

## UPPER SCHOOL HANDBOOK

Parent copy

This booklet contains information which will be useful throughout your daughter's time in Upper School.

**Please keep it for reference.**

## Introduction

This handbook has been produced to provide you with general information. It is intended to inform you of procedures within the school, so that you can help your daughter make a smooth transition into this important phase of her educational and social development. Some of the information will already be familiar from Lower School; however some is specific to Upper School and to Key Stage 4 (GCSE).

Your daughter is awarded new privileges in Upper School and the next two years will be hard work, as she studies for her GCSE examinations. Course work can be challenging; however the Upper School team will encourage her to make valuable use of her time and support her every step of the way. With our combined support, I am sure she will find both her option choices and her compulsory subjects stimulating and rewarding. If work is well organised there should also be plenty of time for fun.

Although academic study forms a major part of your daughter's school life, there will be many opportunities to become involved in extra curricular activities. She will be expected to make a contribution to the school, and to the wider community, through community service. Many activities are available and her form tutor will update her on these and encourage her to take on responsibilities.

Our PSHE programme has been designed to develop her skills and to prepare her for the challenges of academic and social life. It will also enable her to make informed choices about her future.

I should be obliged if you will sign and return the form at the bottom of this page, so that I am sure you have received this booklet. This year should prove to be an exciting time for all of us and I look forward to working with both you and your daughter in the Upper School.

Mrs S Finan  
Head of Upper School

.....  
**To Mrs S M Finan**

**Daughter's name** .....

**I have received and read the Upper School Handbook.**

**Signed** ..... **Date**.....

HEAD OF UPPER SCHOOL

Mrs S M Finan

FORM TUTORS:

Upper 5	G	Mr Q Sands
	W	Mrs E Bottomley
	S	Mr N Box

Lower 5	G	Mrs D Kennedy
	W	Miss C Fox
	S	Mrs S Newton

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## **ACADEMIC MATTERS**

### **Coursework**

Coursework is an integral part of many GCSE courses and it offers the opportunity to produce work of the highest possible standard, without the time pressures of an exam. **It is important, however that the work produced is the students own** and your daughter will sign a form to be sent to the examining board stating that this is her own work. (A coursework schedule can be found at the back of this handbook and in the Student Planner.) Coursework is usually assessed internally, within strict guidelines to ensure standardisation. The school has a policy on appeals regarding internal assessment decisions. Please contact the Public Examinations Officer, Mrs G. A. Brennan, for further details.

### **COX – SIMPSON LIBRARY**

The library is open all the time as a reference library and a lending library. There are also computers to complement those in the Learning Resource Centre with facilities for Internet access and a wide range of CD Roms. Upper School girls are encouraged to make full use of these facilities in their study time. Upper School pupils also have priority at breaktimes.

### **HOMEWORK**

Homework is an integral part of the academic day. Each year pupils are given a homework timetable indicating which subjects give homework on each night and a guideline as to how long this should take. **Some of this can be reviewing and reading the work done in the lesson and will not necessarily be written work. This does not mean that this can be ignored, as it is a vital process in learning and understanding.**

A supervised homework club runs every night until 6.00 p.m. in the Cox-Simpson Library, and all Upper School girls can make use of this facility.

Course work can be given over a period of weeks and the temptation to leave this until the last week should be avoided, as this invariably causes problems. When homework time is allocated for course work then it should be used for this.

### **PHYSICAL EDUCATION**

No one is excused from PE 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 fitness suite or use any 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, in Upper 5 only team members and those studying GCSE PE will have a locker in the sports hall. Kit should be kept in a bag clearly marked with the owner's name. No girl should borrow any kit belonging to another. **All items of kit should be clearly labelled.** Mouthguards and protective clothing **MUST** be worn when instructed.

## **REPORTS**

A progress review is written at the end of each term. This will indicate effort and achievement and any likely areas of improvement needed. The week after a progress review parents may come in for a consultation with staff at their own instigation. At the end of the Summer Term a full report is written. A parents' consultation evening is held once a year, usually in the spring term after Lower 5 assessments and Upper 5 mock exams.

## **SUBJECT AND FORM REPORT**

A pupil can be put on Subject or Form report if schoolwork, homework, conduct or appearance is unsatisfactory. This will be recorded in the planner. If there is no positive outcome at the end of the report period then detention can be given. Detentions can also be given for more serious breaches of school rules. Detentions are overseen by Faculty or Pastoral Heads, and take place at lunchtime over a week or after school; parents will be notified in advance, when an after school detention is given.

## **STUDENT PLANNER**

Each girl is given a Student Planner; a vital tool in these busy GCSE years. It is the expectation of staff that these are used to record and organise homework. They should be looked after and should not have graffiti or stickers. Occasionally a member of staff will make a note in a planner if homework is missing or inadequate, or if behaviour has been unacceptable. If you have any minor concerns, then the planner is an ideal method of contacting the form teacher. At the end of the week we ask parents to sign the Student Planner. On Monday morning in form time staff will check the planners. This way we hope we can work together to give everyone the support they may need to make the best possible use of their time.

## **TESTS AND EXAMINATIONS**

Girls are assessed throughout the year in all subjects and at the end of each term high achievers appear on the Faculty Merit boards. In June all girls in Upper School have either school or public examinations. In Upper 5 there are mock exams in January and pupils will be given study leave at this time.

## **TIER OF ENTRY: GCSE (Foundation, Intermediate & Higher)**

Grades awarded for GCSE's go from A\* to G. Grades D -G equal Level 1 of the National Qualifications Framework; grades A\* - C represent 'good' passes at Level 2. Some subjects offer differentiated entry, so that pupils can work within their capabilities to achieve the best possible grade. In many subjects it is possible to achieve a C grade working with less content at Foundation entry. Where pupils are borderline C candidates, staff will suggest that to secure this 'good' GCSE they are entered for a lower tier. This decision is usually made after the mock exams in January of Upper 5.

## **COURSEWORK**

As you know coursework is an integral part of many GCSE exams and if completed well can provide a good number of marks towards her GCSE, even before she sits the exam.

Subject staff will give guidance during coursework assignments, however these should be your daughter's own work. It is important that she adheres to deadlines and completes each section when required. For those who are less organised, it can be tempting to leave tasks to the last minute, however this is usually unsuccessful and can result in a huge backlog. As more coursework tasks are set it becomes impossible to complete them all to a satisfactory standard. ***The timetable is organised to spread the workload and ensure your daughter can achieve the best possible coursework marks.***

Most coursework is assessed internally and then sent for moderation, thus ensuring a common standard. The school does have an appeals procedure, which operates in line with GSA and JCQ.

Your support and encouragement are invaluable throughout the GCSE course and I hope the timetable will be of use in helping your daughter with the organisation of her coursework.

## HOW HARD SHOULD SHE BE WORKING?

### ADVICE GIVEN TO YOUR DAUGHTER: (in the planner)

- The two year GCSE course in any subject requires a **high level of commitment**.
- Start as you mean to go on, work steadily: Don't leave things to the last minute.
- **Coursework** is an integral part of all GCSEs and you must be responsible and meet the deadlines.
- Find out exactly what is required and ask for support, preferably not at the last minute!
- Always work towards the highest standards.
- Plan and organise your work.
- **Time management** is an important skill; use your planner, record homework, assignments and coursework dates carefully and stick to them.
- Record and reward your achievements.
- **Monitor your progress, take responsibility for your own learning.** You will be given many opportunities to review your own progress.
- Progress reviews will indicate where more effort is needed.
- Homework, class work and assignment marks will highlight your strengths and weaknesses - learn from your mistakes.
- Take advice from your tutors.

*Use your talents, make a positive contribution.*

*Good Luck! Work hard, do your best.*

*Enjoy yourself and don't let problems build up.*

*Have a good year!*

## Top Tips for Parents

*(information adapted from 'GCSE's What can a parent do?' by Julie Casey M Ed. C Psychol.)*

As the exam system has changed and continues to change it is quite common for parents to feel at a loss, when their children embark upon GCSE's, however parental involvement at this stage can make an enormous difference. Perhaps the hardest demand on our youngsters is that of understanding the long term importance of doing the best they can and learning to shelve short term fun at times in the interest of long term benefit.

Julie Casey suggests that the essential role of a parent includes some or all of the following:

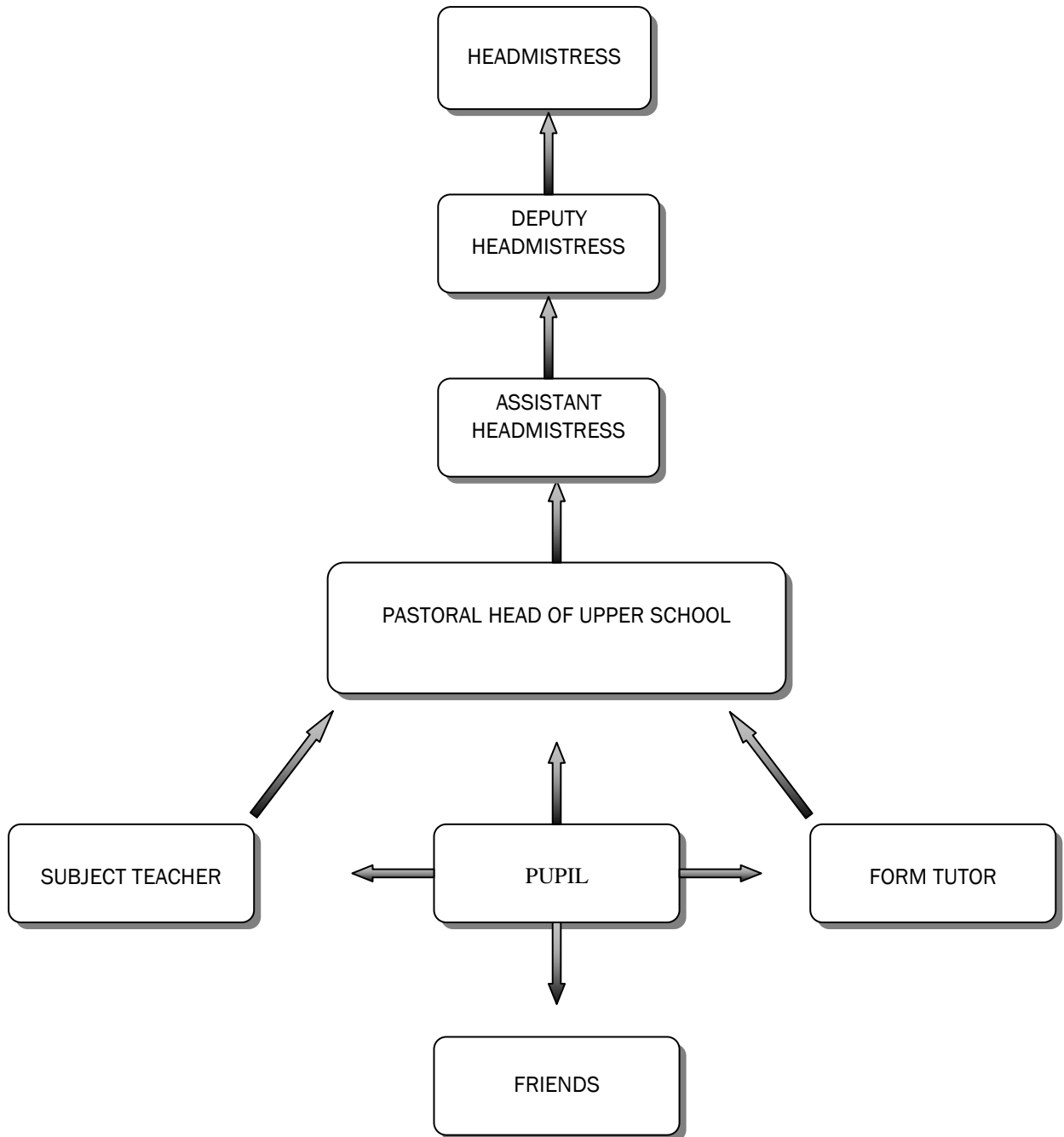
- Attendance officer – making sure your child goes to lessons and making sure your child understands the importance of making the most of lesson times.
- Provider of the tools for homework and revision – a quiet space, a 'workbox' of pens, paper and other necessities.
- 'Study buddy' – showing an interest in the subject, helping with homework (but not doing it for them). Testing them when they ask you etc. (There are many helpful hints and ideas in the back of the planner!)
- Entertainments officer – finding out about TV programmes, theatre productions, films, exhibitions relevant to your child's learning and enjoying them together.
- Sounding board and adviser – helping your child to break tasks down so that they are manageable, keeping a subtle eye on progress and celebrating achievements and seeing a positive way forward when things go badly.
- Project manager – agreeing the rules for homework or revision (they won't work if they are imposed). Agree regular 'check ins' where you can discuss where they are in relation to each subject's deadlines, areas they are enjoying, finding difficult etc.

Other suggestions are;

- Ensure that time spent on the computer doing homework is that and is not spent on facebook or similar social sites. Social times should be built in to work programmes and thus should not interfere in the time set aside for homework/ revision. (mobiles could be left outside the study area until work is completed.)
- Be flexible – use the 80/20 rule. If your daughter is doing what she is supposed to be doing 80% of the time then she will be doing fine.
- Be positive – teenagers tend to take an extreme 'catastrophic' approach to difficulties and need help sometimes in seeing these in perspective.
- If she says she has no homework then this is unlikely to be true and excuses can be plausible. If you are concerned please check with school via the planner or by phone.
- All pupils have the opportunity to create their own personal revision plan with Miss Green. Post this in a prominent place so that you can support, providing nourishing snacks and drinks and plenty of praise for good efforts.
- If you have any concerns about homework, coursework or revision, then please do not hesitate to contact school.

# The Pastoral System

Where do I go for help?



PARENTS MAY BE CONTACTED AT ANY TIME BY SUBJECT TEACHERS /FORM TUTORS/ PASTORAL HEAD OR SENIOR STAFF. IF YOU WISH A MATTER TO REMAIN CONFIDENTIAL PLEASE SAY SO, ALTHOUGH SOME MATTERS MAY HAVE TO GO FURTHER.

## **PASTORAL CARE**

Girls have a Form Tutor who will stay with them through the two GCSE years. This allows them to build a strong relationship and provide support where necessary. If you have any concerns, either academic or pastoral, please do not hesitate to contact the form tutor, either via the planner or telephone. There is also the Pastoral Head of Upper School, Mrs Finan, to whom concerns may be directed. Any member of staff is more than willing to help any pupil, but it is advisable to speak to the Form Tutor first of all, as he/she is usually aware of any problems.

## **SCHOOL LUNCHES**

It is expected that all girls take school lunches. 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 required and renewed for the commencement of each school year.

## **CONTACTING SCHOOL**

We welcome your co-operation and support when you, as parents and we as school, deal with any 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 Finan, Pastoral Head of Upper School. In all instances we deal with any issues sensitively, but ask that you discourage your daughter from pursuing any argument using e-mails, chat rooms or text messaging.

Please note that if you need to contact your daughter during the school day then this should be done via the school office and not on her mobile. Mobiles can be brought to school for the journeys to and from, however the understanding is that they **should be turned off and kept securely in lockers through the school day. All contact should be through the school office.**

## **WHAT IS P.S.H.E IN UPPER SCHOOL?**

The Personal, Social, Health and Education programme is designed to help your daughter become a more independent and responsible person, and to prepare her for the opportunities and experiences of adult life.

It consists of seven main components:

1. P.S.H.E.
2. Health
3. Careers
4. ICT
5. Religious Education
6. Physical Education
7. Citizenship

### **PROGRAMME CONTENT:**

#### **P.S.H.E.**

During her two years in Upper School many topics will be addressed which we hope will help her become more aware, not only of herself, but of the outside world. These lessons will equip her with the skills needed to operate in a complex modern society. She will also be involved in study skills courses to help organise her approach to learning and her revision time. (Packs of information and techniques can be requested from Mrs Finan or Miss Green) We have introduced a First Aid course, which can result in a recognised qualification.

#### **HEALTH**

Through discussion, activities, guest speakers and the use of videos, we will help your daughter consider her approach to life and human relationships. Health and fitness issues will be explored, to give her the opportunity to consider healthy and safe lifestyle choices.

#### **CAREERS**

She will compile a Curriculum Vitae and Progress File and formulate personal action plans with the help and knowledge gained from videos, guest speakers from industry and careers exhibitions.

She will prepare for work experience and she will be given the opportunity to explore alternative routes in post 16 education.

The careers library is situated in the Cox-Simpson Library and is always accessible for information.

In Upper 5 she will also have a series of careers interviews. An initial interview takes place with Mrs Finan and Mrs Casper, then an interview is arranged with the Leeds Authority Careers Advisor, and finally an interview with Mrs Wilkinson. You as parents are invited to attend both the interview with the Leeds Careers Advisor and also the interview with Mrs Wilkinson.

## **RS**

She will study aspects of morality, spirituality, citizenship and ethics as part of the Religious Studies Programme. Topics covered include Prejudice and Discrimination, War and Peace, and Love and Marriage. Most lessons are discussion based.

## **PE**

She will follow a two year programme in which she will select activities from the following list: lacrosse, circuit training, rounders, basketball, soccer, badminton, athletics, health related fitness, netball, tennis, rugby. Other ideas are welcomed by the PE staff. In the past a karate course and street dancing have been undertaken. Opportunities are available to work towards awards and certificates of achievement, as well as the chance to undertake leadership skills. Upper School pupils can also use the fitness room in break time and after school. The PE department provides guidelines for use.

## **CITIZENSHIP**

Within this area of the curriculum your daughter will study, consider and discuss topical, political, moral, social and cultural issues. She will develop the knowledge and skills to evaluate social justice, democracy, legal and economic systems at national and international levels, in order to acquire and develop the skills needed to become an informed citizen.

## **ICT**

The course covers a number of key learning strategies to support GCSE studies. Information Literacy skills are taught, developing the use of research techniques, using all the library facilities. A nationally recognised qualification CLAIT (Computer Literacy and Information Technology) level I is completed. This covers file management, word processing, spreadsheets and database assessments. The course encourages independent learning. The scheme supports the social, moral and ethical use of ICT and continues to develop ICT capability. Units exploring personal financial education will also be covered in this course.

## **EXCLUSIVE OPPORTUNITIES IN UPPER SCHOOL**

### **LOWER 5**

#### **Work Experience**

The real world of work! This takes place after the summer exams and provides an opportunity to explore a possible career choice and experience the demands of this. Careers staff will inform your daughter as to how and when she should organise her work placement.

#### **Community Service**

In Upper School we expect pupils to take on additional responsibilities and duties within school. This is in preparation for activities in the wider community when they reach Sixth Form.

In Lower 5 pupils can assist in the Careers Library. They may also help in the Preparatory department in a number of areas, helping younger girls to learn multiplication tables, French vocabulary, or listen to readers. They may help the P.E. staff with activities, such as vaulting. An exciting new development is the G-bay charity shop.

Her attendance and help will be recorded in her Student Planner. She will be expected to keep this up to date.

#### **The Duke of Edinburgh Award Scheme**

There will be the opportunity to take part in the Duke of Edinburgh Award Scheme in Lower and Upper 5. This leads to a nationally recognised Bronze or Silver award certificate and is an excellent opportunity to show commitment and leadership. Tracey Sockett the D of E Coordinator is in school on Wednesday and therefore training sessions and meetings take place on Wednesday lunchtime or after school.

#### **London Visit**

This is planned for 29<sup>th</sup> – 31<sup>st</sup> March 2010, the last three full days of the spring term, and will involve social as well as educational activities. We hope that everyone will attend!

### **UPPER 5**

#### **Community Service**

(as above)

#### **Common Room Committee**

These are elected posts and members are responsible for organising social events and ensuring that the common room is respected and used fairly.

#### **Duties**

Upper 5 pupils opt for breaktime duties in either Littlegates, Youngers or Schofield.

#### **The Duke of Edinburgh Award Scheme**

(as above)

#### **Assistant Deputy House Captain**

Upper 5 pupils have the chance to assist the 6<sup>th</sup> form House Captains and try their hand at leadership

#### **LEAP (Leeds Enterprise Advisory Programme)**

Run a business, make money. Who will be the Entrepreneurs in Upper 5?  
More information from Mrs Derrig.

## **PROGRESS FILE**

During the next two years your daughter will be required to record her personal achievements and progress. She will build up a profile of her successes and qualities, with a view to a personal statement that will lead to a university place or employment.

Below are some ideas to get her started:

- Interests and hobbies outside school.
- Commendations in school.
- Educational visits.
- Contributions to Newshounds.
- Work Experience.
- Part-time employment.
- Contributions to assembly.
- Extra curricular activities.
- LEAP experience.
- Positions of responsibility inside and outside school.
- Membership of clubs, inside and outside school.
- Duke of Edinburgh Award.
- First Aid Certificates.
- Music awards, certificates or performances.
- Drama awards, certificates or performances.
- Charity work.

Gateways offers lots of chances to get involved in various clubs, drama productions, performances, bands and concerts to name a few. We want to see everyone take advantage of as many opportunities as possible.

## **EXTRA CURRICULAR OPPORTUNITIES**

### **COMMUNITY OUTREACH**

There are exciting new schemes ahead this year with many opportunities for all pupils, at both a local and global level.

### **LUNCHTIME CLUBS AND ACTIVITIES**

There is a wide range of lunchtime clubs and activities to cater for all interests. Pupils in Upper School are encouraged to attend as many of these activities as possible, and, if they wish, also to show leadership and assist in running a club. Amnesty International provides many opportunities for debate and leadership.

Maths, Science, English and language clinics also run at lunchtime for extra support and or explanation

### **SPORTS CLUBS AND TEAMS**

There are a wide variety of sports clubs for fun and fitness and the opportunity to represent the school in gymnastics, netball, basketball, football, athletics, rounders and tennis. Some pupils who are very talented get the opportunity to represent the city and/or West Yorkshire and to compete in the Youth Games.

### **MUSIC**

There is a successful choir, which practises twice weekly. There are also a number of opportunities for instrumentalists to perform in orchestra, wind band and swing band, in assemblies and at other concerts both inside school and in the local community. Instrumental lessons are also taught on a large range of instruments from violin to electric guitar and include percussion and drum kit tuition.

### **SCHOOL COUNCIL**

A representative is elected from each form to serve on the School Council. They meet regularly with the Sixth Form Council prefects and each half term with Mrs Wilkinson.

### **FOREIGN VISITS**

There are many opportunities in High School to visit other countries. There is an annual ski course and often a water sports adventure holiday. The language department run regular cultural holidays to France, Germany or Spain and a foreign exchange programme.

### **DRAMA**

LAMDA group lessons continue in Upper School, leading to medal exams. Where possible these are timetabled for lunchtimes.

Each year there are opportunities to take part in our own school productions which are usually staged in the autumn term.

## **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**

## **GENERAL GUIDELINES – REMINDERS!**

### **ATTENDANCE**

If you know in advance that your daughter needs to be absent for an unavoidable cause, please write to the Headmistress to seek permission. As far as possible, dental and medical appointments and holidays should be arranged during school holidays. **Parents are strongly requested not to organise holidays during term time.** If your daughter is ill, you should telephone the school, ideally by 9.30am on the first of her absence and send a confirmatory letter, explaining her illness, to the form teacher when she returns. These letters are filed and may be inspected by Government Inspectors if they so request. If your daughter is absent for more than three days, please be in contact with the school over the possibility of us sending work home.

**Pupils are recorded as late if they are not in their Form Room by 8.45 a.m. On arrival at school, after the close of registration at 9.00am, they should sign in at the School Office, and if they leave school during the school day they must also sign out in the School Office.**

### **BEHAVIOUR**

Every pupil is expected to be courteous, tidy and punctual at all times.

There must be no running in corridors or the stairs. Radios or CD players must **NOT** be brought to school except for use in Upper School designated areas. These must be safety checked by a member of the maintenance team before use. No responsibility is accepted for loss or damage.

Personal music systems, MP3's or ipods are not allowed in school.

Mobile phones required for the journey to and from school, must be switched off and locked in your daughter's locker during the day. Any contact between home and your daughter should be via the school office.

Sweets and fruit may be eaten only during break in the Dining Room. They must **NOT** be eaten in class or between lessons.

Chewing gum is **NOT** allowed.

### **BOUNDS**

During school hours, including both breaks, no pupil may leave the grounds without permission from the Headmistress or Deputy Headmistress. Girls must bring a letter from home if they are required to leave school for any reason, and they must sign out (in the school office) before leaving the premises. Staff rooms are out of bounds at all times.

### **BREAKAGES AND DAMAGES**

Those responsible should report to the School Office. If actions are deemed to have been irresponsible, then a charge may be made.

## **EMERGENCY PROCEDURES**

Fire Practice drill will be enforced. Girls must leave rooms in line and in silence by the exits specified for the rooms they are in at the time of the alarm. 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 Upper 5 pupils have the use of a Common room, where they can relax, chat and play music at break times. We do however encourage pupils to take part in some extra curricular activities in their breaks.

Any food eaten during first break should be eaten in the Dining Room **only**. Second break is used by staff either for choir, orchestra, clubs, sports practices, extra work or help with work. A number of clubs and activities as well as matches and training sessions are managed before and after school. Girls are encouraged to participate in these. The Cox-Simpson Library and Information Exchange are also 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 send girls to the School Nurse for First Aid. Girls will be given permission to go into the Health Room when necessary and/or return to the classroom or go home. If a girl is in the Health Room, she may not be visited by other pupils. If your daughter needs to take medicines during the school day, she should bring them, **named**, with an explanatory letter to the Health Room or the School Office. They will be kept securely and administered at the appropriate times. If she uses an inhaler then one should be carried at all times and we recommend that a spare one be kept in the Health Room for emergencies.

## **LOCKERS**

All girls are given a locker and a padlock for the safe keeping of their belongings. We ask them to be responsible for the key and to ensure that it is locked. Obviously, lost keys cannot be replaced and padlocks can be removed if the key is mislaid, but this should be the exception rather than the rule. This also applies to PE lockers. Charges will be made for lost keys or new padlocks.

## **TELEPHONE CALLS / MOBILE PHONES**

A public payphone is available for pupils to use at break times only. Pupils need to get permission from the Pastoral Head of Upper School or the Assistant Headmistress. The telephone does not take incoming calls.

It is imperative that girls **DO NOT** telephone home and ask to be picked up in case of illness. The Office will do this if the school nurse deems it necessary. 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.

## **REWARDS AND SANCTIONS**

### **Rewards**

Gateways is a small 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:

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 whole school assemblies

Bronze, silver and gold scheme for collecting house points

Commendation, acknowledged by Headmistress

Faculty merit boards

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

### **Sanctions**

Most problems are easily solved if they are picked up on quickly enough. The size of Gateways lends itself to this process. Parents are encouraged to let school know if a pupil is having problems, as it is important that staff are aware that difficulties beyond the child's control could affect their behaviour.

Verbal discipline from the Form Tutor or subject teacher

Notes to parents in the Student Planner

Telephone call to parents

Subject or Form Tutor Report sheet

Personal Achievement card

Detention with Faculty Head; letter home

Interviews with pupils, parents and staff as appropriate

Internal exclusion

Temporary or permanent exclusion

## UNIFORM AND EQUIPMENT

- Uniform must be complete at all times. It must be neat and tidy and footwear should be appropriate for school use.
- **Make-up and nail varnish are not allowed.**
- Long hair (i.e. hair touching the shoulders or longer) must be fastened back at all times. It should be fastened using **school colour or black only.**
- Jewellery must not be worn in school except for a wristwatch and one pair of stud earrings for those with pierced ears.
- **Lost Property**; inevitably items will be mislaid. Naming of items brought to school ensures that the owner can be informed. Lost items found in school will be stored with the following staff:
  - Jewellery/money/ USB sticks                      School Office
  - Clothing    PE staff
  - General ie pencil cases  
Glasses, calculators                                      Mrs Burton
  - Medical – inhalers                                      School Nurse

**Please note that unclaimed property will be disposed of at the end of each term.**

## EQUIPMENT REQUIRED

The school provides pupils with all 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 lent 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 and not forgetting a compass and protractor for Mathematics. Please note that the requirement for public examinations is that pupils should write in black ink.

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.

**It is recommended that all pupils have a USB memory stick with a minimum capacity of 512Mb. This should be named.**

# UNIFORM LIST

## GATEWAYS HIGH SCHOOL

### 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

A sale of nearly-new uniform is held termly at the school. Parents are advised of the relevant dates in advance. All uniform and equipment **must** be named.

### OUTDOOR UNIFORM

<b>Coat</b>	Reversible fleece jacket – Dark cherry fleece & black showerproof; no other coat is acceptable. <b>Hoodies should not be worn.</b>
<b>Footwear</b>	Black polished shoes, flat or <b>very</b> low heel.

### INDOOR UNIFORM

<b>Jacket</b>	Dark cherry.
<b>Skirt</b>	Uniform skirt – black with cherry/white line pattern. Straight with vent, these should be a reasonable length. Skirts should be purchased only from the school shop or Rawcliffes.
<b>Blouse</b>	White shirt type with long sleeves (Autumn and Spring Terms). White, short sleeved open-necked shirt type (Summer Term).
<b>Slipover</b>	Black, with school crest, to be worn under the jacket if extra warmth is needed.
<b>Tights</b>	Black opaque tights
<b>Tie</b>	Striped; to be worn in Winter and Spring terms
<b>Overalls</b>	Royal blue, cross-over type for Art, Science and Design & Technology. A blue polyester/cotton tabard with front pockets for Food Technology.

## PHYSICAL EDUCATION

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

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.



# GATEWAYS SCHOOL

GCSE COURSEWORK SCHEDULE 2009 - 2010

LOWER 5 AUTUMN 2	LOWER 5 SPRING 1	LOWER 5 SPRING 2	LOWER 5 SUMMER 1	LOWER 5 SUMMER 2	UPPER 5 AUTUMN 1	UPPER 5 AUTUMN 2	UPPER 5 SPRING 1	UPPER 5 SPRING 2
		GEOGRAPHY			GEOGRAPHY			
		R.S.	—————→				R.S.	—————→
GERMAN			GERMAN	—————→			GERMAN	GERMAN
FRENCH			FRENCH	—————→			FRENCH	FRENCH
SPANISH			SPANISH	—————→			SPANISH	SPANISH
					DRAMA	—————→		
				HISTORY	—————→			
				PE	—————→			
				FOOD TECH	—————→			

- English Coursework is completed across the first 4 terms of the course usually in the 3 - 4 weeks immediately after each half term in the form of critical essays relating to a different text or a piece of original writing.
- Art and ICT coursework is ongoing throughout the course, but completed by Spring 1
- Music GCSE coursework is in Upper 5 Summer 1
- Business Studies coursework is ongoing throughout the course
- **There is no course work for Science, Maths, Latin, C.C. or Greek GCSE**