



Northease Manor School

## PARENTS' HANDBOOK



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# Contents

<b>Introduction</b>	page 3
<b>Useful contacts</b>	page 4
<b>Pupil welfare</b>	page 5-6
<b>Communication</b>	page 7
<b>The School Day/Homework Prep</b>	page 8-9
<b>Blank timetable</b>	page 10
<b>Evening timetable &amp; activities</b>	page 11
<b>Uniform &amp; Equipment</b>	page 12-14
<b>Food</b>	page 15
<b>illness</b>	page 16
<b>Rewards &amp; sanctions</b>	page 17-18
<b>Travel</b>	page 19
<b>Boarding</b>	page 20
<b>Beginning &amp; end of term arrangements</b>	page 21
<b>Important events throughout the year</b>	page 21
<b>Friends of Northease</b>	page 22

*Special thanks to Maisy- Rae Catton for illustrations*

## **Introduction:**

It is my pleasure to extend to you a very warm welcome to Northease Manor School. The purpose of this handbook is to provide you with all the important information that will be useful to you and a point of reference, if you need to contact us.

Our mission statement is to provide success and restore self-esteem in order to encourage the balanced growth of the whole person, enabling the student to adopt strategies to overcome their specific learning difficulties and fulfil their true potential as an independent learner.

In order to achieve this, we believe in a close working partnership between parents and staff so that students can thrive in a supported, nurturing and friendly environment, which enables them to feel motivated to learn and achieve their potential.

The school communicates regularly with parents through your child's tutor, telephone calls, emails, texts, regular parent meetings and workshops. Educational, boarding and therapeutic staff, all work closely together to ensure that each student's needs can be effectively met within a holistic framework.

If there is anything we can help you with, please do not hesitate to contact me, or my staff and we will do everything we can to sort it out for you.

Carmen Harvey-Browne  
Headteacher

# Useful Contacts

**Telephone Number: 01273 472915  
(school office)**

## **E-mail addresses-:**

**Head:** [headteacher@northeast.co.uk](mailto:headteacher@northeast.co.uk)

**Deputy head:** [deputy.head@northeast.co.uk](mailto:deputy.head@northeast.co.uk)

**School office:** [office@northeast.co.uk](mailto:office@northeast.co.uk)

**Head's P.A.:** [pa2headteacher@northeast.co.uk](mailto:pa2headteacher@northeast.co.uk)

**Head of boarding:** [headofboarding@northeast.co.uk](mailto:headofboarding@northeast.co.uk)

**Business Manager:** [elaine.meredith@northeast.co.uk](mailto:elaine.meredith@northeast.co.uk)

**Student Welfare Officer:** [student.welfare@northeast.co.uk](mailto:student.welfare@northeast.co.uk)

**Director of Pupil Wellbeing:** [lynda.butlin@northeast.co.uk](mailto:lynda.butlin@northeast.co.uk)

**Director of Studies:** [terry.jones@northeast.co.uk](mailto:terry.jones@northeast.co.uk)

**Director of Operations:** [cath.macgregor@northeast.co.uk](mailto:cath.macgregor@northeast.co.uk)

**Director of CPD:** [sharon.maguire@northeast.co.uk](mailto:sharon.maguire@northeast.co.uk)

**The School Website:** [www.northeast.co.uk](http://www.northeast.co.uk)

# Pupil Welfare

**Tutor:** Your child's tutor is there to provide the home/school link and pastoral support. He/she may or may not teach your child. Your child's tutor should be your **first** point of contact for any concerns you may have regarding your child's educational or emotional wellbeing.

Your child's tutor for this year is .  
He/she will make contact with you in the first four weeks of your child's arrival at the school.

**Counselling:** We provide a confidential individual counselling service for students. A varying number of pupils, according to need, receive counselling help during their stay at the school.

If you and your child feel that counselling would be beneficial contact your child's tutor. The request will be referred to the Director for Pupil Wellbeing who will place your child on the waiting list. The counsellor will usually request a meeting with you before meeting the child. The student will then meet the counsellor for an initial one-to-one talk.

At this first interview the counsellor makes sure the student understands what counselling is for, explains about confidentiality and its limits and what to expect in counselling sessions. At this point the students will usually give the counsellor some idea of what is troubling them. They then talk about how counselling might help and if it is felt appropriate agree a set period of sessions. Initially there will be six sessions followed by a review.

(If you require further information please refer to the school's **Counselling for Young People Policy**)



**Bullying:** If you have any concerns about this with regard to your child or another please contact your child's tutor or the Director of Pupil Wellbeing. All concerns will be taken seriously and thoroughly investigated and every attempt will be made to find an effective solution to the problem.

(For copies of our **Bullying and Child Protection Policies** please contact the school or go to the website)

# Communication-:

We appreciate the importance of communication between home and school and are continually striving to improve our performance in this area. The following list contains our different ways of communicating with you throughout the year-:

Newsletters

Annual and Interim Reports

Lesson grades (usually sent half-termly)

Parents meetings and workshops

Annual Reviews

Student Planners

Assessments

The school Website

E-mail (a list of all staff e-mails can be found on the Website)

Telephone calls and text messages

Parent Link- another way of keeping parents informed, phone calls to remind parents of up and coming events etc



# The school day-:

## **Registration:**

School starts at 8.45am each day and ends at 3.50pm with a 10 minute meeting in tutor groups to check homework diaries, allow students to touch base with their tutors and deal with any concerns which may have arisen during the day. School finishes at 4 pm.

All pupils should register in their year group area by 8.40am. There will be a member of staff on duty in each area from 8.30 am onwards. Any student who is late for any reason should report to the office upon arrival.

If your child is unwell or unable to come to school for any reason please let the office know as soon as possible.

## **Assemblies:**

On Monday the day begins with 15 minutes in tutor groups to check that parents have signed Student Planners and that each student has everything they need for the start of the school week.

On Tuesdays and Thursdays there are whole school assemblies. On Wednesday assemblies are organised by tutors within each year group's area.

On Friday afternoon there is a whole school assembly to celebrate the successes and achievements of the week. This is followed by a tutor session to evaluate the week and a PSHE lesson.

## **Break & Lunchtime:**

There is a morning break of 20 minutes and lunchtime of 45 minutes. At break and lunchtime the pupils are able to spend time inside or out (weather permitting) and are supervised at all times. Lunch is a cafeteria-style service for all years.

## Homework/Prep

Homework or Prep is given to all students from years 7 to 11 and will vary according to their age and ability. Students from years 7 to 9 will be set work each day from Monday to Thursday and years 10 and 11 each day from Monday to Friday. Years 5 and 6 will be set work at teachers' discretion.

The amount of time to be spent each night is as follows-:

Year 7	15 minutes per night
Middle School	30 minutes per night
Senior School	45 minutes per night

Students should not spend longer than the recommended time on their work unless it is out of choice. If your child is experiencing difficulties with homework please contact your child's tutor. For some day students the opportunity to stay to 'Homework Club' after school may be beneficial.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 -8.40	Registration and Tutor Time	Registration and Assembly	Registration and Assembly	Registration and Assembly	Registration and Assembly
Lesson 1 8.45 -9.45					
Lesson 2 9.45-10.45					
10.45-11.05	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
Period 3 11.05 – 12.05					
Period 4 12.05-13.05					
Lunch 13.05-13.50	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
Period 5 13.50 – 14.50					
Period 6 14.50 – 15.50					
15.50 – 16.00	Tutor Time	Tutor Time	Tutor Time	Tutor Time	

Blank Timetable

# Evening timetable-:

If your child is a boarder you will find more detailed information in the 'Boarding Handbook' or for more information you could contact Paul Smith, Head of Boarding.

## Evening Activities:

Evening Activities run from 4.30pm to 5.40pm and are open to day pupils to attend. Those students attending evening activities have the opportunity to have a snack at 4pm.

There are a variety of activities available depending on the time of year. The following list contains examples of some of the activities that take place (subject to availability). A list of activities is available for parents and students to choose from via the Head of Boarding and the website.

- Cooking
- Horse riding
- Swimming
- Sailing
- Canoeing
- Football coaching
- Walking
- Film Club
- Computer Club
- Homework Club
- Art and Technology
- Dance
- Pottery
- Music

# Uniform & Equipment:



School uniform sweatshirts, rugby shirts and Northease ties can be ordered from Student Welfare Officer. You can e-mail her - [student.welfare@northeast.co.uk](mailto:student.welfare@northeast.co.uk) or alternatively contact the school office. When making an order you will be required to fill in an order form and return this with payment before the order is placed.

## List:

- White shirt or blouse
- Tailored, grey/black (school uniform style) trousers or grey/black, knee-length (school uniform style) skirt
- Blazer
- Navy blue school sweatshirt
- Plain black, grey or white socks
- Grey, black or natural coloured tights

## PE kit:

- School rugby shirt
- Plain navy games shorts
- Plain navy track suit
- Plain white, short sleeved, round neck tee-shirt
- White trainers with non-marking soles
- Outdoor trainers for running
- Swimming trunks; shorts style **not** knee length or 1-piece swimming costume **not** bikini (large nametape outside)
- Draw-string bag: approx. 40cm x 40cm (large nametape outside)

**Please clearly label all items with sew on nametapes.**

□ **Parents of Lower School Students can help us by ensuring they can dress and undress independently**

## **Equipment:**

All pupils should have a pen, pencil, ruler, rubber and colouring pencils in a pencil case. From year 8 onwards they should also have a scientific calculator and a geometry set.

## **Jewellery and hair:**

- 1 plain ring only
- Plain studs or small sleepers in ears. **NO** hoops, spacers or other body piercings
- Long hair should be tied back. The style and colour should not radically alter the student's appearance
- **NO** make-up to be worn in the school day
- Students should be encouraged to wear a wrist watch

## **Personal property:**

It is best if personal property of great value is not brought into school. However, personal property brought into school remains the responsibility of the owner and should be looked after carefully or stored in a locker. The school cannot accept liability for personal items, which get broken or go missing. Parents can opt into the 'Pupil's Personal Effects Insurance' by writing to the Business Manager.

All property and clothing coming into school should be clearly labelled with the owner's name.

## **Pocket Money:**

Pocket money for boarders is up to £10 per week. An item covering pocket money in advance for the term will appear on the 'Extras Account'.

Day pupils can bring up to £2 per day into school for the Tuck Shop but the school cannot accept responsibility for lost or misplaced cash.

## **Mobile Phones:**

Mobile phones are best left at home by day pupils. However, if they **must** be brought to school they should under **no circumstances** be used during the school day. Any student caught using a phone in school will have his/her phone confiscated and parents will be asked to collect it from school. If it is necessary for a student to use a phone during the school day it can be done through the school office.

# Food-:

The school promotes healthy eating. With this in mind careful thought and planning goes into the preparation of all meals served in school. The food is of high quality. There is variety and a great effort to cater for all tastes. At lunch time there is always a salad table and fresh fruit as alternatives to the cooked main course and pudding.

□ **Parents of Lower School students can help us by encouraging the correct use of a knife and fork.**

## **Dietary Needs:**

If your child has specific dietary needs please feel free to contact our Catering Manager – Ann Gilman who will work with you to provide the right diet for your child.

Examples of lunchtime menus are available on the website.

## **Morning snacks/tuck shop:**

Students are able to purchase healthy snacks and drinks from the Tuck Shop, in Tudor Hall, at morning break. In line with our healthy eating policy students should NOT bring in snacks and sweets, to be eaten at morning break, from home unless it has been agreed for a specific reason.

# illness:

If your child feels unwell during the school day he/she should go to the Surgery at Break or lunchtime, unless it is urgent. If the Student Welfare Officer feels that it is necessary for him/her go home she will contact you. Alternatively they may be told to rest in Sick Bay for a while or, if appropriate, given some medication to keep them going. In the case of boarders, a visit to the doctor will be arranged, if necessary.

If your child is taking any medicines, including homeopathic herbal medicines, they must be handed into Surgery for safekeeping and will be given out as necessary. (See Boarding Handbook, for more details, if your child is a boarder), or alternatively e-mail: [student.welfare@northeast.co.uk](mailto:student.welfare@northeast.co.uk)

## Accidents:

If your child has an accident at school you will, of course, be informed as soon as possible. If the accident is of a serious nature and a visit to hospital is required you will be informed immediately.

## Surgery:

The surgery is also available as a drop in service for anyone wishing to talk about something or seek advice.



# Rewards & Sanctions:

We believe in the importance of rewarding the successes of our students and that everyone has the right to a positive learning environment.

## Lesson Grades:

The Lesson Grade System enables each student to monitor his or her own effort and behaviour and highlights achievement and causes for concern within the classroom setting.

At the end of each lesson a grade is given to each student. These grades follow the school's standard grading system (which is displayed in every teaching area). The automatic feedback allows both teacher and student to monitor their level of motivation and attitude to learning in class. The system allows staff to instantly reward and motivate success.

Grades A – C also have points attached to them, these points are added up each week and students are encouraged to improve their score as the term progresses.

These lesson grades are recorded on each student's lesson grade sheet by 8.30am the following day. Friday's lesson grades are entered by 1.45pm.

The grades are as follows:

- A** = Excellent effort for that student in that session (3 points).
- B** = Good effort for that student (2 points).
- C** = The student has behaved appropriately and co-operated for most of the lesson (1 point).
- D** = The student has not met expectations.
- E** = The student's behaviour is unacceptable and he or she has  
    Been removed from class.

At the end of each half term copies of the grade sheets should be sent to parents. There will be a reward for four students per year group (Lower School, two) who have done well. From September 2011 a place to record 'excellent', 'good' or 'satisfactory' week will be printed in the comments box of the Student Planner. An unsatisfactory week will be communicated to parents by e-mail or 'phone, as appropriate.

## **Merits:**

Every adult in school may award up to five merits per week for individual students. These merits must be recorded on the student's lesson grade sheet in the staff room. Merits are worth five points and are added to the lesson grade sheet.

## **House Points:**

These can be awarded to a student by any adult for any act of kindness, effort or good manners and are written into the homework diary as an H1 or an H2 and initialled by the member of staff. These points go towards their house and are collected by the Form Tutor. House points will be collected at the end of each week and added to the running total. The scores will be announced in the celebration assembly on Fridays.

## **Sanctions:**

It is not acceptable for anyone to disrupt or distract other students from their learning, therefore disruptive behaviour may result in a sanction. If a student has to be removed from class it is automatic that a detention will follow. However, part or whole of a break-time may be lost to make up for work not completed in class, being late etc.

Any serious concerns regarding your child's behaviour will be reported to you, usually by your child's tutor.

## Travel:

**Travel by train:** Weekly boarders leave school at 2.45 pm every Friday. The 3.24 pm train from Lewes is accompanied. The school deals with the travel costs and recovers it from the Local Education Authority for all journeys, except those to school at the start of term and the start of half term. *Parents are responsible for bringing their children to school at the beginning of each term and for their collection at the end of term.* This is because of the large amount of luggage that students will have, bringing and taking home their belongings. *There will not be a supervised train run from Lewes to Victoria at the beginning or at the end of each term. If parents are unable to collect their children they should make provision for this, advising the school of the alternative arrangements in writing, ideally giving at least one week's notice.* Some taxi companies may be willing to bring or collect students at the start of or end of term, ***but it is the responsibility of parents to liaise with the taxi company concerned and to make the necessary arrangements.***

Parents should wait to meet their children on Fridays, and the train escorts on Sundays, at the **small** WH Smith Kiosk (not the central WH Smith) near platforms 17 and 18 at Victoria.

All pupils are expected to return to school between 7pm and 8.30pm on Sunday unless they have specific permission to do otherwise. The 6.48pm train from Victoria, arriving in Lewes at 8pm is accompanied and met by the minibus (*with the exception of the beginning and end of terms as outlined above*).

**Travel by Taxi:** Local Education Authorities arrange this and you should know the details of the taxi firms and the Local Education Authorities travel officer.

# Boarding-:

For details regarding boarding arrangements please see the 'Boarding Handbook or contact the Head of Boarding e-mail:

[headofboarding@northeast.co.uk](mailto:headofboarding@northeast.co.uk)

# **Beginning and End of Term arrangements:**

Details and times relating to the beginning and end of term arrangements are available on the school website. For details regarding arrangements for boarders please contact the Head of Boarding e-mail [headofboarding@northeast.co.uk](mailto:headofboarding@northeast.co.uk)

# **Important events throughout the year:**

There are many exciting and important events throughout the school year. For details of these please see the calendar on the school's website.

# Friends of Northeast:

The 'Friends' of Northeast Manor School is a parent-run group, consisting of a Committee of 4 parents and any number of parents wishing to join in with fundraising activities across the year, all proceeds of which are allocated directly to benefit the pupils. We also provide general communication support between parents and the school and are happy to discuss, in confidence, general issues regarding the Educational Tribunal process.

Our main fundraising activities include the Summer Fete, Christmas Carol Service, Hamper Raffle and Refreshment sales throughout the year, including the Swimming Gala. Proceeds have been allocated to several departments across the School, including DT, HE, Music, Eco Warriors, IT and the Games Room as well as fun days out for the pupils.

All parents are assured a very warm welcome to 'Friends' termly meetings and activities. Please contact the Chair, Sally Brown email - [salbrown06@aol.com](mailto:salbrown06@aol.com) (tel. 01424 773955) if you require any further information.