Bullying Young carers The effects of smoking, alcohol and illegal drugs Awareness of self in context of peers and society Finance – pocket money and spending Careers introduction Makewaves Badges
Physical Education	Health Related Fitness Netball/Football Gymnastics Rugby Cross Country Athletics Cricket Tennis Rounders/Softball
Religious Education	To explore key beliefs in Christianity and the main world religions. Pupils will consider the answers to the questions: “Who am I?” “What makes me what I am?” “What are my beliefs and values?” “What significance does my life have?” To encourage moral, social and spiritual development
Science	Skill and knowledge based work covering: How Science Works Biology Chemistry Physics
Scholarship Skills	Learning how to learn effectively through key skills and thinking skills. Pupils cover topics such as: Listening & Discussion, Justifying decisions, and visualisation
Technology	Skill based work covering all areas: Food Graphics Resistant materials Systems and Control Textiles

## **The Pupil Planner**

The planner is very important and your child should bring it to school every day and take it home each night. Your child will be given their planner on the first day.

### **Why is the Planner so important?**

#### **It will be used by:**

- Your child
- Parents/Carers
- Teachers and support staff

#### **It will contain:**

- Your child's timetable
- Information about academy procedures
- The names of key academy staff
- Spelling dictionary
- Calendar
- Records of Special Achievements
- Literacy and numeracy tips
- Classroom expectations
- Equipment list
- Target setting notes
- Home/School Agreement
- ICT Acceptable Use Policy
- Locker Usage Protocol
- Consent Form for Off-site Activities
- Absence forms

#### **It will help:**

- Parents/carers to keep in touch with the academy
- The academy to keep in touch with parents/carers
- Pupils organise themselves and record important dates and events
- Pupils organise homework and keep a record of the day's lessons

## **Everyday 'Must Haves'**

### **Essential:**

- Locker key
- Money or packed lunch
- Exercise books
- School planner
- School bag
- PE kit in a simple kit bag or carrier bag (on appropriate day)
- Pencil case
- Two pens either black or blue
- Ruler
- Two pencils
- Rubber
- Pencil sharpener
- Basic Geometry Set
- Calculator
- Reading book

### **Would be helpful:**

- English dictionary
- French dictionary
- Art folder
- Memory/USB stick (512 megabytes is a sufficient size)

## **Mobile Phones and Computers**

Mobile phones may be brought into school; however during lessons, registration and assemblies they must be switched off and kept in the locker.

Parents/Carers should be checking the content of your child's mobile phone on a regular basis (texts as well as photographs) just as they would a computer.

## **Citizencards**

Citizencards enable your child to provide proof of their age when purchasing goods or services. If you wish to apply for a Citizencard for your child you should access the following website [www.citizencard.com](http://www.citizencard.com) and follow the on-screen instructions.

## **'Pop' Under-16 Card**

In Tyne and Wear, the Nexus Under-16 'Pop' card provides subsidised journeys within Tyne and Wear for 60p or £1.10 all day. To apply for a card, please visit [www.nexus.org.uk](http://www.nexus.org.uk) or call in to one of the local Nexus Travel shops.

## **Your Child's Homework**

In Year 7 your child can expect to complete the following pieces of homework:

- Accelerated Reading homework - 30 minutes five times per week
- Accelerated Maths homework - 30 minutes three times per week
- One thematic homework per half term – 1 hour per week

### **Autumn Term**

- First Half Term: Culture and Sport
- Second Half Term: Humanities

### **Spring Term**

- First Half Term: Science
- Second Half Term: Languages MFL

### **Summer Term**

- First Half Term: Whitburn Challenge
- Second Half Term: Whitburn Challenge

Subject teachers will advise pupils of their homework task during the lesson. It is your child's responsibility to record it in their planner with the date that it is due. Homework should be completed as soon as possible so that problems can be identified in time for the next lesson.

If homework is not set in a lesson, pupils are expected to review the work covered. Pupils need to write the key points/learning outcomes from the lesson in their planner. The planner should be shown to parents/carers each night and signed once a week by a parent/carer.

The following pages will offer some guidance on how to support your child with their Maths and English over the summer holidays and throughout Year 7.

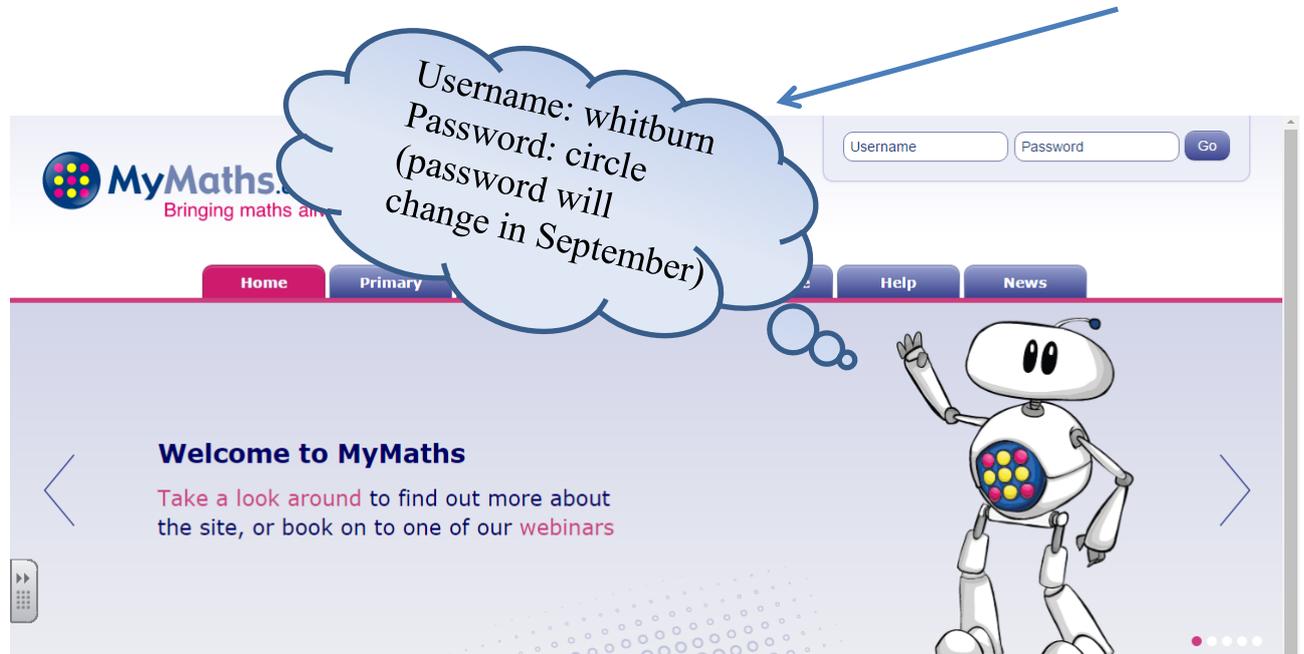
## Supporting your child's Maths

We use [www.mymaths.co.uk](http://www.mymaths.co.uk) to support a Personalised Maths scheme with all our year groups.

Parents are encouraged to work with their child to support and help their learning.

Pupils are encouraged to use this website to enhance their own Mathematical skills and understanding.

The homepage looks like the picture below. Pupils will need to use our login using these details.

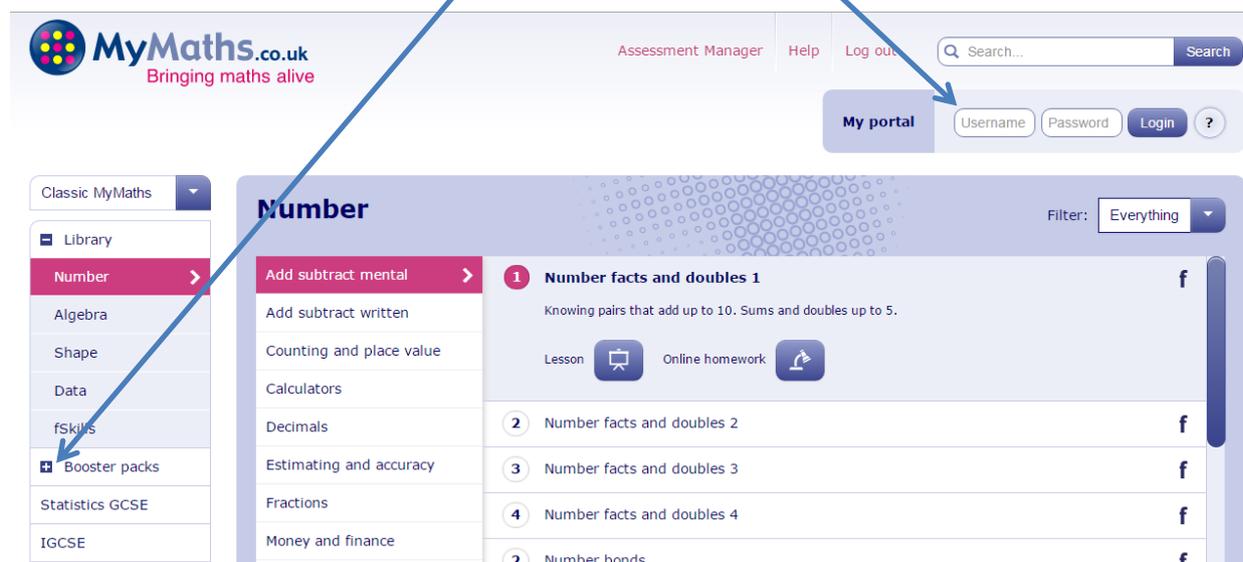


Individual pupil logins (My portal) are provided to pupils on Induction Day.

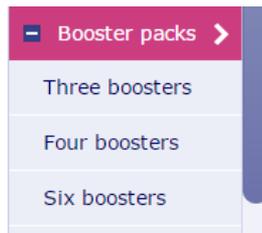
Pupils will also need to enter their My portal details here.

There are many topics in the Booster pack (below).

Number work should be the focus.



Click on the Booster packs and a new set of options will be available for you to choose from. The tasks will **not** be set by your teacher. Pupils should start on a Booster Pack to suit **their** current KS2 level and need.



Our pupils are expected to know and recall the times tables. There are games and fun activities to support your child within these Booster Packs.

We would expect our Year 6 pupils to regularly use the Booster Packs throughout the Summer holidays.

We suggest 3 (approximately  $\frac{1}{2}$  an hour) sessions per week. This would model the weekly Maths homework that pupils are required to do from September.

Other useful Maths websites are:

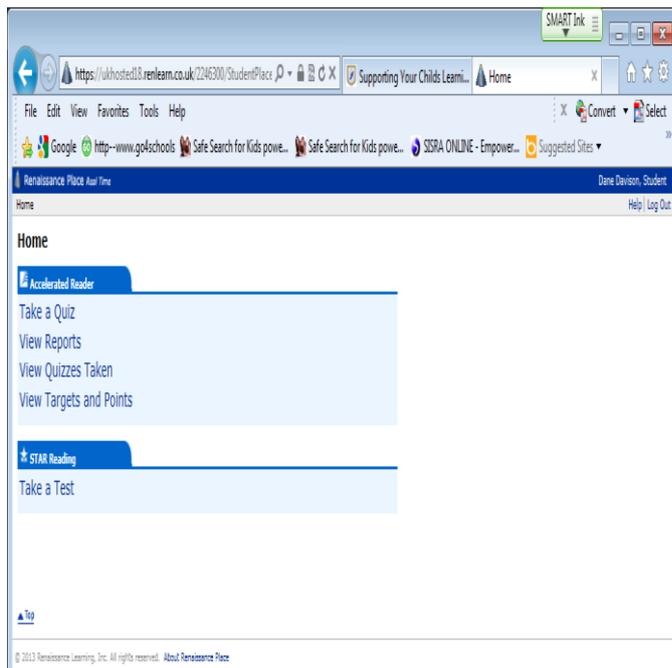
[www.nrich.maths.org](http://www.nrich.maths.org)

[www.coolmath-games.com](http://www.coolmath-games.com)

[www.arcademicskillbuilders.com](http://www.arcademicskillbuilders.com)

## Supporting your child's reading

During Year 7 and 8, all pupils participate in a Personalised Reading scheme.



*Parents are strongly encouraged to spend time with their children discussing books they are reading, reading to them, and listening to them read in order to support their reading*

Over the course of each week at home, pupils are expected to complete five 30 minute sessions of independent reading. Reading helps pupils to increase their literacy skills, thereby improving their performance in all areas of the curriculum.



### Discussing reading with your child

Talk to your child about the book she or he is reading.

- What is enjoyable about the book?
- What type of book is it?
- Who are the main characters and what are they like?
- Where is the book set?
- What is the atmosphere like? Is it scary?
- Check your child understands the text. Is there any new vocabulary?

We would expect Year 6 pupils to read at least one novel over the course of the summer holidays so that they are ready to get their Personalised Reading programme off to a flying start in September. Popular choices include:

- Jeff Kinney's 'Wimpy Kid' series
- Books by Jacqueline Wilson
- Enid Blyton's 'Famous Five' or 'Mystery' books
- 'Harry Potter and the Philosopher's Stone' by JK Rowling

**MORNING SERVICES**

**801 SERVICE –DEPARTS WEST BOLDON BANK TOP 08:10**

VIA Addison Road, Station Road(0822), Cleadon Lane, Boldon Lane, CLEADON POND (0832), **ARRIVES WHITBURN 08:40**

**803 SERVICE –DEPARTS WEST BOLDON BANK TOP 08:12**

VIA Addison Road, EAST BOLDON GREY HORSE (0816), STATION APPROACH (0820), CLEADON POND (0828),  
**ARRIVES WHITBURN 08:40**

**804 SERVICE –DEPARTS ST WILFRIDS RC SCHOOL 08:20**

Via Temple Park Road, WHITE ENSIGN (0825) CLEADON (0829), Front Street, Boldon Lane, Cleadon Lane, Whitburn Road, BYWELL ROAD (0835), Sunderland Road, Moor Lane, **ARRIVES WHITBURN 08:45**

**812 SERVICE – DEPARTS HEDWORTH LANE (Aged Miners Homes) 08:00**

Via Hedworth Lane BOLDON ASDA (0810), BOLDON COMP (0812), WHITELEAS WAY TURNING CIRCLE (0818), ST WILFRIDS (0830) HARTON NOOK (0834) CLEADON POND (0840), Sunderland Road, Moor Lane, **ARRIVES WHITBURN 08:47**

**525 SERVICE –DEPARTS JARROW BUS STATION STAND C 07:40**

VIA Monkton Terrace, PRIMROSE (0749), Leam Lane, FALMOUTH DRIVE (0754), PERTH AVENUE (0802), SIMONSIDE (0808), DISTRICT HOSPITAL HARTON (0816) Temple Park Road: **SET DOWN ST WILFRIDS TURNING CIRCLE 08:20. NOTE: STUDENTS FOR WHITBURN REMAIN ON BOARD BUS CHANGES NUMBER TO 804**

**558 SERVICE – DEPARTS DURHAM DRIVE ROUNDABOUT 08:00**

VIA: Durham Drive (anticlockwise), DURHAM DRIVE ROUNDABOUT (0808), DURHAM LAD, BOLDON COLLIERY ASDA (0815), BOLDON COMP (0817), Boker Lane, EAST BOLDON BLACK BULL (0820), BYWELL ROAD (0826), Sunderland Road, CLEADON (0832), Moor Lane, SEA VIEW PARK (0834), OPERATE HAIL & RIDE ON MOOR LANE **ARRIVES WHITBURN 08:40**

## **AFTERNOON SERVICES**

### **801 SERVICE – DEPARTS WHITBURN 15:40**

VIA: Rackley Way, East Street, Front Street, Moor Lane, Sunderland Road, CLEADON POND (1547), STATION ROAD 1555, Front Street, Boker Lane, New Road, Boldon Colliery Asda **ARRIVES BOLDON ASDA 16:05**

### **803 SERVICE – DEPARTS WHITBURN 15:40**

VIA: Rackley Way, East Street, Front Street, Moor Lane, SEA VIEW PARK (1543), Sunderland Road, CLEADON (1545), EAST BOLDON BLACK BULL (1555), Western Terrace, Addison Road. **NOTE: OPERATE HAIL & RIDE ON MOOR LANE. ARRIVES WEST BOLDON BANK TOP 16:00**

### **804 SERVICE – DEPARTS WHITBURN 15:40**

VIA: Rackley Way, East Street, Front Street, Moor Lane, Sunderland Road (1547), Whitburn Road, EAST BOLDON BLACK BULL (1557), BOLDON WEST BOLDON BANK TOP (1602), BOLDON ASDA (1604), Cotswolds Lane. Terminate at last stop. **ARRIVES COTSWOLDS ESTATE 16:07**

### **558 SERVICE – DEPARTS WHITBURN 15:40**

VIA: Rackley Way, East Street, Front Street, Moor Lane, SEA VIEW PARK (1543), CLEADON (1545), EAST BOLDON BLACK BULL (1555), Boker Lane, New Road, BOLDON SCH (1558), BOLDON ASDA (1600), Cotswolds Lane, COTSWOLDS ESTATE (1605), Hedworth Lane, Fellgate Avenue, Durham Drive (full length anticlockwise) FELLGATE ESTATE LANCASTER WAY (1612) TERMINATE AT DURHAM DRIVE ROUNDABOUT AFTER CIRCLING THE ESTATE **ARRIVES DURHAM DRIVE ROUNDABOUT 16:15**

### **525 SERVICE – DEPARTS WHITBURN 15:40**

VIA Rackley Way, East Street, Front Street, Moor Lane, Sunderland Road, CLEADON (1545), HARTON NOOK (1549), DISTRICT HOSPITAL (1553), Harton Lane, Whiteleas Way, Nevinson Avenue. **ARRIVES SOUTH SHIELDS COMMUNITY SCHOOL 16:00**

## **LATE AFTERNOON SERVICES**

### **807 SERVICE – DEPARTS WHITBURN 16:35**

VIA Rackley Way, East Street, Front Street, Moor Lane, SUNDERLAND ROAD (1643), Whitburn Road, Station Approach, Station Road, Front Street. EAST BOLDON BLACK BULL (1650), BOLDON Western Terrace, Addison Road, WEST BOLDON BANK TOP (1654), Rectory Bank, North Road, Hubert Street, BOLDON COLLIERY ASDA (1658), Cotswolds Lane, Abingdon Lane, Hedworth Lane, BOLDON LAD(17:05) Fellgate Avenue, Durham Drive (Anti Clockwise) DURHAM DRIVE ROUNDABOUT  
**ARRIVES FELLGATE EST (DURHAM DRIVE R/BOUT) 17:15**

### **808 SERVICE – DEPARTS WHITBURN 16:35**

VIA Rackley Way, North Guards, Cleadon Lane, Front Street, BOLDON LANE (1645) TileShed, New Road, Turn around at BOLDON ASDA ROUNDABOUT (1650), New Road, Boldon Lane, BENTON ROAD (1658) Galsworthy Road, Nevinson Avenue, SOUTH SHIELDS COMMUNITY SCHOOL (1702) Shields Road, Sunderland Road, HARTON NOOK (1707), Prince Edward Road, King George Road, HARTON LANE (1711) Boldon Lane.  
**ARRIVES BOLDON LANE B1298 – 17:15**

**All services may be subject to change, we will inform you of these as and when they occur.**

**Please contact Nexus on 0191 203 3333 for further information.**

## **Our Policies**

At Whitburn Church of England Academy, we have a Home School Agreement, Acceptable Computer Use Agreement, Locker Usage and Search Protocol and Consent Form for Off-site Activities. In the first half term, these documents will be issued to pupils via their Pupil Planner.

We ask that the 'Academy Policies Agreement Form' (contained in the planner) is signed by both yourself and your child and returned to the Academy within the first two weeks of term.

Our policies are all available to read and download here:

<http://www.whitburncofeacademy.org/about-us/policies.html>

## Keeping your child safe online - A checklist for parents and carers

As a parent you'll probably know how important the internet is to children and young people. They use it to learn, play, socialise and express themselves in all types of creative ways. This may be through sharing photos and videos, blogging, gaming, or even developing their own apps. It is a place of amazing opportunities.

The technology children use in their daily lives can seem daunting. You might worry about the risks they can face online, such as bullying, contact from strangers, as well as the possibility of access to inappropriate or illegal content. To help them stay safe, it's important that you understand how your child uses the internet.

**By following this simple checklist, you can start to protect them and decrease the risks they face:** 



**I have asked my child to show me sites they use** – By doing so, your child is including you in their online life and social activity. Show an interest and take note of the names of their favourite sites. You can then re-visit these when you are alone. Take your time and explore the space, find out how to set the safety features and learn how to report any issues directly to the site.



**I have asked my child to set their profile settings to private** – Social networking sites, such as Facebook, are used by children to share information, photos and just about everything they do! Encourage your child to set their privacy settings to private. They need to think about the information they post online as it could be copied and pasted anywhere, without their permission. If it got into the wrong hands, somebody may wish to use it against them or worst of all try to locate them in the real world.



**I have asked my child about their online friends** – We know that people lie online about who they are and may create fake identities. It is very important children understand this. Whether they are visiting a social network or a gaming site, the safety messages are the same. Children and young people must never give out personal information and only be "friends" with people they know and trust in the real world.



**I have set appropriate parental controls on my child's computer, mobile and games console** – Filters on computers and mobiles can prevent your child from viewing inappropriate and possibly illegal content. You can activate and change levels depending on your child's age and abilities. You can also set time restrictions for using the internet or games. They can be free and easy to install. Call your service provider who will be happy to assist or visit CEOP's parents' site for further information. Explain to your child why you are setting parental controls when you talk to them about their internet use.



**My child has agreed to tell me if they are worried about something online** – Sometimes children get into situations online where they don't feel comfortable or see something they don't want to see. By opening up the communication channels and talking to your child about the internet, their favourite sites and the risks they may encounter, they are more likely to turn to you if they are concerned about something.



**I know where to get help if I'm concerned about my child** – The CEOP Safety Centre provides access to a range of services. If you are concerned that an adult has made inappropriate contact with your child you can report this directly to CEOP. You can also find help if you think your child is being bullied, or if you've come across something on the internet which you think may be illegal.

**Visit the Safety Centre at [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre) or by clicking on this button:**



For further help and guidance on all the information mentioned please visit  
[www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)

## **Uniform**

It is the academy policy that all pupils wear the following uniform.

- A knee length black school skirt or pair of formal trousers either from the Academy's recommended supplier, or of a matching style from another supplier
- However we do not recommend skirts for school wear as they tend to be short and impractical. However, if pupils wish to wear them, black skirts that sit on the knee with opaque black tights (not footless tights) are acceptable
- No short/tight skirts or stretchy, body hugging skirts or skirts worn on the hips plus no unsuitable materials such as lycra
- A black V neck jumper or cardigan with the school logo
- A long or short sleeved formal white shirt with a formal collar. Please note this must be a formal shirt that can be tucked comfortably into the waistband
- Either black or white socks with trousers only
- Plain black school shoes, heels no greater than 2cm with no coloured embellishments
- No jewellery, except a watch
- Plain black outdoor coat (only a small logo approximately the size of a 50p piece allowed) or Academy Royal Blue PE Fleece or Academy Royal Blue PE Rain Jacket
- Academy tie, including Prefect / Senior Prefect tie, Head Boy / Girl tie, or House Captain tie, as appropriate
- House badge
- Suitable bag to carry books and equipment
- Academy scarf or a plain black scarf

## **Not Acceptable**

- Leather or 'leather – look' coats, hooded tops, zipped tops, cardigans, jumpers or sweatshirts without the school logo or any high collars which obscure the tie
- Short or fitted fashion blouses (school shirts must be of traditional design and tucked in)
- Tank tops
- Baseball caps
- Jeans or any trousers with rivets
- Any skirt which is not at least knee length
- Tight or clingy or lycra type skirts
- Boots worn with skirts
- Fashion trousers, slim fitting or short
- Trousers with fashion zips
- Coloured embellishments or adornments on shoes
- Any skirt which is not of the approved types shown on the Academy web site
- Hipster trousers worn immodestly so that underwear or midriff is on display
- Trainers or trainer-type shoes usually (exemplified with coloured soles, trims or logos), fabric pumps or sandals. Pupils wearing trainers will work in the Quiet Room, unless excused by a written medical note
- Any jewellery other than watches will be confiscated; including rings, earrings, bracelets or any other piercing. Pupils should have any new piercing timed to coincide with the start of the summer holiday to ensure any jewellery can be removed to attend school in September. Retainers/ear expanders will not be allowed.
- No make-up, fake tan, acrylic nails or nail varnish is allowed
- Excessive beading and unnatural hair colouring are not permitted; the interpretation of 'unnatural' is as follows: "colour that is not found within the natural hair colour spectrum, i.e. a bright, extreme or vivid colour and contrasts."
- Fully or partially shaved haircuts (below a 2 guard)

Please note that our uniform is very simple and places little financial burden on parents/ carers. Please do not be nagged into spending a fortune on designer items as they are neither needed nor desirable.

Pupils are expected to dress in full Academy uniform from the moment you leave home in the morning until you return home at night.

N.B. Parents who are in extreme hardship may need to contact the Academy Business Office and the Academy will endeavour to assist as appropriate on a case by case basis.

## P.E. Uniform

Girls	Boys
<b>Essential</b>	
Academy PE polo shirt ( <i>either white or blue</i> ) <b>or</b> Academy long-sleeved multisport top	Academy PE polo shirt <b>or</b> Academy long-sleeved multisport top
Academy PE Shorts	Academy PE shorts
Academy PE socks	Academy PE socks
Shin Pads	Shin Pads & Football boots
Trainers	Trainers
Towel and soap/shampoo for showering	Towel and soap/shampoo for showering
Mouth Guard	Mouth Guard
Drawstring or carrier bag for PE kit	Drawstring or carrier bag for PE kit

Girls	Boys
<b>Optional</b>	
Black leotard and leggings	Black tracksuit bottoms
Black tracksuit bottoms	Academy PE fleece
Academy PE fleece	Academy PE Rain Jacket
Academy PE Rain Jacket	Academy Drawstring bag for PE kit
Academy Drawstring bag for PE kit Football boots	

You are free to purchase standard uniform items (without Academy badge) from any supplier although skirts and trousers must be in the style of those available from the Academy's approved supplier. Items with the Academy badge on (black v-neck jumper and PE kit) must be purchased from our online supplier.

### Pupil Showers

Pupils are expected to shower after taking part in PE lessons as it is unhygienic to remain unwashed after vigorous physical activity. However, we would like to assure you that your modesty and safety have been taken into account when designing the changing rooms and the cubicles are for individuals.

You will therefore need to bring a towel and soap/shampoo on the days that you have PE.

### Mouth Guards

It is essential that mouth guards be worn by pupils in PE lessons involving contact sports such as rugby and hockey, to offer a measure of protection against mouth or jaw injuries. The most effective mouth guards are custom fitted from a dental impression of the teeth. However, the Academy has a supply of self-moulding mouth guards available for purchase from the Stationery Shop. The responsibility for the standard of mouth guards provided rests with the parent/carer.

# Anti-Bullying Policy

## Aim

Whitburn Church of England Academy is a school where every child really does matter. We are committed to providing a friendly, safe environment where all pupils can learn and achieve in a relaxed and secure environment. Bullying is a destructive element which can greatly affect the potential for success. Bullying in any form is unacceptable at our academy and is taken very seriously.

We are committed to supporting our pupils to be caring citizens in and out of school. If bullying occurs outside of school we will do what is reasonably practicable to eliminate any such bullying.

If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with sensitively and effectively. Anyone who knows that bullying is happening is expected to tell someone at school.

## Definition of Bullying

Bullying is deliberate hurtful behaviour in circumstances where it is difficult for those being bullied to defend themselves. Such acts of aggression may be premeditated or opportunistic. Bullying always results in pain and distress to the victim.

### Bullying can be:

**Emotional** Being unfriendly, excluding, tormenting, (e.g. hiding books or threatening gestures)

**Physical** Pushing, kicking, hitting, punching or any use of violence

**Racist** Racial taunts, graffiti, gestures

**Sexual** Unwanted physical contact or sexually abusive comments

**Homophobic** Taunts, gestures, focusing on the issue of sexuality

**Verbal** Name-calling, sarcasm, spreading rumours, poison pen notes

**Cyber** Misuse of all areas of the Internet such as email, social networking sites (e.g. MySpace and Facebook) and internet chat rooms (e.g. MSN messenger) as described in the Pupil Acceptable Use Policy

**Mobile** Threats by text messaging and calls, misuse of associated technology, i.e. camera and video facilities

If a person feels they are being bullied then the incident must be treated accordingly.

## Objectives of this Policy

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

## **Procedures**

### **Pupils**

- Pupils should report any bullying incidents to parents, prefects, Friends or to any member of staff that the pupil feels comfortable talking with.
- During the investigation all pupils involved will participate positively and without delay.
- Pupils must participate fully in the programme put in place for conciliation.

### **Staff to whom the incident is reported or who first discover the incident should:**

1. Intervene in the situation and make all safe. Make it clear that bullying is unacceptable and will not be tolerated, and the incident will be fully investigated. It is important at this stage that no judgement is made. It may be necessary to control the bully and support the victim. Inclusion Support Assistants, Excellence and Inclusion Manager, and the Senior Management team can assist if required.
2. Write a full account of the incident on a bullying incident sheet.
3. Give/e-mail this report to the relevant member of the Excellence and Inclusion Team as soon as possible, preferably the same day. Where all pupils involved are in the same year group the information should be given to the Inclusion Support Assistant for that year group; where more than one year group is involved the information should be given to the Excellence and Inclusion Manager.

### **Excellence and Inclusion Team Response**

Make clear to all concerned that:

1. The school takes bullying seriously and that we have zero tolerance for the action of bullying.
2. The incident will be recorded in the Bullying Log and a full investigation will take place.
3. Appropriate sanctions will be given in line with the Behaviour Policy.
4. Parents will be informed.
5. Conciliation between those concerned is essential and will take place using appropriate strategies
6. The situation will be monitored and reviewed by the Excellence and Inclusion Team at an agreed date.
7. If the situation remains unresolved parents will be invited into school for a meeting with the Head of Learning and Assistant Headteacher Pupil Learning and further sanctions may be given.

### **Prevention and Intervention Techniques**

Whitburn Church of England Academy will raise the awareness of the antisocial nature of bullying through school assemblies, School Council, PSHE programme, use of Long Registration time and in the national curriculum programmes of study as appropriate.

We describe our school as a “telling school” and pupils will be praised for having the courage to tell.

Areas where bullying may occur will be appropriately managed. Where serious violence is involved the Principal may exclude the pupil immediately pending further investigation.

### **Guidance for Parents/Carers**

Parents/carers have a vital role to play in ensuring their child adheres to the academy rules and takes responsibility for their actions. They should encourage their child to respond to concerns in a positive manner.

#### **If you feel your child is being bullied**

The following may be an indication your child is being bullied:

- Frequent illnesses such as headaches and stomach aches
- Irritable or aggressive behaviour
- They have few or no noticeable friends
- Money and property get regularly lost
- There is a noticeable change in their appetite
- Bruises and scratches are not easily explained
- They are unwilling to talk about school
- You have noticed a change in their school work

#### **What can you do?**

1. Talk to your child and remind them you are there to support.
2. Encourage them to come to school and report the incident to any member of staff that they feel comfortable talking with.
3. Contact the school and speak to the Inclusion Support Assistant (ISA) linked to your child's Year group.
4. If you feel the matter has not been resolved, make an appointment with the ISA, Excellence and Inclusion Manager or Head of Learning to discuss the situation.

#### **If you feel your child is bullying others**

The following may be an indication your child is bullying others:

- They have more money than usual
- They have possessions that do not belong to them
- They display aggressive behaviour and belittle others

#### **What can you do?**

1. Talk to your child and remind them you are there to support.
2. Discourage their poor behaviour.
3. Monitor their use of chat rooms such as MSN, social networking sites such as MySpace and other forms of communication. Appropriate use is detailed in the Pupil Acceptable Use Policy
4. Contact the school and speak to the Inclusion Support Assistant (ISA) linked to your child's Year group or the Excellence and Inclusion Manager
5. If you feel the need, make an appointment with the ISA, Excellence and Inclusion Manager or Head of Learning to discuss the situation.

## **Guidance for Pupils**

Bullying is deliberate hurtful behaviour against a more vulnerable pupil. These acts of aggression may or may not be planned but are intended to cause hurt. Bullying always results in pain and distress to the victim.

### **What can you do?**

- Look out for pupils who appear to be lonely or unhappy.
- Talk to them and offer your support.
- Encourage them to report any bullying incident to any member of staff that they feel comfortable talking with.
- Speak to the Inclusion Support Assistant (ISA) linked to your Year group. Remember this is a “telling school”.

### **What happens next?**

1. The academy takes bullying seriously and we have zero tolerance for the action of bullying.
2. The incident will be recorded and a full investigation will take place.
3. During the investigation all pupils involved will participate positively and without delay.
4. Appropriate sanctions will be given in line with the Pupil Acceptable Use Policy and Behaviour Policy.
5. Parents will be informed.
6. Pupils should participate fully in the programme put in place for conciliation.
7. The situation will be monitored and there will be a formal review.
8. If the situation remains unresolved parents will be invited into school for a meeting with the Head of Learning and a member of the Senior Management Team and further sanctions may be given.

Where serious violence is involved the Principal may exclude the pupil immediately pending further investigation.