

GENERAL GUIDELINES

ARRIVAL IN SCHOOL

Pupils may go into their form rooms as soon as they arrive in school to prepare their books and equipment for the first two lessons. School bags must be left in their lockers during the school day. During school hours, including both breaks, no pupil may leave the grounds without permission from the Headmistress or Deputy Headmistress.

The form tutor will arrive to take the register at 8.50 a.m. and pupils should be ready for lessons at this point. Monday morning is form time and is used for checking the girls' planners. There is an assembly on each of the other four mornings. Breakfast is available in the dining hall between 7.45 a.m. and 8.30 a.m. This costs £2.00 and is payable on the day.

BEHAVIOUR

Every pupil is expected to be courteous, tidy and punctual at all times. She must not run in corridors or on the stairs and must keep to the left. Personal CD's, music systems and ipods must **NOT** be brought to school. Fruit or small snacks may be eaten during break in the Dining Room only. They must **NOT** be eaten in class or between lessons. Chewing gum is **NOT** allowed.

BREAKAGES AND DAMAGES

If any damage occurs to school property those responsible should report to the School Office and they may be liable for payment. Cartridge pens are recommended, as ink must not be carried around school. Tippex or its equivalent is not allowed in school.

EMERGENCY PROCEDURES

We hold regular fire drills. Girls must leave the rooms in line and in silence by the exits specified. They must line up in Form order on the Sports Field. Girls must remain in line and **IN SILENCE** until they are dismissed.

FIRST AND SECOND BREAKS

In fine weather, girls will be advised to spend their break time outside. Clearly, in poor weather conditions girls will be allowed to stay in their form rooms. **Any food eaten** during first break should be eaten **in the dining room only**. A wide range of activities including choir, band, clubs, sports practices and subject clinics take place during lunch break. The Cox-Simpson Library and the Information Exchange are open at these times for research and homework tasks.

ILLNESS OR INJURY

Any illness or accident during school hours should be reported to a member of staff who will then send girls to the school nurse, if necessary. Girls will be given permission to go into the health room and/or return to the classroom or go home. If a girl is in the health room, other pupils may not visit her. Pupils are not allowed to phone home to ask to be collected. The school nurse or the office staff will do this.

MOBILE PHONES

If your daughter has a mobile phone, which you feel is necessary for her journey to and from school, then this must be **switched off and locked in her locker during the school day. If you wish to give your daughter a message, then this should be done via the school office.**

PHYSICAL EDUCATION

No one is excused from Physical Education except on the written request of a parent, or by special permission from the Headmistress. A medical certificate is needed if prolonged absence from PE is requested. In the interests of their own safety, girls must never be in the Sports Hall or use the sports equipment without the supervision of a member of staff. PE kit should be brought to school when required for a lesson and placed in the locker allocated for this purpose. It should be kept in a bag clearly marked with the owner's name. No girl should borrow any kit belonging to another or enter another girl's locker without permission. **All items of kit should be clearly labelled and initials embroidered on the outside.** Mouth guards and protective clothing **MUST** be worn when instructed.

ATTENDANCE

If you know that your daughter needs to be absent for an unavoidable cause, please write to the Headmistress, in advance, to seek permission. As far as possible, dental and medical appointments should be arranged during school holidays. **Parents are strongly advised not to organise holidays during term time.** If your daughter is ill, you should telephone the school by 9.30 a.m. and on the morning of her return, send a confirmatory letter explaining her illness to the Form Tutor. These letters are filed and may be examined by Government Inspectors if they so request. **Pupils are recorded as late if they are not in their Form Room by 8.50 a.m. On arrival at school after this time they should sign in at the School Office, and if they leave school during the school day they must have written parental permission, signed by the Form Tutor, which should be shown to the office staff prior to signing out.** If registration is missed due to a music lesson a pupil must sign in after the lesson.

REWARDS AND SANCTIONS

Rewards

Gateways is a community where every member is considered and respected. All staff work hard to create an environment whereby each individual can reach her potential academically and mature emotionally, socially and spiritually. Pupils are required to behave with courtesy and consideration towards all members of the school community. Discipline is maintained by demonstrating and reinforcing positive behaviour patterns. To this end the following methods are used to emphasise 'good behaviour' and create a culture of achievement:

- Marks and comments on written work;
- Words of praise;
- Notes to parents in Student Planners and/or exercise books;
- Informing fellow pupils of positive behaviour in house, year and whole school assemblies;
- Bronze, silver and gold scheme for collecting house points;
- Faculty merit boards;
- Commendations, acknowledged by the Headmistress.

Details of the house point and commendations are given in the Student Planner.

Sanctions

Most problems are easily solved if they are picked up on quickly enough. The ideal size of Gateways lends itself to this process. Parents are encouraged to let school know if a pupil is having problems. It is important that staff are aware of any difficulties, beyond your daughter's control, which may affect her behaviour.

To promote a culture of learning the following sanctions are applied:

- Verbal discipline from the Form Tutor or subject teacher;
- Notes to parents in the Student Planner;
- Telephone call to parents;
- Subject or Form Tutor 'On Report' sheet;
- Personal Achievement Card;
- Detention with Faculty Head or Pastoral Head following a letter home;
- Interviews with pupils, parents and staff as appropriate;
- Internal suspension;
- Temporary or permanent exclusion.

ACADEMIC MATTERS

HOMEWORK

Homework is an integral part of the academic day. Each year pupils are given a homework timetable indicating the subjects per evening and a guideline as to how long this should take. A supervised homework club runs every night until 6.00 p.m. in the Cox-Simpson Library. **This is free of charge and all High School girls can make use of this facility.**

STUDENT PLANNER

Each girl is given a Student Planner. Their use is compulsory and they must not be defaced. A member of staff may note house points, commendations, acknowledge effort and progress or note if homework is missing or inadequate. **At the end of the week we ask parents to sign the Student Planner.** On Monday morning, in form time, staff check the planners. In this way we can work together to give every pupil the support she may need to make the best possible use of her time.

ASSESSMENTS AND EXAMINATIONS

Girls are monitored throughout the year in all subjects and at the end of each term high achievers appear on the Faculty Merit boards together with pupils who are commended for effort. Formal examinations take place immediately after May half term.

REPORTING TO PARENTS

This is carried out each term in the form of a Progress Review or Parents' Evening. The week after a Progress Review parents may come in for a consultation with staff at their own instigation. If it is at the staff's instigation then something is wrong! At the end of the Summer Term a fuller report is written. Parents' consultation evenings are held twice a year in Upper III. We expect pupils to attend with their parents on the second of these two evenings.

COX – SIMPSON LIBRARY / LEARNING RESOURCE CENTRE

The library is open all the time as a reference library and a lending library. It also houses networked computers with facilities for internet access. Pupils are encouraged to seek guidance with regards research skills and widening their reading choices from the School Librarian. The Student Planner gives guidance on the development of 'Information Literacy Skills.'

PASTORAL ISSUES

FRIENDSHIPS

As your daughter grows and develops through these first years of High School, then you will see many changes, not only physically, but also in mood and attitude. Friendships often change and disagreements become more common. This is a perfectly normal growing process and as long as these are quickly resolved, there is no need for undue concern. In all instances we will deal with any issues sensitively, but ask that you actively discourage your daughter from pursuing any argument outside school particularly using e-mails, texting and MSN style messaging services. These methods of communication extend arguments and a sense of proportion is lost. Time spent on the computer could be enjoyed much more productively.

HOUSES

All girls are allocated to a House - Beningbrough, Harewood or Newby - on entering the High School. There are regular events and competitions, (music, sporting, and charity) as well as the collection of house points for academic achievement, commitment and good behaviour; every girl has a part to play within her House.

CONTACTING SCHOOL

We always welcome the co-operation and support of parents when dealing with issues that may arise in school. If you have any concerns then please contact your daughter's Form Tutor in the first instance. If problems are not resolved then please speak to Mrs Holmes, Head of Lower School.

PASTORAL CARE

Girls have a Form Tutor, to whom they should speak if they need advice or if they have any concerns. They may also talk to the Head of Lower School, Mrs Holmes, or the Deputy Headmistress, Mrs Burton. All members of staff are prepared to support any pupil, but it is always advisable to speak to the Form Tutor first of all, as this usually helps prevent molehills becoming mountains!

SCHOOL LUNCHESES

It is expected that all girls take school lunches with the exception of the Sixth Form. If a specialist diet is recommended, and if the school kitchen is unable to provide it, a doctor's certificate should be provided by parents stating the exemption period. The letter should be sent at the start of each school year.

FRIENDS OF GATEWAYS (FOG)

This is a thriving and very supportive organisation. All ideas and help will be gratefully received. All parents will be invited to the AGM, the date of which will be announced later.

Forthcoming events

Summer Ball

AGM

Christmas Fair

Christmas Lunch

Ladies Pamper Evening

Prep Discos

Coffee Mornings

Movie Nights

All dates are communicated to parents in the weekly newsletter and on the school website.

For further details contact Chairman: Helene Duncan, Mob: 07590376395

OPPORTUNITIES

SPORTS CLUBS AND TEAMS

There is a wide variety of sports clubs, for fun and fitness, and school team practices in hockey, netball, basketball, football, athletics, rounders and tennis. Pupils regularly attend city and county team trials. Practices and sports will change on a termly basis and fixtures are made early in each term. Commitment to teams/practices is encouraged and specific notices can be found in the Sports Hall.

MUSIC

There is a successful choir which practises twice weekly. There are also opportunities for instrumentalists to perform in orchestra, wind band and jazz band, in assemblies and at other concerts both in school and in the local community. Singing and instrumental lessons are also available. Instruments range from violin to electric guitar and include percussion and drum kit tuition.

CAREERS EDUCATION AND GUIDANCE PROGRAMME

Careers education, together with finance education, begins in Lower School. The relevant guidance is embraced within the PSHE curriculum. Pupils are encouraged to use the Careers Library and are shown how to use this by the Pupil Librarians.

COMMUNITY OUTREACH

The mission of Community Outreach is to challenge all pupils, of all ages, to use their talents and energies to contribute to their community. Each form agrees to work as a team to develop and execute their own fundraising ideas, while whole school events complement these smaller form challenges. In the past, our Upper III forms have run Christmas card delivery service, a Valentine's Day tombola and a 'name the bunny' Easter competition.

Our whole school activities have included a Gym and Dance performance and a Gateways Got Talent competition. All pupils were invited to audition and contribute behind the scenes.

We run an active Amnesty International group, which gives a mix of girls the opportunity to get involved in government and politics. Each year, Amnesty International hold an after-school fundraising event. The Environmental Group, which meets after school, has already made positive changes to our school, earning us Green Flag 'Eco School' status.

All girls are able to join any of the Community Outreach groups.

SCHOOL COUNCIL

One representative is elected from each form to serve on the School Council. They meet regularly with the Sixth Form Prefects and Mrs Hayward attends some meetings.

LUNCHTIME CLUBS AND ACTIVITIES

There are a wide range of lunchtime clubs and activities to cater for all interests; music, sports, drama, science, art etc. All pupils in Lower School are encouraged to pursue some of the activities available so that full advantage is taken from the width of opportunities open to her.

EDUCATIONAL VISITS

There is a ski course every year and a water sports adventure holiday on alternate years. The language department run a cultural visit to France, Germany or Spain and an exchange programme. In September, a Lower School extra-curricular residential weekend is organised for the girls to enjoy each other's company and to learn to work together.

UNIFORM AND EQUIPMENT

UNIFORM AND APPEARANCE

Uniform must be complete at all times. We would ask you to pay particular attention to footwear, which should be flat or have a **very** low heel.

Please give your full support in ensuring your daughter looks smart. She must not wear make up or nail varnish and long hair (i.e. hair touching the shoulders or longer) must be fastened back at all times using plain dark colours.

EQUIPMENT REQUIRED

The school provides pupils with all the exercise books, paper and text books required. All pupils will be supplied with their own copy of a dictionary and an art sketch book. Text books are loaned for the year and collected at the end of it. Any book lost or damaged will obviously need to be replaced. Girls are expected to equip themselves with the usual contents of a pencil case, including a fountain pen, a compass and protractor for Mathematics.

All girls will need a scientific calculator. It is essential that this calculator has a 'natural display'. The Mathematics Department recommends the Casio – FX83ES or a similar Casio model. Calculators are available from our school shop 'G-Bay'. Please contact the Maths Department if there are any problems.

LOCKERS

All girls are given a locker for the safe keeping of their belongings. They will be provided with a padlock to secure this and we suggest that they leave the spare key with their Form Tutor, for emergency use. Each pupil will also be allocated a locker in the Sports Hall to store her PE equipment. She will be given a key and again will need to be responsible for this.

LOST PROPERTY

Inevitably items will be mislaid. Naming of all items brought to school ensures that the owner can be informed. Clothes are to be found in the Sports Hall – any valuable items i.e. glasses, calculators etc will be held in Mrs Burton's office. Lost USB memory sticks will be held in the school office.

SCHOOL DAY: HIGH SCHOOL

REGISTRATION	8.50 a.m.
Assembly	8.55 a.m. – 9.10 a.m.
Period 1	9.10 a.m. – 9.50 a.m.
Period 2	9.50 a.m. – 10.30 a.m.
BREAK	10.30 a.m. – 10.50 a.m.
Period 3	10.50 a.m. – 11.30 a.m.
Period 4	11.30 a.m. – 12.10 p.m.
Period 5	12.10 p.m. – 12.50 p.m.
LUNCH	12.50 p.m. – 1.50 p.m.
Period 6	1.50 p.m. – 2.30 p.m.
Period 7	2.30 p.m. – 3.10 p.m.
Period 8	3.10 p.m. – 3.50 p.m.
REGISTRATION	3.50 p.m.
END OF DAY	4.00 p.m.

EXAMPLE OF LOWER SCHOOL TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
1	English	Art	RS	German	History
2	English	Art	Classics	English	History
Break					
3	Geography	Spanish	Biology	Technology	English
4	ICT	Biology	Maths	Technology	Geography
5	PSHE	Maths	Maths	Spanish	Maths
Lunch					
6	French	Physics	Chemistry	Music	PE
7	RS	Physics	French	Chemistry	PE
8	German	Music	English	Maths	PE

GATEWAYS HIGH SCHOOL UNIFORM LIST

SCHOOL OUTFITTERS

Rawcliffes Limited
617 Roundhay Road
Oakwood
Leeds LS8 4AR
Tel: 0113 2494025

On Site School Shop
Limited Opening Times:
Tuesday and Friday
3.00pm – 5.00pm

GENERAL

- Uniform is compulsory throughout the school, except for the Sixth Form.
- **JEWELLERY MUST NOT BE WORN** except for a wristwatch and one pair of stud earrings for those with pierced ears.
- **EVERY ARTICLE OF CLOTHING BROUGHT TO SCHOOL MUST BE CLEARLY MARKED WITH THE OWNER'S NAME.** Girls' initials must be embroidered clearly on the outside of all PE clothing.
- The nearly new uniform shop is open twice weekly, Wednesday 8.30 – 9.00a.m. and Friday 3.00 – 4.00p.m.

OUTDOOR UNIFORM

Coat Reversible fleece jacket – Dark cherry fleece & black showerproof; no other coat is acceptable.

Footwear Black polished shoes, flat or **very** low heel.

INDOOR UNIFORM

Jacket Dark cherry.

Skirt Uniform skirt – black with cherry/white line pattern. Straight with vent, knee length. Skirts should be purchased only from the school shop or Rawcliffes.

Blouse White shirt type with long sleeves (Autumn and Spring Terms).
White, short sleeved open-necked shirt type (Summer Term).

Slipover Black, with school crest, to be worn under the jacket if extra warmth is needed.

Tie Striped; to be worn in Winter and Spring Terms

Tights Black opaque tights

Overalls Royal blue, crossover type for Art and Science. A blue polyester/cotton tabard with front pockets for Food Technology.

PHYSICAL EDUCATION

Equipment	Gum shield (compulsory).
Footwear	1 pair of trainers - for outdoor wear. 1 pair of white trainers - (non-marking sole) – for indoor wear. (Sports support trainers)
Skirt	Cherry games skirt.
Shorts	Black lycra (for athletics and to wear underneath games skirt).
Shirt	Polo shirt – white with Gateways logo.
Fleece	Black base layer fleece with school logo.
Tracksuit	Black tracksuit bottoms and black tracksuit top with school logo.
Socks	Cherry hockey socks. White tennis / netball socks.

Girls' initials **MUST** be embroidered clearly on the outside of all PE clothing. All items of PE equipment and clothing **MUST** be clearly marked with the owner's name. This will be checked by a member of the PE staff.

OPTIONAL ITEMS

Gloves	Any type for hockey – with grips.
Scarf	Should be the correct Gateways' uniform scarf.
Hockey stick	
Tennis racket	